

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

### CASEWORKER PREPARATION CHECKLIST FOR ILO/TLP STAFFING

*Directions:* This checklist is to be used by the caseworker to assist him/her in gathering the information to bring to an ILO/TLP Staffing as required under PG 2002. , ILO/TLP Approval Procedures. A copy of this checklist and attachments are to be sent to each staffing participant prior to the staffing. Each document should be clearly numbered in accordance with the numbers listed below.

- 1. An initial draft of form **CFS 968-62B, ILO/TLP Safety and Risk Management Plan**, to be finalized during the staffing
- 2. An initial draft of form **CFS 968-62C, ILO/TLP Wraparound Plan**, to be finalized during the staffing
- 3. The current **CFS 497, Client Service Plan**, for the child and the family
- 4. A summary of the youth's placement history (not CM07 screen prints)
- 5. If applicable, a copy of any current SACY protective plan
- 6. If available, a copy of the original social history
- 7. If available, a copy of a social history addendum current within 6 months
- 8. If available, copies of court orders entered within the last 12 months
- 9. If available, copies of any court reports submitted within the last 12 months
- 10. Educational/Vocational Information
  - A summary of the youth's educational history including, but not limited to, the school the youth is currently attending and a summary of attendance
  - The number of high school credits earned
  - If applicable, a copy of the youth's Individual Education Plan (IEP)
  - If applicable, a summary of any vocational testing of the youth within the past 12 months
  - If applicable, a summary of the youth's employment history
- 11. A copy of the Department recognized Life Skills Assessment completed within previous 12 months
- 12. Medical/Developmental Information
  - A summary of the youth's medical history
  - A summary of any medications the youth is taking
  - If applicable, documentation of any developmental disability the youth may have
  - If applicable, documentation identifying the youth's handicap code as contained in the Department's CYCIS system
- 13. A summary of any history the youth has regarding physical aggressiveness toward other persons and/or property, particularly if such aggression has resulted in police reports, arrest, serious injury, etc.
- 14. If appropriate, current status of referral to the appropriate Pre-Admission Screening agent (PAS)
- 15. If available, a copy of reports submitted within the last 12 months from any service provider for the youth
- 16. If applicable, a summary of any income and/or savings the youth has currently
- 17. If applicable and immediately available, the most current psychological and/or psychiatric report
- 18. Listing of any ILO or TLP provider(s) who has been identified as being potentially able to meet the needs of the youth

## INSTRUCTIONS

This form is a tool for the caseworker to use in gathering necessary information for the required staffing. Specific directions are included on the form itself. In gathering this information it is important that the caseworker remember the following:

- a) When a copy of a document is asked for, provide clear copies
- b) Avoid multiple copies of the same documents. If a document provides information for more than one item on the checklist, use a cross referencing process to identify where one item in the checklist may be found in a different checklist item.
- c) When the checklist calls for summary information it means concise, pertinent, and clear summary information as opposed to pages of detail.
- d) To assist with all that needs to be done in a staffing, it is helpful for the caseworker to work with the identified provider to complete initial drafts of the Safety/Risk Plan and the Wraparound Plan to distribute at the staffing. See #1 and #2 on the checklist.
- e) Remember to number each attachment to correspond to the numbered items on the checklist.
- f) Check only those items that are attached and numbered. If an important item is not available, include a numbered page that explains why it is not available, and check the appropriate box on the form.