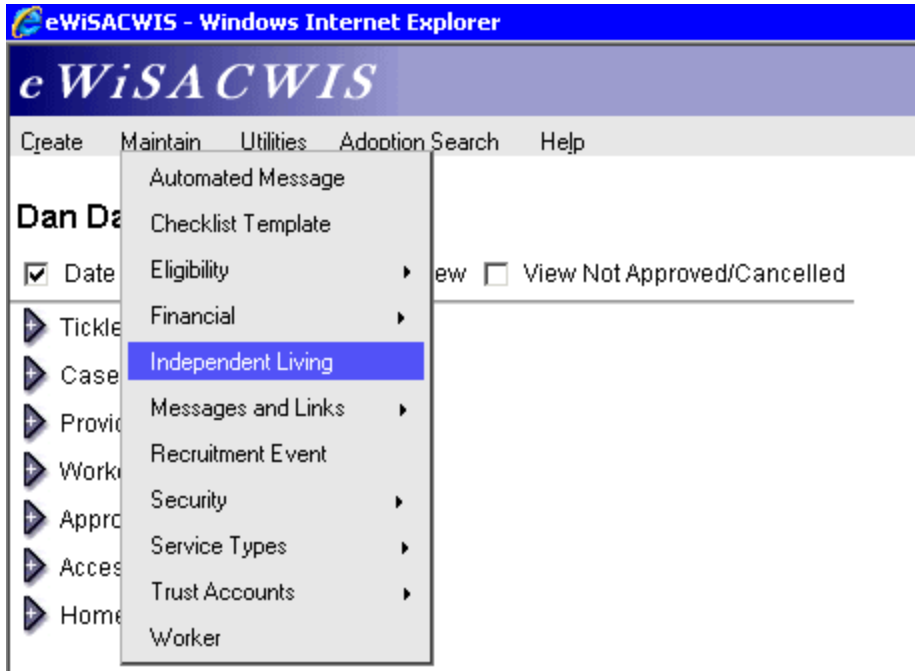


# Independent Living

**Note:** An assignment is not needed to the case to complete Independent Living work, however additional security is needed.

1. Click on Maintain > Independent Living. This will open the Independent Living page.



2. Click the Search hyperlink to search for the youth

Independent Living - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Name**  
Youth: DOB: Gender: [Search](#)

**Basic** | Contacts | Assessment / Plan | Services

**Participant Information**  
Youth's Highest Grade Level Completed: Special Education Status:  
Race: Ethnicity: Hispanic / Latino:  
Indian Tribe Membership:  Tribe Responsible for IL Services  
Was the youth ever an adjudicated delinquent?  Yes  No County: [Dropdown]

**Documents Obtained**  
 Birth Certificate  Employment Information  Medicaid Card  Selective Service  
 Drivers License  Immigration Papers  Medical Records  Social Security Card  
 Education Records  MA Post Foster Care  School Transcripts  State ID

Comments:  
[Text Area]

Options: [Dropdown]

Done | Trusted sites | Protected Mode: Off | 100%

3. Enter the youth's name and click Search. Select the youth by clicking the radio button next to his or her name and then click Continue.

Person Search -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Search Criteria**

Last Name:  First Name:  Person ID:

SSN:  DOB:  Gender:

Street:   City:   ZIP Code:

Incl. AKA Search Precision:  Sort By:  **Search**

Record 1 to 1 of 1

**Persons Returned**

[Gaston, Nancy \(21008\)](#) 1245 River Road, Madison Female 10/05/1993 Arabic

**Create Continue Close**

- The Independent Living page will display the Youth's name with his or her associated Person ID, DOB, and Gender. To update any of the demographic information, click the youth's name (the blue hyperlink) to launch the Person Management record.

The first tab of the page is the Basic tab. All information in the Participant Information group box pre-fills from the youth's Person Management page, except for the last question, "Was the youth ever adjudicated delinquent?" This question is user selected and must be completed in order to save the page. All information in the Documents Obtained group box is user entered. This is helpful to workers who would like to document what documents they have obtained for youth who will be aging out of care.

The screenshot shows a web browser window titled "Independent Living - Windows Internet Explorer" displaying the "eWiSACWIS" application. The page header includes navigation icons for Home, Print, Spell Check, and Help. The main content area is divided into tabs: "Basic", "Contacts", "Assessment / Plan", and "Services". The "Basic" tab is active, showing a "Participant Information" section with the following details: Youth's Highest Grade Level Completed: Eleven; Special Education Status: No; Race: White, Asian, Black/African American, Native Hawaiian/Other Pacific Islander; Ethnicity: Arabic; Indian Tribe Membership: N/A; Was the youth ever an adjudicated delinquent? (Yes selected, No unselected); County: Milwaukee. Below this is a "Documents Obtained" section with checkboxes for Birth Certificate, Employment Information, Medicaid Card, Selective Service, Drivers License, Immigration Papers, Medical Records, Social Security Card, Education Records, MA Post Foster Care, School Transcripts, and State ID. A "Comments" text area is also present. At the bottom, there is an "Options" dropdown menu, a "Save" button, and a "Close" button. The browser's status bar at the bottom indicates "Done" and "Trusted sites | Protected Mode: Off" with a zoom level of 100%.



Also on the Contacts tab is the Other Contacts group box. You can enter all other possible contacts for the youth by clicking Insert and entering the Name, Role, Phone, and E-mail.

Comments can be entered for any additional information you would like to record regarding Contacts.

Independent Living - Windows Internet Explorer

eWISACWIS

TM Print Spell Check Help

Name  
Youth: [Gaston, Nancy \(21008\)](#) DOB: 10/05/1993 Gender: Female [Search](#)

Basic **Contacts** Assessment / Plan Services

Other Contacts

Other Contacts

Name	Role	Phone	E-mail	
Auntie Peggy	Auntie	(608)111-2222	auntiepeggy@e-mail.com	<a href="#">Delete</a>
Uncle Joe	Uncle	(608)111-2222	unclejoe@e-mail.com	<a href="#">Delete</a>

[Insert](#)

Comments

Options:  [Go](#) [Save](#) [Close](#)

Done Trusted sites | Protected Mode: Off 100%

6. The third tab is the Assessment/Plan tab. On this tab, you will document the date the Independent Living Assessment was completed and/or revised and a description of the process, tools, and methods used. You will also document the date the Independent Living Plan was completed and/or revised and the anticipated age and living situation at discharge from out of home care. Both the Assessment and the Plan must be completed when the youth is 15 and has been in out of home care for at least 6 months. You will also document the date the Independent Living Transition to Discharge Plan was completed. This plan must be done 90 days prior to aging out of care.

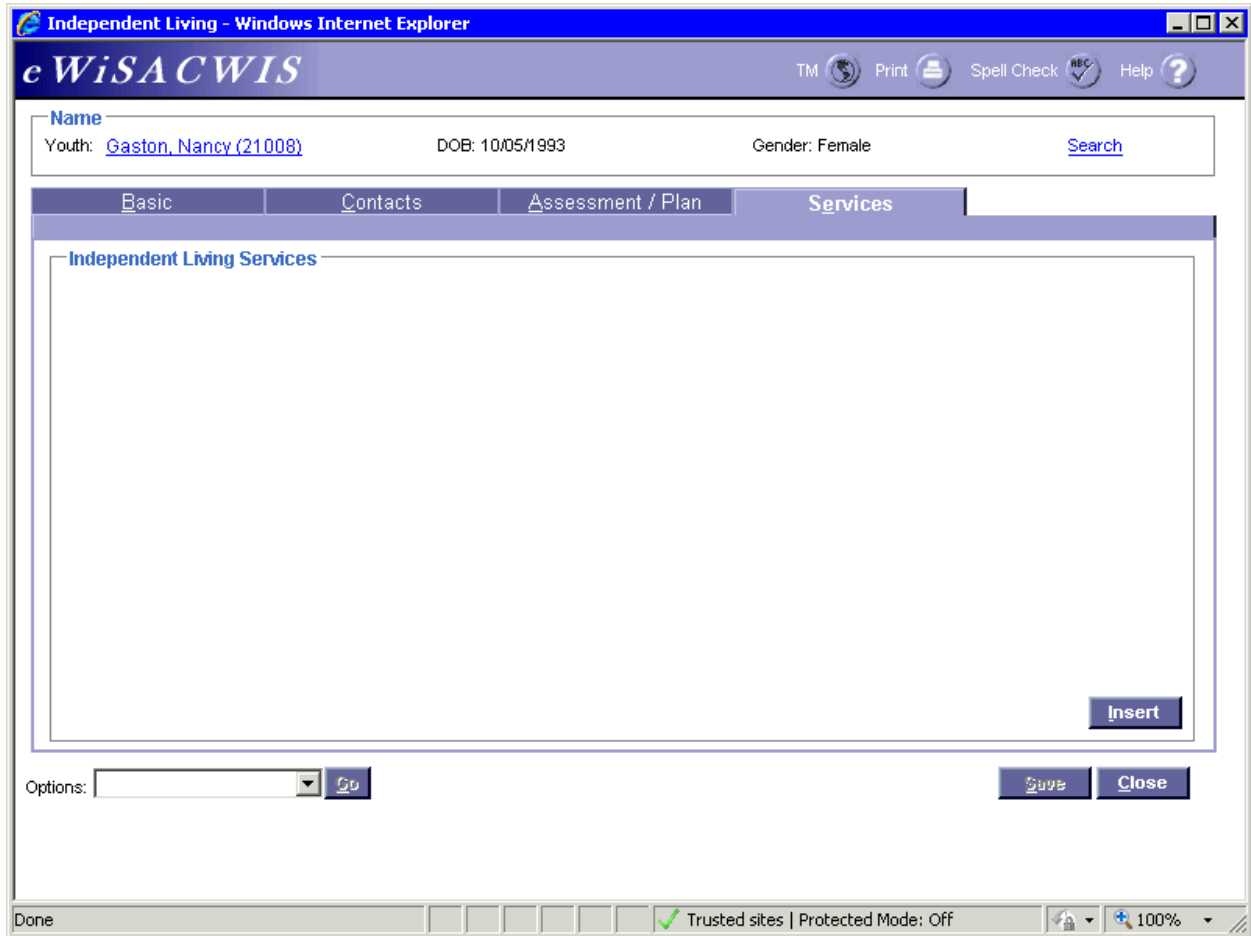
The screenshot shows a web browser window titled "Independent Living - Windows Internet Explorer" displaying the "eWiSACWIS" application. The user is logged in as "Youth: Gaston, Nancy (21008)". The page has four tabs: "Basic", "Contacts", "Assessment / Plan" (which is selected), and "Services".

The "Assessment / Plan" tab contains two main sections:

- Independent Living Assessment:** Includes fields for "Independent Living Assessment Completed:" (10/14/2008) and "Independent Living Assessment Revised:" (00/00/0000). Below is a text area for "Description of the assessment process, tools and methods:" containing the text "assessment and tools...".
- Independent Living and Transition Planning:** Includes fields for "Independent Living Plan Completed:" (10/14/2008), "Independent Living Plan Updated:" (00/00/0000), "Independent Living Transition to Discharge Plan Completed:" (10/14/2010), and "Independent Living Transition to Discharge Plan Updated:" (00/00/0000). Below these are fields for "Anticipated age of discharge from out of home care:" (18) and "Anticipated living situation upon discharge from out of home care:" (Independent Living).

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done", "Trusted sites | Protected Mode: Off", and a zoom level of "100%".

- The third tab is the Services tab. The Services tab displays the Independent Living services the county is providing the youth. To add services to the page, click the Insert button which opens the Independent Living Services page. If this is the first time you accessed the Independent Living tab for the youth, you will be forced to save the Independent Living record.



8. In the Services/Activities group box is a drop-down to enter IL Service Categories. These standard categories are federal reporting categories. The Service Category Definitions hyperlink can be selected to see the federal definitions for each category. The Begin Date, Service/Activity, and Provider/Responsible Person are required fields. The End Date and Specifically Explain Goal/Service/Activity fields are not required, however in order to make a service historical, an End Date must be entered. To insert more services, click the Insert button. Click Save to save the service/activity. Remember to enter end dates on closed services. This will make the service historical on the IL Plan template.

**Maintain Independent Living Services -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Name**  
 Youth: Gaston, Nancy (21008)      DOB: 10/05/1993      Gender: Female      [Service Category Definitions](#)

**Services/Activities**

IL Service Category:	Budget and financial management	Delete	Row 1 of 2
Begin Date:	08/10/2009	End Date:	00/00/0000
Service/Activity:	learning to balance a checkbox		
Provider/Responsible Person:	foster parent		
Specifically Explain Goal/Service/Activity:	foster parent will teach youth to balance a checkbook		
IL Service Category:	Academic support	Delete	Row 2 of 2
Begin Date:	10/12/2009	End Date:	00/00/0000
Service/Activity:	tutoring		
Provider/Responsible Person:	Frankie Tutor		
Specifically Explain Goal/Service/Activity:	Frankie tutors youth in math two times a week		

**Insert**

**Save**   **Close**

- Once the information is saved on the Independent Living Services page, the information is summarized on the Services tab.

**Independent Living - Windows Internet Explorer**

**eWISACWIS** TM Print Spell Check Help

**Name**  
 Youth: [Gaston, Nancy \(21008\)](#)      DOB: 10/05/1993      Gender: Female      [Search](#)

**Basic    Contacts    Assessment / Plan    Services**

**Independent Living Services**

Service Category: Academic support

Service / Activity	Provider / Responsible Person	Begin Date	End Date		
tutoring	Frankie Tutor	10/12/2009		<a href="#">Edit</a>	<a href="#">Delete</a>

Service Category: Budget and financial management

Service / Activity	Provider / Responsible Person	Begin Date	End Date		
learning to balance a checkbook	foster parent	08/10/2009		<a href="#">Edit</a>	<a href="#">Delete</a>

[Insert](#)

Options:  [Go](#)      [Save](#)    [Close](#)

Done             Trusted sites | Protected Mode: Off        100%

10. The fifth and final tab of the Independent Living page is the Outcomes tab. You will only see the Outcomes tab when the youth is eligible to take the NYTD survey. A youth is eligible when she is placed in out of home care after her 17<sup>th</sup> birthday. Only youth who turn 17 after October 1<sup>st</sup>, 2010, will be prompted to take the NYTD survey. You, along with the youth, will click on the survey link which will bring you to the Foster Club website. You will work with the youth to fill out a user profile that the youth can use to access the site. The user profile will contain information that will help contact that youth at ages 19 and 21 when the youth will be asked to take the survey again.

The screenshot shows a web browser window titled "Independent Living - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The address bar shows the URL: [https://apps.dhfs.state.wi.us/ewisacwis/SM08\\_IndLiving.do](https://apps.dhfs.state.wi.us/ewisacwis/SM08_IndLiving.do). The page header features the "WisACWIS" logo and navigation icons for TM, Print, Spell Check, and Help. Below the header, there is a "Name" section with the following information: Youth: [Example Kid \(9376709\)](#), DOB: 10/05/1993, Gender: Male, and a [Search](#) link. A tabbed interface is visible with tabs for "Basic", "Contacts", "Assessment / Plan", "Services", and "Outcomes". The "Outcomes" tab is active, displaying a "NYTD 17 Survey" section. This section includes a "Survey Link" (<http://www.fosterclub.com>), "Due Date: 11/19/2010", "Completed Date:", and "Outcomes: N/A". Below this, there is a checkbox labeled "Youth did not complete the survey", a "Reason:" dropdown menu, a "Worker:" field, and an "Updated:" field. At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Within 2 weeks of the youth completing the survey, the Completed Date will indicate the date the youth completed the survey. The Outcomes field will either show a 'View' hyperlink, which indicates that the youth gave permission for the worker to view her answers, or a 'NA' hyperlink, which indicates that the youth did not give permission for you to view the survey. The hyperlink will take you to a form showing the youth's answers on the survey.

**Note:** The two week wait time is the time it takes for eWiSACWIS to receive the youth from the Foster Club Website.



**National Youth in Transition Survey for Wisconsin Youth Age 17**

Foster Club Profile ID: 9376707

Date of Survey: 10/21/2010

Date of Birth: 10/05/1993

First Name: Youth MI: Last Name: Example Suffix :

Q1: Address: Street Number: 777 Street Name: 1st Ave Apt # :

City: Madison State: WI Zip Code: 55555

Phone: (608)777-7777 Email: youth\_example@email.com

**EMPLOYMENT**

Q2. Currently are you employed full-time?

- Yes
- No
- Declined

Q3. Currently are you employed part-time?

- Yes
- No
- Declined

11. There are several reasons why a youth may not complete the survey. If you need to document that a youth did not complete the survey, check that the 'Youth did not complete the survey' check box and select a reason that the youth did not complete the survey from the Reason drop-down. This also satisfies the requirements of NYTD.

Independent Living - Microsoft Internet Explorer provided by DHFS - State of Wisconsin  
https://apps.dhfs.state.wi.us/ewisacwis/SM08\_IndLiving.do?action=EDIT&fromWhere=desktop&IL\_ID\_INDEPENDENT\_LIVING=8027626&idPrsn=

**eWISACWIS** TM Print Spell Check Help

Name  
Youth: [Example Kid \(9376709\)](#) DOB: 10/05/1993 Gender: Male [Search](#)

Basic Contacts Assessment / Plan Services Outcomes

NYTD 17 Survey  
Survey Link: <http://www.fosterclub.com> Due Date: 11/19/2010 Completed Date: Outcomes: N/A  
 Youth did not complete the survey Reason: Youth declined  
Parent declined  
Youth incapacitated  
Incarcerated  
Runaway / missing  
Unable to locate / invite  
Death Worker: Updated:

Options:

Done Internet 100%

12. The Options drop-down contains the Independent Living Transition Plan template, which can be launched from any of the four/five tabs.

The screenshot shows the 'eWISACWIS' web application in a Windows Internet Explorer browser. The user profile is for Nancy Gaston (DOB: 10/05/1993, Gender: Female). The 'Services' tab is active, displaying a table of services. Below the table, an 'Options' dropdown menu is open, showing 'Text' and 'Independent Living Plan'.

Service Category: Academic support					
Service / Activity	Provider / Responsible Person	Begin Date	End Date		
tutoring	Frankie Tutor	10/12/2009		<a href="#">Edit</a>	<a href="#">Delete</a>
Service Category: Budget and financial management					
Service / Activity	Provider / Responsible Person	Begin Date	End Date		
learning to balance a checkbox	foster parent	08/10/2009		<a href="#">Edit</a>	<a href="#">Delete</a>

Options:

13. Information from the Independent Living page will be pre-filled and not editable on the template.

### INDEPENDENT LIVING AND TRANSITION PLANNING

Name – Youth Gaston, Nancy		Birthdate 10/05/1993	Gender Female
<b>Independent Living Assessment</b>			
Date Completed 10/14/2008		Date Revised	
Description of the assessment process, tools, and methods assessment and tools...			
<b>Independent Living and Transition Plan</b>			
Independent Living Plan Completed 10/14/2008		Independent Living Plan Updated	
Independent Living Transition to Discharge Plan Completed 10/14/2010		Independent Living Transition to Discharge Plan Updated	
Anticipated age of discharge from out of home care 18			
Anticipated living situation upon discharge from out of home care Independent Living			
<b>Current Services / Activities</b>			
Independent Living Service Category Academic support			
Service / Activity tutoring	Begin Date 10/12/2009	End Date	
Provider / Responsible Person Frankie Tutor			
Specifically Explain Goal / Service / Activity Frankie tutors youth in math two times a week			

14. There are three ticklers associated with Independent Living. They are: IL Assessment and IL Plan, IL Transition to Discharge, and NYTD 17 Survey. The IL Assessment and IL Plan tickler will appear when the youth is 15 and has been in care for six months. The tickler will be deleted upon entering a date in the Independent Living Assessment Completed and Independent Living Plan Completed field on the Assessment/Plan tab of the Independent Living page. The IL Transition to Discharge tickler will appear when the youth is 17 <sup>¾</sup>. The tickler will be deleted upon entering a date in the Independent Living Transition to Discharge Plan Completed field. The NYTD 17 Survey tickler will appear when the youth is in out of home care on or after her 17<sup>th</sup> birthday, and her 17<sup>th</sup> birthday is after October 1<sup>st</sup>, 2010. The tickler will be deleted within two weeks of completing the NYTD survey. The tickler can also be deleted by selecting the “Youth did not complete the survey” check box, if applicable.

Here is an example of the IL Assessment and Plan Tickler, as well as the NYTD 17 Survey tickler:

