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| **DEPARTMENT OF CHILDREN AND FAMILIES**Division of Safety and Permanence |

**INDEPENDENT LIVING SERVICES CHECKLIST (OPTIONAL)**

|  |  |  |
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| **Name – Participant:** |       |  |

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| **SKILL AREAS** | **POTENTIAL ACTION PLAN****WITH SUGGESTED ACTIVITIES AND TOOLS** | **NOTES** |
| **EDUCATIONAL PLANNING** |  |       |
|  High School Completion | [ ]  | Develop plan to finish high school: |  |
|  |  | [ ]  | Diploma |  |
|  |  | [ ]  | HSED |  |
|  |  | [ ]  | Other: |       |  |  |
|  Post High School Planning | [ ]  | Explore and choose post high school option: |  |
|  |  | [ ]  | GED / HSED |  |
|  |  | [ ]  | Technical school |  |
|  |  | [ ]  | Apprenticeship |  |
|  |  | [ ]  | Job Corp |  |
|  |  | [ ]  | Military |  |
|  |  | [ ]  | College |  |
|  |  | [ ]  | Other: |       |  |  |
|  Applications | [ ]  | Fill out applications |  |
|  | [ ]  | Submit applications |  |
|  Financial Aid Resources | [ ]  | Identify and apply for various: |  |
|  |  | [ ]  | Grants |  |
|  |  | [ ]  | Loans |  |
|  |  | [ ]  | Scholarships |  |
|  | [ ]  | Visit / tour school you plan to attend |  |
|  | [ ]  | Other: |       |  |  |
|  |  |  |
| **CAREER EXPLORATION** | [ ]  | Gather information about specific jobs / careers |       |
|  | [ ]  | Complete a career interest inventory through high school or MATC |  |
|  | [ ]  | Conduct informational interviews with adults working in three careers of interest |  |
|  | [ ]  | Arrange to job shadow adults in jobs / careers of interest |  |
|  | [ ]  | Other: |       |  |  |
|  |  |  |
| **DOCUMENTS** |  |       |
|  Personal Identification | [ ]  | Obtain and gather important documents for adulthood: |  |
|  |  | [ ]  | Birth certificate |  |
|  |  | [ ]  | Social security card |  |
|  |  | [ ]  | Driver's license |  |
|  |  | [ ]  | ID card |  |
|  |  | [ ]  | Medical card |  |
|  |  | [ ]  | Medical records |  |
|  |  | [ ]  | High school or GED diploma |  |
|  |  | [ ]  | School transcripts |  |
|  |  | [ ]  | Work permit |  |
|  |  | [ ]  | Selective service (males) |  |
|  |  | [ ]  | Citizenship papers |  |
|  |  | [ ]  | Death certificate |  |
|  Who Am I? | [ ]  | Life book |  |
|  | [ ]  | Other documents: |       |  |  |
|  |  |  |       |  |  |
|  |  |  |
| **EMPLOYMENT** |  |       |
|  Job Seeking Skills | [ ]  | Explore positive work values and qualities employers look for |  |
|  | [ ]  | Identify various job seeking methods |  |
|  | [ ]  | Use various job seeking methods |  |
|  | [ ]  | Job center: register on job net |  |
|  | [ ]  | Gather information to complete job applications (personal data sheet) |  |

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| **SKILL AREAS** | **POTENTIAL ACTION PLAN****WITH SUGGESTED ACTIVITIES AND TOOLS** | **NOTES** |
| **EMPLOYMENT (cont.)** | [ ]  | Thoroughly and accurately complete job applications |       |
|  Job Seeking Skills (cont.) | [ ]  | Practice and conduct telephone inquiries about job openings (cold calls) |
|  | [ ]  | Create a resume |
|  | [ ]  | Discuss how to prepare for a job interview |
|  | [ ]  | Role play mock interviews |
|  | [ ]  | Attend "real" interviews |
|  | [ ]  | Explore discriminatory interview questions |
|  | [ ]  | Obtain employment |
|  | [ ]  | Work schedule |
|  | [ ]  | Transportation |
|  Employment | [ ]  | Understand forms related to taxes; e.g., 1040EZ, W-2, W-4 |
|  | [ ]  | Complete and file tax return by required date |
|  | [ ]  | Understand pay stub deductions: |
|  |  | [ ]  | Gross vs. net pay |
|  |  | [ ]  | State / federal taxes |
|  |  | [ ]  | FICA |
|  | [ ]  | Learn about fringe benefits |
|  | [ ]  | Discuss interpersonal skills needed to maintain employment |
|  | [ ]  | Practice positive work relations with: |
|  |  | [ ]  | Customers |
|  |  | [ ]  | Coworkers  |
|  |  | [ ]  | Boss |
|  | [ ]  | Role play job related problems using: |
|  |  | [ ]  | Conflict resolution |
|  |  | [ ]  | Assertiveness skills |
|  | [ ]  | Learn how to terminate employment appropriately |
|  | [ ]  | Learn how to identify harassment or discrimination on the job |
|  | [ ]  | Learn how to file a complaint with the Equal Rights Division |
| **MONEY MANAGEMENT** | [ ]  | Record income / expenses for one month |       |
|  | [ ]  | Identify costs of transition to independent living (furnishings, rent, security deposit, other living expenses) |
|  |
|  | [ ]  | Develop savings plan (long and short term) |
|  | [ ]  | Develop monthly budget |
|  | [ ]  | Obtain: |
|  |  | [ ]  | Savings account |
|  |  | [ ]  | Checking account |
|  |  | [ ]  | Money orders |
|  | [ ]  | Bank and checking account exercises (check writing, balance checkbook, loans) |
|  |  |
|  | [ ]  | Budgeting simulation |
| **CONSUMER AWARENESS** |  |       |
|  Impact of Advertising | [ ]  | Discuss / make collage on effects of magazine / television ads |
|  Money Saving Strategies | [ ]  | Utilize comparison shopping strategies: |
|  |  | [ ]  | Shop for sales (calculate percent off) |
|  |  | [ ]  | Generic vs. name brand |
|  |  | [ ]  | Wholesale vs. retail |
|  |  | [ ]  | Consumer Reports magazine |
|  | [ ]  | Explore and utilize tips for saving money while grocery shopping: |
|  |  | [ ]  | Coupons |
|  |  | [ ]  | Unit price comparison |
|  |  | [ ]  | Sales |
|  |  | [ ]  | Eating out vs. preparing food |
|  | [ ]  | Research various fraudulent scams that may impact you as a consumer; i.e., vacation, employment, car repair |
|  |  |
|  Legal Regulations to Protect Consumers | [ ]  | Identify laws that protect consumers: |
|  | [ ]  | Three day right to cancel |
|  |  | [ ]  | Car repair |
|  |  | [ ]  | Lemon law |
|  |  | [ ]  | Telephone telemarketers |

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| **SKILL AREAS** | **POTENTIAL ACTION PLAN****WITH SUGGESTED ACTIVITIES AND TOOLS** | **NOTES** |
| **CONSUMER AWARENESS****(cont.)** | [ ]  | Analyze a sweepstakes offer you receive in the mail |       |
| [ ]  | Department of Consumer Protection Agency: |
|  Legal Regulations to Protect Consumers (cont.) |  | [ ]  | Explore how they help consumers |
|  | [ ]  | Learn the process for filing complaints |
|  | [ ]  | Other: |       |  |
|  |  |
|  Credit | [ ]  | How to establish credit |
|  | [ ]  | How to access credit rating |
|  | [ ]  | Advantages of using credit cards |
|  | [ ]  | Disadvantages to using credit cards |
| **LEGAL** |  |       |
|  Delinquency Status | [ ]  | Review current legal record (charges, fines, restitution) |
|  Adult Criminal Justice | [ ]  | Learn rights of arrest (Miranda) |
|  | [ ]  | Learn differences between misdemeanor, felony, and violation |
|  | [ ]  | Learn legal penalties for various crimes charged as an adult |
|  | [ ]  | Learn how to access affordable legal counsel |
|  Adult Rights and Responsibilities | [ ] [ ] [ ]  | Learn rights of being an adult ("On Being 18" book)Learn how to register for selective serviceVoting - Learn: |
|  |  | [ ]  | How to register |
|  |  | [ ]  | Where to vote |
|  | [ ]  | Learn how to contact elected governmental representatives |
|  | [ ]  | Understand consequences of signing a legal contract |
|  | [ ]  | Learn responsibilities of jury duty |
|  | [ ]  | Other: |       |  |
|  |  |  |
| **GETTING AROUND** |  |       |
|  Transportation Options | [ ]  | Develop transportation plan: Needs vs. wants |
|  and Resources | [ ]  | Learn how to read: |
|  |  | [ ]  | City map |
|  |  | [ ]  | State map |
|  |  | [ ]  | Bus schedule |
|  | [ ]  | Obtain: |
|  |  | [ ]  | Bus pass |
|  |  | [ ]  | Driver's permit |
|  |  | [ ]  | Driver's license |
|  |  | [ ]  | Car pool |
|  Vehicle Ownership | [ ]  | Learn how to shop for first vehicle |
|  | [ ]  | Write down realistic costs of vehicle ownership; vehicle payments, maintenance, repairs, gas, license, insurance, etc. |
|  | [ ]  | Explore types of vehicle insurance; e.g. collision, liability, etc. |
|  | [ ]  | Discuss ongoing upkeep / maintenance on vehicle |
|  | [ ]  | Other:  |       |  |
|  |  |  |
| **RECREATION AND COMMUNITY****INVOLVEMENT** |  |       |
|  Personal Interests | [ ]  | Examine current friendships and expanding / changing friends |
|  | [ ]  | Identify current and new areas of interest (hobbies, sports, etc.) |
|  | [ ]  | Get involved in a hobby or organizations reflecting interests |
|  Leadership | [ ]  | Participate in youth leadership activities: |
|  |  | [ ]  | Trainings |
|  |  | [ ]  | Conference |
|  |  | [ ]  | Youth boards |
|  |  | [ ]  | Independent living groups |
|  |  | [ ]  | Camp counselor |
|  |  | [ ]  | Safe Night |
|  | [ ]  | Other: |       |  |
|  Community Activities | [ ]  | Volunteer in an activity that helps your community |
|  | [ ]  | Identify community activities and level of interest |
|  | [ ]  | Other: |       |  |
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| **SKILL AREAS** | **POTENTIAL ACTION PLAN****WITH SUGGESTED ACTIVITIES AND TOOLS** | **NOTES** |
| **PERSONAL SUPPORT AND****COMMUNITY RESOURCES** |  |       |
|  Personal Support Networks | [ ]  | Identify and assess current personal support system (self, eco-maps) |
|  | [ ]  | Identify and develop personal support system for adulthood |
|  Community Resources | [ ]  | Learn about various community resources and how to access |
|  | [ ]  | Learn how to use the telephone book to locate services |
|  | [ ]  | List and visit resources you will use as an adult (scavenger hunt) |
| **VALUES AND INTERPERSONAL SKILLS** | [ ]  | Identify values and impact of values on decisions and outcomes |       |
| [ ]  | Identify situations that may have negative impact on future (alcohol / other drug use, poor job skills, criminal record, early pregnancy, poor choices, relationships, etc.) |
|  |
|  | [ ]  | Identify alternative choices |
|  | [ ]  | Identify current style of making decisions / problem solving / dealing with conflict |
|  | [ ]  | Identify current problems / conflicts and how they are being resolved |
|  | [ ]  | Identify and role play new strategies for above. Use tools if helpful (SODAS, satellite decisions) |
|  | [ ]  | Identify and plan towards long and short term measurable goals |
|  | [ ]  | Identify current emotional coping strategies |
|  | [ ]  | Identify and practice new emotional coping strategies |
|  | [ ]  | Identify and practice ways to develop positive self-esteem |
|  | [ ]  | Identify and practice stress management techniques |
|  | [ ]  | Identify and practice ways to deal with anger |
|  | [ ]  | Identify and practice appropriate social skills for a variety of situations |
|  | [ ]  | Identify and practice messages that body language conveys |
|  | [ ]  | Identify and practice assertive communication skills |
|  | [ ]  | Identify and practice time management techniques |
| **HEALTH AND HYGIENE** |  |       |
|  Medical Needs and Issues | [ ]  | Gather health history information |
| [ ]  | Identify current medical needs: |
|  |  | [ ]  | Physical |
|  |  | [ ]  | Dental |
|  |  | [ ]  | Vision |
|  |  | [ ]  | Medications |
|  |  | [ ]  | Therapy |
|  |  | [ ]  | Mental; e.g., depression and / or abuse issues |
|  |  | [ ]  | AODA |
|  | [ ]  | Identify plan for how above medical and mental health needs will be taken care of in adulthood |
|  | [ ]  | Visit community health care clinic; explore low cost health care |
|  | [ ]  | Call to make medical appointments: |
|  |  | [ ]  | Obtain prescriptions |
|  | [ ]  | Investigate the appropriate use of visits to: |
|  |  | [ ]  | Doctor's office |
|  |  | [ ]  | Emergency room |
|  |  | [ ]  | Urgent care facility |
|  |  | [ ]  | 911 |
|  Health Insurance | [ ]  | Explore options for medical insurance (include BadgerCare) |
|  Preventive Health | [ ]  | Identify plan to stay healthy (diet, exercise, yearly doctor and dentist visits, etc.) |
|  | [ ]  | Learn how to care for self when ill (cold, flu, sore throat, fever): |
|  |  | [ ]  | Take a temperature |
|  |  | [ ]  | Over-the-counter medications |
|  First Aid | [ ]  | Learn various first aid methods |
|  Hygiene | [ ]  | Practice good personal hygiene |

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| **SKILL AREAS** | **POTENTIAL ACTION PLAN****WITH SUGGESTED ACTIVITIES AND TOOLS** | **NOTES** |
| **RELATIONSHIPS** | [ ]  | Discuss values regarding abstinence and sexual decisions |       |
|  | [ ]  | Explore sexual orientation / identity |
|  | [ ]  | Identify issues facing young adult relationships and strategies to overcome |
|  | [ ]  | Identify and discuss avoiding and / or getting out of abusive relationships |
|  | [ ]  | Learn about current birth control options |
|  | [ ]  | Uses current options in birth control |
|  | [ ]  | Effective use of condoms |
|  | [ ]  | Practices safe use of condoms to prevent STI's |
|  | [ ]  | Learn about STI's: |
|  |  | [ ]  | Symptoms |
|  |  | [ ]  | Treatment |
|  |  | [ ]  | Prevention |
|  | [ ]  | Learn and practice positive parenting skills: |
|  |  | [ ]  | Family enhancement |
|  |  | [ ]  | Support group |
|  |  | [ ]  | Mentor |
|  |  | [ ]  | Urban League Teen Parenting Program |
|  | [ ]  | Other: |       |  |
|  |  |  |
| **HOUSING** | [ ]  | Identify factors important to consider when renting an apartment |       |
|  | [ ]  | Explore housing options (apartment, room, co-op) |
|  | [ ]  | Call about two apartments |
|  | [ ]  | Visit two apartments |
|  | [ ]  | Do household furnishings inventory / wish list |
|  | [ ]  | Obtain affordable furnishings |
|  | [ ]  | Start-up kit  |
|  | [ ]  | Learn about: |
|  |  | [ ]  | Lease |
|  |  | [ ]  | Application terms |
|  |  | [ ]  | Security deposit |
|  |  | [ ]  | Check-in / check-out forms |
|  |  | [ ]  | Sublet / sublease |
|  | [ ]  | Complete housing application |
|  | [ ]  | Review / sign lease |
|  | [ ]  | Learn how to turn on utilities |
|  Tenant Rights and Responsibilities | [ ]  | Visit tenant resource center |
| [ ]  | Learn about tenant / landlord rights and responsibilities |
|  | [ ]  | Learn how to identify and report housing discrimination with consumer protection agency |
|  Roommates | [ ]  | Identify qualities desired in a roommate |
|  | [ ]  | Interview potential roommate (roommate questionnaire)  |
|  | [ ]  | Develop and sign a roommate agreement |
|  | [ ]  | Role play roommate conflict resolution |
|  Insurance | [ ]  | Learn about renter's insurance and costs |
|  | [ ]  | Other: |       |  |
|  |  |  |
| **FOOD MANAGEMENT** |  |       |
|  Nutrition | [ ]  | Identify own eating habits |
|  | [ ]  | Learn about food pyramid, nutrients, and healthy eating habits |
|  | [ ]  | Practice healthy eating habits |
|  Meal Planning | [ ]  | Plan menu for one week using food pyramid guidelines; breakfast, lunch, dinner / supper |
|  | [ ]  | Create cookbook of favorite recipes |
|  | [ ]  | Make grocery list and shop for ingredients using unit price comparisons. Use budget guidelines. |
|  Food Handling,  Storage / Spoilage | [ ]  | Practice safe food handling techniques; proper refrigeration of leftovers, thawing, handling raw meats, sanitation |
|  | [ ]  | Identify signs of food spoilage: |
|  |  | [ ]  | Check expiration dates |
|  Meal Preparation | [ ]  | Prepare one meal per week for others |

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| **SKILL AREAS** | **POTENTIAL ACTION PLAN****WITH SUGGESTED ACTIVITIES AND TOOLS** | **NOTES** |
| **HOME MANAGEMENT** | [ ]  | Keep room clean, make bed |       |
|  | [ ]  | Do chores to keep home clean |
|  | [ ]  | Do laundry |
|  | [ ]  | Practice how to: |
|  |  | [ ]  | Test smoke detector / change battery |
|  |  | [ ]  | Reset circuit breaker or change fuse |
|  |  | [ ]  | Unclog toilet: |
|  |  |  | [ ]  | Stop toilet from running |
|  |  | [ ]  | Change light bulb |
|  |  | [ ]  | Use a vacuum: |
|  |  |  | [ ]  | Change a vacuum bag |
|  |  | [ ]  | Other simple home repairs |
|  |  | [ ]  | Use cleaning products for various jobs |
|  | [ ]  | Other: |       |  |
|  |  |  |
| **EMERGENCY AND SAFETY SKILLS** |  |       |
|  Emergency Situations | [ ]  | Identify various emergency situations and how to respond: |
|  |  | [ ]  | Poisoning |
|  |  | [ ]  | Gas leak |
|  |  | [ ]  | Fire |
|  |  | [ ]  | Car accident |
|  |  | [ ]  | Medical emergency |
|  |  | [ ]  | Rape |
|  | [ ]  | Identify community resources to deal with various emergencies |
|  Street and Personal Safety | [ ]  | Identify potential personal safety concerns (street violence, date rape, sexual / physical abuse) |
|  | [ ]  | Practice strategies to stay safe: |
|  |  | [ ]  | Personal safety awareness |
|  |  | [ ]  | Self-defense techniques |
|  |  | [ ]  | Home safety (stop mail and paper, lights on timers, etc. when away) |
|  |  | [ ]  | Check smoke detector battery |
|  Hazardous Materials | [ ]  | Discuss proper usage, storage and disposal of hazardous materials: |
|  |  | [ ]  | Household cleaners |
|  |  | [ ]  | Used oil / gasoline |
|  |  | [ ]  | Antifreeze |
|  |  | [ ]  | Paint thinner |
|  |  | [ ]  | Varnish |
|  |  | [ ]  | Paint |
|  |  | [ ]  | Prescription drugs |
|  Fire Extinguisher | [ ]  | Discuss proper use of fire extinguisher to put out fire |
|  | [ ]  | Other: |       |  |
|  |  |  |

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