

INDIVIDUAL TRANSITIONAL INDEPENDENT LIVING PLAN (ITILP)

CREATION DATE: June 26, 2006



Pointers to Remember:

1. The Individual Transitional Independent Living Plan (ITILP) is a road map for clients 15 years and older on how to achieve a permanency goal of independent living.
2. The ITILP focus is to prepare clients 15 years or older to live as responsible adults in the community.



Note: The components of a complete case plan include a Safety Plan and a Family Risk Assessment. The focus of this tip sheet are the elements that define a case plan as an ITILP. For assistance with the Safety Plan and Family Risk Assessment please contact the Help Desk.

To complete an ITILP, please complete the following navigation path:

Steps include:

Step 1: Open a case by placing the case in focus from My Assignments.

Step 2: Hold cursor over Case, Case Plan, and Service Plan.

Step 3: Click on List of Service Plans.

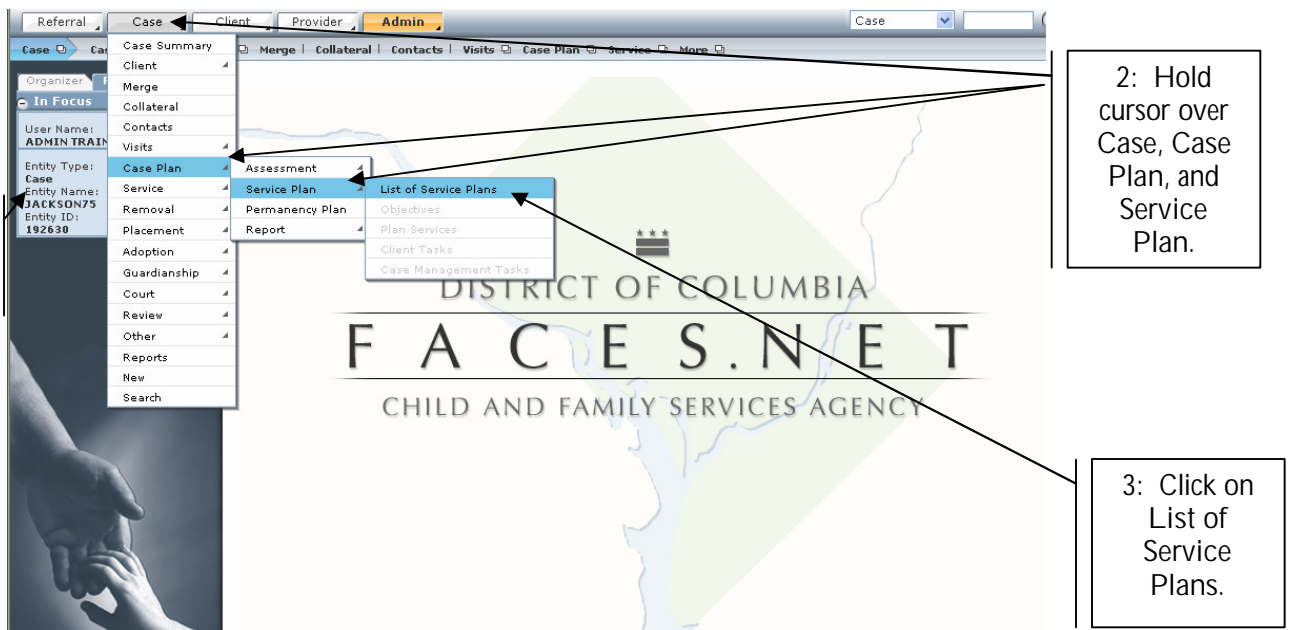


Figure 1

Step 4: Click on the New button.

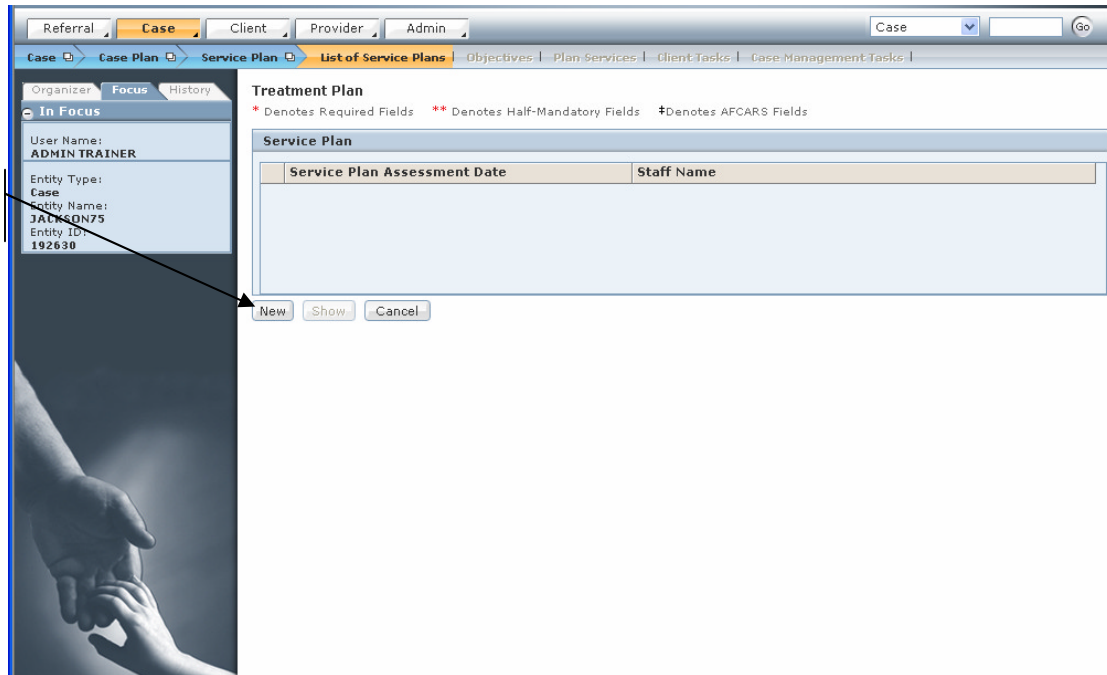


Figure 2



Pointer to Remember:

After clicking on New, the Treatment Plan screen will open. The Treatment Plan goals must be completed before the other Services screens unlock.

Objectives screen

Step 1: Enter the Service Plan Assessment Date*. (See Figure 3)

Step 2: Click the Select button to pick the applicable client from the Client(s) section.

Step 3: Select Independence value from the Category* pick-list.

Step 4: Enter the Begin* date.

Step 5: Select an objective from the Objective* pick-list.

Step 6: Click the Select button under the Measures section to identify how the objective will be measured.

Step 7: Click Save.

1: Enter Service Plan Assessment Date*.

2: Click Select button to select client.

3: Select Independence from Category* pick list.

4: Enter Objective Begin* date.

5: Select an Objective* from the pick list.

6: Click on Select button to select measures.

7: Click on Save button.

Treatment Plan
 * Denotes Required Fields ** Denotes Half-Mandatory Fields #Denotes AFCARS Fields

General Information

Service Plan Assessment Date * 5/19/2006 Next Evaluation Date 11/15/2006

Estimated Date for Case Closure

Staff Name ADMIN TRAINER Program Area FACESNET TRAINING

Service Plan Objectives

Client	Group	Objective
PAUL WILLIAMS75		Self-sufficiency: meets needs for food, clothing, shelter, education, and/or e

Client(s)

CLIENT	AGE
PAUL WILLIAMS75	16

Select

Objective

Category* Independence Begin* 5/19/2006 End 11/15/2006

Objective * Self-sufficiency: meets needs for food, clothing, shelter, e

Specify

Measures

Provides written budget
 Provides a checking account statement
 Confirmation of employment

Specify

Select

New Save Find Cancel

Figure 3

Plan Services screen

Note:

- All services that will assist the client with reaching his/her identified objective(s) should be entered on the Plan Services screen.
- The objective pick list is populated with all of the objectives that were entered on the Objectives screen.

Step 1: Hold cursor over Case, Case Plan, and then Service Plan.

Step 2: Click on Plan Services.

The screenshot shows a web application interface for managing case plans. A left-hand menu is open, showing a hierarchy: Case > Case Plan > Service Plan. A callout box labeled '1: Hold cursor over Case, Case Plan, and then Service Plan.' points to this path. The 'Service Plan' dropdown is open, showing options: List of Service Plans, Objectives, Plan Services, Client Tasks, and Case Management Tasks. A callout box labeled '2: Click on Plan Services.' points to the 'Plan Services' option. The main content area shows the 'Treatment Plan' for 'PAUL WILLIAMS75'. It includes a 'General Information' section with fields for 'Start Date' (11/15/2006) and 'Next Evaluation Date' (11/15/2006). Below this is a 'Service Plan Objectives' table with columns 'Client', 'Group', and 'Objective'. The table contains one row for 'PAUL WILLIAMS75' with the objective 'Self-sufficiency: meets needs for food, clothing, shelter, education,'. At the bottom, there is a 'Client(s)' table with columns 'CLIENT' and 'AGE', showing 'PAUL WILLIAMS75' with age '16'.

1: Hold cursor over Case, Case Plan, and then Service Plan.

2: Click on Plan Services.

Figure 4

Step 3: Select the applicable Client from picklist.

Step 4: Select a client Objective from picklist. Items in the picklist are pulling over from the Objectives screen.

Step 5: Click on the Find button to select a Provider who will provide the service.

The screenshot shows the 'Treatment Plan Services' web application. The interface includes a top navigation bar with tabs for Referral, Case, Client, Provider, and Admin. Below this is a breadcrumb trail: Case > Case Plan > Service Plan > List of Service Plans > Objectives > Plan Services > Client Tasks > Case Management Tasks. A left sidebar contains an 'In Focus' section with user information: User Name: ADMIN TRAINER, Entity Type: Case, Entity Name: JACKSON75, and Entity ID: 192630. The main content area is titled 'Treatment Plan Services' and includes a legend: * Denotes Required Fields, ** Denotes Half-Mandatory Fields, # Denotes AFCARS Fields. It features three main sections: 'Plan Services' (a table with columns Objective, Client, Service, and Provider Name), 'Objectives' (a picklist for Client and Objective), and 'Provider' (a form with fields for Name, Agency, and Phone). The 'Objectives' section also includes a 'Type of Resource' section with radio buttons for Placement Provider, Service Provider (selected), Staff Name, Collateral, and Collaborative. Below this is a 'Service' section with a text input and a 'Select' button. At the bottom is a 'Provider Task' section with a text input and a 'Specify' section with a text input and a 'Select' button. Annotations with arrows point to specific elements: '3: Select Client.' points to the 'Client' picklist in the 'Objectives' section; '4: Select Objective.' points to the 'Objective' picklist in the 'Objectives' section; and '5: Click on Find button.' points to the 'Find' button at the bottom of the page.

Objective	Client	Service	Provider Name
Self-sufficiency: meets needs for food, clothing, sh	PAUL WILLIAMS75		

Client: PAUL WILLIAMS75

Objective: Self-sufficiency: meets needs for food, clothing, shelter, education, and/or employment

Type of Resource: ☐ Placement Provider ☒ Service Provider ☐ Staff Name ☐ Collateral ☐ Collaborative

Provider: Name: Agency: Phone:

Service: Select

Provider Task: Specify:

New Save Find Cancel

Figure 5

Step 6: Click on the Services button.

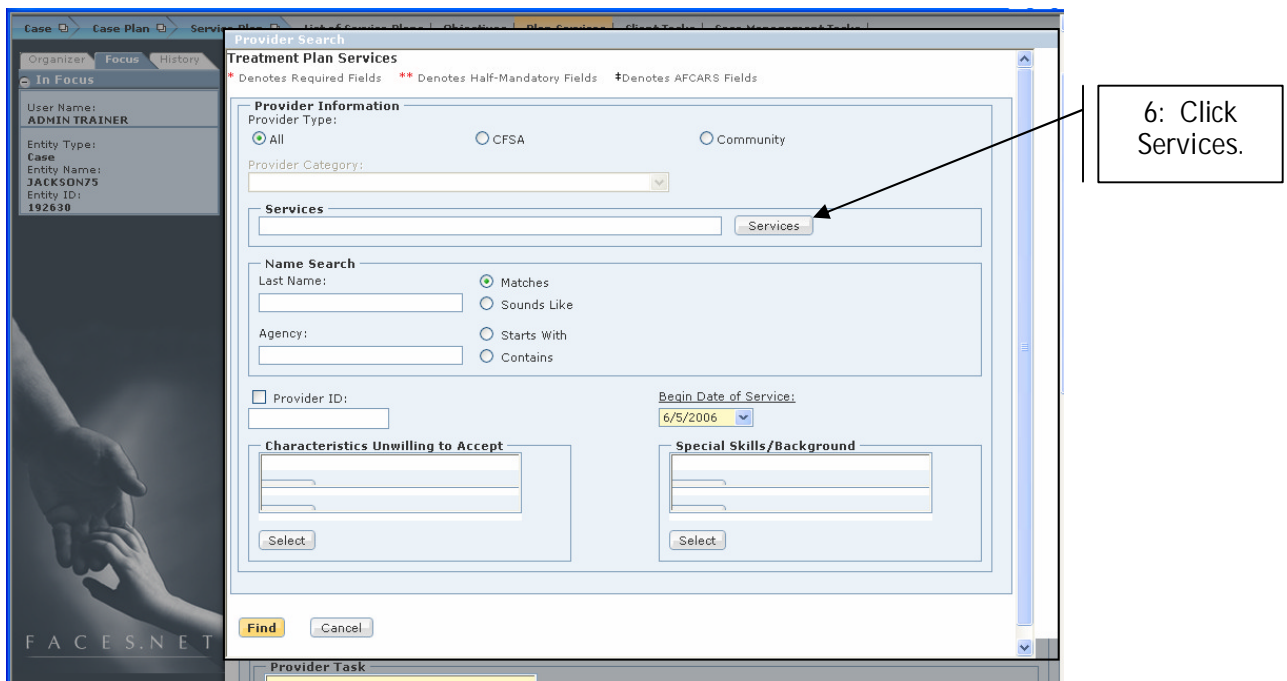


Figure 6

Step 7: Select the Service Structure from Level 1, Level 2, and Level 3.

Step 8: Click the OK button.

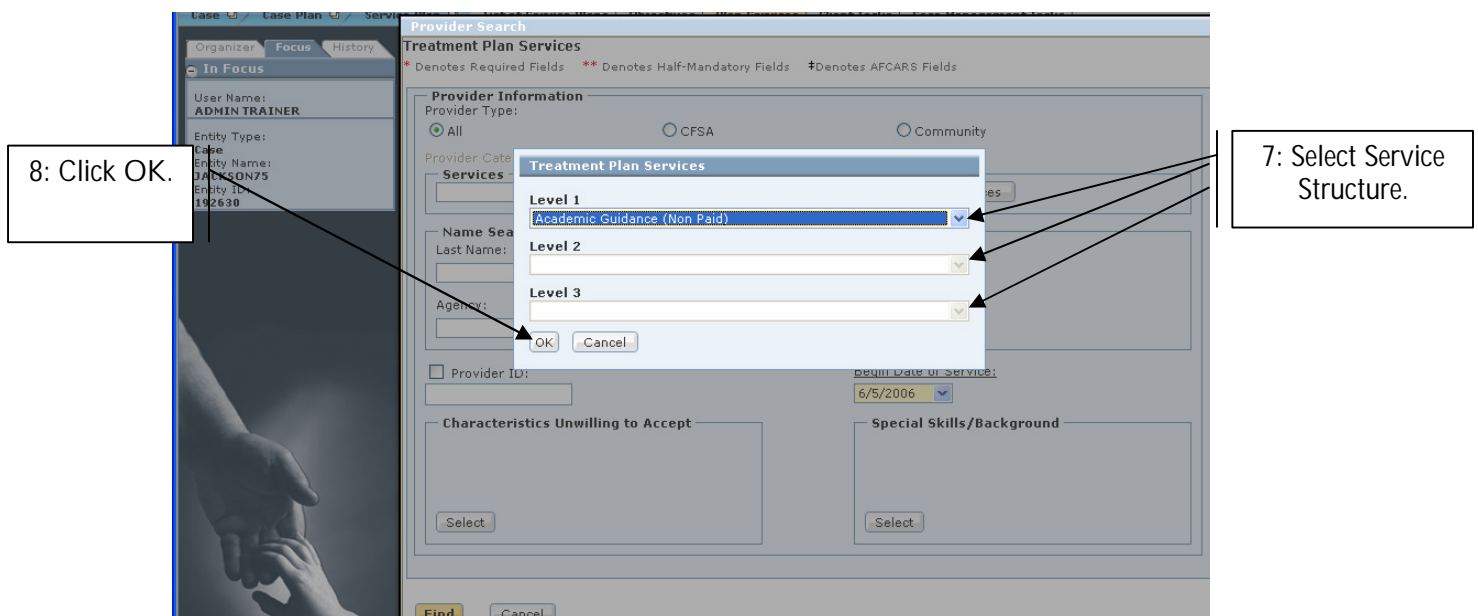


Figure 7

If you have additional questions, please call the HelpDesk at (202) 434-0009.

Step 9: Click the Find button to pull up a list of potential Agency/Facility Provider's that provides services based on your Service Level selection.

Figure 8

Step 10: Select the Agency/Facility name from the Provider Matches screen.

Step 11: Click on Ok.

Provider ID	Agency/Provider Name	First Name	Last Name	School District	Vacancies
10012565	Colley, Kevin	Kevin	Colley		0

Figure 9

If you have additional questions, please call the HelpDesk at (202) 434-0009.



Note: Click on New to add a new objective.

12: Click Select.

14: Click Save.

13: Enter information in the Specify box, if needed.

Figure 10

Step 12: Click the Select button to add the Provider Tasks.

Step 13: Enter information in the Specify box, if needed.

Step 14: Click Save button.



Note:

- Once you have selected a service that is a recognizable service through the Office of Clinical Practice, the system will prompt you with the following message. By entering an actual begin date on the Service Log screen, the provider payment will be generated.

Figure 11

If you have additional questions, please call the HelpDesk at (202) 434-0009.

Client Tasks screen



Note:

- The Client Tasks screen documents the client's responsibility or tasks regarding assuring that his/her treatment goals and objectives are met.

Step 1: Hold cursor over Case, Case Plan, and then Service Plan.

Step 2: Click on Client Tasks button to display the Client Tasks screen.

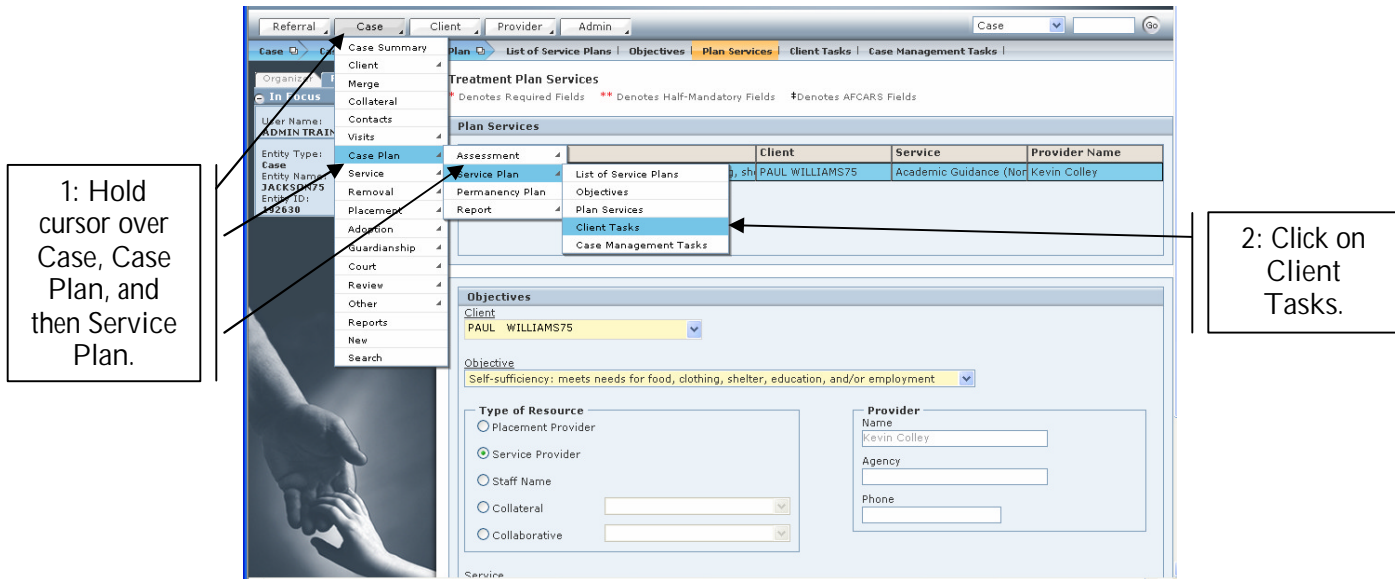


Figure 12

Step 3: Select the Client from pick-list.

Step 4: Enter the Est. Comp Date. .

Step 5: Click on the Objective pick-list to select an objective.

Step 6: Click the Select button to enter the task.

Step 7: Select the Frequency.

Step 8: Click the Save button.

The screenshot shows the 'Case Management Tasks' screen. On the left, a sidebar displays 'In Focus' information for User Name: ADMIN TRAINER, Entity Type: Case, Entity Name: JACKSON75, and Entity ID: 192630. The main area is titled 'Treatment Plan Task' and includes a 'Client Task' table with columns for Client, Objective, and Evaluation Date. Below this, a form allows selecting a Client (PAUL WILLIAMS75), an Objective (Self-sufficiency), and a Task (Identifies and/or attends vocational training). A 'Select' button is present. The 'Specify Task' field is empty. The 'Frequency' dropdown is set to 'As Necessary'. At the bottom, there are 'New', 'Save', and 'Cancel' buttons.

Figure 13

Case Management Tasks screen

Step 1: Hold cursor over Case, Case Plan, and then Service Plan.

Step 2: Click on Case Management Tasks to display the Case Management Tasks screen.

This screenshot shows the navigation path to the Case Management Tasks screen. A callout box on the left states: '1: Hold cursor over Case, Case Plan, and then Service Plan.' It points to the 'Case' menu, which is open, showing 'Case Plan' and 'Service Plan' highlighted. Another callout box on the right states: '2: Click Case Management Tasks.' It points to the 'Case Management Tasks' option in the 'Service Plan' submenu. The background shows the same 'Client Task' form as in Figure 13, but with the 'Objective' field set to 'Self-sufficiency: meets needs for food, clothing, shelter, education, and/or employment'.

Figure 14

Step 3: Select client from the Client pick-list.

Step 4: Select the Case Mgt. Task Type* from pick-list.

Step 5: Describe the task in the Describe Task* narrative box

Step 6: Click the Save button.

The screenshot shows the 'Case Management Tasks' window in a software application. The interface includes a top navigation bar with tabs like 'Referral', 'Case', 'Client', 'Provider', and 'Admin'. Below this is a breadcrumb trail: 'Case > Case Plan > Service Plan > List of Service Plans > Objectives > Plan Services > Client Tasks > Case Management Tasks'. The main content area is divided into two sections. The top section, titled 'Case Management Task', contains a table with two columns: 'Client' and 'Case Mgt. Task Type'. A row is visible with 'PAUL WILLIAMS75' and 'Conduct Assessment and Evaluation'. The bottom section, also titled 'Case Management Task', contains a form with two dropdown menus: 'Client*' (set to 'PAUL WILLIAMS75') and 'Case Mgt. Task Type*' (set to 'Conduct Assessment and Evaluation'). Below these is a text area labeled 'Describe Task*' containing the text: 'Social Worker will conduct monthly educational assessments and evaluations to ensure that the client is maintaining a 3.5 grade point and is properly preparing for the SATs.' At the bottom of the form are three buttons: 'New', 'Save', and 'Cancel'. Four numbered callout boxes are overlaid on the image: Box 3 points to the 'Client' dropdown; Box 4 points to the 'Case Mgt. Task Type' dropdown; Box 5 points to the 'Describe Task' text area; and Box 6 points to the 'Save' button.

3: Select Client.

4: Select the Case Mgt. Task Type* from pick-list.

5: Describe the task in the Describe Task* narrative box.

6: Click Save.

Figure 15

Core Management Reports Reference Guide

Data input for the above tip sheet will affect statistics recorded for Management Report #CMT166MS (CMT) – Individual Transitional Independent Living Plan.

CMT166MS captures the following information:

1. Total may not add up to 100% due to rounding.
2. This report includes all foster care children who are 15 or older with a legal status of "Shelter Care" or "Commitment".
3. This report does not include children in 3rd Party Kinship of Non-Foster Care.
4. A Case Plan is defined as "Current" if it is less than or equal to 180 days old. This is based on the Case Plan date.
5. This report counts child case plans only. It does not count family case plans.
6. The ITILP indicates whether or not the most recent case plan was created with a Service Plan objective of "Independence".
7. The numbers above represent information entered in FACES as of the report run date. The numbers may change as further updates are made in FACES.