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.

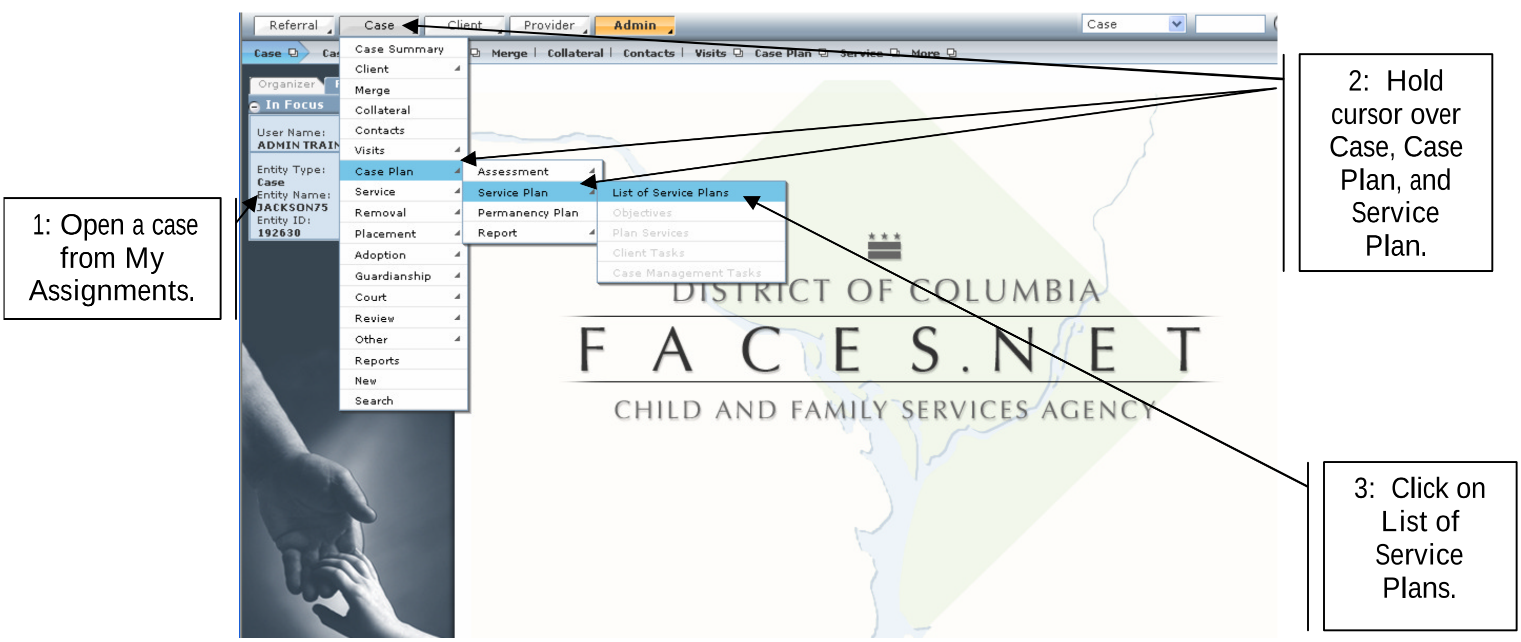

Figure 1

Step 4: Click on the New button.

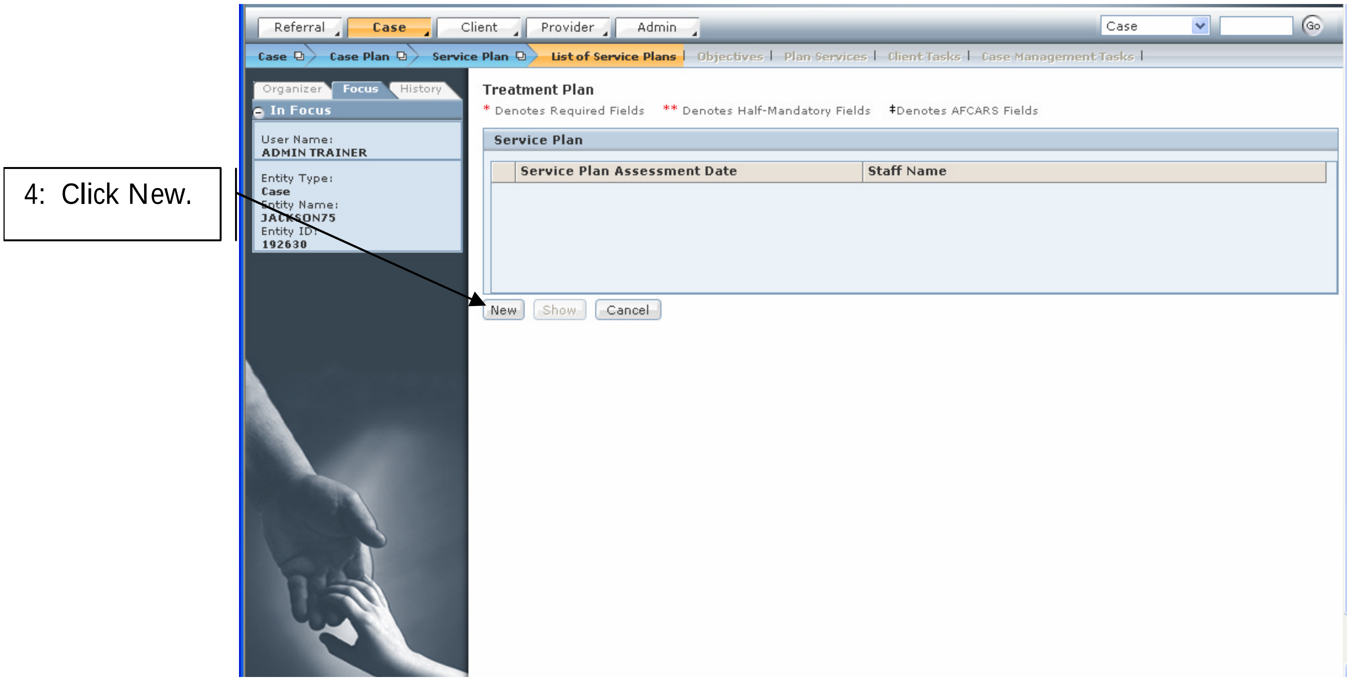

Figure 2

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.

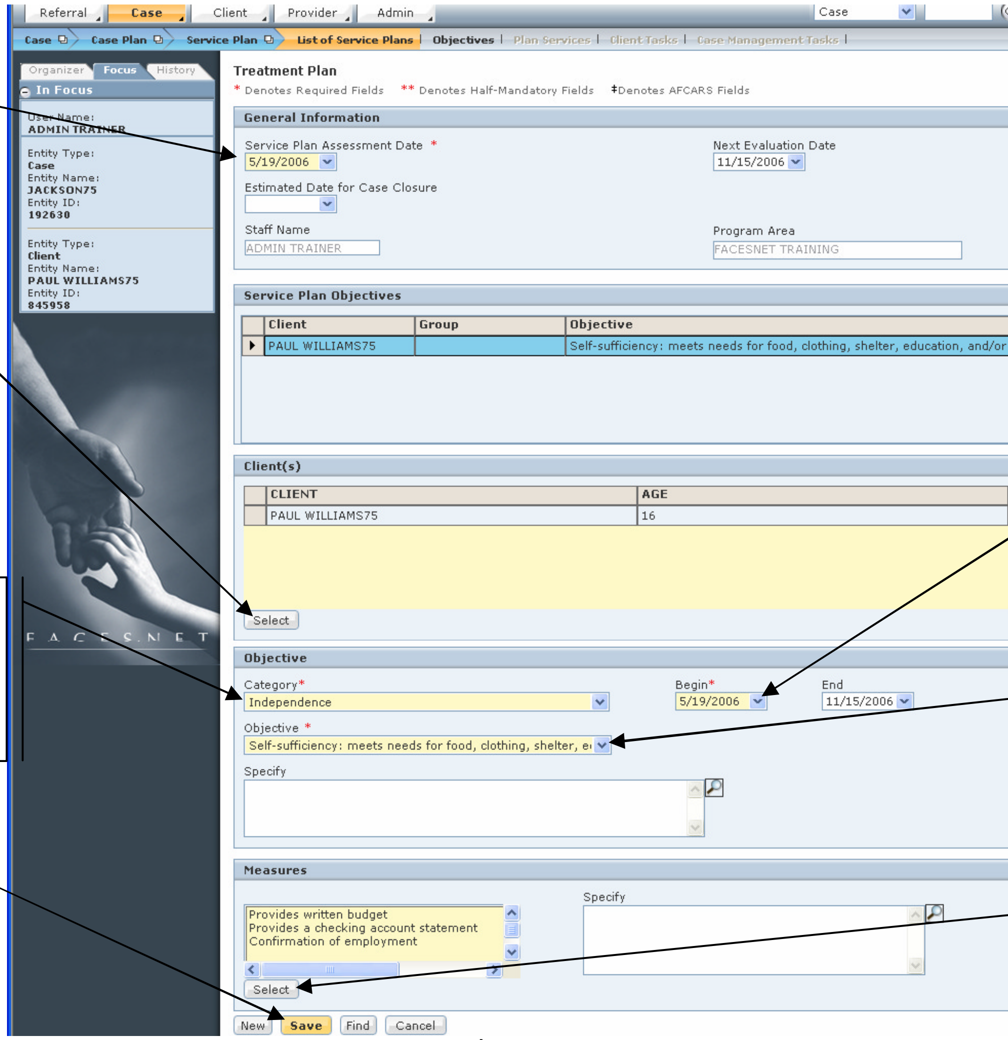

Figure 3

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.

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.

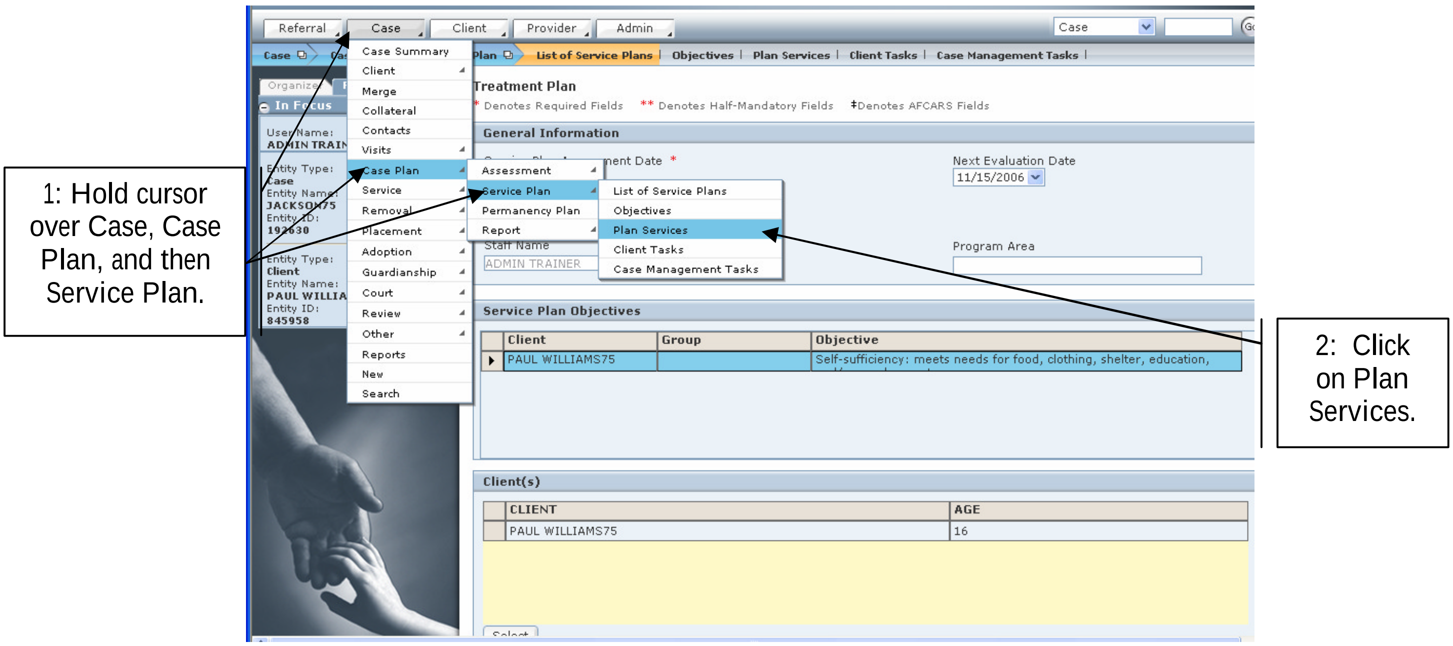

Figure 4

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.

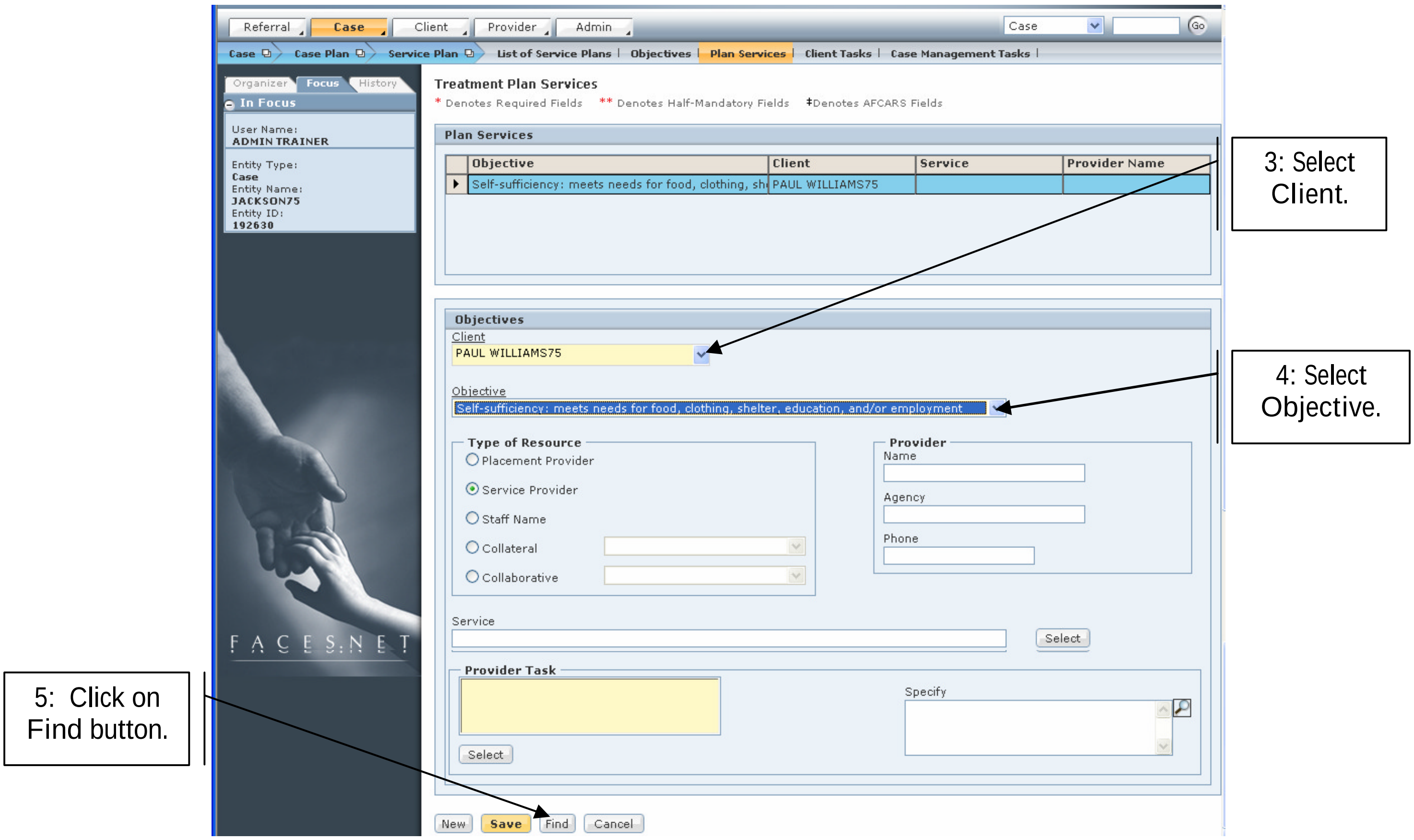

Figure 5

Step 6: Click on the Services button.

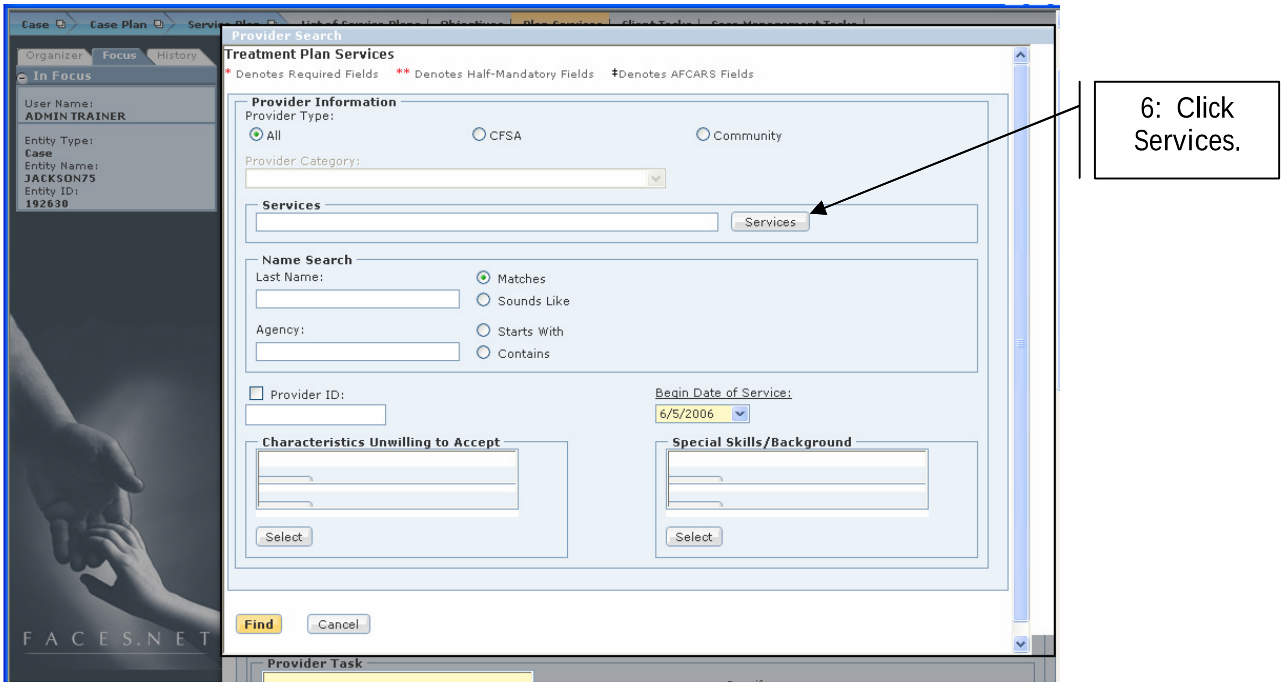

Figure 6

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

Step 8: Click the OK button.

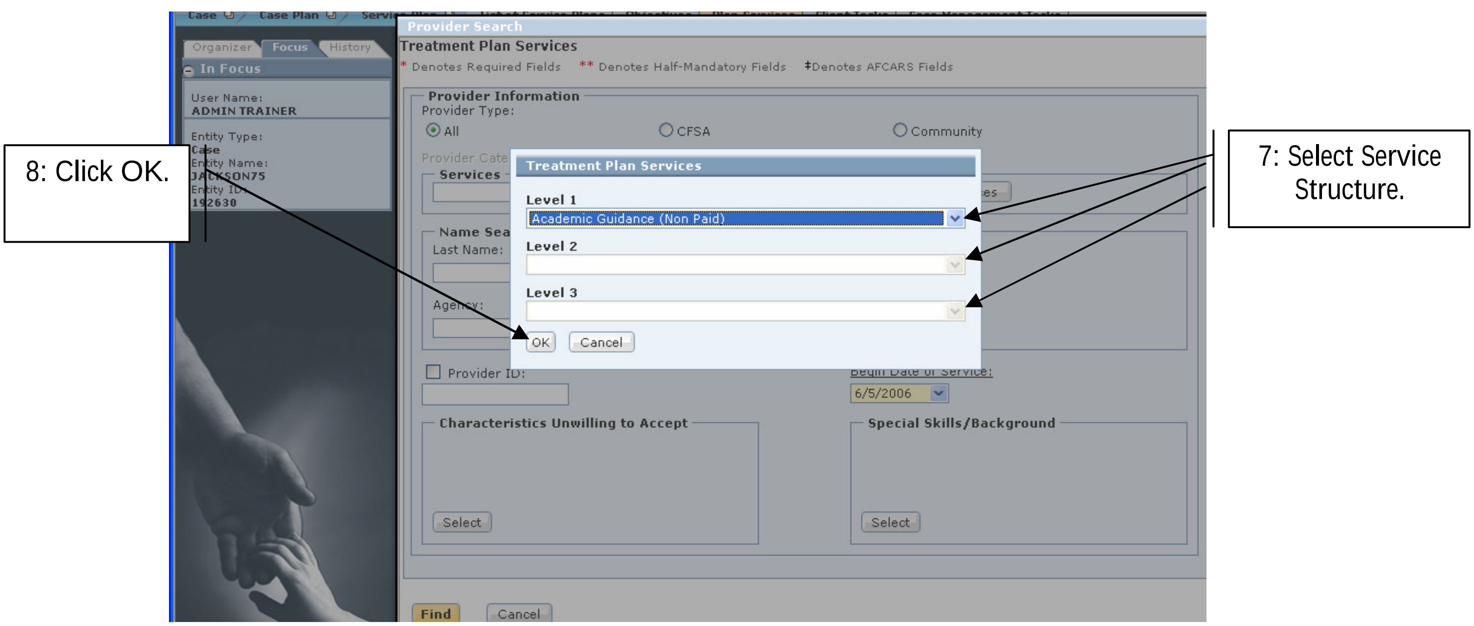

Figure 7

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.

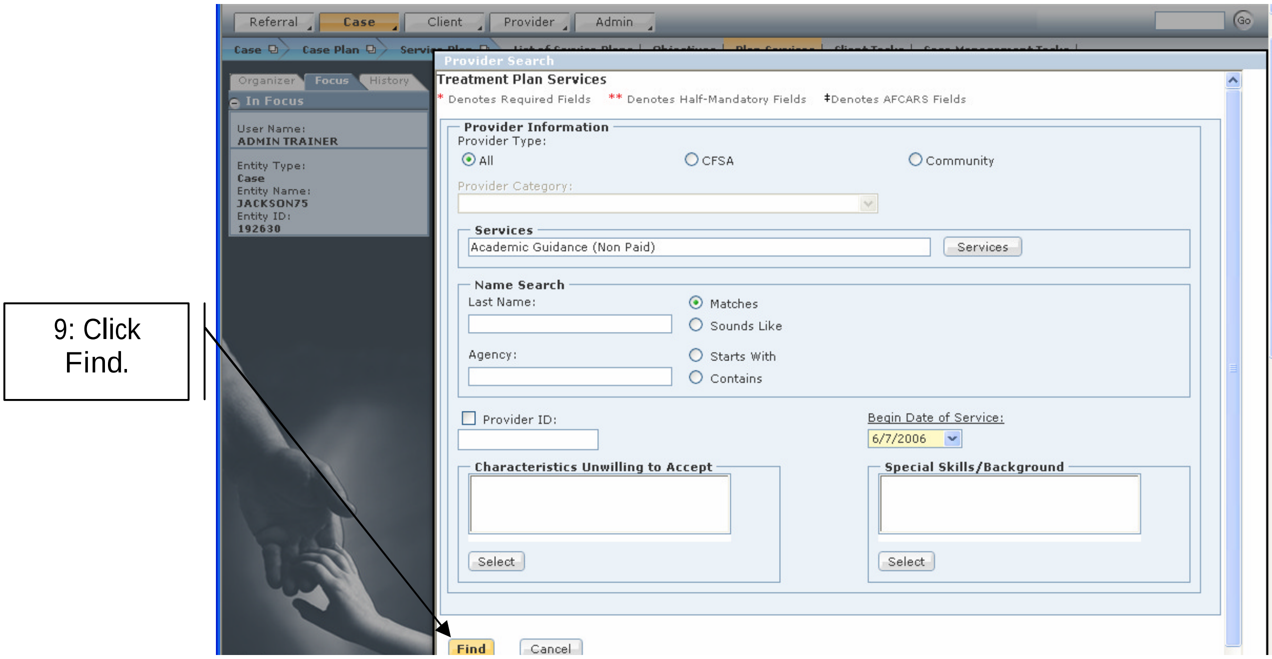

Figure 8

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

Step 11: Click on Ok.

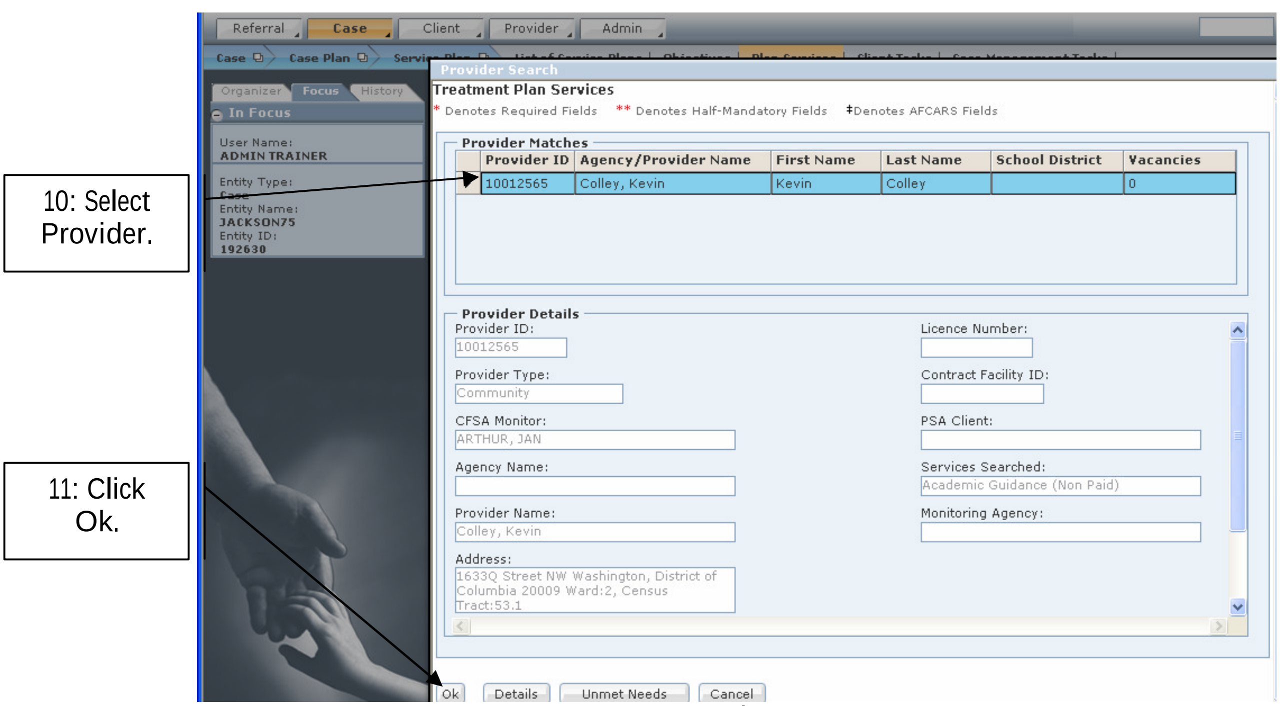

Figure 9

Note: Click on New to add a new objective.

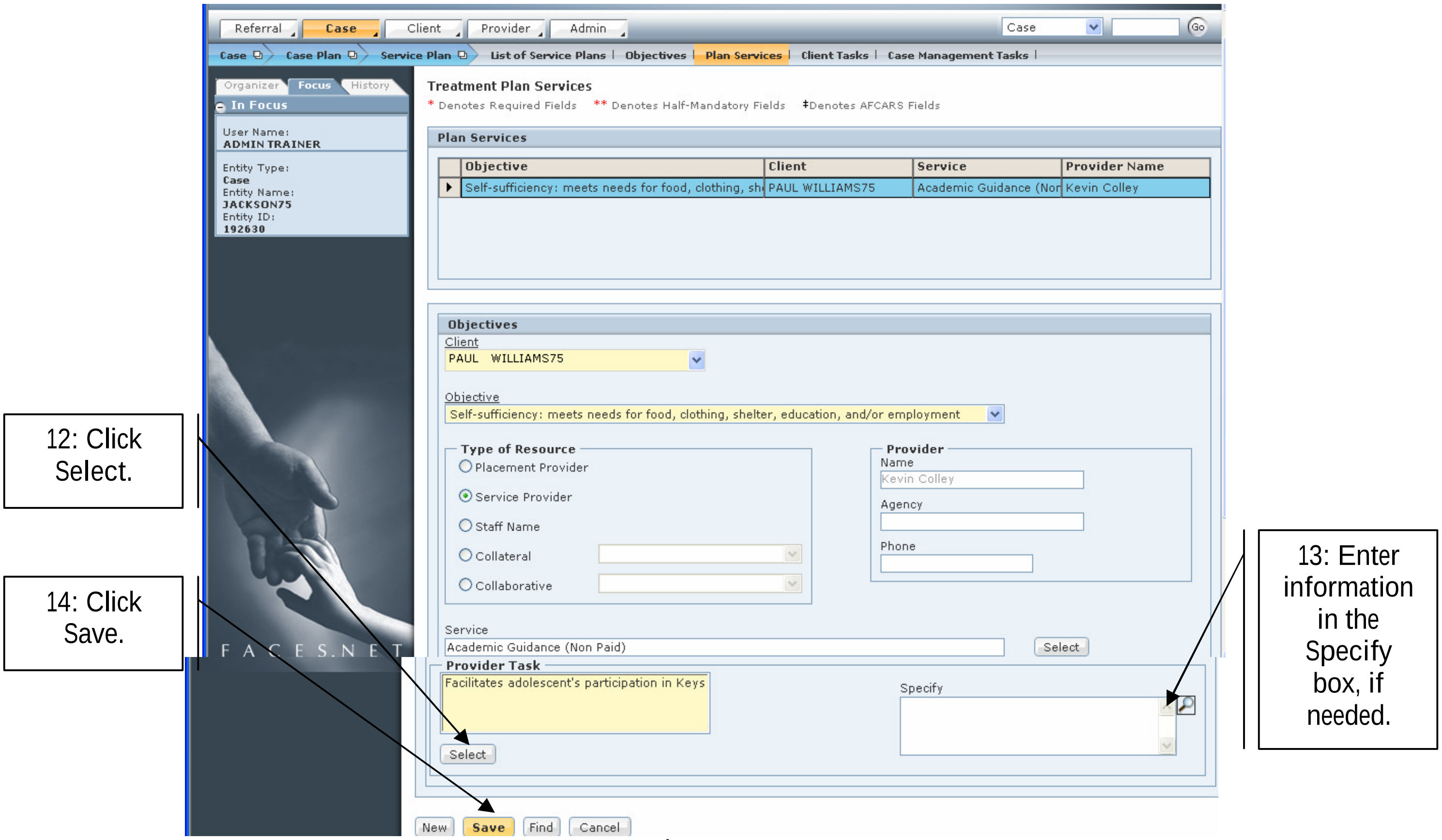

Figure 10

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.

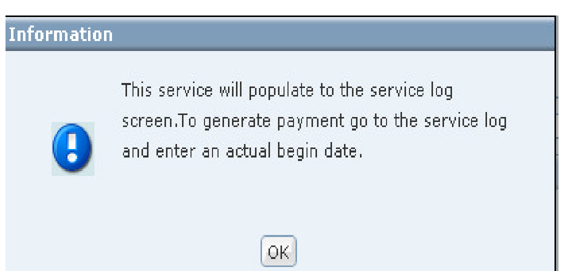

Figure 11

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.

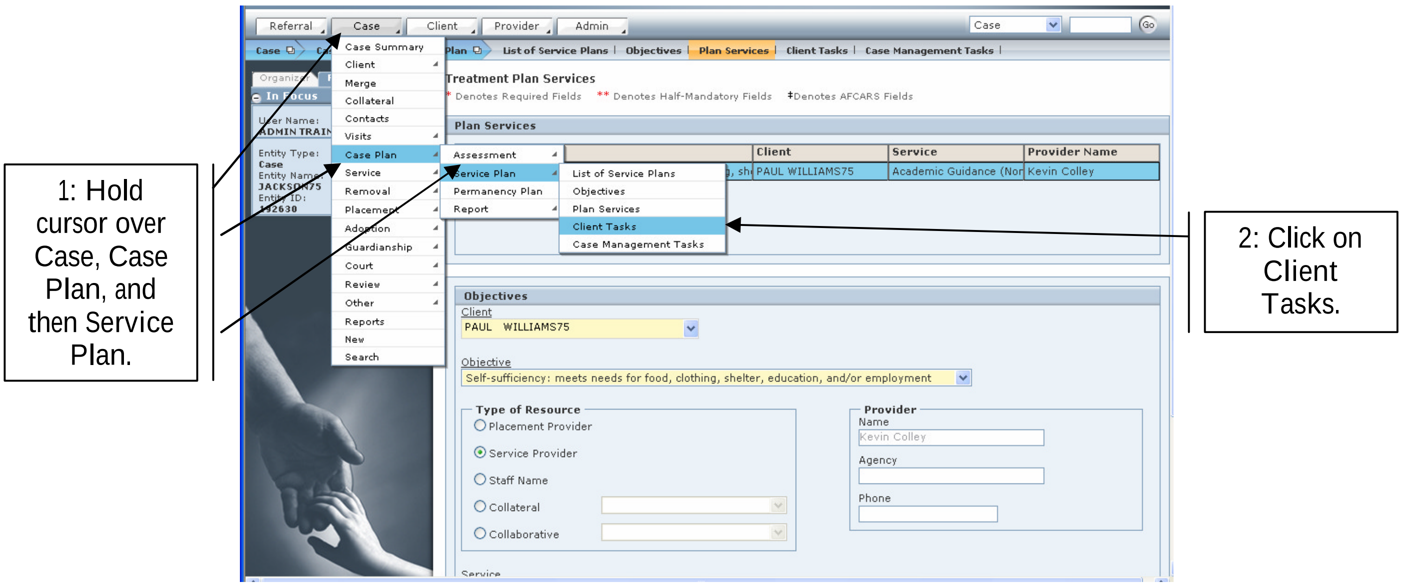

Figure 12

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.

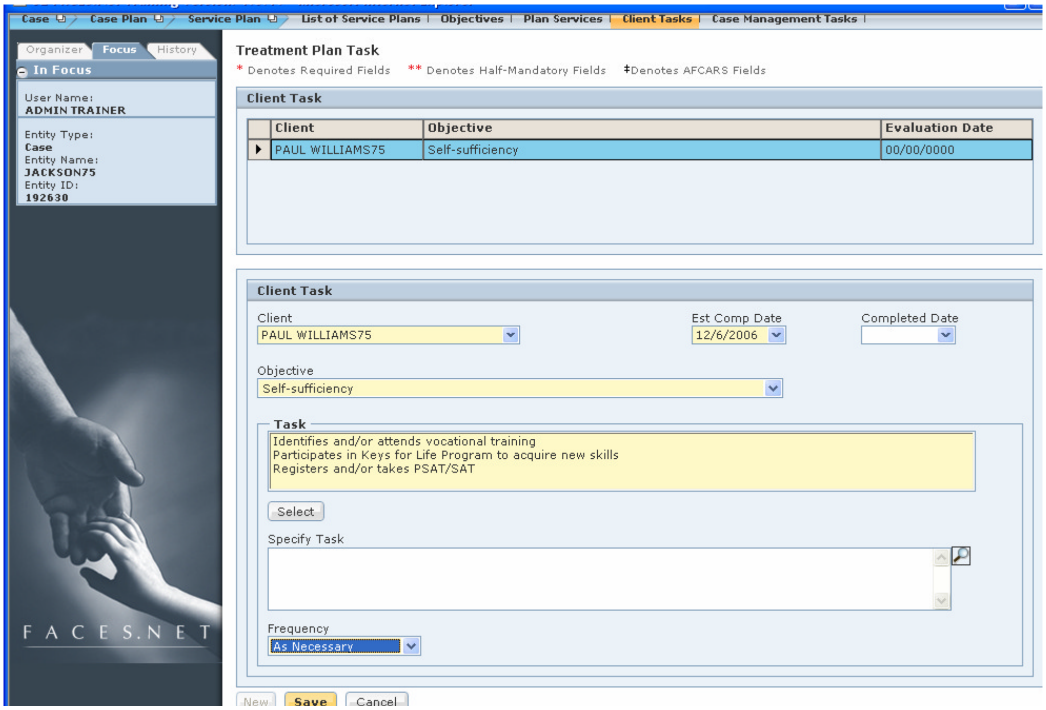

Figure 13

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.

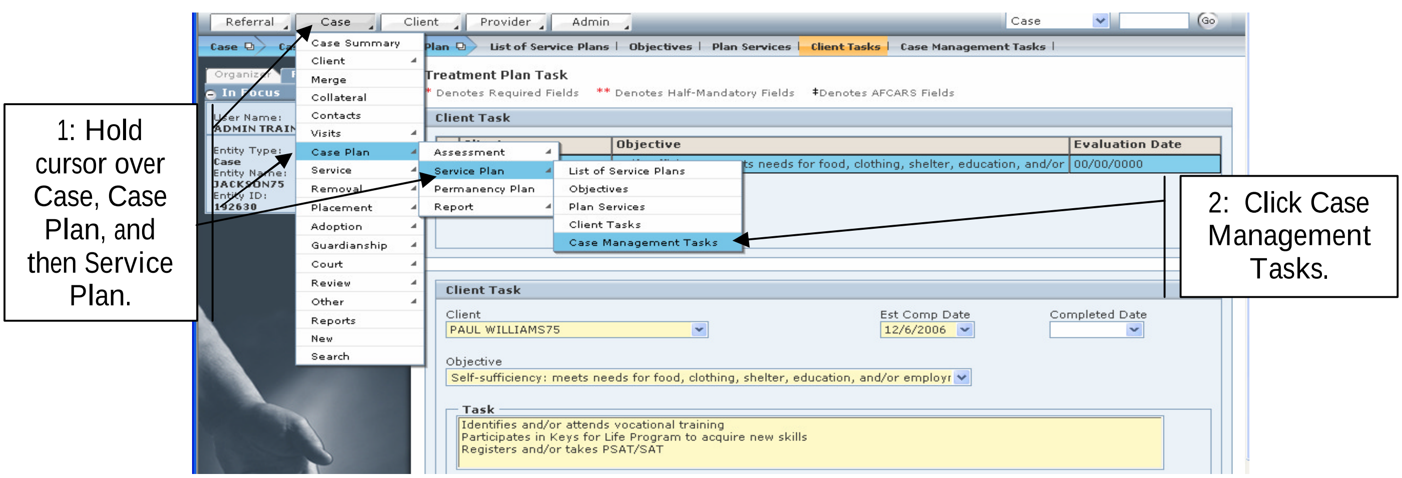

Figure 14

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.

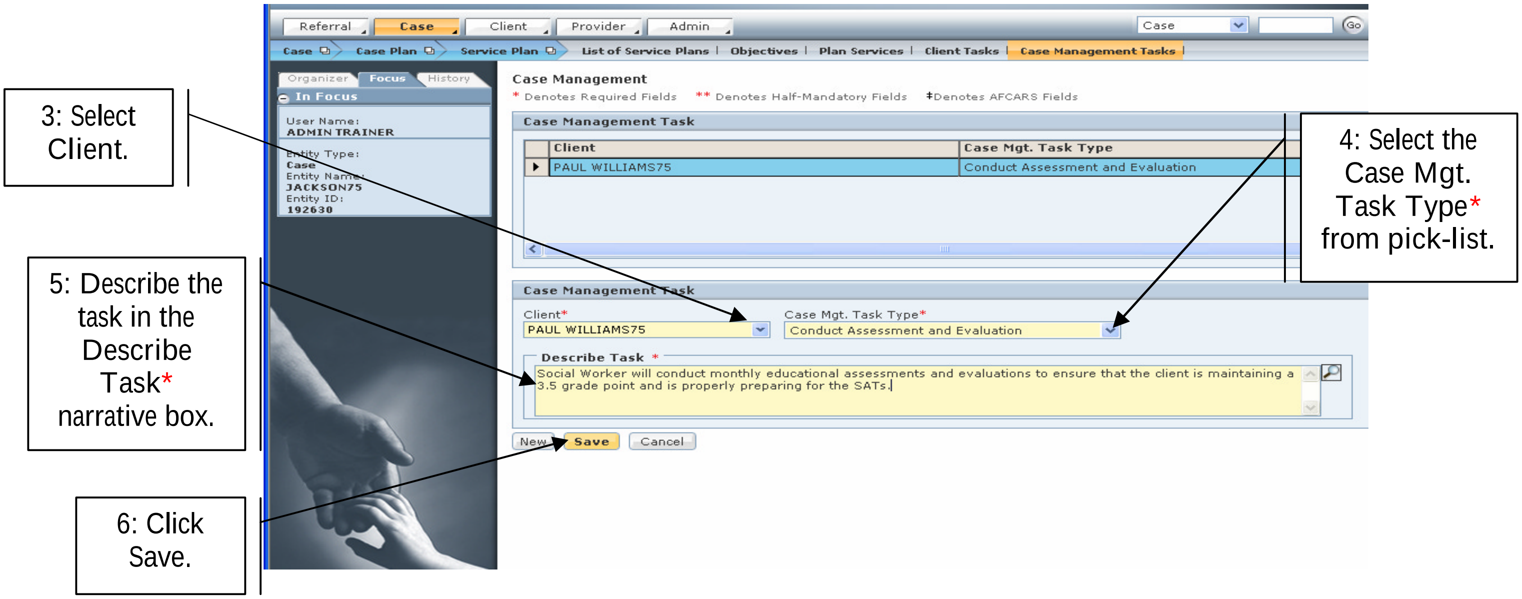

Figure 15

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.