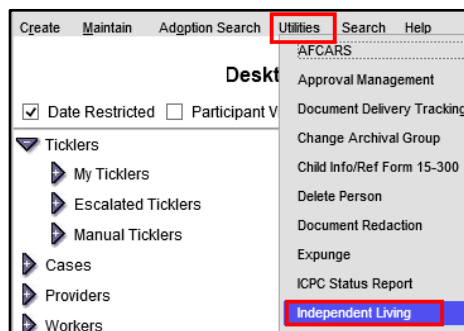# ILS Documentation within FamLink - Quick Help Guide

Adding IL Provider Information

1. Click **Utilities**
2. Click **Independent Living**

Independent Living Window will display

3. Click **Search**

Person Search will display

4. Enter **First** and **Last Name**
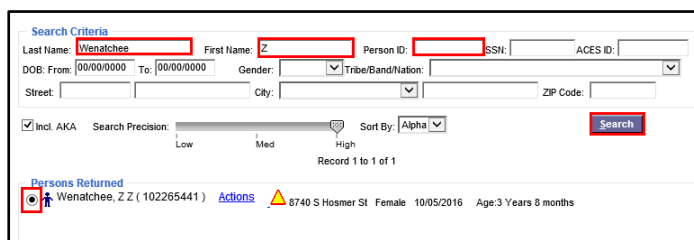5. **Or** Enter **Person ID**
6. Select **Search**

Results will return in Person Returned Group Box

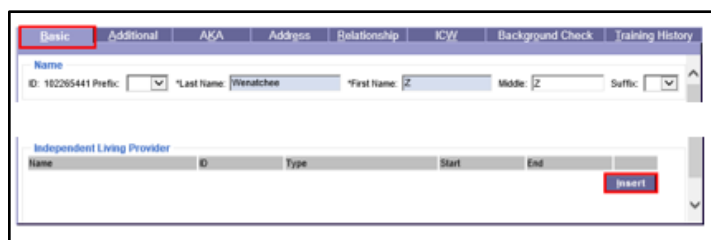7. Click Radio button for youth
8. Click **Continue**

Independent Living Page will display

9. Click **Youth's Name** hyperlink

Person Management Page will display

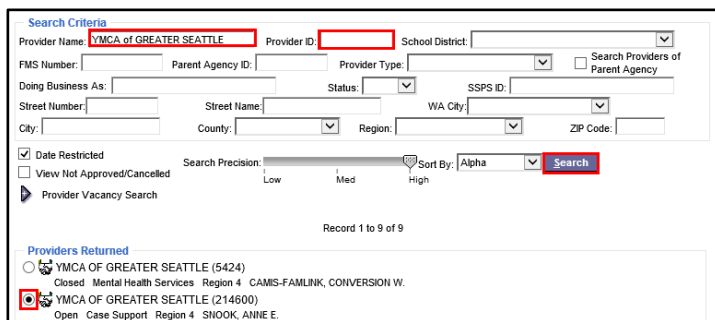10. Click **Insert** in Independent Living Provider Group Box

Search Provider Organization will display

11. Enter **Provider Name**
12. **Or** Enter **Provider ID**
13. Select **Search**

Results will return in Providers Returned Group Box

14. Click **Radio button** for Agency
15. Click **Continue**

Returns to Person Management Page

ILS Provider Group Box will now contain Agency Name

16. Enter **Start Date**
17. Click **Save**

Returns to Independent Living Page

Agency now shows as provider.

Each youth should have a generic IL provider number already listed.

Youth Exits IL Program

When a youth exits from your IL Program:

1. Enter **End Date** on IL Provider

Completing CLSA Assessment

1. Select **Assessment Plan Tab**
2. Click **Insert**

CLSA Assessment Page will display

3. Enter **Date**
4. Enter **Raw Score** (no decimals)
5. Click **Save**

If youth refuses CLSA enter Date and check "Refused to participate in ACLSA"

CLSA should be provided to Assigned caseworker if the case is open, caseworker will upload into FamLink.

Documenting NYTD IL Provider

1. Select **NYTD Services Tab**
2. Click **Insert**

NYTD Services Page will display

3. Select **IL Service Category** from pulldown
4. Click **Save**
5. Click **Insert**

Services/Activities Group Box Displays

6. Enter **Begin Date**
7. Select **Service/Activity**
8. Enter **Provider/Person**
9. Select **IL Provider** from pulldown
10. Enter **Details**
11. Click **Save**

If IL Provider is not listed on pulldown the provider needs to be inserted on youth person mgmt page. See above instructions.

Name/Service Category

Name: Wenatchee, Z(102265441)   DOB: 10/05/2016   Gender: Female

*IL Service Category:

Services/Activities

*Begin Date: 00/00/0000   End Date: 00/00/0000   Delete

*Service/Activity:

*Provider/Responsible Person:

IL Provider:

Specifically explain Goal/Service/Activity:

Documenting Adjudicated Delinquent

1. Select **Independent Living Tab**
2. Click **Select value** from pulldown
3. Click **Save**

A youth may have been arrested or spent time in a detention facility but is not considered an adjudicated delinquent if they were not found guilty by a judge.

Do not select Undetermined. Answer must be a yes or no. If a youth is awaiting judgment, select no.

Independent Living | Assessment Plan | NYTD Services | IL Notes | Baseline | Age 19 Follow-up | Age 21 Follow-Up

Independent Living Referral

☐ Youth is 15 years of age or older and has been referred to an Independent Living Services contractor for assessment, learning plan and services   Date Referred: 00/00/0000

☐ Youth is 15 years of age or older and is currently receiving Independent Living Services/Training from a contractor   Date Began: 00/00/0000

☐ Youth refused to participate in a contracted Independent Living Services program   Date Refused: 00/00/0000

Was the youth ever an adjudicated delinquent?