Individual Progress Form Instructions

The individual progress form is part of the Ansell Casey Plus. The form is aligned to the Ansell Casey Life Skills Assessment and is organized by the assessments domains and learning goals. This form allows staff to complete the balanced assessment process by documenting life skill achievement overtime.

This assessment requires the youth and the adult to review the items in his/her portfolio and reflect on the activities in which the youth engaged during instruction. Together the youth and adult decide where the youth is on a four point scale, Got It, Getting Close, Attempted, or Needs Guidance for each of the learning goals that the youth worked on.

This can be recorded on the electronic version of the Individual Progress Form spread sheet that looks like this.

![Individual Progress Form](image)

Use the scroll bar on the right side or the Domain drop down box on the left side to select the learning goal that you and the youth have worked on. Go over to the level of achievement column and click on the cell. An arrow will appear in the lower right corner of the cell. Click on the arrow and a drop down box will appear.
Click on the appropriate level of achievement and it will appear in the column. Tab over to enter the date. Tab again to record comments and tab one more time to record the portfolio item that was produced during the learning activities.

This file can be printed and given to the youth and anyone else who needs to see it. To print only the learning goals on which the youth has worked and for which there is a level of achievement recorded, click on the arrow in Level of Achievement box. A drop down box will appear with the choices in the picture below.

Select (non Blanks) at the bottom of the list and only the goals that the youth has worked on will appear in the window.