

# Individual Progress Form Instructions

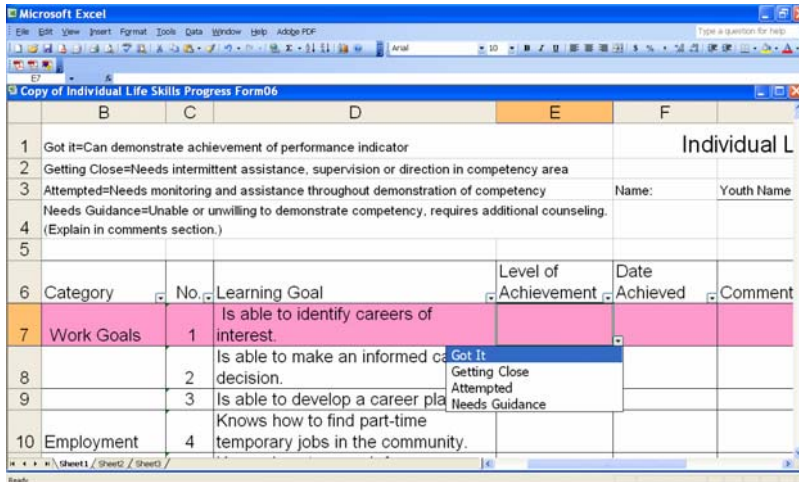
The individual progress form is part of the Ansell Casey Plus. The form is aligned to the Ansell Casey Life Skills Assessment and is organized by the assessments domains and learning goals. This form allows staff to complete the balanced assessment process by documenting life skill achievement overtime.

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.

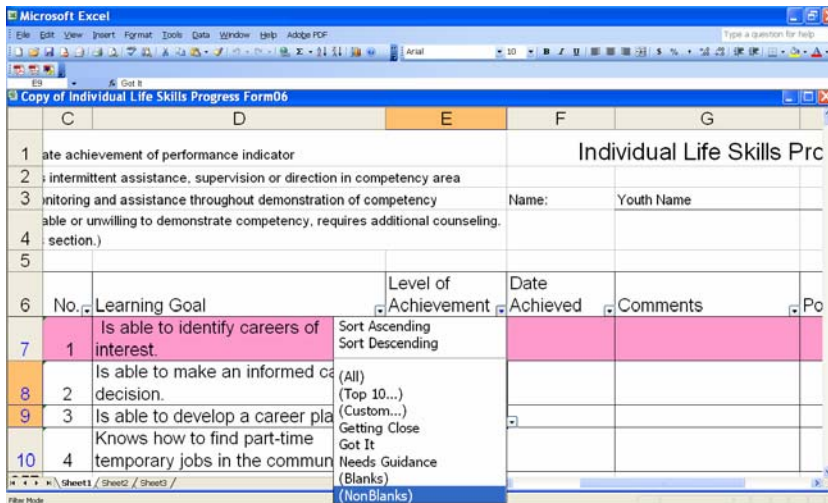
1	Key	Individual Life Skills Progress Form						
2	Get It-Can demonstrate achievement of performance indicator							
3	Getting Close-Needs intermittent assistance, supervision or direction in competency area							
4	Attempted-Needs monitoring and assistance throughout demonstration of competency					Name	Youth Name	
5	Needs Guidance-Unable or unwilling to demonstrate competency, requires additional counseling. (Explain in comments section.)							
6	Domain	Category	No.	Learning Goal	Level of Achievement	Date Achieved	Comments	Portfolio Item
217	Social Relationships		23	Knows how to develop and use a personal support system.				
218	Social Relationships		24	Knows and understands the concept of "community."				
219	Social Relationships		25	Knows and understands the importance of cooperation				
220	Social Relationships		26	Knows and understands a process for making thoughtful decisions.				
221	Social Relationships		27	Can use a thoughtful decision making process in a life skills situation.				
222	Work and Study	Work Goals	1	Is able to identify careers of interest.				
223	Work and Study		2	Is able to develop a career plan.				
224	Work and Study	Employment	3	Understands the importance of employment.				
				Knows how to find part-time temporary				

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.

