

Staffing a Case – A Checklist (South Dakota)

Education

- CM attended most recent IEP?
- Current IEP uploaded?
- Date of next IEP on CMs calendar?
- Who is your main contact at the school? Helpful or not?
- What PETS activities is school working on with youth?
- Education goal(s)? Up to date?
- If youth is dropped out or close to it, what steps have been taken to get youth back to school?
- Discussion with parent about post-secondary? Have they discussed with youth?
- If plan is post-secondary, what steps have been taken so far?

Employment

- Youth referred to VR? Enrolled? Current status?
- Current IPE uploaded?
- Employment goal(s)? Up to date?
- Employment status
- Parent supportive and agreeable with youth employment goal?

Independent Living

- IL goal(s)? Up to date?
- Housing plan for youth when leaves the home?
- Transportation plan for youth when leaves the home?
- Does youth have at least one adult they can rely on when issues arise? If not, what plans are in place to make sure they have one?

Parent

- Parent goals? Up to date?
- Are you comfortable that the parent is helping the youth transition into adulthood? If not, what steps are in place to assist them to get to that point?

What TSLP events has youth attended?

- YLF
- CTW
- Forums

Interventions participated in

- Self Determination
- Parent Training
- FL Training
- If not participated, what steps are being taken to encourage attendance?

Benefit Counseling Services

- Referred to Benefits Counseling?
- BS&A written?
- Copy uploaded to AIMS?
- Any follow-up needed?

Social Security

- Discussion about possible Continuing Disability Review by SSA?
- If youth close to age 18, has there been discussion about Age 18 Redetermination and is it documented? And was a red folder given to them and discussed with them?
- If there are issues with Social Security, what help has been offered to parent/youth?

Engagement/Participation in ASPIRE

- On a scale of 1-5 how engaged is the youth?
- On a scale of 1-5 how engaged is the parent(s)?
- If needed, what steps are being taken to re-engage parent/youth?

Story

- Has a story been written about the youth to share?
- If not, make a plan to write a story.
- Any opportunity for videotaping the youth/parent to share their story?

Other

- What releases are uploaded? Any others needed?
- Any other agency involvement needed?
- Survey status, parent and youth?

Strengths of youth/family:

Needs of youth/family: