

MN: DHS Youth Assessment Instructions

Fiscal Year starting July 1, 2008

To correctly track both clients who are in process and those who have completed milestones, a “start date” for each milestone has been added to the Assessment.

You should be updating all progress on goals by the end of each quarter to correctly report back to DHS on the clients you serve.

Data entry steps:

Note: Make sure you have completed the Universal Assessment and Barriers Assessment in Back date mode matching the program entry date.

For most of the milestones, as youth start working on each milestone, record the “Start Date.” You can enter any additional information useful to your program in the Notes section, which is optional. Each quarter, update the completion dates for each milestone youth have completed. If they have not yet completed a milestone, leave the Completion Date blank. Details for milestones with additional requirements are explained below.

Advanced Independent Living Skills Group Training:

- 1) Complete the Start date of training when they begin the training sessions
- 2) Each quarter the youth are in the training update the number of sessions they attended in the quarter and record the end date of the quarter in the “Quarterly Completion Date” field.
- 3) When a youth completes the training, update the number of sessions for that quarter, and record the date they complete the final session.

Transportation:

The Transportation Milestone has two sections; Drivers Permit or License, and Successfully Navigates Public Transportation. Youth can be working on either or both of the transportation milestones. Make sure to report start and completion dates separately for each one.

Employment

Record the date you start working with the youth related to an employment milestone in the start date. The youth may continue to progress related to employment by getting a job, maintaining a job for three months, or getting a promotion. Record the date youth complete each of these different employment related milestones separately. Leave the date fields blank for the employment milestones they don't complete.

Education

Youth can complete either or both of the Education Milestones, graduation from high school/GED and getting accepted into a post-secondary institution.

For 6a Graduation from high school or obtaining a GED, make sure to select “Yes” in the drop down box for which one the youth completed.

Rental Assistance

Record the date you start working with youth related to rental assistance in the “Rental Assistance Milestone Start Date” box.

Each quarter, record the date the youth received rent assistance and the total amount they received. If they received assistance on more than one date during the quarter, record the latest date in that quarter and the total amount of assistance received in the quarter.

Note: this assessment can be correctly entered without using backdate mode just by correctly entering start and end dates. If you use backdate mode based on the program entry date to enter the information, it should also show up correctly in reports.