

Instructions & Overview

Please fill out the LIST Pre-fillable form for those youth who;

- You completed an initial LIST assessment but never filled out the attached data sheet.
- You have been working with youth and it has been 6 month since the first assessment
- You have been working with youth for a year and you are completing the annual LIST assessment

IMPORTANT please send a copy of the full completed LIST assessment to the adolescent's SW/SWS Fill them out send via the DCF.LIST@ct.gov email no later than 30th of every month

Here are basic instructions for use:

1. **Fill out the LIST data**
2. **First save the attachment to your local drive.**
3. **Next fill this out completely for each child/youth assessed.**
4. **When you're done, click File, SAVE AS and give the new file a name that includes the LINK Person ID# (or Youth Name) and Date of Assessment.**
5. **Create an email to DCF.LIST@ct.gov**
6. **Attach both the summary LIST form as well as the detailed LIST assessment and any written documentation that reflects the progress the youth is making.**
7. **On the CC list please include the S.W and S.W.S working on the case.**

Note: Please do not use the submit button on the form. Please do not scan or send word document copies to the email. It must be in a PDF form.

Scoring

A numerical score helps us track what adolescents are learning, progress being made in each domain and helps identify what areas of learning are still required.

- Baseline Score– initial score first time LIST assessment is completed – Never Changes
- Current Score – Score every six months – Changes every 6 month
- Discharge Score – Score at the point of discharge from DCF (not your program) - Only filled out when you know the youth is leaving DCF services.

Directions:

First conduct a baseline assessment of all 21 domains. (add up the numbers and divide by 21)
At the six (6) month interval (current) reassess only the domains being worked on (with active skills teaching) (replace the new scores of active skill teaching domain add the old (basic) scores and divide by 21)

Annually assess all 21 domains then update the "current.

Alternate the process there after every 6 months

Scoring: Each skill level has been assigned a numerical value as indicated below. These number should be totaled and averaged to indicate an overall.

Pre-Basic = 1 Basic = 2 Intermediate = 3 Advanced = 4 Independent = 5

If you have questions on completing this form, please email us at DCF.LIST@ct.gov or contact DCF Program Manager Dayna R. Snell, LCSW at (860) 550-6351.