



# Iowa Department of Human Services

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August 26, 2016

## **GENERAL LETTER NO. 17-E-11**

ISSUED BY: Bureau of Child Welfare and Community Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 17, Chapter E, ***OUT-OF-HOME PLACEMENT  
POLICY AND PROCEDURES***, page 24, revised.

### **Summary**

Chapter 17-E is revised to correct the policy requirements for a case manager to initiate the life skills assessment from age 16 to age 14 for a child in foster care.

### **Effective Date**

September 29, 2015

### **Material Superseded**

This material replaces Employees' Manual, Title 17, Chapter E, page 24, dated September 25, 2015.

### **Additional Information**

Refer questions about this general letter to your area social work administrator.

### **Life Skills Assessment**

**Legal reference:** [441 IAC 202.11\(7\)"b"](#)

#### **Policy:**

A life skills assessment shall be administered to all children in foster care who are aged 14 or older. The assessment is designed to evaluate the child's strengths and needs in areas including, but not limited to:

- ◆ Education;
- ◆ Physical and mental health;
- ◆ Employment;
- ◆ Housing and money management; and
- ◆ Supportive relationships.

#### **Procedure:**

1. Ensure that a life skills assessment is completed for all children in foster care who are aged 14 or older.

The recommended assessment instrument is the Ansell Casey Life Skills Assessment, which is available at: <http://lifskills.casey.org/>. The assessment is set up for the child to complete, along with an assessment for the child's care provider to complete.

2. Use the results of the assessment to assist you in completing an overall assessment of the child and the transition plan section of the case plan.

### **Selecting Placement Type Needed**

**Legal reference:** [Iowa Code section 232.2\(4\), 232.2; 441 IAC 202.4\(234\)](#)

#### **Policy:**

Placement shall be made in the least restrictive, most family-like setting available consistent with the best interests and special needs of the child. See also [17-C, Planning for Permanency](#).

#### **Procedure:**

When the decision is made that the child needs to be removed from the current living situation to be safe, take the following steps.