BROWN COUNTY HEALTH AND HUMAN SERVICES
PURCHASE-OF-SERVICE SPECIFICATIONS FOR:

YOUTH DAILY LIVING SKILLS TRAINING

Service Definition

Brown County Health and Human Services (BCHHS) defines daily living skills training as the hands-on instruction, modeling, guided practice and reinforcement a provider agency staff provides a BCHHS youth client on the routine daily activities needed to care for themselves, promote independence and prepare for adulthood. Example skill areas include, but are not limited to, self-care, household management, finance management and personal health and safety. Daily living skills training can be provided 1:1 or in a group setting.

Service Goal

The overall goal of daily living skills training is to foster a youth's confidence, competence, and self-sufficiency for successful transition to independent living.

Service Population

BCHHS youth clients may identify as male, female, nonbinary and/or gender expansive and range in age from 10-17 years. Many have been through traumatic life events and may be at risk of family separation due to absent family and/or informal supports. Many also struggle with mental health and drug and alcohol challenges.

Youth in need of daily living skills training typically experience difficulties with self-care, practical life management and executive functioning which impact their ability to complete daily tasks, make independent decisions, navigate social situations, and regulate their emotions.

Youth clients may be under a court order with conditions and may need assistance to stay connected to their family, school and community. They may also need assistance to find supportive community resources to change, replace, or identify alternative responses to certain behaviors.

Service Requirements

Services by agency staff must include structured activities under the following categories with hands-on instruction, modeling and guided practice to transfer skills to the youth.

- Self-care: coach on good hygiene, dressing, grooming and nutrition
- Health and safety: educate on personal safety, proper exercise, first aid, sexual education
- Household and domestic skills: focus on shopping, meal preparation, cleaning
- Finance management: focus on managing finances, budgeting, bill paying
- Executive functioning: explore time management, problem solving, critical thinking, and communication
- Career exploration: gauge employment readiness, explore interests and career mapping
- Community support: explore various resources and activities as well as how/when to access

Daily living skills training is not intended as substitute task performance, but rather a transfer of skills to the BCHHS youth client.

Service Limitations/Exclusions

BCHHS does not fund services provided by individual service providers. Only daily living skills training provided through qualified provider agency staff will be considered.

Any expenses incurred for snacks, meals or activity admission fees for the youth and/or agency staff are considered part of the provider agency service rate and will not be reimbursed separately.

Agency Requirements

Agency staff must demonstrate that they meet the following requirements:

- have a minimum of 2 years' experience providing similar services to a similar target population
- have received the training necessary to provide effective services to the target population, including appropriate service provisions, confidentiality laws and emergency/incident response
- understand and apply industry standards and best practices, including person-centered services, ethical standards and professional boundaries
- use evidence-based curriculums, programing and practices in their service delivery
- show service effectiveness in goal setting and tracking client progress toward positive outcomes
- be able to legally and safely transport a youth client (i.e., have a valid driver's license, insurance, reliable transportation, etc.)
- be able to meet documentation and communication requirements.

Other Requirements

Agency staff must formally document the youth client's established goals and progress using the BCHHS *Client Progress Report* template (see attachment) and submit to the youth client's BCHHS case manager monthly.

In addition, agency staff must facilitate regular, consistent communication with the youth client's BCHHS case manager regarding overall service provision as well as client progress and/or challenges. Communication should occur at least weekly, but may be required more often based on circumstances. Staff must report any events outside the norm (i.e., unusual behavior, critical incidents, etc.) to the case manager within 24 hours.

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