

Casey Life Skills Data Download Guide

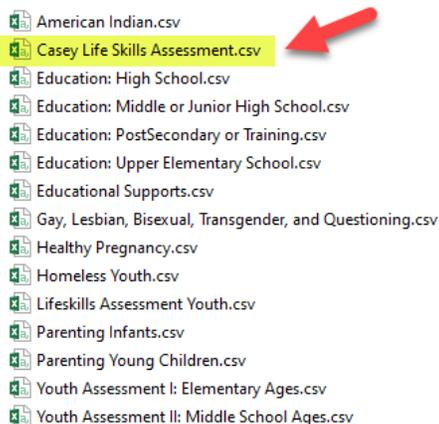
Have you taken or administered a Casey Life Skills (CLS) assessment in the past? Here's how to download your data from the CLS system:

1. Log in to <http://lifskills.casey.org>.
2. Go to **Reports**.
3. Click **Export All Assessment Responses**.



The screenshot shows the 'Provider Report' interface. At the top, there is a navigation bar with 'Youth' and 'Reports' tabs. A red arrow labeled '2' points to the 'Reports' tab. Below the navigation bar, there is a 'Provider Report' section. In the top right of this section, there are two buttons: 'Export All Assessment Responses' and 'Export Provider Report'. A red arrow labeled '3' points to the 'Export All Assessment Responses' button. The main content area shows a form with 'Type' set to 'CLS', 'From' date '10/1/2021', 'To' date '10/4/2021', and a 'Go' button. Below the form is a table with columns for gender (Male, Female, Transgender Male, Transgender Female, Other) and age groups (14-15, 16-17, 18+), along with a 'SubTotal' column for each. The table data is currently empty.

4. A compressed folder called **assessments.zip** will be downloaded to your default downloads folder.
5. Find the downloaded file and decompress it.
 - a. In Windows, right click the file, then select **Extract All...**
 - b. In MacOS, double-click the file
6. The resulting **assessments** folder will contain a separate CSV file for each assessment type, including supplements. The main CLS assessment is titled **Casey Life Skills Assessment.csv**.





7. These files can be viewed in MS Excel or other spreadsheet applications, or they can be imported into your own youth assessment databases.
8. Each assessment in the CSV file is represented as one row. Column headers include:
 - a. Name, ID and birthdate of the youth who completed the assessment.
 - b. Optional demographic data.
 - c. Youth answers to assessment questions (one question per column).

If you have questions about using the data download tool, please [contact Casey Family Programs](#).