



**CABINET FOR HEALTH AND FAMILY SERVICES**  
**Department for Community Based Services**  
**Division of Protection and Permanency**

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Governor

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**Contract Correspondence Transmittal (CCT)**

<b>CCT Number: 22-09</b>	<b>Date of Issue: September 1, 2022</b>
<b>Issuance: Division of Protection and Permanency, Department for Community Based Services, Assistant Director Kelli Root <i>KR</i></b>	
<b>Key Words/Phrases: Independent Living Programs, KYRISE, LYFT Learning, questionnaire</b>	
<b>Attachments/Forms: survey/questionnaire</b>	

The intent of this correspondence is to provide information on a new questionnaire to be used with young people entering independent living. The questionnaire will allow us to gather data on the outcomes of young people once they exit care. This data will assist us in learning more about the actual needs of this population and will help us improve our service delivery.

Agencies will complete the prequestionnaire within thirty days of placement in the program. The post questionnaire is completed upon the young person's exit from the program.

The questionnaire can be found on the KYRISE website. <https://prd.webapps.chfs.ky.gov/kyrise/> located under the Exit Survey tab. The agency case manager will use ky + Youth's Twist# (ky1021394) to enter the survey information. Detailed instructions for completing the survey are attached and located below.

An example of the questionnaire is also attached. Please begin completing these with all young people as they enter the Independent Living Program.

If you have further questions, please contact Lorraine Wilbur at [lorraine.wilbur@ky.gov](mailto:lorraine.wilbur@ky.gov)

Please forward this communication to relevant agency staff.

# Login Instructions KY Independent Living Surveys

## **WHEN to complete each survey:**

- **Entry survey:** Should be completed within 30 days of a youth entering their first IL program.
- **Transfer survey:** Should be completed within 30 days of a youth transferring from one IL program to another.
- **Exit survey:** Should be completed prior to the youth leaving care and exiting their IL program.

## **WHO should complete the survey:**

- The youth's IL worker or case manager.

## **1. Go to site**

- URL: <https://lyftlearning.unhosting.site/?tenantid=40>

This URL can also be found on KY Rise website

## **2. Login to YOUTH's account**

**Username:** ky + Youth's Twist ID# (ky1234567)

"ky" is lowercase

**Password:** Password1#

**This password should never be changed.**

If you cannot login:

Email [support@lyftlearning.com](mailto:support@lyftlearning.com)

Include:

- The site you are trying to access (KY Independent Living Surveys)
- Youth's Twist ID number.

## **3. Confirm account is correct**

Click on the profile icon in the upper right-hand corner to ensure you are in the correct account.

## **4. Select the survey you need to complete.**

**5. Select the survey name beside the icon**

**6. Select Answer the Questions**

**7. Complete the Survey**

**8. See confirmation screen, select *Continue*.**

**9. See that the survey is marked complete.**

**10. Logout – Select the Profile icon. Select the door.**