

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://lifeskills.casey.org>.
2. Go to **Reports**.
3. Click **Export All Assessment Responses**.



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](#).