

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES  
BISMARCK, NORTH DAKOTA  
June 8, 2015**

**PI-15-09**

**TO:** County Social Services  
Division of Juvenile Services  
Tribal Social Services  
Chafee Independent Living Coordinators  
Regional Supervisors  
RCCF & PRTF

**FROM:** Becky Eberhardt, Chafee Independent Living Administrator

**SUBJECT:** National Youth in Transition Database (NYTD)

**PROGRAMS:** Foster Care 624-05 and Independent Living 624-10

**RETENTION:** Until Manualized

This policy issuance today is specific to changes with NYTD **Independent living service data entry**. Partnerships care coordinators hired through the Human Service Centers are no longer required to enter IL services in FRAME effective June 1, 2015.

**County Foster Care Case Managers, DJS Case Managers, and Chafee IL Coordinators** who work with youth ages 14 to 23 will continue to comply with **NYTD** by entering independent living services and dates into FRAME ongoing. **Tribal IV-E case managers** will provide independent living services provided to the Administrative County for data entry into FRAME monthly or as determined.

CFS updated the NYTD Handbook to better assist professional staff in understanding the state policy and procedures, data entry requirements, roles and tasks. Please see the attached document as a reminder of the federal report requirements and how ND is working to meet full compliance.

If you have any questions; contact Becky Eberhardt at 701-328-4934 or [reberhardt@nd.gov](mailto:reberhardt@nd.gov)

Thank you.

Attachments: **NYTD Handbook 2015** (updated)