



north dakota  
department of  
human services

# NYTD

National Youth In Transition Database

# HANDBOOK

Department of Human Services  
Children and Family Services  
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Bismarck, ND 58505  
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Developed October 2010

## **Why NYTD was initiated by the Federal Government?**

Effective October 1, 2010 a new federal requirement mandates that States track the independent living services provided to youth served in the state, as well as survey identified foster care youth. Tracking the independent living services and surveying a select group will measure success in preparing youth for their transition into adulthood. To meet this requirement, the Federal government created the National Youth in Transition Database (NYTD), a data collection system allowing States to compile their data.

## **What happens if North Dakota does not comply with NYTD?**

If States do not comply with (or meet) the standards, they will be penalized 1% to 5% of their annual Chafee Foster Care Independence Program federal funding. For North Dakota, if compliance is not achieved it will result in an unnecessary federal monetary sanction.

## **What are our roles and expectations?**

- 1. NYTD Work Group** – Required to develop, plan, and execute NYTD in North Dakota.
  - a. Collaborative group from Children and Family Services (CFS), Decision Support Services (DSS), Finance Department, and Information Technology Services (ITS). Contact: Independent Living Administrator, Kelsey Bless at [kmbless@nd.gov](mailto:kmbless@nd.gov) or 701-328-4934.
- 2. Workers**
  - a. **Division of Juvenile Services** – [See Attachment B](#)
  - b. **Partnership Care Coordinators**- [See Attachment B](#)
  - c. **County Foster Care Case Managers** – [See Attachment C](#)
  - d. **Chafee Independent Living Coordinators** – [See Attachment C](#)

## **What is required for data collection?**

States are required to report independent living services provided to all youth served who fall between the ages of 14 and 23, as well as provide survey outcomes for select youth ages 17, 19, and 21 in foster care.

### **1. Independent Living Services**

- See [Attachment A](#) for the list of the federal independent living service categories.
- North Dakota requires professionals working directly with youth age 14 to 23 to enter the independent living services along with the date the service was provided into FRAME.
  - a. This means any youth served by County Foster Care, the Division of Juvenile Services, Chafee Independent Living Program, and/or the Regional Human Service Center Partnerships Program must report in FRAME which independent living service the youth was provided and on what date under the case management tab.
  - b. It is possible that one youth may have more than one professional staff providing education or training on independent living services, this is appropriate as we understand independent living is not taught in one visit by one worker, it is a collaborative effort.
  - c. It is understood that most data will be entered for youth ages sixteen to nineteen, however the age range allows for accurate representation from programs assisting youth up to age 23.
- FRAME enhancements were made after the NYTD effective date of October 1, 2010. Please think back to your caseload activity in October and November and enter any independent living services provided during that time. Continue to enter this data ongoing.

### **2. Outcomes Survey**

- See [Attachments C](#) and [D](#), which are only applicable to foster care case managers and independent living coordinators.

## Independent Living Services Categories

Independent Living Service Category	Definition
Academic Support	Services to help youth finish school; tutoring, literacy training, study skills training, etc.
Budget-Financial Management	Services related to budgeting and financial life skills.
Career Preparation	Services provided to help find, apply for and retain employment.
Educational Financial Assistance	Services to receive financial assistance via the Education Training voucher (ETV), Voc Rehab, Scholarships for school, books, etc.
Employment Programs or Voc Training	Services designed to build a youth skills for specific trade, vocation, or career.
Family Support/ Healthy Marriage	Services regarding education on maintaining healthy relationships, parental and childcare skills, spousal communication, violence prevention, etc.
Health Education/ Risk Prevention	Services specific to health related topics, not direct health care. Including education on safe sex, dental hygiene, how to schedule a doctor's appointment, etc.
Housing Education/ Home Management	Services regarding housing responsibilities and home management. Including searching for permanent housing, learning to clean and maintain a household, etc.
Independent Living Needs Assessment	Assessment to be given to all 16 year olds in care.
Mentoring	Does the youth meet regularly one-on-one with a mentor, someone who is a trained and screened adult in the community?
Other Financial Assistance	Services to receive other assistance via SSI, SSDI, etc from the state to assist the youth in living independently.
Post-Secondary Educational Support	Services and support for the youth to enter college; filling out apps/ financial aid/ scholarships, ETV, test preparation, etc.
Room/Board Financial Assistance	Does the youth receive monetary support through the Regional Chafee Independent Living Program? If so, have room and board flex funds been spent on this youth?
Supervised Independent Living	Services to support living in a supervised independent living facility.

### FRAME Entry Examples:

- If you discuss with a youth how to search for an apartment on November 13, 2010, you would indicate **“Housing Education/ Home Management”** on **11/13/10** in FRAME. Another worker may also discuss apartment living on November 29, 2010 which would indicate **“Housing Education/ Home Management”** **11/29/10** in FRAME, this is ok. In fact, it is encouraged to continually be teaching the independent living process in various ways and conversations.
- If you discuss **“Career Preparation, Voc Training, and Budget-Financial Management”** on November 22, 2010, you check all three service category boxes and enter **11/22/2010** (one date) in FRAME.
- ITS will provide a guide to users to help navigate the new sections in FRAME.

### FRAME Entry Duplication:

- It is ok if you see an independent living service dated and discussed more than once. As we know, you do not learn how to live independently in one visit. Multiple dates from various workers will be common.

**DIVISION OF JUVENILE SERVICES**

Staff who work with youth over the age of 14 are required to comply with NYTD by:

1. Entering into FRAME, independent living services and dates provided each time you discuss, train, and educate on these listed service categories.
2. This new requirement began October 1, 2010; enter October and November activity asap. Continue to enter any independent living services provided to DJS youth into FRAME ongoing.
3. FRAME Navigation Tips
  - a. Enter Youth Case Number
  - b. Case Management Tab
  - c. Independent Living Services Section
  - d. Add Independent Living Service
    - Identify the client name from the drop down menu
    - Identify if the youth is a participant in the Chafee Independent Living Program. Meaning are they also a foster care youth being served by the independent living coordinator?
    - Indicate the date the service was provided
    - Indicate your agency name from drop down menu
    - Indicate your worker name from drop down menu
    - Add notes as needed in the comments section. This is also helpful to others working with the youth to see what was discussed with you.
    - Check all independent living services you discussed on that date
    - Click Add

**PARTNERSHIP CARE COORDINATORS**

Coordinators who work with youth ages 14 to 23 are required to comply with NYTD by:

1. Entering into FRAME, independent living services and dates provided each time you discuss, train, and educate on these listed service categories.
2. This new requirement began October 1, 2010; enter October and November activity asap. Continue to enter any independent living services provided to Partnerships youth into FRAME ongoing.
3. FRAME Navigation Tips
  - a. Go to Youth Case Number
  - b. Case Management Tab
  - c. Independent Living Services Section
  - d. Add Independent Living Service
    - Identify the client name from the drop down menu
    - Identify if the youth is a participant in the Chafee Independent Living Program. Meaning are they also a foster care youth being served by the independent living coordinator?
    - Indicate the date the service was provided
    - Indicate your agency name from drop down menu
    - Indicate your worker name from drop down menu
    - Add notes as needed in the comments section. This is also helpful to others working with the youth to see what was discussed with you.
    - Check all independent living services you discussed on that date
    - Click Add

**FOSTER CARE CASE MANAGERS & INDEPENDENT LIVING COORDINATORS**

Staff who work with youth ages 14 to 23 are required to comply with NYTD by entering:

**A. Independent Living Services**

1. Enter into FRAME, the independent living services and dates provided each time you discuss, train, and educate on these listed service categories.
2. This new requirement began October 1, 2010; enter October and November activity asap. Please continue to enter any independent living services provided to youth into FRAME ongoing.
3. FRAME Navigation Tips
  - a. Go to Youth Case Number
  - b. Case Management Tab
  - c. Independent Living Services Section
  - d. Add Independent Living Service
    - Identify the client name from the drop down menu
    - Identify if the youth is a participant in the Chafee Independent Living Program. Meaning are they also a foster care youth being served by the independent living coordinator?
    - Indicate the date the service was provided
    - Indicate your agency name from drop down menu
    - Indicate your worker name from drop down menu
    - Add notes as needed in the comments section. This is also helpful to others working with the youth to see what was discussed with you.
    - Check all independent living services you discussed on that date
    - Click Add

**A. Outcomes Survey**

1. Foster care case managers must administer the outcomes survey to foster care youth who reach age 17 during Federal Fiscal Year 2011, meaning the youth had a 17<sup>th</sup> birthday between October 1, 2010 – September 30, 2011.
  - a. Survey to be completed during monthly visit and within 45 days after their birthday.
2. Independent Living Administrator, Kelsey Bless 328-4934 or [kmbless@nd.gov](mailto:kmbless@nd.gov) will communicate with case managers to provide;
  - a. An email with survey instructions,
  - b. A mailed packet of NYTD information containing the consent form, survey, gift card receipt, and gift card, and
  - c. A reminder email that the survey is to be completed within the required timeframe.
3. Follow Survey Administration protocol (**See Attachment D**)
4. Enter the date of the survey into FRAME.
5. FRAME Navigation Tips
  - a. Go to Youth Case Number
  - b. Case Management Tab
  - c. NYTD Survey Section
  - d. Add NYTD Survey
    - Client (identify which youth from drop down)
    - Identify the age of the youth taking the survey
    - Indicate the date the survey was given to the youth
    - Indicate if the survey was completed
    - If the survey was not completed, indicate the reason from the drop down options
    - Click Add

**SURVEY ADMINISTRATION**

(Foster Care Case Managers and Independent Living Coordinators Only)

**Do we need to survey all foster care youth who turn 17 starting October 1, 2010?**

- No, the surveyed youth are in cohorts (one year increments). North Dakota must survey every youth who is age 17 in care within 45 days after their birthday from Oct 1, 2010- Sept 30, 2011.
  - **Cohort 1** begins October 1, 2010 – September 30, 2011
  - **Cohort 2** begins October 1, 2013 – September 30, 2014

**SURVEY COHORT EXAMPLES**

Federal Fiscal Year (FFY)	Cohort	Requirements	Response Percentage Needed	Incentive	Who administers the survey
FFY 2011 (Oct 1 – Sept 30)	Cohort #1	Survey 17 yr olds within 45 days after birthday	80% of 17 year olds in foster care	\$10 gift card	Foster care caseworker
FFY 2012 (Oct 1 – Sept 30)	No surveying of foster care youth this year.				
FFY 2013 (Oct 1 – Sept 30)	Cohort #1	Survey 19 yr olds within 6 months after birthday	80% in foster care + 60% of cohort no longer in care.	\$20 gift card	TBD - depending on if the youth is in care.
FFY 2014 (Oct 1 – Sept 30)	Cohort #2	Survey 17 yr olds within 45 days after birthday	80%	\$10 gift card	Foster care caseworker
FFY 2015 (Oct 1 – Sept 30)	Cohort #1	Survey 21 yr olds within 6 months after birthday	80% in foster care + 60% of cohort no longer in care.	\$50 gift if all three surveys were completed.	TBD - depending on if the youth is in care.
FFY 2016 (Oct 1 – Sept 30)	Cohort #2	Survey 19 yr olds within 6 months after birthday	80% in foster care + 60% of cohort no longer in care.	\$20 gift card	TBD - depending on if the youth is in care.
FFY 2017 (Oct 1 – Sept 30)	Cohort #3	Survey 17 yr olds within 45 days after birthday	80%	\$10 gift card	Foster care caseworker
FFY 2018 (Oct 1 – Sept 30)	Cohort #2	Survey 21 yr olds within 6 months after birthday	80% in foster care + 60% of cohort no longer in care.	\$50 gift if all three surveys were completed.	TBD- depending on if the youth is in care.

**Administering the Survey**

1. Professionals cannot take the survey for the youth and cannot change the answers to the questions even if they know the answers are incorrect. The survey is asked to youth for the purpose of identifying how youth understand their current situation and services provided to them by the state.
2. At the time of the survey, youth must sign the consent form, indicating whether they are participating or declining to complete the NYTD survey. If they participate and complete the survey, have the youth sign the gift card receipt form. The consent form, survey, and gift card receipt must be mailed to the CFS Independent Living Administrator for record keeping.
3. The survey can be completed:
  - ❖ **Hard Copy** = SFN TBD.
    - a. Enter the youth’s NYTD ID= CWIPS/ MA # on survey
    - b. Read and have youth sign the Consent Form
    - c. Provide youth with a copy of the signed consent form
    - d. Have youth take the survey
    - e. Have youth place survey in envelope
    - f. Provide youth the incentive gift card
    - g. Have youth sign the gift card receipt form
    - h. Mail signed consent form, completed survey, and gift card receipt to CFS
    - i. Enter survey completion date / information into FRAME
  - ❖ **Future Survey Options**
    - j. Over the phone
    - k. Electronically on [www.surveymonkey.com](http://www.surveymonkey.com)

## Youth Survey Exclusions

The Independent Living Administrator will work with a Decision Support System Analyst to ensure the list of youth is populated and emails are provided to only foster care case managers who need to administer the survey. The Independent Living Administrator will determine if the youth is exempt and will monitor that status for 45 days following their birthday. If the youth is exempt, case managers will not get an email for instruction. Case managers do not have to survey current foster care youth if they are exempt from NYTD for any reason.

### Youth may be exempt from the NYTD survey if:

- Adjudicated delinquent/incarcerated; meaning in detention facilities, forestry camps, training schools and facilities specific to youth in detention.
- In placement and care of tribal agency, unless under a IV E agreement
- In a trial home placement
- Incapacitated; meaning institutionalized/ psychiatric care/ hospitalized
- Runaways are included, but we can identify them as “not found/runaway” as the reason the survey was not completed within the 45 days. Runaway youth will go against our 80% response rate.

## Incentives

- Age 17 - youth receive a \$10 gift card for completing the survey
- Age 19 - youth receive a \$20 gift card for completing the survey
- Age 21- youth receive a \$50 gift card for completing the survey as long as all surveys were previously completed.

## Survey Hints Regarding Age

- Youth do not have to turn age 17 while in care, but must be 17 between the dates of Oct 1, 2010 – Sept 30, 2011.
- Youth cannot be surveyed until after they turn age 17. Federal rule allows a 45 day window after their 17<sup>th</sup> birthday to collect the data.
- If a youth turns age 17 on September 30, 2010 they do not qualify to be surveyed since the survey year does not begin until October 1, 2010.
- If a youth enters care three days before they turn age 17, then exits care 20 days after they turn 17, he/she does qualify and is required to be asked to complete the survey.
- If a youth enters foster care 45 days after their 17<sup>th</sup> birthday, they do not meet eligibility and do not have to be surveyed.
- If a youth enters care 20 days after their 17<sup>th</sup> birthday you have 25 days to survey this youth.
- If a youth turns age 17 on September 30, 2011 he/she is required to be surveyed. Administer the survey asap, it is crucial it is not missed as North Dakota will submit a federal report in November.
- If a youth turns age 17 on Oct 2, 2011 they do not qualify since the year ends on Sept 30, 2011.

## Future: Surveying Youth Age 19 and 21 years old

- ND Independent Living Administrator will determine survey administration for youth from Cohort 1 when they turn 19 and 21. Regional Independent Living Coordinators may be more instrumental at this time as the youth may no longer be in foster care, but are still active in the Chafee Independent Living program.
- If the youth remain in foster care at age 19, the same protocol is required of the county case managers to administer the survey and enter the date into FRAME.
- If the youth is no longer in foster care at age 19 or 21, the Children and Family Services Division will appoint a staff member to administer the NYTD surveys.
  - If the youth is in the Chafee Independent Living Program, then it would be required of the Regional Independent Living Coordinator to administer the survey.
  - If the youth is not involved in the Chafee Independent Living Program, then an authorized state staff member will administer the survey at that time.

## **Additional NYTD Resources**

NYTD Federal Rule: <http://www.nrcyd.ou.edu/images/nytd/finalrule.pdf>

NYTD Guidebook found at <http://www.napcwa.org/home/docs/NYTDGuidebook.pdf>

The Administration for Children and Families has a website set up for NYTD - <http://www.acf.hhs.gov/programs/cb/systems/nytd/faq/category/youth.htm#>. Click on “Show All Answers” to see the responses provided by the Children’s Bureau. I’ve highlighted a few questions:

Understanding Incentives and Motivators for Participation in the Youth Outcome Survey  
[https://www.nrcwdt.org/resources/nytd/docs/NYTD\\_TA\\_Brief\\_6\\_Understanding\\_Incentives\\_081010.pdf](https://www.nrcwdt.org/resources/nytd/docs/NYTD_TA_Brief_6_Understanding_Incentives_081010.pdf)

Practical Strategies for Tracking and Locating Youth  
[http://www.acf.hhs.gov/programs/cb/laws\\_policies/practical/index.htm#](http://www.acf.hhs.gov/programs/cb/laws_policies/practical/index.htm#)