

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
May 23, 2013**

PI-13-10

TO: Directors, County Social Services
Supervisors, County Social Services
Case Managers, County Social Services
Case Managers, Division of Juvenile Services
Chafee Independent Living Coordinators
Regional Supervisors
Tribal Social Services

FROM: Kelsey Bless, Chafee Independent Living Administrator

SUBJECT: National Youth in Transition Database (NYTD)

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

RETENTION: Until Manualized

PI-10-26 was issued on November 23, 2010 explaining the federal requirement, National Youth in Transition Database (NYTD); which requires states to collect and report data in two specific areas:

1. **Independent Living Services**
2. **NYTD Survey**

This policy issuance today is specific to changes with NYTD **survey participation**. NYTD Survey Cohort 1 (*age 17 surveys*) began October 1, 2010 and excluded DJS foster care youth. North Dakota will begin surveying a new group of foster care youth, NYTD Survey Cohort 2, on October 1, 2013 and will include adjudicated delinquent foster care youth under the custody of DJS. The ND NYTD survey population includes County, Tribal IV-E, and DJS foster care youth who meet age eligibility during specific cohort years (see cohort chart in NYTD Handbook). Children and Family Services (CFS) will identify eligible youth from FRAME and will communicate with case managers to assist in administering the NYTD Survey as needed.

CFS updated the NYTD Handbook to better assist case managers with procedures, data entry requirements, and to offer a clear understanding of professional roles and tasks. Please see the attached document for clarity and assistance. Updated **NYTD Handbook** <http://www.state.nd.us/humanservices/policymanuals/home/cfs.htm>

****IMPORTANT**** The **voluntary nature** of the NYTD survey is important for case managers and youth to understand. Youth in foster care are not required to complete the NYTD survey, rather the state of North Dakota is required to ask the youth if he/she would like to participate. At age 17, if the youth declines to participate, there is no

penalty to the youth or to state funding. However, **North Dakota will be subject to fiscal penalty if a youth takes the first NYTD survey at age 17 and then chooses to not participate or cannot be located at age 19 and 21.** It is important that youth understand; if they choose to take the NYTD Survey at age 17 they are willing to be part of the ND NYTD Survey Group and will remain in contact with CFS until they reach age 21 and complete the three NYTD survey parts. If the youth is not interested in participating at age 17, this is ok. The youth will simply need to check “decline to participate” on the NYTD Consent Form and the case manager will return it to CFS.

Example: In Federal Fiscal Year 2011, North Dakota surveyed 86 foster care youth at age 17. At this time, ND is in the process of locating those 86 youth who are now age 19 to complete part two of the NYTD survey. ND needs an 80% participation rate for those who are still in foster care and 60% participation rate for those who have been discharged.

- If 10 of the 86 youth are still in foster care today, ND will need 8 of those youth to take the survey. The remaining 76 youth, North Dakota would need 47 of the 76 to answer at least one question in order for ND to document “survey participation” per federal regulations. North Dakota has until September 30, 2013 to locate and survey ND NYTD Cohort 1 youth who took the survey at age 17 and are now age 19.*

ND NYTD Survey Cohort 2 will be administered to foster care youth who turn age 17 and meet eligibility from October 1, 2013 – September 30, 2014.

If you have any questions; contact Kelsey Bless at 701-328-4934 or kmbless@nd.gov

Attachments: **NYTD Handbook** (updated)