

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 2, 2010

M E M O R A N D U M

What's Inside:FACES Entry of
Contact
Information for
NYTD

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: INTRODUCTION OF NYTD PERMANENT CONTACTS

DISCUSSION:

The purpose of this memo is to introduce the National Youth in Transition Database (NYTD) permanent contacts. Information on NYTD and beginning plans for implementation were introduced in [CD10-18](#).

A baseline survey will be conducted on all Legal Status 1 youth who turn 17 between October 1, 2010 and September 30, 2011. Youth that participate in the survey at age 17 will again be surveyed at ages 19 and 21, regardless of status of care. The primary and preferred means for the survey to be administered is electronically, via the youth's e-mail account. In order for this to occur the youth's e-mail address must be entered on the Contact List in FACES by following the steps listed below:

1. FACES Homepage: Case Management Home Page
2. Contact List
3. Enter Case # and select youth - enter the youth's email address in the Address information section

If the youth does not have an e-mail address entered on the Contact List screen, a paper copy of the survey will be mailed to the youth and the data will be entered manually into FACES by the case manager assigned to the youth once the survey is completed by the youth.

Identification of at least three individual permanent connections who are used as supports, mentors, and emergency contacts should have been discussed with the youth with team members' assistance and documented on the CD-94, Adolescent FST Guide and Individualized Action Plan. Permanent connections are individuals who will know how to locate the youth in the next few years, regardless of status in care. The names of these individuals must now be identified on the Case Member screen in FACES prior to NYTD implementation October 1, 2010. Permanent contact information will be used if the youth does not respond by e-mail. A paper copy of the survey will then be sent to

the youth's last known address and the three identified permanent connections. This will be particularly helpful when youth are no longer in care. It will be the case manager's responsibility to ensure survey completion for youth in care.

The FACES Case Member screen has been updated to include a "NYTD Permanent Contact" Section.

NYTD Permanent Contact section: This section will only display on the Case Member screen if the Business Area is 'Case Management' and there is a child (DCN) whose age is between 14 and 21 years. Staff will select from the Case Member dropdown list the individual who will be identified as one of the three Permanent Contacts for the youth. To be selected as a Permanent Contact, the individual must have a Date of Birth or Approximate Age of 18 years or older and must have an address entered on the Contact List screen. If the individual does not have an address, one must be added before they can be selected as a Permanent Contact for the youth. Up to three Permanent Contacts can be selected for each youth age 14-21 years.

The NYTD Permanent Contact section will appear at the bottom of the Case Member view for the selected individual. This field will contain four elements: "Possible Permanent Contact for" List box, 'Add' Button, "Permanent Contact for" List box and 'Remove' Button.

Possible Permanent Contact for List Box: This box will contain all youth who are between 14-21 years with an Active AC Function. The user can select the youth(s) for whom this individual will be a Permanent Contact by clicking the "Add" button and moving their name(s) over to the "Permanent Contact List" box.

Permanent Contact for List box: This will be a list of all Children/Youth who have been selected to be added as Permanent Contact for the Contact in the Call/Case #.

Youth e-mail addresses and all NYTD permanent contact information must be entered prior to NYTD implementation October 1, 2010.

Another memorandum explaining additional NYTD implementation requirements will be forthcoming.

The new NYTD Permanent Contact section will be available on September 3, 2010 for staff to enter information.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT

Sally A. Gaines
573-522-6279
Sally.A.Gaines@dss.mo.gov

PROGRAM MANAGER

Dena D. Driver
573-751-3171
Dena.Driver@dss.mo.gov

<p>CHILD WELFARE MANUAL REVISIONS N/A</p>
<p>FORMS AND INSTRUCTIONS N/A</p>
<p>REFERENCE DOCUMENTS AND RESOURCES National Resource Center for Youth Development: http://www.nrcys.ou.edu/yd/ National Resource Center for Child Welfare Data and Technology: http://www.nrccwdt.org/resources/nytd/nytd.html Administration for Children and Families: http://www.acf.hhs.gov/programs/cb/systems/index.htm#nytd</p>
<p>RELATED STATUTE Foster Care Independence Act (1999)</p>
<p>ADMINISTRATIVE RULE 45 CFR Part 1356 Chafee National Youth in Transition Database; Final Rule</p>
<p>COUNCIL ON ACCREDITATION (COA) STANDARDS PA-PQI 1 PA-PQI 3 PA-PQI 4 PA-FC 13 PA-FC 14 PA-FC 15 PA-KC 14 PA-KC 15</p>
<p>CHILD AND FAMILY SERVICES REVIEW (CFSR) CFSR Instrument, Item 10, Other Planned Permanent Living Arrangement</p>
<p>PROTECTIVE FACTORS Parental Resilience: N/A Social Connections: http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf Knowledge of Parenting and Child Development: N/A Concrete Support in Times of Need: http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf Social and Emotional Competence of Children: http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf</p>
<p>FACES REQUIREMENTS NYTD Permanent Contact Screen Contact List</p>