

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 27, 2012

## M E M O R A N D U M

**What's Inside:**NYTD  
Surveying of 19  
Year Olds

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: NYTD SURVEYING

## DISCUSSION:

The purpose of this memorandum is to advise staff that surveying for the National Youth in Transition Database (NYTD) will resume October 1, 2012. The National Youth in Transition Database was introduced in [CD10-18](#) and implementation was discussed in [CD10-108](#).

A baseline survey was conducted on all Legal Status 1 youth who turned 17 between October 1, 2010 and September 30, 2011. Youth that participated in the survey at age 17 will again be surveyed at age 19, 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 as discussed in [CD10-100](#). Permanent contact information will be used if the youth does not respond by e-mail as a paper copy of the survey will then be sent to the three identified permanent connections. When youth were surveyed at age 17, many surveys were returned to Central Office as information in the contact list was inaccurate for the youth as well as permanent contacts.

Survey information must come directly from the youth and not rely on databases which contain the information in the survey. States must also meet a youth participation rate standard for the NYTD outcomes survey. **States that do not comply with these data standards may be penalized between one and five percent of their annual Chafee Foster Care Independence Program allotment.** The State agency must report outcome (survey) information on at least 80% of the youth who are in foster care and at least 60% of the youth who are not in foster care (discharged) on the date of outcomes data collection. Missouri had 219 youth complete the survey in the first reporting period (October 1, 2010 – March 31, 2011) and 154 complete the survey in the second reporting period (April 1, 2011 – September 30, 2012). States will have the six month reporting period to get youth surveyed for the follow-up. There are two six month reporting periods: October 1, 2012 to March 31, 2013 and April 1, 2013 to September 30, 2013. This surveying period differs from the initial surveying period as youth do not

have to be surveyed after their birthday but may be surveyed at any point during the six month reporting period in which they turn 19. For example, Youth A turns 19 on October 1, 2012. Youth A has until March 31, 2013 to complete the survey. Youth B turns 19 on December 25<sup>th</sup>, 2012. Youth B may complete the survey anytime between October 1, 2012 through March 31, 2013. Central Office staff and Older Youth Transition Specialists (OYTS) will be monitoring the progress of surveys. It is preferable for youth be surveyed at the beginning of the reporting period to ensure compliance and reduce efforts in locating youth should they leave care within the reporting period. We must report on youth regardless of care status. For youth no longer in care, it is essential that they be located in order to take the survey. Central Office staff and OYTS will be surveying youth who are no longer in care. The worker assigned to the youth when they were released from care may be contacted for assistance in locating these youth.

The survey consists of 21 questions. For those youth still in care, the Case Manager will be responsible for ensuring that a survey is completed and entered into FACES. For youth who need assistance completing the survey, the Case Manager should assist. For example, if a youth is incarcerated and can be located, the youth could be interviewed by phone. For youth that are on run/missing, deceased, incapacitated, or incarcerated and cannot be surveyed; the Case Manager should enter this information on the NYTD Survey Online Response Tracking Screen. If this information changes during the reporting period and the youth can then be surveyed, the youth should complete the survey as any of these options count as an uncompleted survey. The survey is available in paper format on [e-forms](#) and on the [NYTD](#) internet page. Completed surveys may be mailed to Central Office to be entered into FACES if preferred.

Youth who are in the baseline population (those surveyed at age 17) will again be surveyed at age 21 in October 2014. At this time, many of these youth will not be in care so it is vital that Consent to Access Administrative Data release forms be discussed with our youth now at age 19. The consent release form gives our agency permission to search other agency databases in order to locate youth. These forms are sent to the Older Youth Transition Specialist in the youth's Case Manager Region. The Older Youth Transition Specialist will maintain a file of releases to be used in searching for the youth if all contact information becomes invalid.

Service reporting of life skills teaching will be ongoing for youth in care ages 14-21; therefore education information needs to be updated at the beginning of each school year as discussed in [PP11-FCOOHC-04](#).

Online resource information is being provided to ensure youth taking the survey are aware of resources for each of the outcome domains. [NYTD information](#) on the CD internet has been updated.

#### **NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

<b>PDS CONTACT</b> Sally A. Gaines (573)522-6279 <a href="mailto:Sally.A.Gaines@dss.mo.gov">Sally.A.Gaines@dss.mo.gov</a>	<b>DEPUTY DIRECTOR</b> Marta Halter (573)751-2427 <a href="mailto:Marta.Halter@dss.mo.gov">Marta.Halter@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">NYTD Survey Paper Copy</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">NYTD Survey Online Resource Information</a>	
<b>RELATED STATUTE</b> Foster Care Independence Act (1999)	
<b>ADMINISTRATIVE RULE</b> 45 CFR Part 1356 Chafee National Youth in Transition Database; Final Rule	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS</b> Parental Resilience: N/A Social Connections: <a href="http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf">http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf</a> Knowledge of Parenting and Child Development: N/A Concrete Support in Times of Need: <a href="http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf">http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf</a> Social and Emotional Competence of Children: <a href="http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf">http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf</a>	
<b>FACES REQUIREMENTS</b> NYTD Permanent Contact Screen Contact List NYTD Older Youth Survey NYTD Survey Online Response Tracking	