

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 16, 2013

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

<b>What's Inside:</b> NYTD surveying of 17 year olds
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TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND  
CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: NYTD Surveying of 17 Year Olds

## DISCUSSION:

The purpose of this memorandum is to remind staff that beginning October 1, 2013 until September 30, 2014; a new cohort of seventeen year olds must be surveyed for the National Youth in Transition Database. For this cohort, youth must be surveyed within the 45 days following their 17<sup>th</sup> birthday. The survey cannot be completed prior to their birthday or after the 45 day window for the division to not receive a financial penalty. The youth in this cohort must be in Legal Status 1 and turn 17 on October 1, 2013 through September 30, 2014. If they exit care after their 17<sup>th</sup> birthday within the 45 day window, they must still be surveyed.

The data from the survey is a continued effort to improve outcomes for older youth.

Case managers, with assistance from service workers, are responsible for ensuring the survey is completed by the youth.

Completed surveys can be mailed to Central Office for entry on the NYTD Older Youth Survey Screen:

*Children's Division  
Older Youth Program  
PO Box 88  
Jefferson City, MO 65103*

Supervisors and case managers can monitor completion of the surveys through the Personal Home Page and the NYTD Survey Online Response Tracking Screen in FACES, or through a spreadsheet which may be obtained from your Older Youth Transition Specialist.

If youth are on run, incapacitated, incarcerated or deceased, information must be entered on the NYTD Survey Online Response Tracking Screen. If a youth is on run and returns within the 45 day window, the youth is to be surveyed.

The youth in this cohort will be surveyed again when they turn 19 and many will no longer be in care making youth difficult to locate. To prepare for this, it is vital that three permanent contacts, the youth's address, and e-mail address are updated on the Contact List Screen each time a youth moves or exits from care. Consent to access administrative data releases are to be signed if a youth is willing and sent to your Older Youth Transition Specialist or Central Office at the above address. Information on NYTD is to be included as part of the exit packet presented to youth upon release.

The division must also report school year information each year and this should be updated for all youth in care in September or as changes occur on Education Screen.

A paper copy of the survey, poster, exit packet brochure, consent to access administrative data form, resources, and NYTD description may be found at: <http://dss.mo.gov/cd/chafee/nytd.htm>.

[CD10-18](#) introduced NYTD, [CD10-100](#) introduced NYTD Permanent Contacts, [CD10-108](#) describes the implementation process; [CD12-98](#) discussed surveying of 19 year olds, and [PP11-FCOOHC-04](#) is in regard to entering education information in FACES.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children's Division staff.</li> <li>2. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<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>PROGRAM MANAGER</b> Amy L. Martin (573)751-3171 <a href="mailto:Amy.L.Martin@dss.mo.gov">Amy.L.Martin@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b>	
N/A	
<b>FORMS AND INSTRUCTIONS</b>	
<a href="#">Consent to Access Administrative Data</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b>	
<a href="#">CD10-18</a> <a href="#">CD10-100</a> <a href="#">CD10-108</a> <a href="#">CD12-98</a> <a href="#">PP11-FCOOHC-04</a> <a href="#">NYTD Survey Online Resource Information</a> <a href="#">NYTD Pamphlet</a> <a href="#">NYTD Poster</a>	

**RELATED STATUTE**

Foster Care Independence Act (1999)

**ADMINISTRATIVE RULE**

45 CFR Part 1356 Chafee National Youth in Transition Database; Final Rule

**COUNCIL ON ACCREDITATION (COA) STANDARDS**

N/A

**CHILD AND FAMILY SERVICES REVIEW (CFSR)**

[CFSR Item 10: Other Planned Permanent Living Arrangement](#)

[CFSR Item 14: Preserving Connections](#)

[CFSR Item 17a: Needs and Services of Children](#)

**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>

**FACES REQUIREMENTS**

NYTD Permanent Contact Screen

Contact List

NYTD Older Youth Survey

NYTD Survey Online Response Tracking

Education Screen

Personal Home Page