

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 18, 2010

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

**What's Inside:**

Introduction of  
NYTD and  
beginning plans  
for implementation

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: NATIONAL YOUTH IN TRANSITION DATABASE

**DISCUSSION:**

The purpose of this memo is to introduce changes that have been made and preparations taking place in the next year for the National Youth in Transition Database (NYTD).

In 1999, the John H. Chafee Foster Care Independence Program (CFCIP) was established which provides States flexible funding to carry out independent living programs that assist youth in care as well as those transitioning to adulthood. The law also requires the Administration for Children and Families (ACF) to develop a data collection system to track the independent living services provided to youth and to develop outcomes that measure States' performance in preparing youth for their transition from foster care to independent living. To meet this requirement, ACF published a proposed rule in the Federal Register in July 2006 and issued a final rule in February 2008. The data collection system is called the National Youth in Transition Database (NYTD).

Independent living services information will be collected and reported on all youth in the served population and outcome information will be collected from a baseline of youth in foster care at age 17 beginning October 1, 2010.

**Served Reporting Population**

The served population is each youth who receives an independent living service paid for or provided by the CFCIP agency during the reporting (six month) period regardless of age, foster care status, or placement type. This does not have to be a service provided by utilizing Chafee funds. The State is required to report any independent living service paid for or provided by the State agency in the six month report period. In Missouri, the

served population for reporting is all youth 14-21 in care and those youth that obtained legal guardianship or adoption after the age of sixteen that are receiving Chafee services.

### **Data Collection and Reporting Activities**

The NYTD regulation requires States to engage in two data collection and reporting activities. First, States will collect and report basic demographic data on each youth and the independent living (IL) services provided to them by the State in thirteen broad categories:

- independent living needs assessment
- academic support
- post-secondary educational support
- career preparation
- employment programs or vocational training
- housing education and home management training
- budget and financial management
- health education and risk prevention
- family support and healthy marriage education
- mentoring
- supervised independent living
- room and board financial assistance
- education financial assistance

This information will be collected on a service report that is currently required for Chafee providers and will be required for Transitional Living Program and Specialized Care Contract Providers as well. Services provided by other entities, such as foster parents, will also be captured via the service report.

Second, States will conduct a baseline survey of youth in foster care at age 17 and will conduct a follow-up survey with these youth at ages 19 and 21 to collect and report information about the following youth outcomes:

- financial self-sufficiency
- experience with homelessness
- educational attainment
- positive connections with adults
- high-risk behavior
- access to health insurance

This information will be collected electronically, if possible, via the youth's e-mail account. If the youth does not have an e-mail address, a paper copy will be mailed to the youth and the data will be entered manually into a database system once completed.

**States will collect outcomes information on these older youth after they leave the State's foster care system, regardless of whether they are still receiving**

**independent living services from the State when they are 19 or 21 years old.** All States will collect and report outcome information on a new cohort of youth every three years. All outcome information with the exception of demographics must be obtained directly from the youth and reflect the youth's provided response and not information obtained from other agency databases; therefore, strategies must be in place for surveying youth.

## **Compliance and Reporting Standards**

To comply with NYTD standards, States' data submissions must meet certain file format requirements and data accuracy standards. 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 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. These percentages apply to outcomes data collection for the follow-up population. States will also report financial and service assistance they provide, including assistance for education, room and board and other aid. Data on our states independent living services will be collected continuously. States must begin collecting NYTD data on October 1, 2010 and must transmit their first semiannual data file no later than May 15, 2011. NYTD will report on two reporting periods based on the Federal Fiscal year: May 15<sup>th</sup> for the period of October 1-March 31 and November 14<sup>th</sup> for the period of April 1-September 30.

## **Beginning Implementation**

To meet the requirements set forth in the Federal Registry for NYTD, Missouri is beginning preparations.

- A system is being developed to track and interview youth and ensure input into a database. A survey which captures the needed information is also being developed and will be web-based.
- Measures must be taken to ensure that contact information is available for youth as they exit care and when changes occur. E-mail addresses will be the preferred method to distribute the survey so data collection can be as automated as possible. Staff will need to assist youth in obtaining an e-mail address which can be obtained for free.
- Older youth program forms will be in FACES in 2010 prioritized by assistance with compliance for NYTD.
- The CD-93, Older Youth Program referral form, has been updated to include a line for e-mail addresses of the worker and placement provider, information as to whether the youth is receiving adoption or guardianship subsidy, and inner-transfer information to be used by the Older Youth Transition Specialists.
- The CD-94, Adolescent FST Guide and Individualized Action Plan, has been revised to add a place for the e-mail address of the youth as well as reinforce contact information of three permanent connections for youth. **The youth with team members' assistance should identify at least 3 individuals who can be**

**used as supports, mentors, and emergency contacts for permanent connections.** This is a mandatory field. Email addresses have been added to the address section for FST members. A section has also been added to list community and agency involvement for the youth.

- The CD-95, Individual Life Skills Progress Form, has also been revised to incorporate the NYTD service elements. It has been changed from an Excel form to a Word document to better capture progress in a narrative fashion of the youth's Individualized Action Plan goals. The Likert Scale has been changed to measure based on the three components of "got it," "working on it," and "needs assistance." The form also allows documentation of other services provided in addition to the youth's individual action plan goals.
- The CS-1, Child Assessment and Service Plan, will be updated to reflect program changes for Older Youth.
- [The NYTD exit packet handout](#) will be incorporated in the exit packet.
- Staff should begin talking to youth about NYTD and its importance. Youth have the opportunity to assist Missouri and other youth in care in receiving the full financial allotment available from the CFCIP.
- A [poster](#) has been developed by the State Youth Advisory Board (SYAB) that should be placed in local offices or other areas visible to youth in care and alumni youth to begin promotion of NYTD.

**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:

**PDS CONTACT**

Sally A. Gaines  
573-522-6279  
[Sally.A.Gaines@dss.mo.gov](mailto:Sally.A.Gaines@dss.mo.gov)

**PROGRAM MANAGER**

Dena D. Driver  
573-751-3171  
[Dena.Driver@dss.mo.gov](mailto:Dena.Driver@dss.mo.gov)

**CHILD WELFARE MANUAL REVISIONS**

Section 4 Chapter 21.4.1 [Referral and Assessment](#)  
Section 4 Chapter 21.7 [Exit Plan](#)  
Section 4 Chapter 21.9 [Outcomes](#)

**FORMS AND INSTRUCTIONS**

[CD-93, Older Youth Program Referral](#)  
[CD-94, Adolescent FST Guide and Individualized Action Plan](#)  
[CD-95, Individual Life Skills Progress Form](#)  
[CS-1, Child Assessment and Service Plan](#)

**REFERENCE DOCUMENTS AND RESOURCES**

National Resource Center for Youth Development: <http://www.nrcys.ou.edu/yd/>  
Administration for Children and Families:  
<http://www.acf.hhs.gov/programs/cb/systems/index.htm#nytd>

**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**

[PA-PQI 1](#)

[PA-PQI 2](#)

[PA-PQI 3](#)

[PA-PQI 4](#)

[PA-PQI 5](#)

[PA-FC 13](#)

[PA-FC 14](#)

[PA-FC 15](#)

[PA-KC 14](#)

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

[CFSR Instrument Item 10](#), Other planned permanent living arrangement

[CFSR Instrument Item 17a](#), Needs and services if child, parents, and foster parents

**PROTECTIVE FACTORS**

Parental Resilience: N/A

Social Connections: <http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf>

Knowledge of Parenting and Child Development:

<http://www.dss.mo.gov/cd/info/cwmanual/philbase.pdf>

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**

N/A.