

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 10, 2020

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF  
FROM: DAVID WOOD, DIRECTOR  
SUBJECT: NYTD SURVEY – ONLINE VERSION FOR DIRECT ENTRY BY YOUTH

DISCUSSION:

The purpose of this memorandum is to inform staff of changes to FACES to allow for the National Youth in Transition Database (NYTD) Older Youth Survey for the 17 year old cohort to be completed online by the youth using a computer or other electronic device.

Although there is still the expectation the youth's case manager will meet with the youth to discuss the purpose of the survey and answer questions, this provides an opportunity for the youth to complete the survey remotely.

To send an email to the youth with the survey link, the case manager must add/verify the youth's email address on the Case Member screen in FACES. Once an email is added/verified, it will display on the NYTD Survey Online Response Tracking (NYTD Tracking) screen next to the youth on the listing.

The NYTD Tracking screen includes a "Send Email" button. Once the case manager verifies the email is correct on the NYTD Tracking screen, the "Send Email" button is selected to generate an email to both the youth and the case manager. The email is sent to the case manager as verification the email went through. However, if another individual accesses the NYTD Tracking screen and selects "Send Email" this action will send an email including a link to the survey to the youth and the individual completing the action. Once the youth completes the survey and clicks "Submit", the survey responses are saved.

Each evening a batch process runs that will pick up any surveys completed during the day. When the batch runs, it populates the responses to the NYTD Older Youth Survey screen in FACES. It auto-populates the "Response Reason" on the NYTD Tracking screen. As long as the youth answered at least one question with a Yes/No/Don't Know response, the "Response Reason" auto-populates to "Youth Participated".

To complete the online survey, the youth must have an email address. The survey can then be completed using a computer, iPhone, Android, or other Smart Phone/Device. This new functionality is in effect with the issuance of this memorandum.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below, if applicable.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Sally A. Gaines <a href="mailto:Sally.A.Gaines@dss.mo.gov">Sally.A.Gaines@dss.mo.gov</a>	<b>MANAGER CONTACT</b> Ivy Doxley <a href="mailto:Ivy.C.Doxley@dss.mo.gov">Ivy.C.Doxley@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> Section 4, Chapter 5.12 <a href="#">National Youth In Transition Database</a>	
<b>FORMS AND INSTRUCTIONS</b> N/A	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">NYTD Tips and Reminders</a>	
<b>RELATED STATUTE</b> <a href="#">Final Rule</a>	