



CONNECTIONS Tip Sheet

National Youth in Transition Database (NYTD) Reporting Requirements

The John H. Chafee Foster Care Independence Program of the Social Security Act provides states with funding for programs that assist youth in making the transition from foster care to self-sufficiency. The law requires each state to collect and report data to the National Youth in Transition Database (NYTD) to track independent living (IL) services provided and to assess the States' performance in operating their IL programs. The law requires a penalty of between 1% and 5% of the State's annual allotment on any State that fails to comply with the reporting requirements. NYTD data is reported twice a year, for the period October 1st -March 31st and April 1st-September 30th. This tip sheet addresses how Tribal membership/eligibility for membership, Educational level and Independent Living Skills information should be entered in CONNECTIONS for NYTD reporting purposes.

Reporting Tribal Membership of a Foster Child

NYTD requires the reporting of tribal membership or eligibility for tribal membership for all children in foster care. This data should be recorded as early in the child's placement as possible on the **Identifiers** tab on the *Person List* window in the Family Services Stage (FSS). Tribal Affiliation may also be entered on the **Addit Detail** tab for purposes of generating the Indian Child Welfare Act (ICWA) notification letter.

If it is unknown whether a child is a member of a tribe or is eligible to be so, caseworkers should assume for the purpose of reporting this data that the child is not. If it is learned that a child is or is eligible to be a member of a federally recognized tribe, the data in CONNECTIONS should be updated.

Step-by-Step: Reporting Tribal Member Status for All Foster Children

1. With the FSS stage selected on your workload, click on the **Person List** link in the Navigation Pane.
2. On the *Person List* window, select the child in the Person List.
3. Click in the **Identifiers** tab.
4. Click on the dropdown arrow in the **Type** field and select **Fed. Rec. Tribe** (Federal Recognized Tribe).
5. In the **Number** field:
 - Enter **no** if the child is not a tribal member or if tribal membership is unknown.
 - Enter **yes** if the child is or is eligible to be a tribal member.

The Add button will only be enabled if both the Type and Number fields are completed.
6. If the child is or eligible to be a tribal member, you may enter the tribal name in the **Comments** field.
7. Click the **Add** button.
The selected data will be added to the grid above and a Start Date is automatically entered.
8. Click the **Save & Close** or **Save** button.

The screenshot shows the 'Person List' window in the CONNECTIONS software. The 'Identifiers' tab is selected, and the 'Type' field is set to 'Fed. Rec. Tribe' and the 'Number' field is set to 'NO'. The 'Add' button is highlighted. The grid below shows the following data:

| Inv | Type | Number | Start Date |
|-----|--------------|----------|------------|
| | Services CIN | K722053C | 04/24/2009 |

Step-by-Step: Changing Tribal Member Status Information

1. With the FSS stage selected on your workload, click on the **Person List** link in the Navigation Pane.
2. Select the child on the Person List
3. Select the row on the Identifiers grid you wish to change
4. In the Person Identifiers frame click the **Invalid** checkbox and then the **Modify** button (at left) to invalidate the original record
*An **End Date** is automatically entered.*
5. Enter a new record reporting updated tribal member status per Steps 1-7 above.
Note: If appropriate, update the **Ethnicity** and **Race** fields.

Reporting Educational Level of a Foster Child

OCFS policy requires education information to be reported for each child in Foster Care and recommends it be recorded for children placed in the direct custody of a relative or other suitable person under Article 10 of the Family Court Act. Education information is entered on the *Education* window in the FSS and should be entered by October 1st of each academic year.

Step-by-Step: Reporting Education Information for all Foster Children

1. With the FSS stage selected on your workload, click on the **Education** link in the Navigation Pane.
2. Select the child from the Child List grid on the *Education* window.
3. Click the **New** button to add a new record, or, to modify an existing record, select it from the History Grid and enter the data.



Note: The Education window is intended to provide a historical summary for each child in care. When a child transfers between schools within the same academic year, each school should be recorded as a separate entry.

*For NYTD reporting purposes, you **MUST** choose a grade level (not “Ungraded”). If the child is in an ungraded program, choose the closest grade applicable.*

4. Complete and save the *Education* window.

Note: Further information on completing the *Education* window can be found in the FSS Modernization Phase 2—Education Module Quick Start guide at

<http://ocfs.state.nyenet/connect/imp/>

The screenshot shows a web application interface for managing person identifiers. At the top, there's a title bar with the text "Education - Collins, Kristy - 527200771/C37200207". Below this is a table with columns: Name, Sex, DOB, Age, Person ID, F/C, Grade Level, and Student ID. The table contains two rows of data for Collins, Patrick and Collins, Kimberly. Below the table is a "History Grid" with columns for Case ID, Stage ID, Stage Type, Academic Year, Effective Date, School Name, Grade Level, IEP Date, IEP, School Contact Person, Contact Number, and School District/Region. At the bottom, there's a form for adding a new record, with a "New" button highlighted by a callout box. The form includes fields for School, Address, Effective Date, Grade Level, State, and Zip.

Reported Independent Living Services Provided Youth in the FASP/Plan Amendment

NYTD also requires the collection of data on independent living services offered and/or provided to youth in care who are between ages 14 - 21.

The values listed below (with the “IL” prefix) were added to the Services Needed window which is accessed from the Service Plan window as part of a FASP or Plan Amendment:

- IL – Independent living needs assessment
- IL – Academic support
- IL – Post-secondary educational support
- IL – Career preparation
- IL – Employment programs or vocational training
- IL – Budget and financial management
- IL – Housing education and home management training
- IL – Health education and risk prevention

More on next page

- IL – Family Support/Healthy Marriage Education
- IL – Mentoring
- IL – Supervised independent living
- IL – Room and board financial assistance
- IL – Education financial assistance
- IL – Other financial assistance

Caseworkers should report the offering or provision of any of the above noted independent living services that apply to a child as soon as practical either in the next due FASP or in a Plan Amendment. As the status of already offered services change (e.g., from Planned to Provided Direct) or as new services are offered/ provided, these changes should be reflected in subsequent FASPs or Plan Amendments.

Note: The status “Provided Direct” means services provided directly by the district.

Step-by-Step: Reporting Independent Living Services for a Foster Child

1. On the *FASP* window, select Service Plan from the FASP Tree.
2. On the *Service Plan* window, click the **Services Needed** button.
3. On the *Services Needed* window in the Person grid, select the child(ren) to whom the service is applicable by checking the checkbox(es).
4. In the Service Choice grid, click in the **Services** box and then click on the dropdown arrow.
5. Scroll to the appropriate service and click on it.
6. Click in the **Status** box and then click on the resulting dropdown arrow.
7. Click on the **Add** button. The selected service and status populate in the Services Selected grid.
8. Repeat for each service to be planned for or provided to each child receiving independent living services.
9. Click on the **Save** button after each addition.
10. Once all relevant services have been added, click the **Complete** checkbox.



If a service is offered but refused, or if a needed service is unavailable, it is important to report this by selecting the service in the Services column and selecting the status of “Refused by Client” or “Unavailable”, as appropriate.

Service Plan - Collins,Kristy - S:27200139/C:37200049

File Options Reports Help

Outcome and Activity Index

| Last Modified By | Date Created | Problem/Concern | Outcome Statement | Status | Status Date |
|------------------|--------------|--|---|--------|-------------|
| Wilson10,Darryl | 06/25/2014 | This is where workers would document specific behaviors to be addressed/corrected. | This is where worker would document a concrete (measurable)benchmark. | New | 06/25/2014 |

View All Active **Assessment Summary**

Family Involvement **Services Needed** D & A Block Details **New** Delete Close

Services Needed - Collins,Kristy - S:27200131/C:37200047

File Options Help

Person:

All

| Name | Age | Services* | Status* |
|---|-----|-----------|---------|
| <input type="checkbox"/> Collins,Kristy | 31 | | |
| <input type="checkbox"/> Collins,Kimberly | 8 | | |
| <input checked="" type="checkbox"/> Collins,Patrick | 16 | | |
| <input type="checkbox"/> Collins,Thomas | 40 | | |
| <input type="checkbox"/> Collins,Tyler | 1 | | |

Service Choice

| Services* | Status* |
|--|---------|
| * Housing Improvement Services | |
| IL - Academic Support | |
| IL - Independent Living Needs Assessment | |
| IL - Post-Secondary Educational Support | |
| IL - Career Preparation | |

Delete Clear Add

Services Selected:

| Name | Age | Tracked Child | Service* | Service Status* | Initial Date | Date Last Modified |
|--------------------|-----|-------------------------------------|--------------------------|-----------------|--------------|--------------------|
| ▶ Collins,Kimberly | 8 | <input checked="" type="checkbox"/> | Case Management Services | Provided Direct | 6/25/2009 | 6/25/2009 |
| Collins,Patrick | 16 | <input checked="" type="checkbox"/> | Case Management Services | Provided Direct | 6/25/2009 | 6/25/2009 |
| Collins,Tyler | 1 | <input checked="" type="checkbox"/> | Case Management Services | Provided Direct | 6/25/2009 | 6/25/2009 |

Delete Complete View: All Active **PHR Question** Save Cancel Close

Tracking Tips for Districts

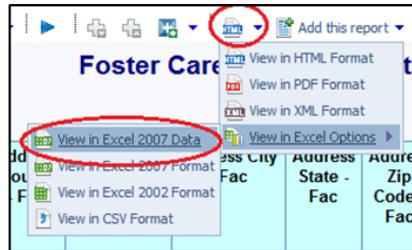
Currently there are no Data Warehouse reports for the specific data elements required by NYTD, however, the Foster Care Roster by District report in the Data Warehouse can be used as a starting point to help you manually track which youth do and do not have these NYTD data elements recorded. This report provides districts with a detailed list of children in the care and custody of the district - defined as having a status code of 04 (active) or 06 (absent) in Activities. The report lists, among other things, the placement agency, type of placement, ethnicity of the child and their age. Like many Data Warehouse reports, it can be run as an Excel spreadsheet and saved locally. Additional columns for tracking the documentation of Tribal Status, IL Services and Educational Level can then be added. Until such time as additional reports are available, this can greatly help district track their compliance with NYTD.

Step-by-Step: Running the Foster Care Roster by District Report

Note: You must have Data Warehouse access to run this report. See the Data Warehouse page of the CONNECTIONS website for information about obtaining Data Warehouse access:

<http://ocfs.ny.gov/connect/datawarehouse/dwaccess.asp>

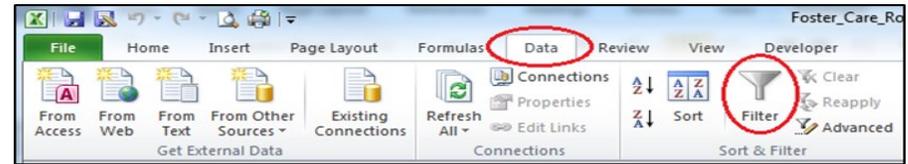
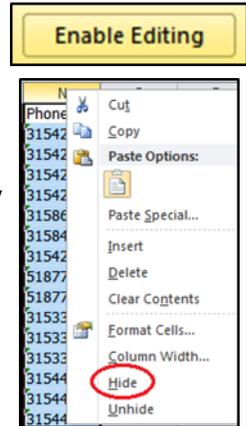
1. Log into Cognos at <http://cognos.otdata.state.nyenet/cognos/>.
2. Navigate to the Child Welfare Services Reports folder via the following path: Cognos > Public Folders > Global Reports > OCFS > OCFS Data Warehouse > Child Welfare Services Reports.
3. Click on the **Foster Care Roster** report.
4. Click on the **Foster Care Roster by District** link.
5. Select your district from the dropdown menu.
6. Click on the **Finish** button.
7. To run the report in Excel, click on the format icon in the upper right and select View in Excel Options > View in Excel 2007 Data. (**Note:** The following steps assume use of Excel 2010.)
8. Click on the **Enable Editing** button at the top of the resulting spreadsheet to make and save changes.
9. Add additional tracking columns for Tribal Status, IL Services and Educational Level to the right. **Note:** You can delete or hide columns as needed for easier navigation. To hide a column, right click on the column header and select the **Hide** command. The column will be temporarily hidden



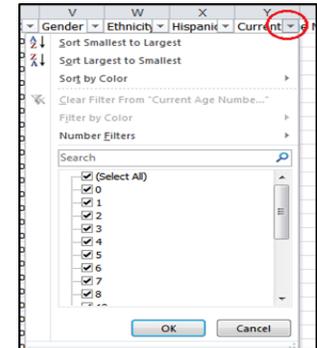
from view. Use the **Unhide** command to return the column to view.

10. To filter the spreadsheet results by age, click on the Data table, then the Filter icon.
11. Click on the dropdown arrow of the column by which you wish to filter (e.g. age) and select your criteria by checking/unchecking the desired parameters (e.g. ages 14 and above).
12. Click the **OK** button to apply the filter. Filters can be adjusted by changing settings in the dropdown menu or can be removed entirely by clicking on the Filter icon to disengage this feature.

Note: For additional assistance, contact your Regional



CONNECTIONS Implementation Specialist.



Resources

CONNECTIONS Job Aids and Tip Sheets:
<http://ocfs.state.nyenet/connect/jobaides/jobaides.asp>

CONNECTIONS Regional Implementation Staff:
<http://ocfs.state.nyenet/connect/contact.asp>

CONNECTIONS Application Help Mailbox:
ocfs.sm.conn_app@ocfs.ny.gov

CONNECTIONS Communications Mailbox:
Connections@ocfs.ny.gov

ITS Enterprise Service Desk
1-800-697-1323