



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/eligibility for tribal membership for all children in foster care. This data should be recorded as early in the child's placement as possible under Person Identifiers on the Stage Composition window in the Family Services Stage (FSS).

Family Services Stage - Collins, Kristy - S:27200131/C:37200047

File Options Reports Help

Case Name: Collins, Kristy Case Initiation Date: 4/24/2009 WMS App Reg

Stage Composition Family Assessment and Service Plan Service Plan Review Progress Notes Permanency Case Summary Education Health Services

Last Name	First Name	Middle Name	Suffix	Person Id	M/S	Sch	*DOB	Approx	Age
Collins	Kristy			17200209		V	02/19/1981	No	32
Collins	Kimberly			17200212		V	08/16/2004	No	8
Collins	Patrick			17200211		V	04/22/1996	No	16
Collins	Thomas			17200210		V	11/24/1972	No	40
Collins	Tyler			17200213		V	03/30/2011	No	1

INV	Type	Number	Start Date	End Date
No	Student ID	123457896	03/07/2013	
/	Fed. Rec. Tribe		03/07/2013	
*	SSN			
	Student ID			
	WMS #			
	Fed. Rec. Tribe			

*Ethnicity: Central American, Caribbean, Cuban, Dominican, Mexican, North American, Puerto Rican, South American

*Race: Black or African Amer, Caribbean, Haitian, Native African, Other - Black or Afri, American Indian, Asian, Chinese, Indian

Address Phone Relationship Matrix Add/Relate Caretaker Save Cancel Close

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

- On the *Stage Composition* window, select the child in the Person List.
- Click in the **Type** field in the Person Identifiers grid and from the dropdown menu, select **Fed. Rec. Tribe** (Federal Recognized Tribe). The value of No will automatically populate the **INV** (Invalid) field and a Start Date is automatically entered.
- 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.
- If the child is a tribal member, the tribal name may be entered in the **Comments** field (scroll to the right for this column).
- Click the **Save** button.

Step-by-Step: Changing Tribal Member Status Information

- Select the child on the Person List
- In the Person Identifiers grid invalidate the original record by clicking in the **INV** (Invalid) column and selecting **Yes** in the dropdown menu. An **End Date** is automatically entered.
- Enter a new record reporting updated tribal member status per Steps 1-5 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.

Education - Collins,Kristy - S:27200139/C:37200049

File Options Help

Case Name: Collins,Kristy Case Initiation Date: 04/24/2009

Child List

Active < 21 All Active All

Name	Sex	Person ID	Age	DOB	FC	Grade Level	Student ID
Collins,Patrick	M	17200225	14	04/22/2000	<input checked="" type="checkbox"/>	Ninth Grade	
Collins,Kimberly	F	17200226	10	08/16/2004	<input checked="" type="checkbox"/>		
Collins,Tyler	M	17200227	3	03/30/2011	<input checked="" type="checkbox"/>		

History

Case ID	Stage ID	Stage Type	Academic Year	Effective Date	School Name	Grade Level	IEP Date
37200049	27200139	CWS	9/01/2014 - 8/31/2015	9/3/2014		Ninth Grade	10/20/2014

Add **Detail** **Close**

Step-by-Step: Reporting education information for all foster children

1. From your workload, highlight the FSS stage and click on the **Education** link in the left navigation pane.
2. Select the child from the grid in the Education window.
3. Click the **Add** button to add a new record – or – to modify an existing record, select it from the History Grid and click the **Detail** button.

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 applicable grade.

Education Detail - Collins,Patrick - P:17200225

File Options Help

Case Name: Collins,Kristy Case Initiation Date: 04/24/2009 Student ID:

School

Not Enrolled In School School: _____

Address

Street: _____ PO Box/Apt: _____

City: _____ State: New York Zip: _____ County: _____

Validate

Academic Year

9/01/2014 - 8/31/2015

Effective Date

09/03/2014

Grade Level

Ninth Grade

School Contact Person

First Name: Mary Last Name: Jones

Phone: (315) 555-1212 Title: Guidance Counselor

Individualized Education Plan (IEP)

IEP Completed? Yes No IEP Date: 10/20/2014 **IEP Detail**

High School Diploma Track?

Yes No Type of Diploma: High School

Expected Date of Graduation: 06/22/2018 Date of Graduation: ___/___/___

College

Name of College or Trade School: _____

Dates of Attendance: ___/___/___ Date of Graduation: ___/___/___

School District

County: ONONDAGA

School District/Region: SYRACUSE CITY SD

725 HARRISON ST SYRACUSE NY 13210-2325

Phone: (315) 435-4161

School District of Origin

County of Origin: ONONDAGA

School District/Region of Origin: SYRACUSE CITY SD

725 HARRISON ST SYRACUSE NY 13210-2325

Phone: (315) 435-4161

Save **Cancel**

4. Complete and save the Education Detail window.

Note: Further information on completing the Education window can be found in the CONNECTIONS System Build 18.9 Job Aid: Education (<http://ocfs.ny.gov/connect/jobaides/jobaides.asp>)

Reporting 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
- 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.

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** I & A Block Details New Delete Close

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.

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
<input checked="" type="checkbox"/> Collins, Kimberly	8	<input checked="" type="checkbox"/>	Case Management Services	Provided Direct	6/25/2009	6/25/2009
<input checked="" type="checkbox"/> Collins, Patrick	16	<input checked="" type="checkbox"/>	Case Management Services	Provided Direct	6/25/2009	6/25/2009
<input checked="" type="checkbox"/> 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

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.

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 Department of Social Service - defined as having a status code of 04 (active) or 06 (absent) in Activities (formerly CCRS). 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 recording required elements.

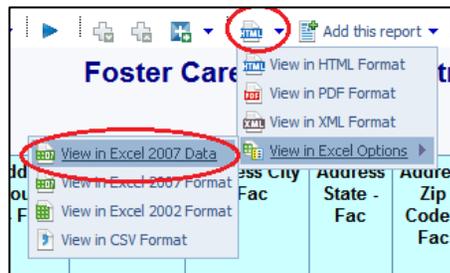
Step-by-Step: Running the Foster Care Roster by District Report

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>

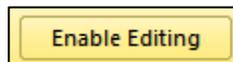
1. Log in to Cognos at <https://cognos.otda.state.nyenet/cognos/>
2. Navigate to the Child Welfare Services Reports folder via the following path: Cognos > Public Folders > Global Reports > OCFS > OCFS Data Warehouse > Child Welfare Services Reports
3. Click on the **Foster Care Roster** report
4. Click on the **Foster Care Roster by District** link
5. Select your district from the drop-down menu

6. Click 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.



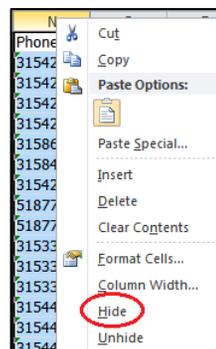
(Note: The following steps assume use of Excel 2010.)

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.

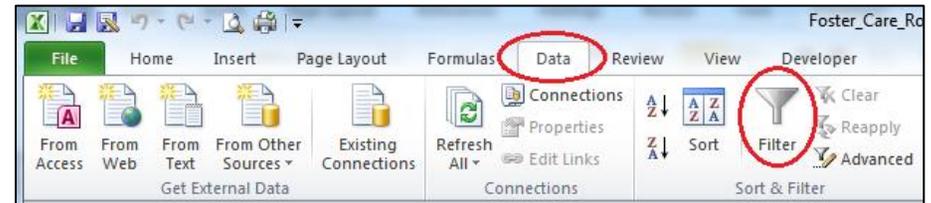


Note: You can delete or hide columns as needed for easier navigation.

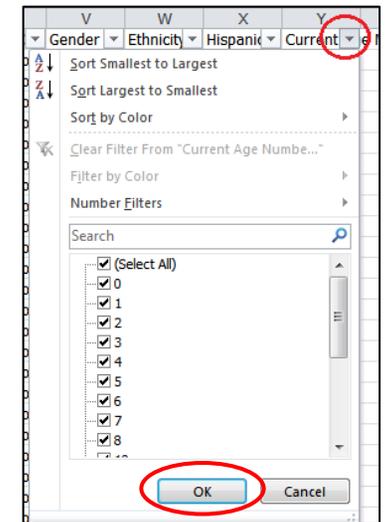
To hide a column, right click on the column header and select the Hide command. The column will be temporarily hidden from view. Use the Unhide command to return the column to view.



10. To filter the spreadsheet results by age, click on the Data tab, then the Filter icon



11. Click on the drop-down 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 drop-down 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.

Reminder: In all areas of CONNECTIONS, you can press F1 for help

Resources:

CONNECTIONS Step-By-Step Guides:

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

CONNECTIONS Regional Implementation Staff:

<http://ocfs.state.nyenet/connect/contact.asp>

CONNECTIONS Application questions:

ocfs.sm.conn app@ocfs.state.ny.us (NOTE: address contains an underscore)

CONNECTIONS Communications

CONNECTIONSCommunications@dfa.state.ny.us

NYS ITS Customer
Care Center #
1.800.697.1323