

# NYTD Review Planning Call Series and Guidelines

Two types of calls are part of the NYTD Review pre-onsite phase planning process:

**Standard Calls**—This series includes at least three mandatory pre-onsite preparatory planning calls. The full NYTD team, which includes the federal review team and the entire state review team, will discuss the core elements of the National Youth in Transition Database (NYTD) Review. The first call is referred to as the **kickoff call**. At least one of the other standard calls will be specific to orienting the federal team to the state’s child welfare data information system and related documentation. After the kickoff call, the Children’s Bureau (CB) recommends scheduling recurring monthly calls held on the same day of the week at the same time of day unless there is a significant reason not to. The number, timing, and/or content of the planning calls can be modified, with CB concurrence, based upon the individual needs of the state. Discussions are intended to be an extension of the joint planning and ongoing conversations between the CB and the state while the state prepares and submits documentation describing how it has implemented NYTD requirements through its data system and survey documentation, test cases, case record review sample, and requirements workbook.

These calls include general discussion addressing the following key elements of the review:

- Collaboration throughout the review process
- The phases of the review process
- Status of the review preparations
- Overview of the state’s review timeline
- Scheduling and logistics for onsite review
- Next steps
- Other topics as needed

**Specialized Calls**—These pre-onsite planning calls are in addition to the standard calls; occur on an as-needed basis on state requests, circumstances, or needs; may include different participants; and focus on specific topics. There may be one specialized call or multiple calls to address a topic, including:

- Technical calls
- State youth engagement calls

Post-onsite conference calls may also be held to discuss and finalize the Final Report and improvement planning.

Refer to Appendix A: Planning Checklist in *The Guide to the NYTD Review* for further information on the planning process, including the calls.



## Standard Call Schedule

### Kickoff Call

Time Frame	Participants	Content Discussed
Recommended 4 months before the onsite review period but no later than 3 months before the review.	<p><b>State Review Team</b></p> <ul style="list-style-type: none"> <li>• State review coordinator</li> <li>• State technical lead</li> <li>• Independent living coordinator</li> <li>• State young adult reviewers</li> <li>• State child welfare agency leaders</li> <li>• State independent living contracted staff (if applicable)</li> </ul> <p><b>Federal Review Team</b></p> <ul style="list-style-type: none"> <li>• Federal review coordinator</li> <li>• Federal technical lead</li> <li>• CB Central Office staff</li> <li>• CB Regional Office staff</li> <li>• Young adult reviewers</li> <li>• Federal contract staff supporting young adult reviewers</li> </ul>	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Overview/purpose of NYTD Review</li> <li>• State and federal teams, including role of young people</li> <li>• Requirements subject to review and rating factors</li> <li>• NYTD Review phases</li> <li>• Logistics</li> <li>• State pre-onsite phase planning documentation</li> <li>• Questions</li> <li>• Timeline/next steps</li> </ul>

### Standard Calls

Time Frame	Participants	Content Discussed
Recommended 3 months before the onsite review period but no later than 2 months before the review.	<p><b>State Review Team</b></p> <ul style="list-style-type: none"> <li>• State review coordinator</li> <li>• State technical lead</li> <li>• State young adult reviewers</li> <li>• Independent living coordinator</li> <li>• State child welfare agency leaders</li> <li>• Other state child welfare program managers</li> <li>• Other individuals who will participate in the review as identified</li> <li>• State independent living contracted staff (if applicable)</li> </ul> <p><b>Federal Review Team</b></p> <ul style="list-style-type: none"> <li>• Federal review coordinator</li> <li>• Federal technical lead</li> <li>• CB Central Office staff</li> <li>• CB Regional Office staff</li> <li>• Federal young adult reviewers</li> <li>• Federal contract staff supporting young adult reviewers</li> </ul>	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Status of planning for the onsite phase of the NYTD Review</li> <li>• Status of the technical review</li> </ul> <p>One standard update call should discuss the state data system orientation and review</p>

## Specialized Call Schedule

### Technical Calls

Time Frame	Participants	Content Discussed
After the kickoff call and no later than 2 months before onsite review.	<p><b>State Review Team</b></p> <ul style="list-style-type: none"> <li>• State review coordinator</li> <li>• State technical lead</li> <li>• State business analyst</li> <li>• Other state IT staff/ contractors</li> </ul> <p><b>Federal Review Team</b></p> <ul style="list-style-type: none"> <li>• Federal review coordinator</li> <li>• Federal technical lead</li> <li>• CB Central Office staff</li> <li>• CB Regional Office staff</li> </ul>	<ul style="list-style-type: none"> <li>• System documentation errors</li> <li>• Test cases errors</li> <li>• Errors with other technical documentation describing how the state manages NYTD information</li> <li>• Program coding</li> <li>• Source codes or mapping forms</li> </ul>

### Youth Engagement Calls

Time Frame	Participants	Content Discussed
<p>As early as possible in the planning phase after the state team has been identified, including young person(s). Ideally, before the kickoff call so the young person(s) can participate.</p> <p>No later than 1 month before the onsite review.</p>	<p><b>State Review Team</b></p> <ul style="list-style-type: none"> <li>• State review coordinator</li> <li>• State young adult reviewers</li> <li>• Independent living coordinator</li> </ul> <p><b>Federal Review Team</b></p> <ul style="list-style-type: none"> <li>• Federal young adult reviewers</li> <li>• Federal contract staff supporting young adult reviewers</li> </ul>	<ul style="list-style-type: none"> <li>• Youth engagement in NYTD Review</li> <li>• NYTD Review activities</li> <li>• Resources</li> <li>• Onsite “meet and greet” with federal and state young adult reviewers</li> <li>• Next steps</li> </ul>