



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Administration on Children, Youth and Families
330 C Street, SW
Washington, DC 20201

December 12, 2017

Dear State Child Welfare Director:

The Children's Bureau is announcing the re-issuance of the *Guide to the NYTD Review* (the Guide), a document that provides states with detailed information on NYTD Review procedures, previously issued in January 2017 in [ACYF-CB-PI-17-01](#). The revisions to this document, while minor, offer clarifications that we hope will assist states in better preparing for the onsite review and understanding the requirements subject to review. All changes are effective as of the date of this letter for use in NYTD Reviews. Following is a summary of the changes made to the Guide:

Changes made to Guide	Relevant sections and page numbers
<ul style="list-style-type: none">• Adds a new pre-onsite phase requirement to submit documentation describing the state agency's independent living program policies and practices.	Section 4.3.1 and Figure 6, pages 18-19
<ul style="list-style-type: none">• Clarifies that caseworkers and other front line staff must participate in the system demonstration during the onsite review.	Section 3.2 in Figure 4, page 14; Section 5.2, page 32
<ul style="list-style-type: none">• Clarifies that caseworkers must be part of case record review teams. Also specifies that six such staff are needed to complete the case record review during the onsite review.	Section 3.2 in Figure 4, page 14; Section 4.6.3 and Figure 10, page 28; Section 5.4, page 33
<ul style="list-style-type: none">• Encourages states to consider additional site locations in which to conduct stakeholder interviews (e.g., in other local child welfare agencies or community based agencies).	Section 4.1, page 17; Section 4.7, page 29
<ul style="list-style-type: none">• Requires test cases to be retained by the state until after completion of the onsite review.	Section 4.5, page 24
<ul style="list-style-type: none">• Removes the reference permitting states to request that federal team members sign confidentiality or non-disclosure agreements in order to access case record data. Because states are required by law to disclose such information for audits conducted by ACF and its contractors, the federal team will not sign such agreements.	Section 4.6.3, page 28

Changes made to Guide	Relevant sections and page numbers
<ul style="list-style-type: none"> • Adds a new section describing how the federal team will share preliminary, pre-onsite findings in advance of the onsite review. • Adds a new section to describe the various topic-based meetings that may be requested or conducted in conjunction with the onsite review • Adds three new questionnaire items for General Requirement #3 to collect information on the state’s cohort management process (i.e., how the state manages information on youth in the follow-up population). • Adds one new questionnaire item to collect basic information about the state’s child welfare information system. • Clarifies that the language substitution permitted by the regulation in survey questions for elements 42 (public financial assistance) and 54 (Medicaid) must not change the meaning of the element defined in regulation. 	<p>Section 4.9, page 31</p> <p>Section 5.6, pages 34-35</p> <p>Appendix C-1, page 48 (Questions 3.1-3.3)</p> <p>Appendix C-1, page 53 (Question 6.1)</p> <p>Appendix C-2, pages 98 and 110</p>

If you have questions about the Guide, please contact NYTDhelp@acf.hhs.gov.

Sincerely,

/s/

Jerry Milner
Associate Commissioner
Children’s Bureau

Enclosure: Guide to the NYTD Review

cc: CB Regional Offices