



## DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES  
**Administration on Children, Youth and Families**  
1250 Maryland Avenue, S.W.  
Washington, D.C. 20024

March 26, 2013

Dear State Child Welfare Director:

The Children's Bureau is announcing the re-issuance of three technical bulletins that provide important information on constructing, transmitting and conducting quality assurance on files reported to the National Youth in Transition Database (NYTD) System at the Administration for Children and Families (ACF). The revisions to these documents, while minor, offer clarifications that we hope will assist States in better understanding the NYTD reporting requirements and NYTD compliance standards. Following is a description of each technical bulletin and a summary of the changes made to each document:

- *NYTD Technical Bulletin #1: File Structure* outlines ACF's requirements for the NYTD data file structure, including specifications for data file format in accordance with 45 CFR 1356.83(h) and electronic transmission of NYTD data to ACF in accordance with 45 CFR 1356.85(a)(2).

| <b>Description of changes made to NYTD Technical Bulletin #1</b>   | <b>Relevant sections and page numbers</b>                      |
|--|--|
| <ul style="list-style-type: none"><li>○ Corrected an error in the numbering of sections (Section 3.2 was listed twice in the original document).</li><li>○ Updated the following response options in the NYTD XML Schema Definition (XSD) to align with the valid values for the NYTD elements indicated in parentheses: “post secondary education or training” (for element 18), “associate’s degree” (for element 46), “unable to locate or invite” (for element 34), “not applicable” (for elements 42-44, 53 and 56-58) and “do not know” (for elements 55-58)*.</li></ul> | Section 3.2, p. 4<br><br>Appendix A, pp. 35, 37, 39, 43 and 44 |

| Description of changes made to NYTD Technical Bulletin #1 (continued)  | Relevant sections and page numbers |
|--|------------------------------------|
| <ul style="list-style-type: none"> <li>○ Updated the XML value for “unable to locate” in the NYTD XML Schema Definition to align with the corresponding valid value for element 34 listed in Table 1 in Section 3.2 of NYTD Technical Bulletin #1*.</li> </ul> | Appendix A, p. 39                  |

*\*Please note that these changes apply only to the XSD. No elements or valid values have changed from those listed in the NYTD regulation or Table 1 in Section 3.2 of NYTD Technical Bulletin #1.*

- *NYTD Technical Bulletin #2: Compliance Standards* provides information on the standards a data file must meet to comply with the provisions of the NYTD regulation found at 45 CFR 1356.85. In particular, the bulletin includes element-by-element details of the *error-free information standards* States must meet pursuant to 45 CFR 1356.85(a)(3) and 1356.85(b)(1). The document also describes how ACF will apply the compliance checks to a data file and how error percentages will be calculated.

| Description of changes made to NYTD Technical Bulletin #2  | Relevant sections and page numbers |
|--|------------------------------------|
| <ul style="list-style-type: none"> <li>○ Clarified that the NYTD data standards for error-free information (45 CFR 1356.85(b)(1)), outcomes universe (45 CFR 1356.85(b)(2)) and outcomes participation (45 CFR 1356.85(b)(3)) will apply to the records of youth in the State’s follow-up population cohort or sample only.</li> </ul> | Section 3.2, p. 9                  |
| <ul style="list-style-type: none"> <li>○ Clarified that the NYTD data standards for error-free information (45 CFR 1356.85(b)(1)) and outcomes universe (45 CFR 1356.85(b)(2)) will be applied separately to a file.</li> </ul>  | Section 3.2, p. 10                 |
| <ul style="list-style-type: none"> <li>○ Added internal consistency check (ICC) #20 to flag element 34 in error if a State reports “not in sample” for a youth who is a part of the State’s sample at age 19 or 21.</li> </ul>   | Appendix A, p. 18                  |
| <ul style="list-style-type: none"> <li>○ Clarified that all elements 37-58 must contain non-blank values for youth in the baseline population or follow-up population cohort who participate in the NYTD survey (e.g., when element 34 is “youth participated”).</li> </ul>  | Appendix B, pp. 29-39; 43-49       |

- *NYTD Technical Bulletin #3: Data Quality Advisories* provides and explains the checks of data quality that will be conducted on data files transmitted to the Federal NYTD System. It is important to note that data quality advisories do not impact ACF’s determination of compliance or penalty calculation for a data file; rather they are to be used by State and Federal staff to identify potential data quality issues that should be examined by a State.

| Description of changes made to NYTD Technical Bulletin #3  | Relevant sections and page numbers |
|--|------------------------------------|
| <ul style="list-style-type: none"> <li>○ Amended Data Quality Advisory (DQA) #18 to flag any of elements 20-33 in which the value “no” appears in 100 percent of served population records.</li> </ul>   | Section 3.2, p. 7                  |
| <ul style="list-style-type: none"> <li>○ Added DQA #25 to flag records of youth reported as members of the follow-up population who are not a part of the State’s finalized age 19 or 21 cohorts.</li> </ul>   | Appendix A, p. 8                   |
| <ul style="list-style-type: none"> <li>○ Added DQA #26 to flag records of youth in the age 19 follow-up population cohort who are not in the State’s sample but whose outcomes reporting status (element 34) is a value other than “not in sample.”</li> </ul> | Appendix A, p. 9                   |

Please distribute these revised documents to your agency’s Independent Living Program Coordinator, Data Manager, SACWIS Project Manager or other Information Technology Executives, and any other interested parties. Questions about these technical bulletins may be directed to Miguel Vieyra at 202-205-7277 or [NYTDsystem@acf.hhs.gov](mailto:NYTDsystem@acf.hhs.gov). We look forward to continuing our work with you to implement the data collection and reporting requirements of the National Youth in Transition Database.

Sincerely,

/s/

Joseph J. Bock  
Acting Associate Commissioner  
Children’s Bureau

Enclosure: NYTD Technical Bulletins #1, #2 and #3

cc: CB Regional Offices