



Guide to the NYTD Review

Version 1.1

Issued: December 12, 2017



For questions about this document, contact the Children's Bureau at NYTDhelp@acf.hhs.gov

This page is intentionally left blank

Table of Contents

1	Introduction	4
1.1	Overview of the Children’s Bureau	4
1.2	The National Youth in Transition Database (NYTD)	4
1.3	Purpose of the NYTD Review	5
1.4	Purpose and Organization of the Guide.....	5
2	The NYTD Review Process.....	7
2.1	Introduction	7
2.2	Designing the NYTD Review	7
2.3	Phases of the NYTD Review	7
2.4	Continuous Quality Improvement	8
2.5	Authority	9
2.6	Requirements Subject to Review	10
2.7	Rating Factors	11
3	The Review Teams	13
3.1	The Role of Young People in the NYTD Review.....	13
3.2	The State Team	13
3.3	The Federal Team.....	15
4	Pre-Onsite Phase	17
4.1	Site Selection, Scheduling, and Logistics.....	17
4.2	Agenda Development	18
4.3	Documentation Exchange	18
4.3.1	Programmatic Documentation.....	18
4.3.2	System Documentation	19
4.3.3	Survey Documentation.....	21
4.4	Requirements Workbook	23
4.5	Test Cases.....	24
4.6	Case Record Review Preparation	25
4.6.1	Case Record Sample	25
4.6.2	Case Record Documentation.....	26
4.6.3	Case Record Review Team Preparation	28
4.7	Stakeholder Interview Preparation.....	28
4.8	Data Quality Review	30
4.9	Pre-onsite phase findings.....	31
5	The Onsite Phase	32
5.1	Entrance Conference.....	32
5.2	System Demonstration	32

Table of Contents (continued)

5.3	Survey Methodology Review	32
5.4	Case Record Review	33
5.5	Stakeholder Interviews	34
5.6	Other topic-based meetings	34
5.6.1	File Reporting	34
5.6.2	CQI Discussion	35
5.6.3	Pre-Exit Conference Debrief.....	35
5.7	Exit Conference	35
6	The Post-Onsite Phase	37
6.1	Final Report	37
6.2	Improvement Plan	37
6.2.1	Approving the Plan	37
6.2.2	Managing the Plan	38
6.2.3	Completing the Plan	38
Appendix A.	Planning Checklist.....	39
Appendix B.	Sample Onsite Agenda	40
Appendix C.	Requirements Workbook	43
C-1.	General Requirements	44
C-2.	Data Elements	56

Table of Figures

Figure 1.	Overview of the NYTD Review Process	8
Figure 2.	General Requirements	10
Figure 3.	Rating Factors.....	11
Figure 4.	State Review Team.....	14
Figure 5.	Federal Review Team	16
Figure 6.	Programmatic Documentation	18
Figure 7.	System Documentation.....	20
Figure 8.	Survey Documentation.....	22
Figure 9.	Test Cases Procedure	24
Figure 10.	Case Record Documentation.....	26
Figure 11.	Case Record Preparation Procedure	28
Figure 12.	Sample Pre-onsite Phase Findings	31

1. Introduction

1.1 Overview of the Children's Bureau

The Department of Health and Human Services' (HHS) Administration for Children and Families, Administration on Children, Youth, and Families, Children's Bureau provides national leadership and direction in planning, managing, and coordinating the administration and financing of a broad range of comprehensive and supportive programs for children and families, including child welfare programs. These programs are, in large part, carried out by state, tribal and local agencies. The Children's Bureau retains responsibility to monitor and evaluate these programs to ensure they are being operated consistent with federal law and regulation. This oversight includes the evaluation of statutorily required data and automated information systems operated by state and tribal child welfare agencies that support the programs under titles IV-B and IV-E of the Social Security Act.

1.2 The National Youth in Transition Database (NYTD)

Public Law 106-169 established the John H. Chafee Foster Care Independence Program (CFCIP) at section 477 of the Social Security Act, providing states with flexible funding to carry out programs that assist youth in making the transition from foster care to self-sufficiency. This law required the ACF to develop a data collection system to track Independent Living (IL) services states provide to youth and develop outcome measures to assess states' performance in operating IL programs. The law also required ACF to impose a penalty of between one and five percent of the state's annual CFCIP allotment on any state that fails to comply with reporting requirements. The National Youth in Transition Database (NYTD) was implemented by [regulation](#) in 2008 with the requirement for states to begin collecting NYTD data on October 1, 2010. Consistent with the regulation, states engage in two data collection activities. First, states collect information on youth and the independent living services they receive that are paid for or provided by the state agency that administers the CFCIP. Second, states must collect outcome information on youth in foster care at age 17 and must follow these youth over time to collect additional outcome information at ages 19 and 21. States began collecting NYTD data on October 1, 2010 and are required to provide data reports to ACF every six months.

The collected information allows ACF to track which independent living services states provide and assess the collective outcomes of youth. NYTD also provides a new source of data to assist in determining the effectiveness of IL programs nationwide. In addition, because a common identifier must be used for youth reported to both NYTD and the [Adoption and Foster Care Analysis and Reporting System \(AFCARS\)](#), ACF also is able to analyze the information related to a youth's foster care experiences reported to AFCARS along with their service and/or outcomes information reported to NYTD. In this way, NYTD information may help agencies develop new or adjust existing services to be more effective and efficient for youth in transition. Finally, NYTD is a new source of information on the experiences of youth preparing to exit foster care and the outcomes of youth who have left foster care, provided directly by young people. Consequently, NYTD also is a new opportunity to engage youth as partners in survey research, including dialogue, analysis and dissemination of outcomes data.

1.3 Purpose of the NYTD Review

In order to ensure that data are available to be used for the purposes outlined above, it is important to periodically assess the accuracy of the child welfare data submitted by states. The primary way we monitor NYTD data quality is through our semiannual review of state NYTD data files. The NYTD regulation lists compliance standards to assess whether state data meets minimal standards for timeliness and quality (45 CFR 1356.85). However, the data compliance checks cannot assess the accuracy of all information submitted on youth in transition. For example, the data compliance checks cannot assess whether the state is capturing the full array of independent living services a youth received during a six-month period. Similarly, the data compliance checks cannot assess the adequacy of the state's survey instrument or the survey methodology used to collect outcomes information from youth. For this reason, we also specified in the regulation at 45 CFR 1356.85(d)(2) that we may use other monitoring tools or assessment procedures to determine whether a state is meeting all NYTD requirements.

The purpose of the NYTD Review is to evaluate comprehensively the state CFCIP agency's policies and practices related to collecting and reporting timely, reliable and accurate data on youth in transition. To do so, the state's NYTD data collection processes are assessed against the NYTD requirements in the [federal regulation](#), policy issuances, and the [NYTD technical bulletins](#) by:

- Validating and verifying that the state's child welfare information system can collect, manage and report required data on youth in transition, including confirming that states operating a Statewide Automated Child Welfare Information System (SACWIS) or Comprehensive Child Welfare Information System (CCWIS) that receive federal financial participation (FFP) are collecting and managing NYTD data consisted with federal requirements;
- Evaluating the state's survey methodology, including validating the instruments used to collect outcomes data and reviewing the state's approach to locating and engaging youth in the survey; and
- Assessing the timeliness, accuracy, reliability and completeness of data.

1.4 Purpose and Organization of the Guide

The Children's Bureau has developed this *Guide to the NYTD Review* to provide information to states regarding the NYTD Review process, including the procedures used to conduct the onsite review. While the Guide is designed to provide guidance to states participating in a NYTD Review, it also may be used as a reference for states developing new information systems, including new Comprehensive Child Welfare Information System (CCWIS) solutions (see Section 2.5 for more information), or other processes intended to collect NYTD data. The Guide also may be used as a self-assessment tool for states that have implemented NYTD data collection requirements in an existing system.

The Guide is organized into six sections. Sections 1 -3 provide a general overview and background of the NYTD Review and the review teams. Section 4 describes how states should prepare for the onsite phase

while Section 5 describes the activities involved in the onsite review. Section 6 addresses the activities that occur during the post-onsite phase including the improvement planning phase. Finally, please note that this Guide is subject to change and may be re-issued from time to time to clarify guidance necessary to support states in preparing for and participating in a NYTD Review. States may email the NYTD Help Desk with comments and suggestions for improving the Guide NYTDhelp@acf.hhs.gov.

2. The NYTD Review Process

2.1 Introduction

The Children’s Bureau has identified standards for NYTD data quality (see [NYTD Technical Bulletins 2 and 3](#)) and has provided tools such as the [NYTD Portal](#) and [NYTD Data Review Utility](#) (NDRU) to support states in understanding and addressing data quality issues. The NYTD data compliance and quality checks, however, are only one step in ensuring the collection of quality data on youth in transition. While a state may be in compliance with all NYTD standards, there still may be a need to improve the accuracy, reliability and validity of its NYTD data. For example, the data compliance checks cannot assess whether the state is capturing the full array of independent living services a youth received during a six-month period or whether these services were reported under the correct category (i.e., data elements 20-33). Similarly, the data compliance checks cannot assess the adequacy of the state’s survey instrument or the survey methodology used to collect outcomes information from youth. As a result, we developed the NYTD Review to evaluate comprehensively states’ policies and practices related to collecting and reporting timely, reliable and accurate data on youth in transition. In addition, because the design of the state’s independent living program influences the services paid for or provided by the state, discussing this program in the context of the NYTD Review is critical to understanding the policies and practices related to NYTD data collection. The NYTD Review is designed to be a collaborative process. Review planning and preparation is a joint federal-state effort between the Children’s Bureau and staff of the state agency that administers the CFCIP (for simplicity, we use the term “state” throughout the Guide).

2.2 Designing the NYTD Review

In designing the review described in this Guide, we consulted similar review protocol models in use at the Children’s Bureau including the AFCARS Assessment Reviews and the SACWIS Assessment Reviews. Based on this consultation, we pre-tested a two-day site visit in six states between FY 2012 and 2013 in North Dakota, Oregon, Rhode Island, Texas, Virginia and Washington. These site visits included a system demonstration, case review and stakeholder interviews. Based on our experience conducting the site visits, we piloted a three-day review protocol with a similar set of review activities (system demonstration, case review and stakeholder interviews) and field tested a standard set of review requirements and rating factors. These “pilot NYTD Assessment Reviews” were conducted between FY 2014 and 2016 in seven states – Indiana, Missouri, Nebraska, South Carolina, Tennessee, Utah and West Virginia. Finally, we compiled lessons learned from all five years of pre-testing and pilot review testing to design the review protocol described below. We acknowledge and thank these 13 states for their involvement in testing and refining the NYTD Review process.

2.3 Phases of the NYTD Review

The NYTD Review has three distinct phases: pre-onsite, onsite, and post-onsite. In the **pre-onsite phase** (Section 4), the state and federal team conducts a series of pre-onsite planning calls together while the

state prepares and submits documentation describing how it has implemented NYTD requirements. Much like the AFCARS Assessment Review, the **onsite phase** (Section 5) will include demonstrations of key aspects of the states' data collection system and a review of a sample of case records. We also will conduct stakeholder interviews during the review with youth, caseworkers and service providers. Through this process, we learn more about the state's capacity to collect accurate data consistent with the definitions of the data elements specified in the NYTD regulation and to document the state's readiness to use NYTD data for program management and evaluation. Following the onsite review, we will prepare a report to document our findings, list suggested resources and supports if technical assistance needs are identified, and explain the actions the state should take to improve the quality and accuracy of data collection for NYTD as part of the **post-onsite phase** (Section 6).

Because the success of NYTD implementation depends in part on the participation of youth in outcomes data collection, the involvement of young people in all phases of the NYTD Review is expected. Please see Section 3 for more information on the review team, including the role of young people on both the state and federal review teams.

Figure 1. Overview of the NYTD Review Process

Pre-onsite phase	Onsite phase	Post-onsite phase
Planning conference calls System and survey documentation Test cases Case record review sample Requirements Workbook	Entrance conference System demonstration Case record review Stakeholder interviews CQI discussion Exit conference	Debrief conference call Final report Improvement plan
<i>Duration:</i> 16 weeks	<i>Duration:</i> 4 days	<i>Duration:</i> 16 weeks, plus up to three years to complete improvement plan

2.4 Continuous Quality Improvement

Existing regulations require states to describe the quality assurance (QA) system the state has in place to "regularly assess the quality of services under the Child and Family Services Plan (CFSP)" (45 CFR 1357.15(u)). In Information Memorandum (IM) [ACYF-CB-IM-12-07](#), we advised states to maintain their QA systems and enhance them through a *continuous quality improvement* (CQI) approach. A CQI approach allows states to measure the quality of services provided by determining the impact those services have on child and family level outcomes and functioning and the effectiveness of processes and systems in operation in the state. One functional component of a CQI system addressed in the IM is the collection of high quality data. In order to demonstrate quality data collection, the agency should ensure

it has accurate, complete, and timely data that is consistent in definition and usage across the agency. To support the state in examining the case management practices and services provided to both youth in foster care and youth who have transitioned out of foster care but who still receive independent living services, the state should periodically conduct case record reviews as part of its CQI system. Finally, to ensure data can be used to assess the impact of these services, the state should establish a process to analyze and disseminate information on child and family outcomes. State agency decision makers, courts, young people, and other stakeholders should be involved in analyzing and understanding the data and in providing feedback on analysis and conclusions. While the NYTD Review is not intended to be a comprehensive review of the state's CQI system, the federal and state teams will discuss how the state has incorporated NYTD data into its CQI approach to evaluate the quality of services provided to youth in transition. States should use findings and recommendations from the NYTD Review to assist in benchmarking their performance supporting positive outcomes for young people.

2.5 Authority

The statutory basis for NYTD is the Social Security Act (the Act). The following lists the specific statutory and regulatory requirements that govern information systems, data collection, and the Children's Bureau review of NYTD requirements:

- **Funding for states through the John H. Chafee Foster Care Independence Program (CFCIP):** Section 474(a)(4) of the Act provides for payments to states for services and supports for older youth in foster care preparing to transition to adulthood (the Chafee Foster Care Independence Program).
- **Requirements for ACF to collect data from states serving youth under the CFCIP:** Section 477(f) of the Act requires ACF to identify data elements to track the number and characteristics of children receiving services under section 477 of the Act, the type and quantity of services states provide, develop outcome measures on specified categories, and to track states' performance on the outcome measures. Section 477(e) of the Act requires ACF to assess penalties against states that do not comply with the reporting requirements listed at Section 477(f).
- **Data collection and reporting requirements for states in the NYTD regulation:** 45 CFR Parts 1356.80-86 and Appendices to 45 CFR 1356 set forth the requirements for NYTD data collection and reporting. At 45 CFR 1356.85(d)(2), ACF reserves the right to use monitoring tools or assessment procedures to determine whether the state agency is meeting all the requirements of NYTD regulation.
- **Requirements for states operating a Statewide Automated Child Welfare Information System (SACWIS):** Section 474(a)(3)(C) and (D) of the Act provides federal financial participation (FFP) to states for the planning, development and implementation of statewide data information systems that, among other things, support the collection of case management data on youth in foster care. As explained in [ACYF-CB-PI-10-04](#), states that have elected to build a SACWIS must incorporate NYTD data collection and reporting activities related to youth in foster care into their SACWIS system.

- **Requirements for states operating a Comprehensive Child Welfare Information System (CCWIS):** 45 CFR 1355.50-57 sets forth the requirements for developing and implementing a CCWIS, including the requirement to use the CCWIS to maintain required data including ongoing federal reports such as NYTD.
- **Authority to conduct audits, including access to case record data:** 45 CFR 1355.30(p) references other applicable regulations in 45 CFR 205.50 that provides authority for federal audits and for the disclosure of information, including case information on children for audits or similar activities (like the NYTD Review) which may involve case record reviews.

2.6 Requirements Subject to Review

There are two major areas that are assessed during the review: the **general requirements** (Appendix C-1) for NYTD data collection and reporting and the NYTD **data elements** (Appendix C-2). The general requirements include the populations to be reported to NYTD, the technical requirements for constructing a data file and data quality.

Figure 2. General Requirements

1. The state reports information on all youth in the served population.
2. The state reports information on all youth in the baseline population.
3. The state reports information on all youth in the follow-up population.
4. The state implements an appropriate survey methodology to collect youth outcomes data.
5. The state follows ACF's sampling procedures (*applicable to states opting to sample only*).
6. The state reports NYTD data files following ACF's specifications.
7. The state conducts quality assurance to ensure NYTD information can be analyzed and used.

During a NYTD Review, each of the seven general requirements and each of the 58 data elements will be assessed against the requirements in the regulation and other policy and technical issuances. The state's NYTD data also will be evaluated for quality. In order for the data to be considered quality data, it must be timely, accurate, complete and reliable. Findings and observations from each component of the review are analyzed to determine a rating factor for each general requirement and each data element (see Section 2.7 for more information).

The tables in Appendix C include detailed descriptions of each general requirement and data element as well as "checklist items" intended to guide the state in understanding the requirements and the common mistakes states make in implementing each requirement. The requirements come from the [NYTD regulation](#) and its appendices, guidance in the [NYTD Questions & Answers](#) and the [NYTD technical bulletins](#). The federal team will review the checklist items carefully throughout the NYTD Review process to assess whether the state has implemented the requirements correctly. States also can use the checklist items to a) conduct an assessment of its business practices in order to determine how to design a data collection process and extract the data to the NYTD data file and b) conduct a self-assessment of the state's existing methodology to collect and report NYTD data.

2.7 Rating Factors

The rating factors used to evaluate NYTD requirements and data elements are listed in Figure 3. In general, the NYTD Review rating factors mirror those used in the AFCARS Assessment Reviews. A state must make improvements in each requirement/element identified in the final report with a rating factor of “3” or lower (e.g., the state does not fully meet the requirement). These improvements may involve making changes to the information system, extraction routine, and/or data entry in order to fully satisfy the requirement. In other cases, improved training or clarifying guidance or documentation may be recommended. A “4” rating factor (e.g., state fully meet the NYTD requirement) is not assigned until all system issues and data quality issues have been addressed in the improvement planning phase. While there is not an expectation that data are 100% accurate for every element, there is an expectation that the data be of a significant level of completeness and without inconsistency errors, and that this quality would also be maintained over a number of report periods.

States do not incur penalties as a direct result of findings or ratings from the NYTD Review. However, we will monitor closely states’ progress in addressing findings from the NYTD Review. If a finding made during the NYTD Review is contributing to a state’s inability to report data as required by the NYTD regulation and the state is not implementing the action plan documented in its improvement plan, then this information may be used in determining the state’s compliance with NYTD standards at 45 CFR 1356.85.

Figure 3. Rating Factors

Rating Factor	Definition	
	<i>For General Requirements</i>	<i>For Data Elements</i>
4	<p>The requirement has been met and the state has developed and implemented policies/practices that support the collection and reporting of high quality data to the NYTD system. For example:</p> <ul style="list-style-type: none">• The state has collected accurate, timely and complete information on required reporting populations.• The state has implemented a survey methodology using a valid survey instrument and has achieved a high survey participation rate.• The state has followed all technical guidance in conducting sampling and reporting the NYTD file.• There are quality assurance processes in place to ensure all NYTD data are accurately entered into the system and to identify and resolve data quality issues.	<p>The requirement has been met and the state has sustained a high level of quality data for the element. For example:</p> <ul style="list-style-type: none">• The state’s methodology for collecting, extracting and reporting information for an element is consistent with NYTD requirements.• The state has a process to keep data elements up-to-date, even for a youth exits foster care.• The state has reported consistently high quality data for the element over time.

Rating Factor	Definition	
	<i>For General Requirements</i>	<i>For Data Elements</i>
3	<p>There are practice or design issues affecting data quality. For example:</p> <ul style="list-style-type: none"> • There is inadequate training for workers to understand how to collect NYTD data. • The state has reported missing or logically inconsistent responses from youth on the NYTD survey. • There are inadequate supervisory controls for ensuring timely and accurate data entry. 	<p>There are data quality issues identified for a data element. For example:</p> <ul style="list-style-type: none"> • There are data errors or data quality advisories flagged for the element in NYTD reports. • Information for the element is not consistently entered by workers. • There incorrect or ambiguous instructions, definitions, data entry screens or forms for the element.
2	<p>There are technical problems prohibiting the system from meeting the requirement. For example:</p> <ul style="list-style-type: none"> • The system requires modification to collect accurate, timely and complete information on required reporting populations. • The state's survey instrument contains incorrect questions, response options or contains misleading information that hinders a youth's participation in the survey. 	<p>There are technical problems prohibiting the system from collecting information consistent with NYTD requirements. For example:</p> <ul style="list-style-type: none"> • The state's data collection method and/or information system has the capability to collect the data, but the program logic used to construct the NYTD file has errors. • The state uses default values for blank information for the element. • Information for the element is coming from the wrong module or field in the system. • The system needs modification to encompass all conditions or possible values to collect information on the element. • The extraction code for the NYTD report selects and reports incorrect information for the element.
1	<p>The requirement has not been implemented. For example:</p> <ul style="list-style-type: none"> • The state is not collecting and reporting information on a required reporting population. • The state does not conduct quality assurance on NYTD data. 	<p>The data element is not collected or reported in the system. For example:</p> <ul style="list-style-type: none"> • The state's data collection method and/or information system does not have the capability to collect the correct information for the element (i.e., there is no data field on the screens or form). • There is no program logic to extract information on the element.
0	<p>State operating a SACWIS or CCWIS for which it received federal financial participation (FFP) found not to be collecting or managing NYTD data in its system consistent with federal requirements.</p>	<p>State operating a SACWIS or CCWIS for which it received federal financial participation (FFP) found not to be collecting or managing NYTD data in its system consistent with federal requirements.</p>

3. The Review Teams

Two teams participate in the NYTD Review: the federal review team and the state review team. While this section describes the staff who should comprise each team and their respective roles, all team members are responsible for:

- Participating in pre-onsite phase planning calls;
- Participating in onsite review activities; and
- Participating in entrance and exit conferences.

3.1 The Role of Young People in the NYTD Review

As described in Section 1, NYTD is a new source of information on the experiences of youth preparing to exit foster care and the outcomes of youth who have left foster care. As much of this data is provided directly by young people, NYTD also is an opportunity to engage youth as partners in data collection, analysis, dissemination and use of data. As we explained in [ACYF-CB-IM-12-07](#), a critical component of a CQI system is a process for providing feedback to stakeholders to assist in adjusting state programs and processes to better meet the needs of children and families. As stakeholders in a CQI system, young people play an important role in helping decision makers analyze and use information to drive changes within an agency to improve outcomes for children and families. Involving young people directly in the NYTD Review is part of the Children's Bureau's commitment to supporting youth voice in a CQI system. As noted below in Sections 3.2 and 3.3, involving young people in the review process is a shared responsibility of the state and federal review teams.

Since 2013, the Children's Bureau has supported the recruitment and training of a group of young people to participate in NYTD site visits and pilot NYTD Reviews. A team of youth (usually two or three) has served as consultant reviewers on each onsite visit, participating in all phases of the NYTD Review process alongside members of the federal team. These young people also assisted with the drafting and review of the final report issued to each state. We anticipate using the same youth engagement model for the NYTD Review. As part of this review process, we also expect states to recruit young people to serve on the state's team. Additional young people from the state will participate in focus groups conducted during the onsite review in which youth will discuss their role in NYTD implementation, their experience receiving services from the state agency and their participation in NYTD outcome data collection. We will provide additional guidance and technical assistance to support states in engaging young people in the NYTD Review process.

3.2 The State Team

The state team members should be identified soon after the state is scheduled for a NYTD Review and not later than 16 weeks from the date of the onsite review. In particular, the state is to designate a **review coordinator**. This individual serves as a liaison to the federal team to assist with planning for and executing the onsite visit. The review team coordinator also is responsible for ensuring that pre-onsite activities such as the submission of system and survey documentation, preparation of youth records for

the case review and submission of test cases are all completed in a timely manner. The review team coordinator also disseminates information to other state team members regarding the agenda and scope of onsite review activities. Finally, the review coordinator should continue to be the liaison between the state and the Children’s Bureau during the post-onsite phase, coordinating the review and response to the final report and improvement plan. During pilot NYTD Reviews, the state’s independent living coordinator often served as the review coordinator. However, it is not necessary for the independent living coordinator to serve as review coordinator.

In addition, the state is to designate a **technical lead** to coordinate the state’s participation in the NYTD Review with respect to the state’s use of information technology and the child welfare information system. During the pre-onsite phase, the technical lead coordinates preparations related to producing system and other technical documentation describing how the state manages NYTD information. During the onsite phase, the technical lead is present to address federal team questions related to the technical design and operation of the child welfare information system.

Although the composition of each state team will vary, it should include at a minimum the individuals listed below in Figure 4.

Figure 4. State Review Team

Team member	Roles and Responsibilities
State review coordinator	Leads state team’s overall planning for the review, organizes onsite review activities and coordinates the state’s improvement planning in the post-onsite phase.
State technical lead	Leads the state’s effort to prepare and submit system documentation, conducts the system demonstration and addresses all technical questions about the state’s system and data reporting processes.
Agency leadership such as the child welfare administrator, commissioner or division directors	While senior leaders are not expected to participate in the entire review process, they should be informed of the NYTD Review and should attend the entrance and exit conferences.
Independent living (IL) program coordinator and staff	Participate in all phases of the NYTD Review. These staff provide insight into the state’s CFCIP and Education and Training Voucher (ETV) programs, including IL services coordination and provision, IL needs assessments and case planning standards, and the identification and engagement of baseline and follow-up youth participating in the NYTD survey. Consequently, their participation in the system demonstration and case record review during the onsite phase is vital. The IL coordinator also may be asked to coordinate interviews and/or focus groups with youth, caseworkers, or other stakeholder groups.
SACWIS, CCWIS or other information technology project manager	Participates in all phases of the NYTD Review. Assists with answering questions regarding how data are recorded in the system and how NYTD information is mapped and extracted for NYTD reporting. This person may also serve as the state’s technical lead.

Team member	Roles and Responsibilities
CQI lead or data manager	Participates in the state's preparations for the onsite phase with respect to the state's data quality assurance, data analysis and data usage efforts. Participates in the CQI discussion during the onsite phase.
Foster care manager	Participates in the onsite phase of the NYTD Review. The manager provides insight into child welfare policies and practices that assist the federal team in assessing the state's collection and reporting of NYTD data on youth in foster care.
Caseworkers and other field staff	Participate in the onsite phase of the NYTD Review, particularly the system demonstration and case record review. These staff, including front line caseworkers, supervisors and regional staff are knowledgeable in case planning, service coordination and case data entry requirements for transitioning youth.
Youth and young adults	Participate in the entrance and exit conferences, system demonstration, and case record review debrief during the onsite phase. We also require additional young people to participate in the young adult focus group during the onsite phase.
Community-based service providers	Participate in the onsite phase or, at state's discretion, may participate in pre-onsite phase planning. These staff, often providing IL services under contract, offer valuable insights into the state's service delivery approach, including needs assessment, services planning and provision, youth engagement, and surveying youth for their outcomes.

There is no limit to the number of individuals on the state team. The state is encouraged to include representatives from other divisions or agencies involved in the provision of services to youth in transition. For example, states may include representatives from provider agencies during the system demonstration if providers routinely enter data into the state's child welfare information system. It is important that the state team include not just those who designed and maintain the state's child welfare information system, but those who routinely enter data into the system and can speak to data entry methods, "real-world" scenarios, key decision points, and any challenges related to data collection, entry and quality assurance.

3.3 The Federal Team

The federal team consists of approximately 10-12 staff from the Children's Bureau central and regional offices, staff from the NYTD Help Desk¹ and peer consultant reviewers, which will include young adults and may include staff from another state. The **federal review coordinator** will work with the state team's review coordinator to plan the onsite visit and will ensure that pre-onsite activities are

¹ The NYTD Help Desk is staffed by contract staff trained to provide technical support to states in NYTD reporting.

completed in a timely manner. The federal review coordinator also will coordinate the work of the federal team in the post-onsite phase of the review and will be the liaison between the federal and state teams during the preparation, review, and completion of the final report.

Figure 5. Federal Review Team

Team member	Roles and Responsibilities
Federal review coordinator	Leads federal team planning and coordination for the review. Sends letter confirming onsite review dates, finalizes due date for the submission of pre-onsite documentation and ensures collaboration between the Children’s Bureau central and regional office teams to finalize reports and review improvement plans.
Federal technical lead	Leads the review of the state’s system documentation, downloads test cases from the state’s test file and provides input on all technical matters related to the review.
Federal review team members , may include additional central or regional office staff from the Children’s Bureau, young adult reviewers, or other consultant reviewers	Participate in all aspects of the review including the pre-onsite phase preparations, the onsite review activities and providing input on the final report findings and improvement plan.

4. Pre-Onsite Phase

This section outlines the activities review teams complete in order to prepare for the onsite phase of the NYTD Review. As noted in Section 2.1, preparing for a NYTD Review is a collaborative process between the state and the Children’s Bureau. We encourage states to ask questions and seek clarification on any aspect of the review process before, during, or after the onsite review. In particular, discussions between the federal review coordinator and the state review coordinator will assist with clarifying review expectations, answering state agency questions and setting mutual expectations for the timing of review activities.

4.1 Site Selection, Scheduling, and Logistics

After a review is confirmed and scheduled, a confirmation letter will be sent to the state agency approximately six months prior to the onsite review. A kickoff planning call will be held approximately 16 weeks prior to the onsite review. Then, planning calls will continue at least monthly to ensure the state and federal teams are accomplishing all tasks necessary to plan and implement the onsite NYTD Review. A planning call schedule will be developed in consultation between the state and federal review coordinators.

The onsite review activities are to be conducted in one primary location in the state. The state capital is generally the designated location since it is the location of the state central office and administrative staff, but another site may be mutually agreed upon. It is preferable to conduct the entrance conference, exit conference, system demonstration and case record review in one large room to allow enough space for the size of the team and materials needed for the review. The room used for the case record review should be secure to protect the confidentiality of the case files. Additional, separate rooms will be required for stakeholder interviews, as several interviews may be concurrently conducted by the federal team. We also encourage the state to consider alternate sites to conduct stakeholder interviews that enable the federal team to learn about case practice in different local agencies. The federal team may be able to travel to other cities to conduct these in-person interviews.

The onsite phase is scheduled for four business days, though not all members of the state team are required to be present for the entire review. Both the federal team and the state team are responsible for managing logistics for the onsite review. The federal team will coordinate travel, accommodations, and transportation for federal team members. The state team is primarily responsible for:

- Securing meeting space;
- Scheduling state staff participation;
- Apprising the federal team of required security procedures for accessing state facilities and/or the state’s child welfare information system; and
- Making case files and other data available to the federal team.

Appendix A summarizes pre-onsite activities and the entity responsible for ensuring completion.

4.2 Agenda Development

The onsite review will be scheduled for four business days. In general, all onsite phase activities will occur during regular business hours. While it is not our expectation that state agency staff work beyond their scheduled work day, the federal team will be available to conduct some activities, such as stakeholder interviews, during the evening hours if this time is convenient for foster parents or young people. Appendix B provides a sample agenda that the state and federal teams will use to develop the onsite schedule of activities.

4.3 Documentation Exchange

To provide the federal team with the information necessary to evaluate the state's data collection and reporting practices, the state will share background information on its NYTD implementation in advance of the onsite review through the submission of key project documents. These documents, described below, consist of both programmatic and system-related documentation as well as documents related to the NYTD survey effort. All documents are to be submitted electronically to the federal review team coordinator for distribution to the rest of the federal team.

4.3.1 Programmatic Documentation

As noted in Section 2.1, the design of the state's independent living program influences the services paid for or provided by the state. Consequently, understanding this program is critical to understanding and evaluating a state's policies and practices related to NYTD data collection. To assist the federal team in understanding the state's independent living program, the state will be asked to share documentation that describes the state's approach to needs assessment, transition planning and service delivery to young people. The federal team also will review a variety of other publicly available documents such as the Child and Family Services Plan (CFSP) and the Annual Progress and Services Report (APSR) and reports from any other Children's Bureau monitoring effort (e.g., AFCARS Assessment Review, SACWIS/CCWIS Review, Child and Family Services Review, etc.).

Figure 6. Programmatic Documentation

Document	Description	Purpose
Organization charts	Charts that summarize the organization of the agencies, offices or units responsible for administering the Chafee program and the state's child welfare information system	Assists in understanding the leadership and reporting lines for the managers and staff that implement and monitor NYTD data collection
Policy and procedures documents that describe independent living program	Description of the state's process for identifying and referring eligible youth to the independent living program, the state's service model	Assists in understanding state's approach to providing services and supports to young people; Collecting and reporting data on this practice is validated in General Requirement 1

Document	Description	Purpose
Policy regarding how youth may remain in care after age 18	If applicable, policies that describe youth eligibility to remain in foster care after age 18, including the circumstances in which a youth may return to foster care after age 18.	Assists in understanding the state's approach to providing placement services and case management to support older youth in foster care; Also assists in determining how the state reports a youth's foster care status as validated in General Requirements 2, 3, element 14 and 36
Independent living needs assessment	The tool(s) used for comprehensively assessing a youth's independent living needs including the state's policy regarding when and how often needs are assessed	Assists in understanding state's approach to assessing youths' needs; Collecting and reporting data on this assessment is validated as part of General Requirement 1; element 20
Transition planning policy	The state's policy for initiating and supporting planning for a youth's transition from foster care to adulthood	Assists in understanding state's approach to assessing youths' needs; Collecting and reporting data on this assessment is validated as part of General Requirement 1; element 20
Supervised independent living placements	Description of placements that the state categorizes as "supervised independent living"	Assists in understanding the state's definition of supervised independent living placements, validated as part of General Requirement 1; element 30
Training materials used educate staff on policies and procedures	Curricula and plan for delivering training to new staff and continuing training to current staff on the state's independent living program	Assists in understanding how the state supports staff in implementing the program, including collecting and reporting data on services as validated in General Requirement 1

4.3.2 System Documentation

Prior to the onsite review, the state team provides the federal team with system documentation that explains how data are collected and managed in the state's child welfare information system. The list below contains examples of the types of documents the state submit. We believe that most of the supporting documentation in Section 4.3.2 will be available as part of a typical system's project artifacts. It is not our expectation that the state create new system documentation for the review team to analyze. If any of the documents listed below are not available, the state should contact the federal review coordinator to determine what alternate content may satisfy ACF's needs.

From lessons learning during our pilot NYTD reviews, both the state and federal teams have found it helpful to utilize a common template for understanding the data element construction logic (like the template provided in Appendix C-2, discussed further in Section 4.4). The state's construction logic should reflect the options available to caseworkers for each NYTD data element in its current format, and a data dictionary of the code values used for each option.

Figure 7. System Documentation

Document	Description	Purpose
Programming logic and source code	Programming logic that derives and extracts each NYTD element from the state's child welfare information system. If the extraction code is sent to the federal team in multiple files that are sections of the complete code, include a master list that identifies the order the files are executed.	Validates that the state has a process to extract data for youth in all reporting populations consistent with General Requirements 1, 2 and 3 and that the state is able to report the file according to ACF's specifications consistent with General Requirement 6
Extraction routine notes	Logical description, or the steps in pseudo code, of how records are selected for inclusion in the served, baseline and follow-up populations.	Validates that the state has a process to extract data for youth in all reporting populations consistent with General Requirements 1, 2 and 3 and that the state is able to report the file according to ACF's specifications consistent with General Requirement 6
Data element dictionary	Data dictionary or similar documentation will provide the federal team with definitions and representations of the state's values for NYTD-related fields. This document should be complete and reflective of options available to the caseworker to select. This documentation may be supplemented by code/lookup tables that will enable the team to understand elements referenced in the source code or mapping forms.	Validates that the state has a process to collect, map and report data on all NYTD data elements (1-58) consistent with General Requirements 1, 2 and 3 and that the state is able to report the file according to ACF's specifications consistent with General Requirement 6
Relevant reference tables and fields	Specific fields and tables from which the data are pulled.	Validates that the state has a process to collect, map and report data on all NYTD data elements (1-58) consistent with General Requirements 1, 2 and 3 and that the state is able to report the file according to ACF's specifications consistent with General Requirement 6
Database structures	Tables referenced in mapping documentation.	Validates that the state has a process to collect, map and report data on all NYTD data elements (1-58) consistent with General Requirements 1, 2 and 3 and that the state is able to report the file according to ACF's specifications consistent with General Requirement 6

Document	Description	Purpose
Data entry screens	Screenshots or printouts of screens used to collect NYTD data elements including copies of NYTD-related drop-down lists or menu options. If the state uses an online survey tool, these screens should be included as well.	Validates that the state's system is capable of collecting information on all NYTD data elements (1-58) consistent with General Requirements 1-4
Other data entry forms and worksheets	Copies of any other forms used to collect NYTD data outside of child welfare information system such as worksheets used to log the delivery of independent living services paid for or provided to a youth.	Documents the other methods used by the state to collect information on all NYTD data elements (1-58) consistent with General Requirements 1-4
Copies of agreements that document data exchanges	Memoranda of Understanding (MOU) or other agreements that describe how data are exchanged between the state child welfare agency and other agencies or services providers that provide NYTD data	Validates that the state has a process to monitor the quality of NYTD data provided by another system but that is managed in the child welfare information system (General Requirement 7)
User manuals or related training documentation	Copies of materials used to assist staff in understanding how to use the child welfare information system to collect and manage NYTD data.	Validates that the state's system is capable of collecting information on all NYTD data elements (1-58) consistent with General Requirements 1-4 and that the state is able to report the file according to ACF's specifications consistent with General Requirement 6

4.3.3 Survey Documentation

The NYTD Review assesses the entire survey methodology a state uses to ensure that outcomes data are collected accurately and that the state's outcomes data collection methods reflect best practices in survey administration and youth engagement. While the NYTD survey questions are listed in the NYTD regulation, states are responsible for crafting a survey instrument and selecting a method for administering the survey. The NYTD Review validates that the state's survey instrument includes all required NYTD survey questions and response options and assesses the state's efforts to administer the NYTD survey appropriately, from invitation to survey completion. As stated in Section 4.3.2, it is not our expectation that the state create new documentation for the federal team to review. Rather, our goal is to understand how the survey is currently administered. As such, we request the documents listed in Figure 8 if they are readily available.

We acknowledge that states may not have policies or practices in place that correspond to the documents listed in Figure 8. For example, as we have explained in [NYTD Q&A #3.18](#), providing an

informed consent form to youth participating in the NYTD survey is not a federal requirement. However, because this form may influence a youth's decision about participating in the NYTD survey, it is important that, if such a form is provided, that it accurately conveys information about a youth's rights, including that declining the NYTD survey has no impact on the youth's access to services. Similarly, while not required, providing youth-friendly descriptions of certain terms used in the NYTD survey may assist a young person in understanding the context of a question or the meaning of a response option. While these types of prompts are allowable, they must not alter the meaning of the NYTD survey questions or response options.

Figure 8. Survey Documentation

Document	Description	Purpose
Survey instruments	Complete copies of all survey instruments used to collect outcomes data from the baseline and follow-up populations, including any additional questions the state has opted to include beyond the required NYTD survey questions. The federal team must see copies of these instruments exactly as they appear to a young person regardless of the method of survey administration used. This may include screenshots of any electronic/web-based instruments as well as copies of paper-based survey instruments that may be used. If screenshots are provided, please be sure that all response options are clearly visible for each question. It is acceptable to provide a link for a web-based survey instrument provided that the entire instrument is easily accessible to federal team members.	Validates that the state is using the required survey questions and response options for baseline and follow-up population youth as listed in Appendix B of the NYTD regulation as required by 45 CFR 1356.82(a)(2) and (3); See General Requirement 4; elements 37-58
Survey instructions, prompts or scripts used by survey administrators	If separate from the survey instrument, copies of instructions provided to a youth for completing the survey or any verification routines or prompts designed to assist a young person understand the NYTD survey questions and response options. If some or all of this information is contained in an interview guide or script used by a survey administrator, please provide a copy.	Documents how the state has implemented the data collection requirements at 45 CFR 1356.82(a)(2) and (3); Appendix B to Part 1356; See General Requirement 4; elements 37-58
Policy manuals or training materials for survey administrators	Copies of policies and procedures outlining the state's survey administration methodology and all materials used to train or guide survey administrators in engaging and surveying youth.	Documents how the state has implemented the data collection requirements at 45 CFR 1356.82(a)(2) and (3); See General Requirement 4 for more information

Document	Description	Purpose
Survey invitation or outreach materials	Copies of any documents that are provided to youth to inform them about the NYTD survey and engage their participation. This may include flyers, brochures, letters, emails, social media or website postings, or letters	Documents how the state has implemented the data collection requirements at 45 CFR 1356.82(a)(2) and (3); See General Requirement 4 for more information
Informed consent and assent forms	Copies of any forms that provide information on the purpose and use of the NYTD survey to assist a youth in making an informed decision about whether or not to participate in the survey.	Documents how the state has implemented the data collection requirements at 45 CFR 1356.82(a)(2) and (3); See General Requirement 4 for more information
Documentation related to incentives provided to youth	Description of any incentives used to garner the participation of youth and a description of how the state records/documents the receipt of the incentive, if applicable.	Documents how the state has implemented the data collection requirements at 45 CFR 1356.82(a)(2) and (3); See General Requirement 4 for more information
Contact sheets or other tools used to collect and manage information about a youth's whereabouts	Copies of forms or a description of the processes the state uses to locate and stay engaged with youth between survey rounds.	Documents how the state has implemented the data collection requirements at 45 CFR 1356.82(a)(2) and (3) including how the state locates and engages youth in the follow-up population who may have left foster care; See General Requirement 4 for more information

4.4 Requirements Workbook

The purpose of the Requirements Workbook (Appendix C) is to provide detailed information regarding each requirement subject to review and to document how the state has implemented the NYTD requirements. For each of the seven *general requirements* (Appendix C-1) and 58 *data elements* (Appendix C-2), the workbook lists the requirement name, definition and checklist items. The checklist items are the specific components of the requirement that are assessed through the NYTD Review to determine whether the state has met the requirement. For each of the general requirements listed in Appendix C-1, the state is to respond to the questionnaire items that help describe the state's NYTD implementation efforts related to that requirement. In most cases, a short narrative response is sufficient. Alternatively or in addition to narrative responses, the state may reference other materials provided as part of the pre-onsite documentation exchange (see Sections 4.3.1 -4.3.3) or other official documents the state submits to the Children's Bureau such as the Child and Family Services Plan (CFSP). For the 58 data elements listed in Appendix C-2, the state is to provide in the column labeled "state child welfare information system values" the definitions and representations of the values for each element

used by the state. Where possible, this information should be supplemented by code or lookup tables that will enable the federal team to understand elements referenced in the source code or mapping forms.

While completing and submitting the state's Requirements Workbook is a primary responsibility of the state review coordinator, the technical lead should oversee completion of the second part of the Requirements Workbook related to data mapping (Appendix C-2). Also, the state's CQI lead and/or data manager should assist the review coordinator in responding to the items related to data quality, analysis and use (e.g., General Requirement 7). Other staff such as policy or training staff also may need to be consulted in completing the Requirements Workbook.

4.5 Test Cases

The use of test cases is a way to assess the state's collection, extraction and transmission of required NYTD data on mock records of youth in transition. As part of the pre-onsite phase, the federal review coordinator provides the state with a series of mock case records containing information about youth included in a typical NYTD data file submission such as youth receiving independent living services or a youth eligible to participate in the NYTD survey. The mock records that are created by the test cases are extracted from the state's data system, transmitted in a test file to the NYTD system and compared with an established answer key. This information, in conjunction with the analysis of the extraction program code and the other components of the NYTD Review, provides the federal team with a comprehensive view of the state's information system prior to the onsite review.

The intent of the test cases is to validate the state's information system for accuracy and the state's understanding of the NYTD requirements. While the state may ask clarifying questions about the test case scenarios, the federal review coordinator may not provide answers in the interest of determining objectively the state's capability to address all NYTD requirements. The person(s) entering the test cases into the system should have casework experience. Procedures for preparing the test cases are in Figure 9 below. The test cases are to be submitted at least four weeks in advance so that they can be analyzed and findings discussed with the state review team in preparation for the onsite phase. Because the test cases may be discussed as part of the system demonstration, the state must retain the test cases until the completion of the onsite review.

Figure 9. Test Cases Procedure

Procedure
<ol style="list-style-type: none">1. The federal review coordinator emails the test cases to the state review coordinator by the established due date.2. The state review coordinator identifies a staff member or members familiar with the system and/or case practice to enter the cases. A training or test environment that mirrors the production system may be used to enter the test cases.3. Once entered, the state review team coordinator (or designee) electronically transmits the file following the same specifications used to transmit NYTD files (naming and categorizing the file as

Procedure

“test”).

4. The state review coordinator notifies the federal review coordinator by email that the test file has been submitted and shares the encrypted record numbers that correspond to each test case. This correspondence should include any relevant notes pertaining to the test cases as necessary.
5. The federal review coordinator reviews the test cases and shares findings with the state team by the established due date during the pre-onsite phase.

4.6 Case Record Review Preparation

To examine the accuracy of NYTD data, a sample of 30 case records is reviewed during the onsite visit. Much like in the AFCARS Assessment Review, the NYTD case review compares information on a youth submitted in a state’s NYTD data file with information found in that youth’s case file at the state child welfare agency. Approximately two months before the onsite visit, the Children’s Bureau will send the state agency a sample of cases to be used in the case file review. Once received, the state review coordinator should begin compiling the case record documentation listed in Figure 10 and follow the case review procedures listed in Figure 11 below.

4.6.1 Case Record Sample

The 30-record sample size consists of 10 records from each of the three NYTD reporting populations (served, baseline and follow-up) drawn from the most recent report period files containing information on that reporting population. We will use random sampling unless the Children’s Bureau determines that there is a reason to stratify the sample in consultation with the state. Due to the staggered schedule for surveying youth, it is necessary to pull the case record sample from two different report periods to ensure the sample contains a record from each reporting population (in general, baseline and follow-up population youth are not surveyed during the same year). As a result, there will be two periods under review. For example, for a state participating in a NYTD Review in the fall of 2017, we would draw 10 served population records and 10 baseline population records from the 2017A file. Then, we would pull 10 follow-up population records from the 2016B file. In general, to determine the “most recent” data file, we use the last NYTD Report submitted by the state two months prior to the onsite review. If a state has opted to conduct sampling for the follow-up population, the case record review sample is drawn from the group of youth in the follow-up population sample.

The case review sample will include an oversample of youth records. After receiving the sample, the state review coordinator should review the list of records and perform an initial assessment of case-level data reported for each youth in the sample. If there are any concerns regarding the completeness or accuracy of the case-level data in the record, the state review coordinator should inform the federal review coordinator as soon as possible. In limited circumstances, the federal review coordinator may

make a determination that a case record from the sample will be replaced by a record from the oversample.

4.6.2 Case Record Documentation

From prior case reviews conducted in other federal reviews, the Children’s Bureau has found that while there may be challenges to validating the case data in the state agency’s paper or electronic files, the process provides valuable insights into how information is collected and updated using both paper forms and the state’s child welfare information system. It is possible that not all the information we require for the case record review will be maintained in one location (e.g., in only the paper case record or only in the information system). The state is responsible for compiling all the information necessary for the case record review including providing any files maintained separately from the youth’s case record (e.g., information from provider files or files containing survey information). In particular, it is important that the federal team has access to the [complete case file](#) including any documentation that describes when and how a youth was invited to participate in the NYTD survey. While not intended to be exhaustive, the list in Figure 10 summarizes the typical documentation necessary to validate information on the NYTD data elements.

Figure 10. Case Record Documentation

Document	Description	Purpose
Birth certificate	Copy of the youth’s birth certificate	Validates the accuracy of the youth’s date of birth (element 4) and sex (element 5). Because the baseline and follow-up populations are determined in part by age, it is important that the youth’s birth date is correct
Information about the youth’s basic demographics	Copies of assessments, interviews, and other case documentation that provide basic descriptive information about the youth’s race, ethnicity and tribal affiliation	Validates the accuracy of information about the youth’s race (elements 6-12), ethnicity (element 13) and membership or eligibility for membership in a federally-recognized tribe (element 16)
Court records	Court orders adjudicating youth as delinquent	Validates the accuracy of information regarding youth with juvenile justice involvement, including adjudications prior to foster care entry or after a youth has left foster care (element 17)
Education record	Documentation regarding the youth’s educational level and special education status	Validates the accuracy of the youth’s level of education at the end of the report period and whether or not the youth was receiving special education (element 19) during the report period

Document	Description	Purpose
Information regarding the local agency serving the youth	Documentation showing the most recent local agency responsible for placement and care of a youth in foster care or for serving a youth discharged from foster care during the period under review	Validates the accuracy of the Federal Information Processing Standard (FIPS) code for the local agency primarily responsible for the youth (element 15), even if that local agency is not in the state (e.g., for youth placed in the state via the Interstate Compact for the Placement of Children)
Foster care record	Information regarding the youth's placement settings, placement move dates, and if applicable, title IV-E payment history	Validates the youth's foster care status consistent with the definition of "foster care" used for NYTD purposes (45 CFR 1355.20; or see General Requirements 1-3). Please note that while this definition generally includes all placements regardless of licensure or payment (see 73 FR 10342), we must validate whether or not youth over age 18 were receiving title IV-E assistance.
Transition plans and needs assessments	Independent living needs assessments and the transition plans intended to document a youth's progress toward meeting case goals consistent with the assessment	Validates the accuracy and quality of the assessment of a youth's needs (element 20) and the corresponding services identified to address those needs (elements 21-33)
Service and payment history	Information regarding independent living services paid for by the state agency (either through a provider or through a direct payment to the youth or to the foster parent on the youth's behalf) or provided by the state agency (e.g., services provided by a caseworker or foster parent); Education and Training Voucher payments, payments for a youth's room and board; supervised independent living placements, payments for transportation	Validates the accuracy and completeness of information about services and supports paid for or provided by the state agency that administers the CFCIP (e.g., elements 21-33)
Survey instrument	A copy of the youth's survey responses (i.e., hard copy instrument, electronic responses provided online, etc.)	Validates the accuracy of youth outcomes data reported by the state (element 37-58) and the date on which the survey was administered (element 35); General Requirement 4
Documentation regarding the state's efforts to locate and engage the youth in the survey	Copies of forms, case notes or other document the state uses track its efforts to invite youth to take the NYTD survey or to locate and stay engaged with youth between survey rounds	Validates that the state made appropriate efforts to survey youth (General Requirement 4) and validates that the youth's outcome reporting status (element 34), including reason for non-response, was reported accurately

4.6.3 Case Record Review Team Preparation

The state is to identify at least six state staff who can participate in the case review. These staff will be assigned to work with a federal review team to conduct the case review. In selecting these staff, the state should select caseworkers or other staff with current, firsthand experience with collecting and entering data into the information system and performing quality assurance and correction. In addition, the state review coordinator (or designee) is to attend the case record review to assist in identifying/assigning case files and to answer questions regarding the available case record documentation. While the federal review coordinator will conduct a short orientation to the case review process during the onsite phase (see Section 5.4 for more information), the federal review team receives NYTD case review training prior to the onsite phase. **Please note that all case-specific information disclosed during the NYTD Review is confidential.** The state is required by law to disclose such information for certain audits or similar activities (like the NYTD Review) conducted by ACF and its contractors (see 45 CFR 75.364.)

Figure 11. Case Record Preparation Procedure

Procedure

1. After receiving the sample, the state review coordinator reviews the list and performs an initial assessment of case-level data to ensure that case records are as complete and up-to-date as possible, including the case record documentation described above in Figure 10. If there are any concerns regarding the completeness or accuracy of the record, the state review coordinator informs the federal review coordinator as soon as possible.
2. The state review coordinator creates a list to cross-reference the encrypted record numbers with the actual case record numbers used by the state. This should also include the name of the youth or case family name.
3. Then, the state review coordinator arranges for the case files to be delivered to the state office by the first day of the onsite review and kept secure for the duration of the onsite phase. **The case files must be organized by and labeled with the corresponding “NYTD Review ID” number provided in the state’s case review sample** (e.g., 1-30) as we will review the cases in order.
4. Finally, the state review coordination identifies and schedules **at least six state staff** to participate in the case file review. It is recommended that the state have field workers, supervisors, and/or regional administrators participate in this part of the review. These staff will be paired with members of the federal team during the case review. See Section 5.4 for additional information about the case record review.

4.7 Stakeholder Interview Preparation

In order to gather more information about whether and how the state has implemented NYTD requirements, the federal team conducts interviews (45-60 minutes each) with stakeholders as part of the onsite review. The state review coordinator is responsible for scheduling these interviews during the onsite visit (see Section 5.5 for more information). We strongly encourage the state to schedule all

stakeholder interviews as early as possible during pre-onsite phase planning to ensure the attendance of stakeholders who may need advance notice to travel or make other arrangements to attend. To accommodate the unique scheduling needs of foster parents and young people, stakeholder interviews may be conducted during the evening of Days 2 or 3 or during the morning of Day 4. Also, as noted in Section 4.1, we encourage states to consider selecting an alternate site (i.e., a different city or local office from the host site) for the federal team to meet with stakeholders in person. This location should be close enough to the host site to enable a small team of federal staff to travel to and from the alternate site on the same day.

While in-person interviews are preferred, it is also acceptable to conduct stakeholder interviews by phone. In past site visits and pilot reviews, stakeholder interviews were conducted with approximately 30 individuals during a review week. However, there is no minimum requirement for the number or type of stakeholder interviews to be conducted onsite. While the federal team will work collaboratively with state staff to identify groups of stakeholders during the pre-onsite phase, we encourage states to invite stakeholders who actively work on NYTD data collection or who share a stake in assisting youth in making a transition to adulthood, including:

- Young people;
- State caseworkers;
- NYTD survey administrators;
- Contracted service providers or other independent living program staff;
- Foster parents;
- Tribal representatives;
- Juvenile justice agency staff;
- Court-appointed special advocates (CASAs); and
- Judges other court staff.

It is acceptable to group together stakeholders into a single interview, which the federal team will conduct as a small group discussion. However, based on our experience piloting the NYTD Review, we encourage such groups to be limited to [no more than three individuals](#) with the exception of the focus group with young people (described below).

Young people play an important role in helping decision makers analyze and use information to drive changes within an agency to improve outcomes for children and families. Engaging young people directly in the NYTD Review is part of the Children's Bureau's commitment to supporting the role young people play in a CQI system (see Sections 2.4 and 3.1). Consequently, states are required to schedule stakeholder interviews with youth as part of the NYTD Review. We recommend the state recruit 7-10 youth for interviews from the following groups:

- Youth leaders from the state's youth advisory board or young people active in the state's foster care alumni group;
- Young people who currently participate or previously participated in the state's independent living program;

- Young people who participated in the NYTD survey; and
- Young people who participate in the state’s extended foster care program, if applicable.

The focus group is facilitated in part by the trained young adult reviewers on the federal team. From our pilot NYTD Reviews, we have learned that some youth may disclose or make evident during interviews that they are struggling with living independently or are in urgent need of assistance. For example, they may share that they are homeless, struggling with substance abuse, or have legal or financial problems interfering with their ability to secure employment or housing. In other cases, a young person may similarly be at risk but may choose not to disclose this information during the interviews. As part of the preparation for the young adult focus group, we ask that states create or identify a short document listing available resources and supports for young people that can be provided to each young person at during the group discussion. We also ask that the state designate a contact person from the state agency who can follow-up with youth who disclose concerns about their well-being following the focus group.

4.8 Data Quality Review

In preparation for the onsite phase, the federal team will create various data reports to understand the quality of information the state reported related to youth demographics, services, and outcomes. Most of these reports will be generated from the NYTD Portal, including frequency reports on key data elements and summary reports of the state’s data errors and data quality advisories reported to date. We also may run other data reports such as joint analyses of the state’s NYTD and AFCARS data, including a case summary of information reported to date for each youth in the case review sample. Finally, the federal team will work with the state to create a summary “data snapshot” of NYTD findings that will be used as a handout to assist the state team and its stakeholders in understanding the demographics, services and outcomes of youth in the state.

The federal team will share these data reports with the state team during the pre-onsite phase to highlight key findings from NYTD reports and to discuss any areas in which data collection processes and procedures may affect the quality of data reported to the NYTD system. However, we strongly encourage states to use the NYTD Portal on an ongoing basis to review similar reports on NYTD data quality². We also ask states to be prepared to discuss its data quality plan along with any other plans to analyze and use NYTD data as part of the CQI discussion during the onsite review (see Section 5.6 for more information).

² A variety of reports are available on the NYTD Portal for state use including frequency reports, error reports and the data snapshot tool that summarizes a state’s NYTD data by report period or by fiscal year. Please visit the “Help” section of the NYTD Portal for instructions on how to generate and use these reports.

4.9 Pre-onsite phase findings

As the federal team discusses the state’s NYTD implementation in planning calls with the state team (Section 4.1) and as the federal team receives and reviews the state’s pre-onsite phase documentation (Section 4.3), Requirements Workbook (Section 4.4), test cases (Section 4.5), and prior data reports (Section 4.8), the federal review coordinator will document pre-onsite phase findings and share with the state review coordinator. A “finding” is a documented observation that indicates the state has not met one of the “checklist items” found in the Requirements Workbook. The pre-onsite phase findings document will describe each finding, the potential impact on the general requirement/data element and the information source used as the basis for the finding (see Figure 12 below for an example). The federal review coordinator will update the document periodically throughout the pre-onsite phase. While these findings are considered “preliminary” and will not be used to assign a rating factor to a general requirement or data element prior to the onsite review, they are intended to identify known issues that impact the state’s ability to meet all requirements subject to review. By identifying these known issues as they are discovered during the pre-onsite phase, we hope to devote more time during the onsite review to discussing how best to address findings and how improved data quality may better inform the state’s independent living program.

Figure 12. Sample Pre-onsite Phase Findings

ID	Finding	Impact	Information Source
1	The state does not report data on Education and Training Vouchers (ETV) provided to youth.	General Requirement 1; element 32	Technical discussion with state staff
2	The state’s system does not permit the selection of “declined” as an option for a youth’s ethnicity.	Element 13	Test case findings; review of system screenshots and program code
3	The state is using incorrect versions of the survey questions or response options to collect information from follow-up population youth.	General Requirement 4; elements 47, 50 52-53 and 55-58	Follow-up survey instrument

5. The Onsite Phase

The onsite phase offers an opportunity for the federal review team, state review team, and other stakeholders to meet in person and explore comprehensively the state's NYTD data collection processes. The following section describes each of the onsite phase activities conducted during the NYTD Review.

5.1 Entrance Conference

Each onsite visit will begin with an entrance conference attended by the entire federal team and state team. Executive and managers from the state child welfare agency are to attend. The purpose of this one-hour meeting is to:

- Facilitate introduction between the federal team and the state team, including state agency leaders;
- Review the nature and scope of the onsite review, including responding to any state questions about the NYTD Review process; and
- Make any final modifications to the onsite agenda.

5.2 System Demonstration

The state will present an element-by-element demonstration of its child welfare information system and other case management systems used in the collection, extraction and reporting of NYTD demographic, services, and outcomes information. This must be a **live demonstration of the system or systems** (production environment or testing environment that mirrors production), presented by the state's technical lead or other knowledgeable staff person. The purpose of this demonstration is to observe the entire process of entering NYTD data into the child welfare information system and, if applicable, to understand the data exchanges used to gather and manage required NYTD data. The state team also should be prepared to identify and discuss the test cases that were entered during the pre-onsite phase. If the state uses forms to collect case data, these should be referenced during the system demonstration as well. During this portion of the onsite review, federal team members may have questions regarding specific scenarios to clarify how real life situations are reported in the NYTD data. Consequently, state staff members responsible for collecting and entering data into the information system and performing quality assurance and correction (e.g., front line caseworkers, IL staff, etc.) must be participants in these discussions.

5.3 Survey Methodology Review

In conjunction with the system demonstration, the federal team conducts a complete review of the state's outcomes data collection effort, including a discussion of both baseline and follow-up survey processes. States have considerable flexibility to craft a survey instrument and to select a method for administering the survey to meet NYTD requirements. As noted in Section 4, we acknowledge that states' NYTD survey policies and practices will vary and that some states will exceed federal

requirements related to the size, scope and frequency of outcomes data collection on youth in transition. We also acknowledge that some states have implemented survey methods and practices that are not required by the Children's Bureau such as informed consent protocols and the use of incentives. While we have recommended some such practices in technical assistance documents, we also are aware that these practices influence the state's efforts to meet NYTD requirements to collect survey information from youth in transition.

While we will limit findings to areas in which the state's practices are inconsistent with NYTD requirements, the onsite review will examine a state's *complete* survey methodology, from invitation to survey completion. We also will validate that the state's survey instruments use the required NYTD survey questions and response options. To facilitate this review, the state should provide the documents referenced in Section 4.3.3 and respond to the requirements workbook questions in General Requirement 4 (Appendix C-1).

5.4 Case Record Review

By comparing data reported for youth to NYTD with the information maintained in the state's case file, the case record review assess the accuracy and completeness of data while providing valuable insights into how the state delivers IL services and supports to youth in transition. The federal team will provide the case record review sample and the worksheets that will be used to review each sampled record. As noted in Section 4.6, we will provide a sample of 30 records (10 records from each of the three NYTD reporting populations- served, baseline and follow-up) drawn from the most recent report period files containing information on each reporting population. As noted in Section 4.3.1, the state is to identify six caseworkers or other staff with current, firsthand experience with collecting and entering data into the information system and performing quality assurance and correction to participate in the case record review.

After an introductory briefing, the state and federal teams will work in teams to review the demographics, services, and outcomes elements noted in the case record and determine whether the information is consistent between the youth's NYTD record and the youth's case record and survey responses.. Regardless of whether a youth was selected as part of the served, baseline or follow-up population case record review sample, all record-level data reported to NYTD will be reviewed for accuracy. For example, some youth selected as part of the follow-up population case record review sample also may have been members of the served population. Consequently, the reviewer would examine both the survey information (elements 34-58) applicable to follow-up population youth as well as the demographic and services information (elements 14-33) reported for served population youth. For youth who are a part of the case record review sample but for whom the state did not report services data, we will examine the youth's record to determine whether any services were paid for provided to the youth but *not* reported by the state.

Please note that the case record review will include documenting the state's survey invitation and engagement practices, including noting the circumstances surrounding a youth's non-participation in the survey. In some cases, the case review process will be supplemented by discussion with

caseworkers, IL coordinators, youth and other stakeholders regarding the specific case record that is being reviewed.

After all the cases are reviewed, team members will debrief on the case review findings with the state team. Then, the federal review coordinator will collect the forms. Case review findings will inform the federal team's findings presented at the exit conference. Detailed case record review findings will be listed in the final report during the post-onsite phase.

5.5 Stakeholder Interviews

In order to learn about the state's NYTD implementation efforts from a variety of perspectives, interviews with stakeholders will be scheduled as part of the onsite review. While in-person interviews are preferred, it is also acceptable to conduct stakeholder interviews by phone. If possible, stakeholder interviews should be scheduled during regular working hours. However, to accommodate stakeholders' schedules, interviews may be conducted during the onsite review following the conclusion of Day 2 or Day 3 activities, or during the morning of Day 4.

Please note that interviewers will share copies of the state's data snapshot as part of the facilitated discussion (see Section 4.8 for more information). Because the purpose of stakeholder interviews is to document individuals' understanding of NYTD implementation efforts from a variety of perspectives and levels of practice, there is no prior preparation required for stakeholder interviewees. However, some states have found it helpful to provide background information on the NYTD Review to stakeholders prior to their participation in interviews. Federal review team interviewers will begin each facilitated discussion by explaining the purpose of the NYTD Review and of the stakeholder interviews, read from a script. While we understand that supervisors or project managers may be interested in listening in or participating in interviews with their staff or teams, the presence of a manager may unduly influence a candid discussion with line staff or contractors whose understanding and knowledge of NYTD implementation is a focus of the interview. Consequently, we ask that managers not participate in interviews with their staff.

As noted in Section 4.7, states should be prepared to handle situations in which a young person participating in a focus group discloses that they are at risk. As part of the preparation for youth focus groups, we ask that states make available a handout listing available resources and supports for young people that can be provided to each interviewee at the close of the discussion. We also ask that the state designate a contact person from the state agency who can follow-up with youth who disclose concerns about their well-being following the focus group.

5.6 Other topic-based meetings

As part of the NYTD Review, there are additional topic-based meetings scheduled in order to accomplish the review goals outlined in Section 1.3.

5.6.1 File Reporting

This meeting is a separate, technical discussion of the state's file reporting process as part of the onsite review. This meeting, typically hosted on Day 3 concurrently with the stakeholder interviews (see sample agenda in Appendix B), is attended by the state's technical lead and staff and the federal team's technical lead. The purpose of the meeting is to follow-up on any technical topics that arose during the system demonstration and to discuss technical questions regarding the state's file preparation, quality assurance and submission procedures.

5.6.2 CQI Discussion

As discussed in Section 2.4, states are required to "regularly assess the quality of services under the Child and Family Services Plan (CFSP)" (45 CFR 1357.15(u)). In addition, Information Memorandum [ACYF-CB-IM-12-07](#) guides states to adopt a *continuous quality improvement* (CQI) approach to measure the quality of services by determining the impact those services have on child outcomes. Specifically, the memorandum describes five components of a well-functioning CQI system:

- An **administrative structure** to oversee the CQI system to ensure it functions consistently across the state;
- **High quality case data** on children and families, particularly for federal reports (e.g., AFCARS, NYTD, etc.);
- **Case record reviews** to understand the day-to-day practices that impact child outcomes;
- **Data analysis and dissemination** that benchmarks the state's performance meeting child welfare goals; and
- **Feedback to stakeholders** that can assist the state in driving change within the agency to better serve children and families.

While the NYTD Review is not intended to be a review of the state's CQI system, the federal team will facilitate a CQI discussion to understand and assess how the state has incorporated NYTD data into its CQI approach. The state's CQI lead or data manager should attend and be prepared to address how NYTD is integrated into the five CQI components referenced above. The CQI discussion is typically hosted on Day 3 or 4 of the onsite review.

5.6.3 Pre-Exit Conference Debrief

The state and federal review coordinators may determine that a pre-exit conference debrief for select state program staff is helpful to assist in framing the findings that will be shared with all state child welfare agency staff as part of the exit conference. This pre-exit debrief may be requested by the state review coordinator if time permits during the onsite review week.

5.7 Exit Conference

Each onsite review concludes with an exit conference, which will last approximately one hour. The exit conference includes all staff members that were involved with the NYTD Review during the review week, agency leaders and managers, and other staff or stakeholders invited by the state. The state is

encouraged to invite other stakeholders to the exit conference including service providers, staff from the state agency's local or county offices, and the state's youth advisory board. During this meeting, the federal review coordinator will review the federal team's observations and findings from the onsite phase. A short, written summary of findings will be distributed. The exit conference also is an opportunity to address any questions the state team may have about the findings and the NYTD Review post-onsite phase.

6. The Post-Onsite Phase

6.1 Final Report

After completion of the onsite phase, the federal team will draft a final report within approximately 90 days summarizing findings from the onsite phase including ratings on all requirements subject to review. The purpose of the final report is to provide a roadmap for continuous quality improvement by documenting all findings of the NYTD Review, including the state's strengths, areas needing improvement, and changes necessary to meet all of the NYTD requirements at 45 CFR 1356.80 et seq. In addition to using the final report to support states through the improvement phase (see Section 6.2), the federal team also will use the final report as a mechanism to document states' data collection processes and to begin crafting an inventory of promising practices related to NYTD data collection.

Please note that the federal review coordinator may contact the state review coordinator with additional questions or to request additional information to complete the final report. Changes, corrections or other improvements made by the state to the program code, system screens or other data collection tools submitted to the Children's Bureau within 45 days after the completion of the on-site phase will be incorporated into the final report.

6.2 Improvement Plan

In support of continuous quality improvement, states complete and monitor a NYTD improvement plan based on findings from the final report for general requirements and data elements that receive a rating factor of "3" or lower. The Children's Bureau provides an improvement plan template for the state's use. After receipt of the final report, the state evaluates each general requirement and data element identified as needing correction and determines the length of time it will take to address the finding(s). Then, the improvement plan is submitted electronically to the Children's Bureau. The following sections summarize the process for approving, managing and completing the NYTD improvement plan.

6.2.1 Approving the Plan

Within 30 days of receipt of the final report, the state is to submit the initial improvement plan electronically to the Children's Bureau Regional Office and to the NYTD Help Desk with estimated dates for completing each action item. Upon receipt of the state's initial improvement plan, the Children's Bureau will review the due dates to ensure the plan prioritizes addressing the lowest rated findings and that the entire plan will be implemented in a timely manner. The Children's Bureau may request changes or clarifications to the improvement plan before it is approved. The Children's Bureau Regional Office will notify the state when the initial improvement plan is approved and will provide a due date for the first improvement plan update.

6.2.2 Managing the Plan

The state is to provide updates of its progress completing the improvement plan to the Children's Bureau on a semiannual basis. As updates are received and reviewed, the Children's Bureau will notify the agency when transmitting its comments on the improvement plan of the due date for next plan update. The electronic version of the plan is used by the state and the Children's Bureau for tracking changes, progress notes, and the Children's Bureau's approval of completed action items. As changes are made to the state's system or data collection practices, the state submits documentation so that the Children's Bureau can validate that each finding has been addressed.

The Children's Bureau and state will discuss the type of documentation necessary to validate each action plan. Validation sources may include documentation such as printouts of revised screens, revised program code, revised survey instruments, or copies of agendas or curricula designed to train staff about NYTD data collection. While this documentation generally is submitted with each improvement plan update, the state may submit documentation at any time to validate completion of an action item. States also are encouraged to discuss proposed action plans with the Children's Bureau prior to implementing a change (e.g., screen mockups, revised survey instrument drafts). Please note that the Children's Bureau may request a live demonstration of changes made to the child welfare information system or may request the use of a test account to validate the changes made to the state's information system. Finally, please note that the state also is to indicate its progress implementing the improvement plan its Annual Progress and Services Report (APSR) and in the state's Advance Planning Document (APD) update if changes are being to the child welfare information system regardless of CCWIS status.

6.2.3 Completing the Plan

The improvement plan is considered complete once all action plans implemented to address NYTD Review findings have been completed and an analysis of the state's NYTD reports demonstrate that the improvements result in complete and accurate data (i.e., a rating of "4"). ACF may use other means, such as comparisons with AFCARS data or information submitted in the APSR or CFSP to determine the accuracy of the state's NYTD reports. It is our expectation that NYTD improvement plans are to be completed within three years. Once ACF and the state are satisfied with the improvement in the quality and accuracy of the data, the Children's Bureau will send a close-out letter to the state. The letter will include a summary of the final findings and actions taken by the state, as well as the completed improvement plan.

Appendix A. Planning Checklist

Directions: The checklist below should be used by the state and federal teams to guide planning for a NYTD Review. Timelines for completing each task are outlined and references to the relevant sections of the Guide are included.

Activity	Guide Reference
Approximately 6 months before onsite phase	
<input type="checkbox"/> Children’s Bureau Regional Office confirms dates and location for onsite phase with the state. Federal review coordinator sends letter of confirmation	Section 4.1
4 months before onsite phase	
<input type="checkbox"/> State and federal review team members identified, including federal and state review coordinators and the state’s technical lead	Section 3
<input type="checkbox"/> State and federal team host kickoff planning call to walk through pre-onsite phase documentation requirements for onsite phase. Monthly planning calls will follow.	Section 4.1
<input type="checkbox"/> State begins working on pre-onsite phase activities	Sections 4.3 - 4.8
2 months before onsite phase	
<input type="checkbox"/> State submits system documentation and survey materials to federal team	Section 4.3
<input type="checkbox"/> State submits the Requirements Workbook	Section 4.4; Appendix C
<input type="checkbox"/> Federal review coordinator sends test case scenarios to state to review and enter into its child welfare information system	Section 4.5
<input type="checkbox"/> Federal review coordinator provides the case record review sample to the state	Section 4.6
<input type="checkbox"/> Federal review coordinator generates NYTD data reports and analysis to identify and note areas of focus for onsite phase	Section 4.8
1 month before onsite phase	
<input type="checkbox"/> State identifies staff to participate in case record reviews and schedules individuals, including young people, to participate in stakeholder interviews	Section 4.7
<input type="checkbox"/> State and federal teams host conference call to confirm meeting logistics for onsite phase	Section 4.1
<input type="checkbox"/> State and federal team finalize agenda for onsite phase	Section 4.2
<input type="checkbox"/> State submits test case scenarios	Section 4.5
<div> <div></div> <div>ON SITE PHASE</div> <div></div> </div>	
3 months after onsite phase	
<input type="checkbox"/> Children’s Bureau submits final report to state	Section 6.1
4 months after onsite phase	
<input type="checkbox"/> Final debrief call to discuss final report and to kickoff improvement planning	Section 6.1 - 6.2
<input type="checkbox"/> State submits initial improvement plan	Section 6.2

Appendix B. Sample Onsite Agenda

Directions: Onsite review activities are described below, along with recommendations for time allotments and suggested staff roles. The agenda should be finalized about one month before the onsite phase begins.

Day 1

Time	Session Description	State Review Team
Morning	Entrance Conference <i>Introductions, overview of NYTD Review purpose, process, and agenda. Suggested length: 1 hour</i>	Review coordinator Technical lead Agency leadership ILP coordinator and staff CQI/Data manager SACWIS/IT manager Foster care manager Caseworkers Young people
Morning/ Afternoon	System Demonstration and Survey Methodology Review <i>State reviews its NYTD data collection processes including demonstrating where NYTD data elements are recorded in its information system(s) and how it has implemented the NYTD survey. The state's survey methodology is discussed concurrently with the state's demonstration of how outcomes data are managed in the child welfare information system.</i> Demographic Data Collection Practices (General Requirements 1, 2 and 3; Data Elements 1-19) <i>Suggested length: 2 hours</i> Independent Living Services Data Collection Practices (General Requirement 1; Data Elements 20-33) <i>Suggested length: 2 hours</i> Baseline Outcomes Data Collection Practices (General Requirements 2 and 4; Data Elements 34-58) <i>Suggested length: 1 hour</i> Follow-up Outcomes Data Collection Practices (General Requirements 3 and 4; Data Elements 34-58) <i>Suggested length: 1 hour</i>	Review coordinator Technical lead SACWIS/IT manager Data manager/business analyst ILP coordinator Caseworkers Young people

Day 2

Time	Session Description	State Review Team
Morning/ Afternoon	Case Record Review <i>The federal team, working in teams with a state staff member, review 30 case files selected prior to the onsite review. Case reviews include both a review of the paper/electronic case record and discussions with the assigned caseworker and youth, if available. Suggested length: up to 8 hours.</i>	Review coordinator ILP coordinator/staff Caseworkers
Morning	Debrief of case review findings <i>The federal and state teams discuss key findings from the case reviews. Suggested length: 30 minutes</i>	Review coordinator Technical lead ILP coordinator Caseworkers Young people

Day 3

Time	Session Description	State Review Team
Morning/ Afternoon	Stakeholder Interviews/Focus Groups <i>Federal team interviews stakeholders individually and/or in groups. These could include youth, foster parents, service providers, caseworkers, judges/court staff or others. Suggested length: 45-60 minutes for each interview. Up to four interviews can be facilitated concurrently by the federal team.</i>	Review coordinator ILP coordinator and staff Caseworkers Young people Foster parents Service providers Judges/court staff Other stakeholders
Afternoon	File Reporting (General Requirements 5-7) <i>The state describes its file preparation, quality assurance and submission procedures. This meeting is hosted concurrently with stakeholder interviews. Suggested length: 90 minutes</i>	Technical lead Data manager SACWIS/IT manager Program staff representative (ILP coordinator or other staff knowledgeable about how caseworkers use the state's child welfare information system)

Day 4

Time	Session Description	State Review Team
Morning	Data Quality Assurance and Continuous Quality Improvement (General Requirement 7) <i>The state discusses its CQI framework, data quality plan and analyses of NYTD data. Suggested length: 90 minutes</i>	Review coordinator Technical lead ILP coordinator SACWIS/IT manager Caseworkers Young people
Morning	Exit Conference <i>Federal team presents preliminary findings from the onsite review, including ratings on all general requirements and data elements. Suggested length: 1 hour</i>	Review coordinator Technical lead Agency leadership ILP coordinator and staff CQI/Data manager SACWIS/IT manager Foster care manager Caseworkers Young people

Appendix C. Requirements Workbook

Directions: For each of the **general requirements** and **data elements**, the workbook lists the requirement/element name, definition and checklist items. The checklist items are the specific components of the requirement that are assessed through the NYTD Review to determine whether the state has met the requirement. For each of the general requirements listed in Appendix C-1, the state is to respond to the questions that help describe the state’s NYTD implementation efforts related to that requirement. In most cases, a short narrative response is sufficient. Alternatively or in addition to narrative responses, the state may reference other materials provided as part of the pre-on-site documentation exchange (see Sections 4.3.1 and 4.3.2) or other official documents the state submits to the Children’s Bureau such as the Child and Family Services Plan (CFSP). For the 58 data elements listed in Appendix C-2, the state is to provide in the column labeled “state child welfare information system values” the definitions and representations of the values for each element used by the state. Where possible, this information should be supplemented by code or lookup tables that will enable the federal team to understand elements referenced in the source code or mapping forms.

C-1. General Requirements

1. The state is reporting information on all youth in the served population
2. The state is reporting information on all youth in the baseline population.
3. The state is reporting information on all youth in the follow-up population.
4. The state implements an appropriate survey methodology to collect youth outcomes data.
5. The state is following approved sampling procedures.
6. The state reports NYTD data files following ACF’s specifications.
7. The state conducts quality assurance to ensure NYTD information can be analyzed and used.

C-2. Data Elements

- | | | |
|--|--|--|
| 1. State | 21. Academic support | 40. Social Security |
| 2. Report date | 22. Post-secondary educational support | 41. Educational aid |
| 3. Record number | 23. Career preparation | 42. Public financial assistance |
| 4. Date of birth | 24. Employment programs or vocational training | 43. Public food assistance |
| 5. Sex | 25. Budget and financial management | 44. Public housing assistance |
| 6. Race: American Indian or Alaska Native | 26. Housing education and home management training | 45. Other financial support |
| 7. Race: Asian | 27. Health education and risk prevention | 46. Highest educational certification received |
| 8. Race: Black or | 28. Family support and healthy marriage education | 47. Current enrollment and attendance |
| 9. Race: Native Hawaiian or Other Pacific Islander | 29. Mentoring | 48. Connection to adult |
| 10. Race: White | 30. Supervised independent living | 49. Homelessness |
| 11. Race: unknown | 31. Room and board financial assistance | 50. Substance abuse referral |
| 12. Race: declined | 32. Education financial assistance | 51. Incarceration |
| 13. Hispanic or Latino ethnicity | 33. Other financial assistance | 52. Children |
| 14. Foster care status services | 34. Outcomes reporting status | 53. Marriage at child's birth |
| 15. Local agency | 35. Date of outcome data collection | 54. Medicaid |
| 16. Federally recognized tribe | 36. Foster care status – outcomes | 55. Other health insurance coverage |
| 17. Adjudicated delinquent | 37. Current full-time employment | 56. Health insurance type: Medical |
| 18. Educational level | 38. Current part-time employment | 57. Health insurance type: Mental health |
| 19. Special education | 39. Employment-related skills | 58. Health insurance type: Prescription drugs |
| 20. Independent living needs assessment | | |

C-1. General Requirements

1. The state reports information on all youth in the served population.

The served population is comprised of all youth who receive at least one independent living service paid for or provided by the state during a reporting period (45 CFR 1356.81(a)). The state must collect and report information on served population youth on an ongoing basis, for as long as youth receive services. (45 CFR 1356.82(a)(1); 1356.83(b) and (c)).

Checklist

- ☐ The state collects and reports information on all youth in the served population who receive the following independent living services and supports:
 - Services provided directly from a state agency staff, foster parent, group home staff or other agent of the state (73 FR 10340).
 - Services paid for by the state CFCIP agency, regardless of whether CFCIP funds are used (73 FR 10340, [NYTD Q&A #1.6](#)).
 - Services or supports paid for by the state CFCIP agency pursuant to a contract with another provider regardless of whether the contract includes funding for the particular service (73 FR 10340).
 - Services delivered through a contract between the CFCIP agency and other state agencies that may be paid for directly or indirectly by the state CFCIP agency (73 FR 10341).
 - Education and Training Vouchers (ETV) provided to youth up to age 23.
- ☐ The state does not include in its served population youth who receive services from organizations other than the state CFCIP agency when those services are provided through a collaboration, agreement or other arrangement that is neither paid for nor provided by the state CFCIP agency (73 FR 10341).
- ☐ The state is using the federal definition of foster care at 45 CFR 1355.20 to identify youth in the served population (73 FR 10342). Refer to element 14 in Appendix C-2 for more information on the federal definition of foster care.

State responses
<p>1.1 Briefly describe the state CFCIP agency's independent living program, including the following:</p> <ul style="list-style-type: none">○ Target population of youth who typically receive independent living services;○ The array of services available to youth;○ The state's ETV program operation;○ Partnerships with other state or community based agencies to jointly fund or deliver independent living services; and○ The state's primary independent living needs assessment tool used and the frequency with which it is administered. <p><u>State's response:</u></p>
<p>1.2 Briefly describe how and when services data is collected and managed for each of type of service described below. Please identify in your responses who is primarily responsible for ensuring these data are entered into the child welfare information system.</p> <ul style="list-style-type: none">○ Services provided directly by a state agency staff member (e.g., a caseworker or independent living program worker), foster parent, group home staff or other agent of the state;○ Services paid for directly by the state agency to a provider, a youth or to a foster parent on the

1. The state reports information on all youth in the served population.

- youth's behalf; and
- ETVs.

State's response:

1.3 Briefly describe the state's approach to collecting and updating demographic and other descriptive information about youth in the served population (e.g., elements 15-19).

State's response:

2. The state reports information on all youth in the baseline population.

The baseline population is comprised of youth who are in foster care as defined in 45 CFR 1355.20 and reach a 17th birthday during federal fiscal year (FFY) 2011 or in every third year thereafter (45 CFR 1356.81(b)). For each youth in the baseline population, the state agency must collect outcomes information (elements 34, 35, 37-58) during a year in which baseline data are due (e.g., FFY 2011, 2014, 2017, etc.). (45 CFR 1356.82(a)(2); 1356.83(b) and (d)). This requirement assesses the reporting requirements related to youth in the baseline population. Please note that we assess the state's methodology for collecting outcomes information in General Requirement 4.

Checklist

- ☐ The state is using the federal definition of foster care at 45 CFR 1355.20 to identify youth in the baseline population (73 FR 10342). Refer to element 36 in Appendix C-2 for more information on the federal definition of foster care.
- ☐ The state has a business process to identify youth who enter or exit foster care shortly before or after a 17th birthday in order to properly determine their membership in the baseline population.
- ☐ The state is reporting baseline data during required reporting years only (45 CFR 1356.82(a)(2)).
- ☐ The state is reporting baseline records during the correct reporting period (during the reporting period submission that corresponds with the youth's 17th birthday or the reporting period submission that corresponds with the reporting period in which the youth participated in the survey (for youth who turn age 17 within 45 days from the end of the reporting period) (45 CFR 1356.83(d); NYTD Q&A #1.42, 2.56, 2.60)).

State responses	
2.1 Please describe how and when youth are identified as members of the baseline population, particularly among youth who may have entered care on/around their 17 th birthday.	<u>State's response:</u>
2.2 How does the state ensure that youth who receive title IV-E foster care maintenance payments in the placement and care of another public agency (e.g., juvenile justice agencies or tribal agency) pursuant to a title IV-agreement are included in the baseline population?	<u>State's response:</u>
2.3 Has the state conducted comparisons between the number of youth reported in the baseline population to NYTD and the number of youth reported to be in foster care at age 17 to AFCARS?	<u>State's response:</u>

3. The state reports information on all youth in the follow-up population.

The follow-up population is comprised of youth who reach their 19th or 21st birthday and had participated in data collection as part of the baseline population (45 CFR 1356.81(c)). For each youth in the follow-up population, the state agency must collect outcomes data (elements 34-58) during the reporting period of the youth's 19th and 21st birthday. (45 CFR 1356.82(a)(3)). This requirement assesses the reporting requirements related to youth in the follow-up population. Please note that we assess the state's methodology for collecting outcomes information in General Requirement 4.

Checklist

- ☐ The state is reporting all records of youth in the follow-up population at age 19, including those not selected for the sample (for states that opted to sample).
- ☐ The state is reporting outcomes data on all youth in the follow-up population (or sample) in the NYTD report that encompasses the youths' 19th or 21st birthday.
- ☐ The state's data files have consistently passed the outcomes universe compliance standard at 45 CFR 1356.85(b)(2).
- ☐ The state follows the procedures outlined in [NYTD Technical Bulletin #5](#) for updating its follow-up population cohort when the state identifies data errors that impact a youth's membership in a cohort.
- ☐ The state is using the federal definition of foster care at 45 CFR 1355.20 to determine a foster care status for youth in the follow-up population (73 FR 10342). Refer to element 36 in Appendix C-2 for more information on the federal definition of foster care.

<i>State responses</i>
<p>3.1 Please describe how youth are identified as members of the follow-up population cohort in the child welfare information system.</p> <p><u>State's response:</u></p>
<p>3.2 Has the state requested any updates to its cohort consistent with the procedures outlined in NYTD Technical Bulletin #5? If so, please describe the reason for the request (e.g., to correct an inaccurate date of birth, incorrect record number, etc.)?</p> <p><u>State's response:</u></p>
<p>3.3 Has the state ever transmitted a data file that failed the "outcomes universe" compliance standard (e.g., failed to report the records of one or more youth in the follow-up population cohort)? If so, how did the state investigate and address this error?</p> <p><u>State's response:</u></p>
<p>3.4 Is the state collecting contact information that later can be used to locate youth after they exit care? If so, which information is the state collecting and where is it stored? How often is this information updated?</p> <p><u>State's response:</u></p>

3. The state reports information on all youth in the follow-up population.

3.5 How has the state maintained contact with youth in the follow-up population cohort between ages 17 and 19 and between ages 19 and 21?

State's response:

3.6 Describe how youth can keep in contact with the state (toll-free number, email, etc.).

State's response:

4. The state implements an appropriate survey methodology to collect youth outcomes data.

<i>State responses</i>
<p>4.1 Describe the survey administration method(s) used for collecting outcomes data, including who is responsible for administering the survey. Does the state use the same survey method(s) for each survey wave?</p> <p><u>State's response:</u></p>
<p>4.2 How and when does the state invite youth to participate in the survey? If a different approach is used to engage baseline and follow-up youth, please describe separately below.</p> <p><u>State's response:</u></p>
<p>4.3 Do the state's survey instruments contain instructions regarding how to complete the survey, including which questions the youth should answer?</p> <p><u>State's response:</u></p>
<p>4.4 Is the state using youth-friendly prompts that assist a young person in understanding the NYTD survey questions and response options? If so, how were these prompts drafted and how are they presented to the youth (e.g., written or spoken)?</p> <p><u>State's response:</u></p>
<p>4.5 Do the state's survey instruments include names of the state's Medicaid program (element 54) or public assistance program (element 42)?</p> <p><u>State's response:</u></p>
<p>4.6 Did the state include additional survey questions to any of its NYTD survey instruments beyond those required by the NYTD regulation? If so, what are they and how did the state choose them?</p> <p><u>State's response:</u></p>
<p>4.7 Describe the incentives used, if any, to garner youth participation in the NYTD survey.</p> <p><u>State's response:</u></p>
<p>4.8 Describe the informed consent protocol used, if any, to help a young person understand the purpose and use of the NYTD survey.</p> <p><u>State's response:</u></p>
<p>4.9 Describe the plan, if any, for preventing or addressing secondary trauma of youth that may be associated with taking the survey.</p> <p><u>State's response:</u></p>

4. The state implements an appropriate survey methodology to collect youth outcomes data.

4.10 Has the state encountered challenges inviting youth to participate in the NYTD survey? Describe how the state follows up with youth who do not initially respond to the state’s survey invitation. For youth in foster care, do placement providers allow consistent access to youth for the purposes of administering the NYTD survey?
--

State’s response:

4.11 Describe what accommodations are made for youth with special needs to participate in the NYTD survey. Does the state have a consistent policy for determining when a youth is “incapacitated” and unable to participate in the survey? If so, please describe.

State’s response:

4.12 Does the state provide the NYTD survey in any languages other than English?
--

State’s response:

5. The state follows ACF's sampling procedures.

The state agency may select a sample of 17-year-olds in the baseline population to follow over time (as members of the follow-up population) consistent with sampling requirements (45 CFR 1356.82(b) and 45 CFR 1356.84)). This general requirement applies only to states that have opted to conduct sampling.

Checklist

- ☐ The state conducts quality assurance on all baseline population records in all corresponding report period files to ensure that all youth who participated in the survey at age 17 are appropriately identified and reported.
- ☐ The state follows the procedures outlined in [NYTD Technical Bulletin #5](#) for requesting and managing the sample.

<i>State responses</i>
<p>5.1 How, why and when did the state decide to sample? If a sampling method other than random sampling was selected, please explain why.</p> <p><u>State's response:</u></p>
<p>5.2 Describe the process used by the state to conduct quality assurance on data on youth in the sampling frame.</p> <p><u>State's response:</u></p>

6. The state reports NYTD data files following ACF's specifications.

The state must report all data to ACF electronically according to ACF's specifications (45 CFR 1356.83(h)).

Checklist

- ☐ The state reports on all applicable data elements for an individual youth in one record per reporting period (45 CFR 1356.83(f)) (e.g., data files do contain any duplicate record numbers).
- ☐ The state reports all data to ACF electronically according to ACF's file format specifications (45 CFR 1356.83(h)). These specifications are outlined in [NYTD Technical Bulletin #1](#).
- ☐ The state submits NYTD data files on time (45 CFR 1356.83(a); 45 CFR 1356.85(e)(1)).
- ☐ The state uses the appropriate file name conventions for test, regular, corrected and subsequent files (Section 6 of [NYTD Technical Bulletin #1](#)).

<i>State responses</i>
<p>6.1 Please describe the state's child welfare information system, including providing the following information:</p> <ul style="list-style-type: none">○ Name of the child welfare information system;○ Date system was implemented agency-wide;○ Number of users;○ Description of any users who are not employees of your agency, such as private providers, staff of other state or tribal agencies, court staff, or contractors;○ Scope and functionality of the system extended to serve program areas beyond child welfare (e.g., juvenile justice, children's mental health, etc.); and○ Description of any data exchanges used to manage case-level information about young people.
<p>6.2 Describe the state's process for extracting NYTD data for transmission to ACF.</p> <p><u>State's response:</u></p>
<p>6.3 How does the state extract data for corrected or subsequent files to ensure that the data is reflective of the youth's circumstances for the report period that corresponds to the file?</p> <p><u>State's response:</u></p>
<p>6.4 Does the information system store all historical information, or is information overwritten with the most recent event?</p> <p><u>State's response:</u></p>
<p>6.5 What ongoing training exists for caseworkers regarding the information system?</p> <p><u>State's response:</u></p>

7. The state conducts data quality assurance to ensure NYTD information can be analyzed and used.

The state has a clear process to ensure data collection is accurate, complete, timely, and consistent in definition and usage across the entire state CFCIP agency. Data quality issues are identified and resolved in NYTD reports. The state monitors existing federal requirements or guidelines and uses appropriate data quality utilities and tools to ensure that data are accurate.

Checklist

- ☐ The quality of NYTD data is assessed by the state on a regular and continuous basis in order to sustain a high level of quality data.
- ☐ The state uses NYTD system tools such as the NYTD Portal and NYTD Data Review Utility (NDRU) to conduct quality assurance on NYTD files, including prior to submission.
- ☐ The state incorporates NYTD data into its quality assurance/continuous quality improvement plan.
- ☐ The state involves staff from every level of the agency, service providers, young people and other stakeholders from outside of the agency in data quality assurance, analysis and use.

State responses
<p>7.1 Describe the state’s data quality control process. Who is responsible for reviewing data files for quality/compliance prior to submission?</p> <p><u>State’s response:</u></p>
<p>7.2 How does the state utilize the NYTD Portal and/or the NYTD Data Review Utility (NDRU) to support quality assurance on NYTD data?</p> <p><u>State’s response:</u></p>
<p>7.3 What is the state’s process to monitor the accuracy and completeness of the NYTD data? Which staff are involved in reviewing NYTD data for quality assurance purposes?</p> <p><u>State’s response:</u></p>
<p>7.4 If applicable, how does the state conduct quality assurance on NYTD information that may be collected via a data exchange with another administrative database or youth-serving agency such as a state department of education or juvenile justice agency?</p> <p><u>State’s response:</u></p>
<p>7.5 How does the state incorporate NYTD data into the following CQI components consistent with ACYF-CB-IM-12-07?</p> <ul style="list-style-type: none">○ Monitoring the quality of data collected and used across the child welfare agency;○ Conducting ongoing case reviews on youth transitioning from foster care;○ Analyzing data to determine state’s progress on selected performance measures for older youth programs; and○ Disseminating feedback to stakeholders to help drive change within the agency to better serve transitioning youth.

7. The state conducts data quality assurance to ensure NYTD information can be analyzed and used.

State's response:

7.6 If not described above (Item 7.5), please address how young people are involved in the state's efforts to analyze and use NYTD data.

State's response:

7.7 How is the state using NYTD data to inform program practice, policy and priorities?

State's response:

7.8 Is the NYTD data reflective of what the state knows about youth and the services provided to them? Explain why or why not.

State's response:

C-2. Data Elements

1. State

“State” means the state responsible for reporting on the youth. Indicate the first two digits of the Federal Information Processing Standard (FIPS) code for the state submitting the report to ACF (45 CFR 1356.83(g)(1); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

None.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Two-digit FIPS code	

2. Report date

The report date corresponds with the end of the current reporting period. Indicate the last month and the year of the reporting period (45 CFR 1356.83(g)(2); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

None.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Year and month (yyyy-mm)	

3. Record number

Encrypted, unique person identification number for the youth. The state agency must apply and retain the same encryption routine or method for the person identification number across all reporting periods. The record number must be encrypted in accordance with ACF standards. Indicate the record number for the youth (45 CFR 1356.83(g)(3); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state applies and retains the same encryption routine or method for the person identification number across all reporting periods.
- ☐ The state uses the same unique identifier for NYTD and AFCARS purposes for youth who are or were in foster care.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Unique person identification number	

4. Date of birth

The youth's date of birth. Indicate the year, month, and day of the youth's birth (45 CFR 1356.83(g)(4); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

None.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Year, month and day (yyyy-mm-dd)	

5. Sex

The youth's sex. Indicate whether the youth is male or female as appropriate (45 CFR 1356.83(g)(5); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

None.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Male Female	

6. Race – American Indian or Alaska Native

An American Indian or Alaska Native youth has origins in any of the original peoples of North or South America (including Central America), and maintains tribal affiliation or community attachment. Indicate whether this category applies for the youth, with a “yes” or “no” (45 CFR 1356.83(g)(6); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state asks the youth to validate his/her race information if it had been initially collected without the youth’s input.
- ☐ The state reports the element based on the youth’s self-description regarding his or her identity and his or her affiliation with a tribal community.
- ☐ The state collects information for this element separately from data collected and reported for element 16 (federally-recognized tribe).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No	

7. Race – Asian

An Asian youth has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Indicate whether this category applies for the youth, with a “yes” or “no” (45 CFR 1356.83(g)(7); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state asks the youth to validate his/her race information if it had been initially collected without the youth’s input.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No	

8. Race – Black or African American

A Black or African American youth has origins in any of the black racial groups of Africa. Indicate whether this category applies for the youth, with a “yes” or “no” (45 CFR 1356.83(g)(8); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state asks the youth to validate his/her race information if it had been initially collected without the youth’s input.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No	

9. Race – Native Hawaiian or other Pacific Islander

A Native Hawaiian or Other Pacific Islander youth has origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands. Indicate whether this category applies for the youth, with a “yes” or “no” (45 CFR 1356.83(g)(9); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state asks the youth to validate his/her race information if it had been initially collected without the youth’s input.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No	

10. Race – White

A White youth has origins in any of the original peoples of Europe, the Middle East, or North Africa. Indicate whether this category applies for the youth, with a “yes” or “no” (45 CFR 1356.83(g)(10); Table 1 of [NYTD Technical Bulletin #11](#)).

Checklist

- ☐ The state asks the youth to validate his/her race information if it had been initially collected without the youth’s input.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No	

11. Race – Unknown

The race, or at least one race of the youth is unknown, or the youth and/or parent is not able to communicate the youth's race. Indicate whether this category applies for the youth, with a "yes" or "no" (45 CFR 1356.83(g)(11); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state asks the youth to validate his/her race information if it had been initially collected without the youth's input.
- ☐ The state reports "yes" for element 11 in combination with another race category when at least one race of a multiracial youth is unknown.
- ☐ The state appropriately maps race data between NYTD and AFCARS when race information is partially or completely unknown.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No	

12. Race – Declined

The youth or parent has declined to identify a race. Indicate whether this category applies for the youth, with a “yes” or “no” (45 CFR 1356.83(g)(12); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state asks the youth to validate his/her race information if it had been initially collected without the youth’s input.
- ☐ The state reports “yes” for the element to indicate that all race information has been declined.
- ☐ The state appropriately maps race data between NYTD and AFCARS when race information is declined.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No	

13. Hispanic or Latino ethnicity

A youth is of Hispanic or Latino ethnicity if the youth is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Indicate which category applies, with “yes,” “no,” “unknown” or “declined,” as appropriate. “Unknown” means that the youth and/or parent is unable to communicate the youth’s ethnicity. “Declined” means that the youth or parent has declined to identify the youth’s Hispanic or Latino ethnicity (45 CFR 1356.83(g)(13); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state asks the youth to validate his/her ethnicity information if it had been initially collected without the youth’s input.
- ☐ The state appropriately maps race data between NYTD and AFCARS when ethnicity information is unknown or declined.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Unknown Declined	

14. Foster care status - Services

A youth receiving services is or was in foster care during the reporting period if the youth is or was in the placement and care responsibility of the state title IV–B/IV–E agency in accordance with the definition of foster care in 45 CFR 1355.20. Indicate whether the youth is or was in foster care at any point during the reporting period, with a “yes” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(14); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state is using the federal definition of foster care (45 CFR 1355.20) to determine the appropriate value (73 FR 10342):

In foster care:

- Youth who are in 24-hour substitute care under the state’s placement and care responsibility in foster family homes (relative or non-relative), group homes, shelter care or child care institutions regardless of whether these placements are licensed, approved or paid.
- Youth placed with juvenile justice agencies or tribes with a title IV-E agreement.
- Youth between the ages of 18 and 19 receiving IV-E as elected in the state's title IV-A plan for AFDC ([NYTD Q&A #2.61](#)).
- Youth receiving title IV-E foster care maintenance payments in a state that has exercised the option to extend foster care to youth age 18 or older.
- Youth who have run away from their placement but who are still in the state’s placement and care responsibility.

Not in foster care:

- Youth who are in facilities primarily for the detention of youth adjudicated delinquent.
 - Youth who are at home but still under the state’s placement and care responsibility.
- ☐ The state reports whether a youth was in foster care at any point during the six-month period in which she/he received services.
- ☐ Element is left blank if a youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

15. Local agency

The county or equivalent jurisdictional unit that has primary responsibility for placement and care of a youth who is in foster care consistent with the definition in 45 CFR 1355.20, or that has primary responsibility for providing services to a youth who is not in foster care. Indicate the five-digit Federal Information Processing Standard (FIPS) code(s) that corresponds to the identity of the county or equivalent unit jurisdiction(s) that meets these criteria during the reporting period. If a youth who is not in foster care is provided services by a centralized unit only, rather than a county agency, indicate “centralized unit.” If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(15); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ For a youth in foster care, the state reports the five-digit FIPS code of the county or equivalent unit jurisdiction(s) that has primarily responsibility for placement and care during the reporting period.
- ☐ For a youth not in foster care, the state reports the five-digit FIPS code of the county or equivalent unit jurisdiction(s) that has primarily responsibility for providing services during the reporting period. If the youth was served by two jurisdictions in the same report period, the state reports the FIPS code of the county/jurisdiction that most recently provided services to the youth.
- ☐ For a youth in foster care who leaves placement and care and receives services subsequently from another jurisdiction in the same report period, the state reports the FIPS code of the county/jurisdiction that most recently provided services to the youth regardless of whether that agency had placement and care responsibility of the youth ([NYTD Q&A #2.62](#)).
- ☐ For out-of-state youth placed in the state under the Interstate Compact for the Placement of Children (ICPC), the state reports the FIPS code that corresponds with the jurisdiction in the sending state with placement and care responsibility for the youth.
- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
FIPS code Centralized unit Blank	

16. Federally recognized tribe

The youth is enrolled in or eligible for membership in a federally recognized tribe. The term “federally recognized tribe” means any Indian tribe, band, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation, as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C 1601 et seq.) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians pursuant to the Indian Self- Determination and Educational Assistance Act (25 U.S.C. 450 et seq.). Indicate “yes,” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(16); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state reports membership/eligibility for membership in a federally recognized tribe for the youth regardless of whether any federally-recognized tribes exist in the state.
- ☐ The state reports membership/eligibility for membership in a federally recognized tribe for the youth including tribes other than the federally-recognized tribes that exist in the state.
- ☐ When membership in a federally recognized tribe is still pending verification, the state reports “blank” for the element (73 FR 10346).
- ☐ The state collects information for this element separately from data collected and reported for the self-identified race category “American Indian/Alaska Native” (element 6).
- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

17. Adjudicated delinquent

A state or federal court of competent jurisdiction has adjudicated the youth as a delinquent. Indicate “yes,” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(17); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state reports a value for this element based on whether or not the youth was ever adjudicated delinquent, including:

Adjudicated (“yes” for element 17):

- Youth adjudicated but never put into the custody of a juvenile justice agency;
- Youth adjudicated at some point during a foster care episode but not during the report period;
- Youth adjudicated prior to foster care entry; and
- Youth adjudicated but never placed in foster care.

Not adjudicated (“no” for element 17):

- The state does not default “yes” for element 17 for youth who were ever placed in a juvenile justice facility without determining whether an official adjudication was ever made.

- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

18. Educational level

The highest educational level completed by the youth. “Post-secondary education or training” refers to any post-secondary education or training, other than an education pursued at a college or university. College refers to completing at least a semester of study at a college or university. Indicate the highest educational level completed by the youth during the reporting period. If the youth is not in the served population, this element must be left blank (45 CFR 1356.83(g)(18); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state ensures that this element is kept up-to-date, especially for youth who have been discharged from foster care.
- ☐ The state reports the last grade completed for youth who have earned a General Equivalency Diploma (GED).
- ☐ The state reports the value “college” for youth who have *completed at least a semester* of study at a college or university (e.g., not simply enrolled in college).
- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Less than 6th grade 6th grade 7th grade 8th grade 9th grade 10th grade 11th grade 12th grade Post-secondary education or training College Blank	

19. Special education

Specifically designed instruction, at no cost to parents, to meet the unique needs of a child with a disability. This element applies only to youth in primary or secondary school (e.g., grades K-12). Indicate whether the youth has received special education instruction during the reporting period with a “yes” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(19); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state indicates whether the youth has received special education instruction during the reporting period (e.g., state does not report “yes” if youth are merely eligible for special education services or if youth who previously received special education services but has not received such services during the report period).
- ☐ The state ensures that this element is kept up-to-date, especially for youth who have been discharged foster care.
- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

20. Independent living needs assessment

A systematic procedure to identify a youth’s basic skills, emotional and social capabilities, strengths, and needs to match the youth with appropriate independent living services. An independent living needs assessment may address knowledge of basic living skills, job readiness, money management abilities, decision-making skills, goal setting, task completion, and transitional living needs. Indicate whether the youth received this service during the reporting period with a “yes” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(20); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state has a clear policy and practice related to the types and frequency of assessments reported for this element.
- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

21. Academic support

Services designed to help a youth complete high school or obtain a General Equivalency Degree (GED). Such services include the following: academic counseling; preparation for a GED, including assistance in applying for or studying for a GED exam; tutoring; help with homework; study skills training; literacy training; and help accessing educational resources. Indicate whether the youth received this service during the reporting period with a “yes” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(21); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state provides accurate guidance to workers regarding the difference between “academic support” (element 21) and “post-secondary educational support” (element 22).
- ☐ The state does not report a youth’s general attendance in high school for the element.
- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

22. Post-secondary educational support

Services designed to help a youth enter or complete a post-secondary education and include the following: classes for test preparation, such as the Scholastic Aptitude Test (SAT); counseling about college; information about financial aid and scholarships; help completing college or loan applications; or tutoring while in college. Indicate whether the youth received this service during the reporting period with a “yes” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(22); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state provides accurate guidance to workers regarding the difference between “academic support” (element 21) and “post-secondary educational support” (element 22).
- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

23. Career preparation

Services that focus on developing a youth's ability to find, apply for, and retain appropriate employment. Career preparation includes the following types of instruction and support services: vocational and career assessment, including career exploration and planning, guidance in setting and assessing vocational and career interests and skills, and help in matching interests and abilities with vocational goals; job seeking and job placement support, including identifying potential employers, writing resumes, completing job applications, developing interview skills, job shadowing, receiving job referrals, using career resource libraries, understanding employee benefits coverage, and securing work permits; retention support, including job coaching; learning how to work with employers and other employees; understanding workplace values such as timeliness and appearance; and understanding authority and customer relationships. Indicate whether the youth received this service during the reporting period with a "yes" or "no" as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(23); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

24. Employment programs or vocational training

Services designed to build a youth's skills for a specific trade, vocation, or career through classes or on-site training. Employment programs include a youth's participation in an apprenticeship, internship, or summer employment program and do not include summer or after-school jobs secured by the youth alone. Vocational training includes a youth's participation in vocational or trade programs and the receipt of training in occupational classes for such skills as cosmetology, auto mechanics, building trades, nursing, computer science, and other current or emerging employment sectors. Indicate whether the youth received this service during the reporting period with a "yes" or "no" as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(24); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

25. Budget and financial management

Training or practice with: living within a budget; opening and using a checking and savings account; balancing a checkbook; developing consumer awareness and smart shopping skills; accessing information about credit, loans and taxes; and filling out tax forms. Indicate whether the youth received this service during the reporting period with a “yes” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(25); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

26. Housing education and home management training

Assistance or training in locating and maintaining housing, including filling out a rental application and acquiring a lease, handling security deposits and utilities, understanding practices for keeping a healthy and safe home, understanding tenant’s rights and responsibilities, and handling landlord complaints. Home management includes instruction in food preparation, laundry, housekeeping, living cooperatively, meal planning, grocery shopping and basic maintenance and repairs. Indicate whether the youth received this service during the reporting period with a “yes” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(26); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

27. Health education and risk prevention

Includes providing information about: hygiene, nutrition, fitness and exercise, and first aid; medical and dental care benefits, health care resources and insurance, prenatal care and maintaining personal medical records; sex education, abstinence education, and HIV prevention, including education and information about sexual development and sexuality, pregnancy prevention and family planning, and sexually transmitted diseases and AIDS; substance abuse prevention and intervention, including education and information about the effects and consequences of substance use (alcohol, drugs, tobacco) and substance avoidance and intervention. Health education and risk prevention does not include the youth's actual receipt of direct medical care or substance abuse treatment. Indicate whether the youth received this service during the reporting period with a "yes" or "no" as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(27); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

28. Family support and healthy marriage education

Includes education and information about safe and stable families, healthy marriages, spousal communication, parenting, responsible fatherhood, childcare skills, teen parenting, and domestic and family violence prevention. Indicate whether the youth received this service during the reporting period with a “yes” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(28); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

29. Mentoring

Mentoring means that the youth has been matched with a screened and trained adult for a one-on-one relationship that involves the two meeting on a regular basis. Mentoring can be short-term, but it may also support the development of a long-term relationship. While youth often are connected to adult role models through school, work, or family, this service category only includes a mentor relationship that has been facilitated, paid for or provided by the state agency or its staff. Indicate whether the youth received this service during the reporting period with a “yes” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(29); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state does not report that a youth’s assigned caseworker as a “mentor” for the element.
- ☐ The state does not report mentoring paid for or provided by an organization other than the CFCIP agency for the element.
- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

30. Supervised independent living

Supervised independent living means that the youth is living independently under a supervised arrangement that is paid for or provided by the state agency. A youth in supervised independent living is not supervised 24 hours a day by an adult and often is provided with increased responsibilities, such as paying bills, assuming leases, and working with a landlord, while under the supervision of an adult. Indicate whether the youth received this service during the reporting period with a “yes” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(30); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

31. Room and board financial assistance

A payment that is paid for or provided by the state agency for room and board, including rent deposits, utilities, and other household start-up expenses. Indicate whether the youth received this support during the reporting period with a “yes” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(31); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

32. Education financial assistance

A payment that is paid for or provided by the state agency for education or training, including allowances to purchase textbooks, uniforms, computers, and other educational supplies; tuition assistance; scholarships; payment for educational preparation and support services (i.e., tutoring), and payment for GED and other educational tests. This financial assistance also includes vouchers for tuition or vocational education or tuition waiver programs paid for or provided by the state agency. Indicate whether the youth received this support during the reporting period with a “yes” or “no” as appropriate. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(32); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ Education and Training Vouchers (ETV) provided to youth up to age 23 are reported in the element.
- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

33. Other financial assistance

Any other payments made or provided by the state agency to help the youth live independently. If the youth is not in the served population this element must be left blank (45 CFR 1356.83(g)(33); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ Element is left blank if youth is not in the served population.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

34. Outcomes reporting status

The youth's participation, or lack thereof, in outcomes data collection (45 CFR 1356.83(g)(34); Table 1 of NYTD Technical Bulletin #1). The valid response options for this element are described below.

- Youth participated: the youth participated in the survey, either fully or partially (e.g., provides at least on valid response other than “declined” or “not applicable” to a NYTD survey question).
- Youth declined: the state located the youth successfully and invited the youth's participation, but the youth declined to participate.
- Parent declined: the state invited the youth's participation, but the youth's parent/guardian declined to grant permission. This response may be used only when the youth has not reached the age of majority in the state and state law or policy requires a parent/guardian's permission for the youth to participate in such a survey.
- Youth incapacitated: the youth has a permanent or temporary mental or physical condition that prevents him or her from participating in the survey.
- Incarcerated: the youth is unable to participate in the survey because of his or her incarceration.
- Runaway/missing: a youth in foster care is known to have run away or be missing from his or her foster care placement.
- Unable to locate/invite: the state could not locate a youth who is not in foster care or otherwise invite such a youth's participation in the survey.
- Death: the youth died prior to participation in the survey.
- Not in sample: a 19-year-old youth participated in the survey as a part of the baseline population at age 17, but the youth is not in the state's follow-up sample. This response option applies only to youth in the follow-up population at age 19.
- Blank: the youth is not in the baseline or follow-up population or the youth is in the baseline population but his/her birthday falls within 45 days of the end of the report period and the youth is not surveyed during that reporting period.

Checklist

- ☐ The state has a consistent policy and practice for determining the reason for a youth's non-participation in the survey (e.g., state does not report a non-participation reason by default), including what constitutes “incapacitation”).
- ☐ The state does not report the value “parent declined” for a youth who has reached the age of majority.
- ☐ The states does not report the value “runaway/missing” for a youth who is no longer in foster care.

<i>NYTD values</i>	<i>State child welfare information system values</i>
Youth participated Youth declined Parent declined Youth incapacitated Incarcerated Runaway/missing Unable to locate/invite Death Not in sample Blank	

35. Date of outcome data collection

The date of outcome data collection is the latest date that the agency collected outcomes data from a youth. Indicate the month, day and year of the outcomes data collection. Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(35); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state ensures that the date reported for element 35 is the last date survey responses were collected (not the date the survey was entered into its child welfare information system).
- ☐ If the state is addressing errors in survey responses in the context of a corrected file for elements that initially failed the error-free data standard, then the state does not update element 35 provided the element accurately reflects the last date outcomes data were collected during the reporting period that corresponded with the regular data file submission ([NYTD Q&A #5.11](#)).
- ☐ The date provided for this element corresponds to the reporting period indicated in the file's report date (element 2).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Year, month and day (yyyy-mm-dd) Blank	

36. Foster care status – Outcomes

The youth is in foster care if the youth is under the placement and care responsibility of the state title IV–B/IV–E agency in accordance with the definition of foster care in 45 CFR 1355.20. Indicate whether the youth is in foster care on the date of outcomes data collection with a “yes” or “no” as appropriate. If the youth is not in the baseline or follow-up population this element must be left blank (45 CFR 1356.83(g)(36); Table 1 of [NYTD Technical Bulletin #1](#)).

Checklist

- ☐ The state is using the federal definition of foster care (45 CFR 1355.20) to determine the appropriate value (73 FR 10342):

In foster care:

- Youth who are in 24-hour substitute care under the state’s placement and care responsibility in foster family homes (relative or non-relative), group homes, shelter care or child care institutions regardless of whether these placements are licensed, approved or paid.
- Youth placed with juvenile justice agencies or tribes with a title IV-E agreement.
- Youth between the ages of 18 and 19 receiving IV-E as elected in the state’s title IV-A plan for AFDC ([NYTD Q&A #2.61](#)).
- Youth receiving title IV-E foster care maintenance payments in a state that has exercised the option to extend foster care to youth age 18 or older.
- Youth who have run away from their placement but who are still in the state’s placement and care responsibility.

Not in foster care:

- Youth who are in facilities primarily for the detention of youth adjudicated delinquent.
 - Youth who are at home but still under the state’s placement and care responsibility.
- ☐ The state is reporting the youth’s foster care status on the date the youth participated in the survey (element 35) or the date the state determined that a youth would not participate in the survey (element 34).
 - ☐ For states that have opted to sample, the state reports the foster care status of non-sampled youth as of the first day of the report period in which the youth turned age 19 ([NYTD Q&A #6.9](#)).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Blank	

37. Current full-time employment

A youth is employed full-time if employed at least 35 hours per week, in one or multiple jobs, as of the date of the outcome data collection. Indicate the youth’s response with a “yes” or “no” as appropriate. If the youth does not answer this question, indicate “declined.” Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(37); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline and follow-up population youth): Currently are you employed full-time?

Checklist

- ☐ The state’s survey instrument clearly instructs the youth to respond to both questions regarding employment (full- and part-time employment).
- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Declined Blank	

38. Current part-time employment

A youth is employed part-time if employed between one and 34 hours per week, in one or multiple jobs, as of the date of the outcome data collection. Indicate the youth’s response with a “yes” or “no” as appropriate. If the youth does not answer this question, indicate “declined.” Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(38); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline and follow-up population youth): Currently are you employed part-time?

Checklist

- ☐ The state’s survey instrument clearly instructs the youth to respond to both questions regarding employment (full- and part-time employment).
- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Declined Blank	

39. Employment-related skills

A youth has obtained employment-related skills if the youth completed an apprenticeship, internship, or other on-the-job training, either paid or unpaid, in the past year. The experience must help the youth acquire employment related skills, such as specific trade skills such as carpentry or auto mechanics, or office skills such as word processing or use of office equipment. Indicate the youth’s response with a “yes” or “no” as appropriate. If the youth does not answer this question, indicate “declined.” Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(39); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline and follow-up population youth): In the past year, did you complete an apprenticeship, internship, or other on-the-job training, either paid or unpaid?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Declined Blank	

40. Social Security

A youth is receiving some form of Social Security if receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI), either directly or as a dependent beneficiary as of the date of the outcome data collection. SSI payments are made to eligible low-income persons with disabilities. SSDI payments are made to persons with a certain amount of work history who become disabled. A youth may receive SSDI payments through a parent. Indicate the youth's response with a "yes" or "no" as appropriate. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(40); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline and follow-up population youth): Currently are you receiving social security payments (Supplemental Security Income (SSI, Social Security Disability Insurance (SSDI), or dependents' payments)?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Declined Blank	

41. Education aid

A youth is receiving educational aid if using a scholarship, voucher (including education or training vouchers pursuant to section 477(h)(2) of the Social Security Act), grant, stipend, student loan, or other type of educational financial aid to cover educational expenses as of the date of the outcome data collection. Scholarships, grants, and stipends are funds awarded for spending on expenses related to gaining an education. "Student loan" means a government- guaranteed, low-interest loan for students in post-secondary education. Indicate the youth's response with a "yes" or "no" as appropriate. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(41); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline and follow-up population youth): Currently are you using a scholarship, grant, stipend, student loan, voucher, or other type of educational financial aid to cover any educational expenses?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Declined Blank	

42. Public financial assistance

A youth is receiving public financial assistance if receiving ongoing cash welfare payments from the government to cover some of his or her basic needs, as of the date of the outcome data collection. This does not include government payments or subsidies for specific purposes, such as unemployment insurance, child care subsidies, education assistance, food stamps or housing assistance. Indicate the youth's response with a "yes" or "no" as appropriate, and "not applicable" for a youth still in foster care. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the follow-up population did not participate in the survey or if the youth is not in the follow-up population (45 CFR 1356.83(g)(42); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for follow-up population youth not in foster care only): Currently are you receiving ongoing welfare payments from the government to support your basic needs? [The state may add and/or substitute the name(s) of the state's welfare program].

Checklist

- ☐ The state's baseline survey instrument omits the survey question for this element.
- ☐ The state only collects information on this element from youth in the follow-up population who are not in foster care.
- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey language substitution, prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Not applicable Declined Blank	

43. Public food assistance

A youth is receiving public food assistance if receiving food stamps in any form (i.e., government-sponsored checks, coupons or debit cards) to buy eligible food at authorized stores as of the date of the outcome data collection. This definition includes receiving public food assistance through the Women, Infants, and Children (WIC) program. Indicate whether the youth is receiving some of public food assistance with “yes” or “no” and “not applicable” for a youth still in foster care. If the youth does not answer this question, indicate “declined.” Leave blank if a youth in the follow-up population did not participate in the survey or if the youth is not in the follow-up population (45 CFR 1356.83(g)(43); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for follow-up population youth not in foster care only): Currently are you receiving public food assistance?

Checklist

- ☐ The state’s baseline survey instrument omits the survey question for this element.
- ☐ The state only collects information on this element from youth in the follow-up population who are not in foster care.
- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Not applicable Declined Blank	

44. Public housing assistance

A youth is receiving public housing assistance if the youth is living in government-funded public housing, or receiving a government-funded housing voucher to pay for part of his/her housing costs as of the date of the outcome data collection. CFCIP room and board payments are not included in this definition. Indicate the youth's response with a "yes" or "no" as appropriate, and "not applicable" for a youth still in foster care. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the follow-up population did not participate in the survey or if the youth is not in the follow-up population (45 CFR 1356.83(g)(44); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for follow-up population youth not in foster care only): Currently are you receiving any sort of housing assistance from the government, such as living in public housing or receiving a housing voucher?

Checklist

- ☐ The state's baseline survey instrument omits the survey question for this element.
- ☐ The state only collects information on this element from youth in the follow-up population who are not in foster care.
- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Not applicable Declined Blank	

45. Other financial support

A youth has other financial support if receiving any other periodic and/or significant financial resources or support from another source not listed in elements 41 through 44 as of the date of outcomes data collection. Such support can include payments from a spouse or family member (biological, foster or adoptive), child support that the youth receives for him or herself, or funds from a legal settlement. This definition does not include occasional gifts, such as birthday or graduation checks or small donations of food or personal incidentals, child care subsidies, child support for a youth's child, or other financial support which does not benefit the youth directly in supporting himself or herself. Indicate the youth's response with a "yes" or "no" as appropriate. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(45); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline and follow-up population youth): Currently are you receiving any periodic and/or significant financial resources or support from another source not previously indicated and excluding paid employment?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Declined Blank	

46. Highest educational certification received

A youth has received an education certificate if the youth has a high school diploma or general equivalency degree (GED), vocational certificate, vocational license, associate's degree (e.g., A.A.), bachelor's degree (e.g., B.A. or B.S.), or a higher degree as of the date of the outcome data collection. Indicate the highest degree that the youth has received. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(46); Table 1 of [NYTD Technical Bulletin #1](#)). The valid responses options for this data element are described below.

- High school diploma/GED
- Vocational certificate: a document stating that a person has received education or training that qualifies him for a particular job, e.g., auto mechanics or cosmetology.
- Vocational license: a document that indicates that the state or local government recognizes an individual as a qualified professional in a particular trade or business.
- Associate's degree: generally a two-year degree from a community college.
- Bachelor's degree: a four-year degree from a college or university.
- Higher degree: indicates a graduate degree, such as a Master's Degree or a Jurist Doctor (J.D.).
- None of the above: the youth has not received any of the above educational certifications.

Survey question (for all baseline and follow-up population youth): What is the highest educational degree or certification that you have received?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
High school diploma/GED Vocational certificate Vocational license Associate's degree Bachelor's degree Higher degree None of the above Declined Blank	

47. Current enrollment and attendance

The youth is enrolled in and attending high school, GED classes, or post-secondary vocational training or college, as of the date of the outcome data collection. A youth is still considered enrolled in and attending school if the youth would otherwise be enrolled in and attending a school that is currently out of session. Indicate the youth's response with a "yes" or "no" as appropriate. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(47); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline and follow-up population youth): Currently are you enrolled in and attending high school, GED classes, post-high school vocational training, or college?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Declined Blank	

48. Connection to adult

A youth has a connection to an adult if, as of the date of the outcome data collection, the youth knows an adult who he or she can go to for advice or guidance when there is a decision to make or a problem solve, or for companionship when celebrating personal achievements. The adult must be easily accessible to the youth, either by telephone or in person. This can include, but is not limited to adult relatives, parents or foster parents. The definition excludes spouses, partners, boyfriends or girlfriends and current caseworkers. Indicate the youth's response with a "yes" or "no" as appropriate. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(48); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline and follow-up population youth): Currently is there at least one adult in your life, other than your caseworker, to whom you can go for advice or emotional support?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Declined Blank	

49. Homelessness

A youth is considered to have experienced homelessness if the youth had no regular or adequate place to live. This definition includes situations where the youth is living in a car or on the street, or staying in a homeless or other temporary shelter. Indicate the youth's response with a "yes" or "no" as appropriate. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(49); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline population youth): Have you ever been homeless?

Survey question (for all follow-up population youth): In the past two years, were you homeless at any time?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Declined Blank	

50. Substance abuse referral

A youth has received a substance abuse referral if the youth was referred for an alcohol or drug abuse assessment or counseling. This definition includes either a self-referral or referral by a social worker, school staff, physician, mental health worker, foster parent, or other adult. Alcohol or drug abuse assessment is a process designed to determine if someone has a problem with alcohol or drug use. Indicate the youth's response with a "yes" or "no" as appropriate. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(50); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline population youth): Have you ever referred yourself or has someone else referred you for an alcohol or drug abuse assessment or counseling?

Survey question (for all follow-up population youth): In the past two years, did you refer yourself, or had someone else referred you for an alcohol or drug abuse assessment or counseling?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Declined Blank	

51. Incarceration

A youth is considered to have been incarcerated if the youth was confined in a jail, prison, correctional facility, or juvenile or community detention facility in connection with allegedly committing a crime (misdemeanor or felony). Indicate the youth's response with a "yes" or "no" as appropriate. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(51); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline population youth): Have you ever been confined in a jail, prison, correctional facility, or juvenile or community detention facility, in connection with allegedly committing a crime?

Survey question (for all follow-up population youth): In the past two years, were you confined in a jail, prison, correctional facility, or juvenile or community detention facility, in connection with allegedly committing a crime?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Declined Blank	

52. Children

A youth is considered to have a child if the youth has given birth herself, or the youth has fathered any children who were born. This refers to biological parenthood. Indicate the youth's response with a "yes" or "no" as appropriate. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(52); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline population youth): Have you ever given birth or fathered any children that were born?

Survey question (for all follow-up population youth): In the past two years, did you give birth to or father any children that were born?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).
- ☐ The state does not automatically change or "correct" a youth's response to this question if a logically inconsistent survey response is provided for this survey question (see [NYTD Q&A #3.25](#)).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Declined Blank	

53. Marriage at child's birth

A youth is married at the time of the child's birth if he or she was united in matrimony according to the laws of the state to the child's other parent. Indicate the youth's response with a "yes" or "no" as appropriate. If the youth does not answer this question, indicate "declined." If the answer to the survey question that corresponds to element 52 is "no," indicate "not applicable." Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(53); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline and follow-up population youth): If you responded yes to the previous question, were you married to the child's other parent at the time each child was born?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ The state's survey instrument provides clear guidance that this survey question is only applicable to youth who reported having children ("yes" to element 52).
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).
- ☐ The state does not automatically change or "correct" a youth's response to this question if a logically inconsistent survey response is provided for this survey question (see [NYTD Q&A #3.25](#)).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Not applicable Declined Blank	

54. Medicaid

A youth is receiving Medicaid if the youth is participating in a Medicaid-funded state program, which is a medical assistance program supported by the federal and state government under title XIX of the Social Security Act as of the date of outcomes data collection. Indicate the youth's response with a "yes", "no" or "don't know" as appropriate. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(54); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline and follow-up population youth): Currently are you on Medicaid [or use the name of the state's medical assistance program under title XIX]?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ Survey language substitution, prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Don't know Declined Blank	

55. Other health insurance coverage

A youth has other health insurance if the youth has a third party pay (other than Medicaid) for all or part of the costs of medical care, mental health care, and/or prescription drugs, as of the date of the outcome data collection. This definition includes group coverage offered by employers, schools or associations, an individual health plan, self-employed plans, or inclusion in a parent's insurance plan. This also could include access to free health care through a college, Indian Health Service or other source. Medical or drug discount cards or plans are not insurance. Indicate "yes", "no," or "don't know," as appropriate. If the youth does not answer this question, indicate "declined." Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(55); Table 1 of NYTD Technical Bulletin #1).

Survey question (for all baseline and follow-up population youth): Currently do you have health insurance, other than Medicaid?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information. Please note that "not applicable" is not a valid value for this element).
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).
- ☐ The state does not automatically change or "correct" a youth's response to this question if a logically inconsistent survey response is provided for this survey question (see [NYTD Q&A #3.25](#)).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Don't know Declined Blank	

56. Health insurance type: Medical

If the youth has indicated that he or she has health insurance coverage in the element (element 55), indicate whether the youth has insurance that pays for all or part of medical health care services. Indicate “yes”, “no,” or “don’t know,” as appropriate. If the youth does not answer this question, indicate “declined.” If the answer to the survey question that corresponds to element 55 is “no,” indicate “not applicable.” Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(56); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline and follow-up population youth): Does your health insurance include coverage for medical services?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ The state’s survey instrument provides clear guidance that this survey question is only applicable to youth who reported having other health insurance coverage (“yes” for element 55).
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).
- ☐ The state does not automatically change or “correct” a youth’s response to this question if a logically inconsistent survey response is provided for this survey question (see [NYTD Q&A #3.25](#)).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Don’t know Not applicable Declined Blank	

57. Health insurance type: Mental health

If the youth has indicated that he or she has medical health insurance coverage (element 56), indicate whether the youth has insurance that pays for all or part of the costs for mental health care services, such as counseling or therapy. Indicate “yes”, “no,” or “don’t know,” as appropriate. If the youth does not answer this question, indicate “declined.” If the answer to the survey question that corresponds to element 56 is “no,” indicate “not applicable.” Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(57); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline and follow-up population youth): Does your health insurance include coverage for mental health services?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ The state’s survey instrument provides clear guidance that this survey question is only applicable to youth who reported having both other health insurance coverage (“yes” for element 55) and medical health insurance coverage (“yes” for element 56).
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).
- ☐ The state does not automatically change or “correct” a youth’s response to this question if a logically inconsistent survey response is provided for this survey question (see [NYTD Q&A #3.25](#)).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Don’t know Not applicable Declined Blank	

58. Health insurance type: Prescription drugs

If the youth has indicated that he or she has medical health insurance coverage (element 56), indicate whether the youth has insurance coverage that pays for part or all of the costs of some prescription drugs. Indicate “yes,” “no,” or “don’t know,” as appropriate. If the answer to the survey question that corresponds to element 56 is “no,” indicate “not applicable.” If the youth does not answer this question, indicate “declined.” Leave blank if a youth in the baseline or follow-up population did not participate in the survey or if the youth is not in the baseline or follow-up population (45 CFR 1356.83(g)(58); Table 1 of [NYTD Technical Bulletin #1](#)).

Survey question (for all baseline and follow-up population youth): Does your health insurance include coverage for prescription drugs?

Checklist

- ☐ The state uses the correct NYTD survey question and response options to collect this information.
- ☐ The state’s survey instrument provides clear guidance that this survey question is only applicable to youth who reported having both other health insurance coverage (“yes” for element 55) and medical health insurance coverage (“yes” for element 56).
- ☐ Survey prompts or clarifications added to the survey instrument do not change the meaning of the required survey questions or response options listed in Appendix B of the [NYTD regulation](#).
- ☐ The state does not automatically change or “correct” a youth’s response to this question if a logically inconsistent survey response is provided for this survey question (see [NYTD Q&A #3.25](#)).

<i>NYTD values</i>	<i>State child welfare information system values</i>
Yes No Don’t know Not applicable Declined Blank	