DEPARTMENT OF HEALTH & HUMAN SERVICES

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

September 28, 2016

Dear State Child Welfare Director:

The Children's Bureau is announcing the re-issuance of two technical bulletins that provide important information about how states are to use the NYTD Portal to submit and manage NYTD data files. The revisions to these documents, while minor, offer clarifications that we hope will assist states in better understanding the NYTD reporting requirements while enhancing the cybersecurity posture of the NYTD system. Following is a description of each technical bulletin and a summary of the changes made to each document:

- *NYTD Technical Bulletin #4: User Roles and Responsibilities* outlines ACF's new requirements for creating and managing state NYTD Portal user accounts. Previously, states were able to create and manage their own users in the NYTD Portal. Effective immediately, states must submit all requests to add, edit or remove users to the NYTD help desk for review and approval (Section 4.3; Appendix B). All requests must be signed by a state authorized official (Section 4.2; Appendix A). Please note that all state staff listed as a system or program contact on the File Transmission Registration Form provided as part of last year's Titan server migration effort will be grandfathered in as authorized officials. The NYTD help desk will contact each state to share this list of authorized officials. The state may designate additional authorized officials or may remove authorized officials by notifying the help desk.

Changes made to NYTD Technical Bulletin #4	Relevant sections and page
- Removed Section 3.1 and renumbered the remaining subsections of Section 3. Reorganized the content regarding managing user accounts from Section 3.3 into a new Section 4. This new section outlines the new process states must follow to add, edit or remove NYTD Portal user accounts.	Former version: Section 3, pages 5-6; New version: Section 3, page 4
- Replaced the secondary user role of "NYTD Portal administrator" with "state authorized official."	Former version: Section 3.3.1, page 5; New version: Section 3.1.1, page 4

Changes made to NYTD Technical Bulletin #4 (continued)	Relevant sections and page
• Replaced the "NYTD Portal Administrator Registration Form" with the "State Authorized Official Registration Form."	Former version: Appendix A, page 7; New version: Appendix A, page 6
• Added the "State User Account Request Form."	New version: Appendix B, page 7
• Added the "State User Security Compliance Statement."	New version: Appendix C, page 8

- *NYTD Technical Bulletin #5: Cohort Management and Sampling* outlines ACF's requirements for identifying and managing the cohort or sample of youth the state will survey for their outcomes at ages 19 and 21. The revised bulletin contains new guidance for how a state may request an update to its follow-up population cohort in limited circumstances.

Changes made to NYTD Technical Bulletin #5	Relevant sections and page
• Added a new section to describe how a state may request an update to its follow-up population cohort list.	New version: Section 3.5, pages 10-11
• Added a new section to describe how a state may request to remove records from its sample. Please note that no resampling is permitted.	New version: Section 4.4, pages 13-14

If you have questions about these revised technical bulletins, please contact Miguel Vieyra at 202-205-7277 or miguel.vieyra@acf.hhs.gov. For technical support with the NYTD system, please contact our help desk (NYTDhelp@acf.hhs.gov or 877-565-6983).

Sincerely,

/s/

Rafael López
Commissioner
Administration on Children, Youth and Families

Enclosure: NYTD Technical Bulletin #4 and #5

cc: CB Regional Offices