



Technical Bulletin #5: Cohort Management and Sampling

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The purpose of this technical bulletin (first issued July 12, 2012) is to describe how the Administration for Children and Families (ACF) identifies and manages each cohort of youth in the NYTD follow-up population or sample for the purposes of assessing states' compliance with NYTD data collection and reporting requirements. ACF has revised this technical bulletin to convey new guidance on how follow-up population cohorts and samples may be updated (see Sections 3.5 and 4.4).



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1 Introduction

1.1 Overview of the technical bulletin

This technical bulletin provides general information on the NYTD cohort data collection schedule (Section 2), a description of the criteria ACF uses to identify the cohort of youth in a state's follow-up population, and the process and timelines ACF uses to manage each follow-up population cohort (Section 3). The document also describes how and when states may opt to sample the baseline population for the purposes of collecting information on the follow-up population (Section 4). Please note that this new edition contains guidance on how follow-up population cohorts and samples may be updated in limited circumstances with ACF approval (Section 3.5 and Section 4.4). For technical support with the NYTD system, contact the NYTD Help Desk at NYTDhelp@acf.hhs.gov.

1.2 NYTD background

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. The law required ACF to develop a data collection system to track the independent living services states provide to youth and develop outcome measures that may be used to assess states' performance in operating their independent living programs. The law also required ACF to develop reporting requirements and impose a penalty of between 1 and 5 percent of the state's annual allotment under CFCIP for noncompliance with these requirements.

To meet the law's mandate, ACF published a proposed rule in the Federal Register on July 14, 2006, and a final rule on February 26, 2008. The rule, codified into Federal regulation at 45 CFR 1356.80 (<http://edocket.access.gpo.gov/2008/pdf/E8-3050.pdf>), established the National Youth in Transition Database and required that states engage in two data collection activities. First, states must collect information on youth and the independent living services they receive that are paid for or provided by state agencies that administer the CFCIP. Second, states must collect outcome information on certain youth in foster care and must follow these youth over time to collect additional outcome information. The regulation also outlined the compliance standards a state's NYTD data file must meet, including the penalties that may be imposed on states based on the area and degree of noncompliance. States began collecting NYTD data on October 1, 2010, (federal fiscal year (FFY) 2011) and report data to ACF semiannually. The collected information allows ACF to track which independent living services states provide and assess the collective outcomes of youth. 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 will be 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.

2 Defining the Cohort of Youth in the NYTD Follow-up Population

2.1 Overview of the NYTD outcomes data collection schedule

States are required to collect outcomes data on youth in two reporting populations, the *baseline population* and the *follow-up population* (45 CFR 1356.81). The baseline population includes all youth in foster care who reach their 17th birthdays in FFY 2011 or in every third fiscal year following FFY 2011. The follow-up population includes youth who turn age 19 or 21 and who participated in survey data collection as part of the baseline population. We refer to youth in the baseline and follow-up populations as a “cohort” as states are required to survey the same set of youth over time at ages 17, 19 and 21. Figure 1 below illustrates this data collection schedule for the first ten years of NYTD outcomes data collection, FFY 2011 through FFY 2020.

Figure 1. NYTD outcomes data collection schedule, FFY 2011 – 2020

Reporting population	FFY11	FFY12	FFY13	FFY14	FFY15	FFY16	FFY17	FFY18	FFY19	FFY20
Baseline population (age 17)	Cohort 1			Cohort 2			Cohort 3			Cohort 4
Follow-up population (age 19)			Cohort 1			Cohort 2			Cohort 3	
Follow-up population (age 21)					Cohort 1			Cohort 2		

2.2 Identifying the cohort of youth in the NYTD follow-up population

While we refer to youth in the baseline population and corresponding follow-up population as a “cohort”, it is important to note that not every youth in the baseline population will become a member of a state’s follow-up population. A youth’s membership in the NYTD follow-up population at age 19 depends on whether a youth had participated in baseline outcomes data collection at age 17 as described in 45 CFR 1356.82(a)(2). Consequently, the follow-up population is a subset of the baseline population. A youth who participated in the data collection at age 17, but not at age 19 for a reason other than being deceased or because the youth was not in the state’s sample remains a part of the follow-up population at age 21 (73 FR 10342). The age 21 follow-up population is also a subset of the age 19 follow-up population. Sections 2.2.1 and 2.2.2 describe both follow-up population cohorts and how NYTD system tools can be used to identify and manage the records of youth who become members

of the follow-up population at ages 19 and 21. See Section 3.1 for more information on how cohorts of youth in the NYTD follow-up population are managed by ACF for the purposes of assessing states' compliance with NYTD data collection and reporting requirements.

2.2.1 Identifying the age 19 NYTD follow-up population

The NYTD regulation explains that a youth has “participated” in outcomes data collection if the state agency reports to ACF a valid response (*i.e.*, a response option other than “declined” and “not applicable”) to any of the outcomes-related elements described in 45 CFR 1356.83(g)(37) through (g)(58). Further, as we clarified in [NYTD Q&A #1.17 and 1.45](#), there are two additional issues that impact a baseline population youth’s inclusion in the NYTD follow-up population: the timing of the youth’s participation in the baseline survey and the youth’s foster care status at the time of participation. Only youth who provide outcomes information (as defined above) within 45 days after his/her 17th birthday are considered to have “participated” in outcomes data collection as part of the baseline population (45 CFR 1356.82(a)(2)(i); [NYTD Q&A #1.45](#)). In addition, as we explained in [NYTD Q&A #1.17](#), states are required to collect outcomes data from baseline population youth within 45 days after the youth’s 17th birthday *during the time the youth is in foster care*. Because we do not require baseline population youth who are no longer in foster care to be surveyed, we do not consider such youth to be a part of the follow-up population regardless of whether they participated in outcomes data collection at age 17.

In summary, a youth’s membership in the NYTD follow-up population at age 19 depends on a variety of factors including his/her participation in the NYTD survey at age 17, the timing of his/her participation and foster care status at time of survey participation. The following criteria describe the youth that the state are required to collect and report outcomes data on as members of the age 19 follow-up population consistent with 45 CFR 1356.82(a)(3) and 45 CFR 1356.83(e):

Criteria	Required data element values (in report period files in which baseline population data were required to be reported)
<p>(1) Youth must be reported as a member of the baseline population in the correct report period file in which baseline population data were required to be reported. Specifically:</p> <p><i>For all baseline youth who turned age 17 more than 45 days before the end of a report period or for baseline youth who turned age 17 during the last 45 days of a report period whose outcomes data were collected during the report period in which they turned age 17: Youth must be reported in the file that corresponds to the report period in which the youth turned age 17.</i></p> <p style="text-align: center;">-OR-</p>	<ul style="list-style-type: none"> • Element 2 (report date) corresponds to a report period in which baseline data are required to be reported • Element 4 (date of birth) indicates that youth is age 17 • Element 36 (foster care status-outcomes) is a valid value <p style="text-align: center;">-OR-</p>

Criteria	Required data element values (in report period files in which baseline population data were required to be reported)
<i>For baseline youth who turned age 17 during the last 45 days of a report period and whose outcomes data were collected in the next report period:</i> Youth must be reported in the file that corresponds to the report period in which outcomes data were collected.	<ul style="list-style-type: none"> • Element 2 is consistent with the reporting period in which outcomes data were collected • Element 4 indicates that youth is age 17 • Element 35 (date of outcomes data collection) is a date consistent with reporting period • Element 36 is a valid value
(2) Youth must be reported as having participated in the NYTD survey.	<ul style="list-style-type: none"> • Element 34 (outcomes reporting status) is "participated"
(3) Youth must be reported as having participated in the NYTD survey within 45 days after turning age 17.	<ul style="list-style-type: none"> • Element 35 is a date within 45 days after the youth's 17th birthday
(4) Youth must be reported with at least one valid response to the youth outcome survey elements.	<ul style="list-style-type: none"> • At least one of elements 37-58 contains a value other than "declined" or "not applicable"
(5) Youth must be reported in foster care at the time the survey data were collected.	<ul style="list-style-type: none"> • Element 36 is "yes"

Please refer to Appendix A for examples of youth records that are and are not a part of the age 19 follow-up population.

2.2.2 Identifying the age 21 NYTD follow-up population

As mentioned in Section 2.2, a youth who participated in the data collection at age 17 (see Section 2.2.1), but not at age 19 for a reason other than being deceased or not in the state's sample remains a part of the follow-up population at age 21 (73 FR 10342). The following criteria describe the youth the state are required to collect and report outcomes data as members of the age 21 follow-up population consistent with 45 CFR 1356.82(a)(3) and 45 CFR 1356.83(e):

Criteria	Required data element values
(1) Youth must be a member of the age 19 follow-up population cohort.	<ul style="list-style-type: none"> • See Section 2.2.1 for criteria and required data element values for the age 19 follow-up population

Criteria	Required data element values
(2) Youth must be in the state’s sample (applies to states that opt to sample <u>only</u>)	<ul style="list-style-type: none"> Element 34 must be a value other than “not in sample”¹ in corresponding data file in which the youth turned age 19.
(3) Youth must not be reported as being deceased in the corresponding age 19 data file.	<ul style="list-style-type: none"> Element 34 must be a value other than “death” in corresponding data file in which the youth turned age 19.

Appendix A contains examples of youth records that are and are not a part of the age 21 follow-up population.

¹ Please note that “not in sample” is only a valid value for element 34 (outcomes reporting status) for youth who were not selected as part of the state’s sample.

3 Managing the Cohort of Youth in the NYTD Follow-up Population

3.1 Overview of the cohort finalization process

Because youth records must meet specific criteria for inclusion in the follow-up population cohort (Section 2.2), erroneous information in a youth's record for any of the elements listed in Sections 2.2.1 and 2.2.2 could impact the youth's membership in the NYTD follow-up population at age 19 or 21. Consequently, it is critical that states perform 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 reported². Similarly, states should also perform quality assurance on all follow-up population records at age 19 to ensure all records are appropriately identified for inclusion in the age 21 follow-up population. The cohort management report in the NYTD Portal identifies the records in each state's age 19 and age 21 follow-up population based on the data the state has submitted from all corresponding data files (e.g., data files for the 2011A, 2011B and 2012A report periods for "Cohort 1", data files 2014A, 2014B and 2015A for "Cohort 2", etc.)³. When run, this report lists the most up-to-date information on the youth included in the state's follow-up population cohort based on the state's current data files and the criteria described in Sections 2.2.1 and 2.2.2.

States that opt to submit corrected or subsequent data files in order to address such record-level errors may find that the updated data lead to an increase or decrease in the size of the state's follow-up population cohort. While it is possible that the size of the follow-up population cohort may fluctuate over time for some states as particular records are updated with more accurate data, it is necessary for the follow-up population cohort to be finalized or "locked" within the NYTD system in order for ACF to properly track and monitor the collection of outcomes data on a set group of youth in the follow-up population over time for the purposes of assessing states' compliance with NYTD data collection and reporting requirements. Locking the follow-up cohort also enables the sampling frame to be finalized so that ACF can calculate the sample size and draw the sample for each state that opts to sample consistent with the procedures described in Section 4 of this document. Sections 3.2 and 3.3 describe the timeframes for locking each cohort of follow-up population youth (at ages 19 and 21).

Please note that the NYTD system does not automatically add or subtract records from a "locked" cohort through the submission of a corrected or subsequent file containing updated information on baseline of follow-up population youth. However, it is possible to make updates to the state's official

² The NYTD Portal and NYTD Data Review Utility (NDRU) may be used to identify and address errors in youth records. After identifying such errors in a youth's record, states should update the record with accurate information and submit in a corrected or subsequent data file pursuant to [Section 6 of Technical Bulletin #1](#).

³ The *NYTD System User Manual* contains detailed instructions on how to use the cohort management report feature. To access the *NYTD System User Manual*, visit the "Help" section of the NYTD Portal or email NYTDhelp@acf.hhs.gov to request a copy.

follow-up population cohort or sample in limited circumstances (see Sections 3.5 and 4.4 for more information).

3.2 Finalizing the age 19 follow-up population for states that do not opt to sample

For states that do not opt to sample, the age 19 follow-up population is locked on the last day of the fiscal year that precedes the fiscal year in which follow-up population data collection begins for youth turning age 19 (e.g., September 30, 2012 for “Cohort 1”, September 30, 2015 for “Cohort 2”, etc.). When this deadline is reached, no youth records may be automatically added to or subtracted from the age 19 follow-up cohort through the submission of corrected or subsequent data files. This final list of youth records comprises the state’s follow-up population defined in 45 CFR 1356.81(c) from which the state is responsible for collecting and reporting outcomes information at ages 19 and 21. As specified in Section 3.1, a report feature in the NYTD Portal is to be used by states to identify the records in the age 19 and age 21 follow-up populations. After all relevant data files are submitted (e.g., 2011A, 2011B and 2012A files for “Cohort 1”; 2014A, 2014B, 2015A for “Cohort 2”, etc.), there is no action required on the part of states to finalize or “lock” the follow-up population cohort. However, we strongly encourage all states to conduct quality assurance on all relevant data files to identify and address errors or data quality issues that might impact a youth’s inclusion in the follow-up population. If errors or data quality issues are detected and addressed, it may be necessary for a state to update youth records and re-transmit specific data files no later than the September 30 deadline referenced above. After that date, the state must submit a request to the NYTD Help Desk to make changes to its cohort list (see Section 3.5 for more information).

3.3 Finalizing the age 19 follow-up population for states that opt to sample

For states that opt to sample, the age 19 follow-up population is locked on the date a sampling request is approved (see Section 4 for more information on submitting a sampling request). When the sample request is approved, the follow-up population cohort is locked within the NYTD system such that no youth records may be automatically added to or subtracted from the cohort through the submission of corrected or subsequent data files. This final list of youth records is the universe from which the sample will be drawn (see Section 4 for more information). States are strongly encouraged to conduct quality assurance on the sampling frame before submitting a request to sample. As specified in Section 3.1, the cohort management report in the NYTD Portal can be used by states and ACF to identify the records in each state’s age 19 follow-up population. For states that opt to sample, the records in the state’s sample also will be listed on the NYTD Portal after the sample is drawn consistent with the procedures described in Section 4. We strongly encourage all states to conduct quality assurance on all relevant data files to identify and address errors or data quality issues that might impact a youth’s inclusion in the follow-up population. If errors or data quality issues are detected and addressed, it may be necessary for a state to update youth records and re-transmit specific data files prior to submitting a

sampling request. After a sample has been drawn, the state must submit a request to the NYTD Help Desk to make changes to its sampling list (see Section 4.4 for more information).

3.4 Finalizing the age 21 follow-up population

Each age 21 follow-up population cohort is locked on the last day of the fiscal year that precedes the fiscal year in which follow-up population data collection begins for youth turning age 21 (e.g., September 30, 2014 for “Cohort 1”, September 30, 2017 for “Cohort 2”, etc.) for all states. When this deadline is reached, no youth records may be automatically subtracted from the age 21 follow-up cohort through the submission of corrected or subsequent data files. This final list of youth records comprise the state’s follow-up population defined in 45 CFR 1356.81(c) from which the state is responsible for collecting and reporting outcomes information at age 21. As specified in Section 3.1, a report feature in the NYTD Portal can be used by states and ACF to identify the records in each state’s age 21 follow-up population. After all relevant data files are submitted (e.g., 2013A and 2013B files for “Cohort 1”; 2016A and 2016B for “Cohort 2”) there is no action required on the part of states to finalize the age 21 follow-up population cohort. However, we strongly encourage all states to conduct quality assurance on all relevant data files to identify and address errors or data quality issues that might impact a youth’s inclusion in the follow-up population. If errors or data quality issues are detected and addressed, it may be necessary for a state to update youth records and re-transmit specific data files no later than the September 30 deadline referenced above. After that date, the state must submit a request to the NYTD Help Desk to make changes to its cohort list (see Section 3.5 for more information).

3.5 Updating a follow-up population cohort

While we expect states to report accurate data on all youth in the baseline and follow-up populations, it is possible that a state may later identify erroneous data in a youth record that impact a youth’s membership in a follow-up population cohort. Based on lessons learned from the first three survey waves in Cohort 1, the most common reason states request a change to the cohort membership of a youth is due to an incorrect birthday reported for a youth who was surveyed as a member of the baseline population. However, changes to any of the data elements described in Section 2 also may impact a youth’s inclusion in a follow-up cohort.

For example, during the 2016A report period, a state discovers that a youth in its age 19 follow-up cohort had an inaccurate birth date recorded in the child welfare information system during the youth’s intake into foster care. The state determines that the youth was actually 18-years-old during the 2014A period and so was not eligible for the baseline survey in FY 14. In order to update the state’s age 19 cohort to ensure this youth is removed from the follow-up cohort list for the 2016A and 2018A report periods for the purposes of determining that state’s compliance with follow-up population data collection requirements, the state must:

- Notify the NYTD Help Desk of the affected records, the data reported in error and a brief description of why the data were reported in error (e.g., an incorrect birthday, etc.);
- Submit the applicable corrected or subsequent data file(s) to update the record(s) reported in error; and
- Request that the NYTD Help Desk update the state's corresponding cohort list.

If the system administrator approves the request, ACF will update the state's cohort list on the NYTD Portal, generating a system notification to all state users that the cohort has been updated. The updated list then becomes the state's new official cohort of youth to be surveyed at ages 19 and/or 21 pursuant to 45 CFR 1356.82(a)(3) and 45 CFR 1356.83(e). Please note that in order to ensure ACF can match the records of the same youth between survey waves for the purposes of determining states' compliance with NYTD reporting requirements, the cohort must be updated before the state submits data for the next survey wave for the updated follow-up population cohort. For example, if the state requests to remove a record of a youth in a follow-up population cohort who was erroneously surveyed and reported as a baseline youth in the 2014A file, the system administrator must update the age 19 cohort list before the state can submit or resubmit a 2016A file.

4 Sampling the NYTD Follow-up Population

4.1 General information about the sampling option and sampling frame

States may opt to collect and report information on the follow-up population on a *sample* of the surveyed baseline population consistent with the sampling requirements specified by ACF in this technical bulletin (45 CFR 1356.84). To ensure consistency in sampling across states, ACF calculates the sample size and draws the sample for each state that opts to sample. The sampling universe or “sampling frame” consists of youth in the baseline population consistent with 45 CFR 1356.81(b) who participated in the state agency’s data collection at age 17. Refer to Section 2.2.1 for information on identifying the cohort of youth that comprise the sampling frame. A state’s actual sample size depends on the number of youth in the sampling frame and the application of the correct formula pursuant to 45 CFR 1356.84(c) and Appendix C of the NYTD regulation. In some cases, the calculated sample size plus the required increase of 30 percent to allow for attrition will result in a sample number that exceeds the total number of youth in the sampling frame. In these cases, states are not eligible to sample as the entire sampling frame is the follow-up population cohort. For all states that meet ACF’s sampling requirements, the sample becomes the cohort of youth that the state will be responsible for collecting and reporting information on as required by 45 CFR 1356.82(a)(3) and 45 CFR 1356.83(e).

4.2 Requesting to sample

States may request to sample at any time after the submission of the last regular data file that contains outcomes data on each baseline population cohort (e.g., no earlier than April 1, 2012 for “Cohort 1”, April 1, 2015 for “Cohort 2”, April 1, 2018 for “Cohort 3”, etc.). In order to ensure that ACF has time to accommodate all requests for sampling, however, we are requiring states to submit all requests to sample at least 45 days before follow-up population data collection begins for youth turning age 19 (e.g., no later than August 16, 2012 for “Cohort 1”, August 16, 2015 for “Cohort 2”, August 16, 2018 for “Cohort 3”, etc.). States must use the NYTD Portal to submit requests to sample. The *NYTD System User Manual* describes where and how to submit a request to sample. The state’s request must specify whether the state wishes to use simple random sampling or an alternate sampling method. ACF will consider all alternate sampling methods proposed by a state that utilize accepted sampling methodologies, but the state must provide justification for the methodology to ACF at the time of the request.

After the sampling request is received, ACF conducts a review of the state’s baseline population cohort, including an examination of the records of youth who participated in outcomes data collection at age 17 (the sampling frame). ACF will discuss with the state any concerns with the quality of data in records of youth that comprise the sampling frame. Please note that if errors or data quality issues that might impact a youth’s inclusion in the sampling frame are detected, it may be necessary for the state to

update youth records and re-transmit specific data files before ACF draws the sample. For this reason, states are strongly encouraged to conduct quality assurance on the sampling frame before submitting a request to sample. If the state requested the use of an alternate sampling method, ACF will closely examine the state's justification and will issue a decision about whether the proposed method is acceptable. If the request to use an alternate sampling method is not approved, the state may determine that simple random sampling is preferable or that sampling is not advisable.

Regardless of the sampling method chosen, all sampling requests that meet ACF's requirements will be approved no later than 30 days before the scheduled start of outcomes data collection on the age 19 follow-up population (e.g., August 31, 2012 for "Cohort 1", August 31, 2015 for "Cohort 2", August 31, 2018 for "Cohort 3", etc.) in order to allow time for each state's sample to be drawn as described in Section 4.3.

4.3 Drawing the sample

Once the sampling request is approved, the state's age 19 follow-up population is "locked" in the NYTD system such that no youth records may be automatically added to or subtracted from the cohort through the submission of corrected or subsequent data files. It is necessary for the cohort to be locked in order to generate a final list of youth records that will comprise the universe from which the sample will be drawn (the sampling frame). Unless an alternate sampling method is approved, an ACF statistician will draw a sample of youth from the state's sampling frame using simple random sampling procedures generated by a statistical software program. If the alternative sampling procedure is approved, the ACF statistician will draw the sample for the state from the sampling frame consistent with the accepted sampling methodology.

Once drawn, the sample will be the cohort of follow-up population youth that the state will be responsible for collecting and reporting information on as required by 45 CFR 1356.82(a)(3) and 45 CFR 1356.83(e)⁴. The list of records in the state's follow-up population cohort and sample will be made available for the state's reference in the NYTD Portal. The *NYTD System User Manual* describes where and how such a report can be accessed in the NYTD Portal.

4.4 Managing the sample

After the sample is drawn from the sampling frame no "re-sampling" or replacement sampling is permitted. However, the state may submit a request to the NYTD Help Desk to remove a youth from its sample in limited circumstances. To update a sample, the state is to follow the same procedure described in Section 3.5 for updating a follow-up population cohort:

⁴ A state that opts to sample must report elements 34 (outcomes reporting status) and 36 (foster care status-outcomes) for youth in the sampling frame who are not selected for the state's sample. See [NYTD Technical Bulletin #2](#) for more information.

- Notify the NYTD Help Desk of the affected records, the data reported in error and a brief description of why the data were reported in error (e.g., an incorrect birthday, etc.);
- Submit the applicable corrected or subsequent data file(s) to update the record(s) reported in error; and
- Request that the NYTD Help Desk update the state's sample to remove the affected record(s).

If the system administrator approves the request, ACF will update the state's sample on the NYTD Portal, generating a system notification to all state users that the sample has been loaded. The updated list then becomes the state's new official sample of youth to be surveyed at ages 19 and/or 21 pursuant to 45 CFR 1356.82(a)(3) and 45 CFR 1356.83(e). Please note that in order to ensure ACF can match the records of the same youth between survey waves for the purposes of determining states' compliance with NYTD reporting requirements, the sample must be updated before the state submits data for the next survey wave for the updated follow-up population sample. For example, if the state requests to remove a record of a youth in a sample who was erroneously surveyed and reported as a baseline youth in the 2014A file (and who was selected as part of the state's follow-up population sample), the system administrator must update the age 19 cohort and sample list before the state can submit or resubmit a 2016A file.

Appendix A. Examples of Youth Records Included and Not Included in the Age 19 and Age 21 Follow-up Populations

Examples of baseline population youth records that will join follow-up population at age 19

Example 1: A youth turns age 17 on April 1, 2011 while in foster care and completes the NYTD survey on May 15, 2011. The state includes the youth’s record in the 2011B NYTD report with the following information:

Values in youth’s record	Age 19 follow-up population criteria (✓ = meets criteria; ✗ = does not meet criteria)
Element 2: 201109 Element 4: 1994-04-01	✓ Youth must be reported as a member of the baseline population in the correct report period file in which baseline population data were required to be reported.
Element 34: participated	✓ Youth must be reported as having participated in the NYTD survey.
Element 35: 2011-05-15	✓ Youth must be reported as having participated in the NYTD survey within 45 days after turning age 17.
Element 36: yes	✓ Youth must be reported in foster care at the time the survey data were collected.
Elements 37-58: all valid values other than “declined” and “not applicable”	✓ Youth must be reported with at least one valid response to the youth outcome survey elements.

Example 2: A youth turns age 17 on September 30, 2011 while in foster care. The state collects outcomes information from the youth on October 15, 2011 and reports these data in the 2012A NYTD report.

Values in youth’s record	Age 19 follow-up population criteria (✓ = meets criteria; ✗ = does not meet criteria)
Element 2: 201203 Element 4: 1994-09-30	✓ Youth must be reported as a member of the baseline population in the correct report period file in which baseline population data were required to be reported.
Element 34: participated	✓ Youth must be reported as having participated in the NYTD survey.

Values in youth's record	Age 19 follow-up population criteria (✓ = meets criteria; ✗ = does not meet criteria)
Element 35: 2011-10-15	✓ Youth must be reported as having participated in the NYTD survey within 45 days after turning age 17.
Element 36: yes	✓ Youth must be reported in foster care at the time the survey data were collected.
Elements 37-58: all valid values other than "declined" and "not applicable"	✓ Youth must be reported with at least one valid response to the youth outcome survey elements.

Examples of baseline population youth records that will not join the follow-up population at age 19

Example 3: A youth turns age 17 on February 14, 2011 while in foster care. The state surveys the youth on March 30, 2011 and reports the youth's record with outcomes data in the 2011B NYTD report. Because the youth turned age 17 during the 2011A report period and was surveyed while in foster care during the 2011A report period, the youth's record should be reported in the 2011A NYTD report.

Values in youth's record	Age 19 follow-up population criteria (✓ = meets criteria; ✗ = does not meet criteria)
Element 2: 201109 Element 4: 1994-02-14	✗ Youth must be reported as a member of the baseline population in the correct report period file in which baseline population data were required to be reported.
Element 34: participated	✓ Youth must be reported as having participated in the NYTD survey.
Element 35: 2011-03-30	✓ Youth must be reported as having participated in the NYTD survey within 45 days after turning age 17.
Element 36: yes	✓ Youth must be reported in foster care at the time the survey data were collected.
Elements 37-58: all valid values other than "declined" and "not applicable"	✓ Youth must be reported with at least one valid response to the youth outcome survey elements.

Example 4: A youth turns age 17 on May 1, 2011 while in foster care. The state surveys the youth on June 10, 2011 and reports the youth's record with outcomes data in the 2011B NYTD report. The state reports that the youth was "incarcerated" for element 34 (outcomes participation status). This baseline

population youth is not in the NYTD follow-up population because the youth was no longer in foster care when the survey was completed.

Values in youth's record	Age 19 follow-up population criteria (✓ = meets criteria; ✗ = does not meet criteria)
Element 2: 201109 Element 4: 1994-05-01	✓ Youth must be reported as a member of the baseline population in the correct report period file in which baseline population data were required to be reported.
Element 34: incarcerated	✗ Youth must be reported as having participated in the NYTD survey.
Element 35: 2011-06-10	✓ Youth must be reported as having participated in the NYTD survey within 45 days after turning age 17.
Element 36: no	✗ Youth must be reported in foster care at the time the survey data were collected.
Elements 37-58: all valid values other than "declined" and "not applicable"	✓ Youth must be reported with at least one valid response to the youth outcome survey elements.

Example 5: A youth turns age 17 on April 1, 2011 while in foster care. The state surveys this foster youth on June 15, 2011. This baseline population youth is not in the NYTD follow-up population because the state was unable to garner the participation of the youth within 45 days of the youth's 17th birthday.

Values in youth's record	Age 19 follow-up population criteria (✓ = meets criteria; ✗ = does not meet criteria)
Element 2: 201109 Element 4: 1994-04-01	✓ Youth must be reported as a member of the baseline population in the correct report period file in which baseline population data were required to be reported.
Element 34: participated	✓ Youth must be reported as having participated in the NYTD survey.
Element 35: 2011-06-15	✗ Youth must be reported as having participated in the NYTD survey within 45 days after turning age 17.
Element 36: yes	✓ Youth must be reported in foster care at the time the survey data were collected.
Elements 37-58: all valid values other than "declined" and "not applicable"	✓ Youth must be reported with at least one valid response to the youth outcome survey elements.

Example 6: A youth turns age 17 on October 1, 2010 while in foster care. On this birthday, the youth receives an email invitation from the state to participate in the NYTD survey. The youth exits foster care to adoption on October 5, 2010 and completes the state’s NYTD survey on October 10, 2010. The state reports the survey data in the 2011A NYTD report. This baseline population youth is not in the NYTD follow-up population because the youth was no longer in foster care when the survey was completed.

Values in youth’s record	Age 19 follow-up population criteria (✓ = meets criteria; ✗ = does not meet criteria)
Element 2: 201103 Element 4: 1993-10-01	✓ Youth must be reported as a member of the baseline population in the correct report period file in which baseline population data were required to be reported.
Element 34: participated	✓ Youth must be reported as having participated in the NYTD survey.
Element 35: 2010-10-10	✓ Youth must be reported as having participated in the NYTD survey within 45 days after turning age 17.
Element 36: no	✗ Youth must be reported in foster care at the time the survey data were collected.
Elements 37-58: all valid values other than “declined” and “not applicable”	✓ Youth must be reported with at least one valid response to the youth outcome survey elements.

Example 7: A youth turns age 17 on June 1, 2011 while in foster care. The state invites the youth to participate in the survey on July 10, 2011. The youth agrees to take the survey, but declines to answer any questions. In the 2011B NYTD report, the state reports that this youth “participated” in the survey (element 34) but reports “declined” for elements 37-58. Because the youth chose not to provide a valid response other than “declined” for any of the survey data elements, the youth has not participated in outcomes data collection as described in the NYTD regulation.

Values in youth’s record	Age 19 follow-up population criteria (✓ = meets criteria; ✗ = does not meet criteria)
Element 2: 201109 Element 4: 1994-06-01	✓ Youth must be reported as a member of the baseline population in the correct report period file in which baseline population data were required to be reported.
Element 34: participated	✓ Youth must be reported as having participated in the NYTD survey.

Values in youth's record	Age 19 follow-up population criteria (✓ = meets criteria; ✗ = does not meet criteria)
Element 35: 2011-07-10	✓ Youth must be reported as having participated in the NYTD survey within 45 days after turning age 17.
Element 36: yes	✓ Youth must be reported in foster care at the time the survey data were collected.
Elements 37-58: all "declined"	✗ Youth must be reported with at least one valid response to the youth outcome survey elements.

Examples of age 19 follow-up population youth records that will remain in the follow-up population at age 21

Example 8: A follow-up population youth who has aged out of foster care turns age 19 on October 1, 2012 and completes the NYTD survey on November 1, 2012. The state has not opted to sample. The state includes the youth's record in the 2013A NYTD report with the following information:

Values in youth's record	Age 21 follow-up population criteria (✓ = meets criteria; ✗ = does not meet criteria)
Element 2: 201303 Element 4: 1993-10-01 Element 34: participated Element 35: 2012-11-01 Element 36: no Elements 37-58: all valid values other than "declined" and "not applicable"	<p>✓ Youth must be a member of the age 19 follow-up population cohort.</p> <p>✓ Youth must not be reported as deceased in the corresponding age 19 data file.</p>

Example 9: A follow-up population youth turns age 19 on November 15, 2012. The state has opted to sample and the youth is included in the state's sample. The state locates the youth and invites her to participate in the survey on January 15, 2013 but she declines to participate. The state includes the youth's record in the 2013A NYTD report with the following information:

Values in youth's record	Age 21 follow-up population criteria (✓ = meets criteria; ✗ = does not meet criteria)
Element 2: 201303 Element 4: 1993-11-15 Element 34: declined Element 35: (blank) Element 36: no Elements 37-58: (blank)	<ul style="list-style-type: none"> ✓ Youth must be a member of the age 19 follow-up population cohort. ✓ Youth must be in the state's sample. ✓ Youth must not be reported as deceased in the corresponding age 19 data file.

Examples of age 19 follow-up population youth records that will not remain in the follow-up population at age 21

Example 10: A state reports that a follow-up population youth who was to have been surveyed during the 2013B report period is deceased. The state has not opted to sample. The state includes the youth's record in the 2013B NYTD report with the following information:

Values in youth's record	Age 21 follow-up population criteria (✓ = meets criteria; ✗ = does not meet criteria)
Element 2: 201309 Element 4: 1994-04-15 Element 34: death Element 35: (blank) Element 36: no Elements 37-58: (blank)	<ul style="list-style-type: none"> ✓ Youth must be a member of the age 19 follow-up population cohort. ✓ Youth must be in the state's sample. ✗ Youth must not be reported as deceased in the corresponding age 19 data file.

Example 11: A follow-up population youth turns age 19 on February 1, 2013 while in foster care. The state has opted to sample, however, and the youth is not a part of the state's sample. The state includes the youth's record in the 2013A NYTD report with the following information:

Values in youth's record	Age 21 follow-up population criteria (✓ = meets criteria; ✗ = does not meet criteria)
Element 2: 201303 Element 4: 1994-02-01 Element 34: not in sample Element 35: (blank) Element 36: yes Elements 37-58: (blank)	<ul style="list-style-type: none"> ✓ Youth must be a member of the age 19 follow-up population cohort. ✗ Youth must be in the state's sample. ✓ Youth must not be reported as deceased in the corresponding age 19 data file.

Appendix C. Summary of Key Dates Related to Cohort Management

The chart below provides key deadlines for states related to requesting a sample and for finalizing each NYTD cohort.

<i>Cohort Management Activity</i>	<i>Deadline</i>
Requests to sample	No later than August 16 (45 days before the end of the fiscal year that precedes the fiscal year in which follow-up population data collection begins for youth turning age 19)
Follow-up population cohort (age 19) list locked in the NYTD system for states that opt to sample	No later than August 31 (30 days before the end of the fiscal year that precedes the fiscal year in which follow-up population data collection begins for youth turning age 19)
Follow-up population cohort (age 19) list locked in the NYTD system for states that <u>do not</u> opt to sample	September 30 (last day of the fiscal year that precedes the fiscal year in which follow-up population data collection begins for youth turning age 19)
Follow-up population cohort (age 21) list locked in the NYTD system	September 30 (last day of the fiscal year that precedes the fiscal year in which follow-up population data collection begins for youth turning age 21)