

NEORHYMIS 2.1 Release Notes



Prepared for:
U.S. Department of Health
and Human Services

Prepared by:
Computer Sciences
Corporation

May 2008





Table of Contents

NEORHYMIS v2.1 — Release Notes	2
Basic Center Entrance Record — New or Changed Data Elements.....	2
Setting for Service Delivery.....	2
Data Element Renumbering	3
Basic Center Exit Record — New or Changed Data Elements	3
Home or Non-shelter Preventive Services Provided	3
Transitional Living Entrance Record — New or Changed Data Elements	6
Child of Youth Data Entry Updated	6
Transitional Living Exit Record — New or Changed Data Elements.....	6
Services to Pre-Residential and Non-Residential Youth	6
Pregnant or Teen Parent Services Updated.....	8
Child of Youth Health Data Entry Updated.....	9
Basic Center and Transitional Living Entrance Records — Parallel Changes.....	10
Host Home Data Item Added.....	10
Youth Entry and Birth Date Validation Modified	10
Basic Center and Transitional Living Exit Records — Parallel Changes	11
Host Home Data Item Added.....	11
New Program Connection Service Data Element.....	11
Services Provided Phrasing Updated	11
Street Outreach Program Record — New or Changed Data Elements.....	12
Basic Center Program Turnaway Record	12
Transitional Living Program Turnaway Record	12
Brief Service Contact Report	12
General NEORHYMIS NR v2.1 Application Modifications	13
Utilities Changed	13
Youth Record Printing Implemented.....	13
Database “Updated Date” Behavior Modified.....	13



NEORHYMIS v2.1 — Release Notes

NEORHYMIS v2.1 (NR_v2.1) is the new version of the RHYMIS client software that replaces the current NEORHYMIS v2.0 (NR_v2.0) application. This document explains the major changes that were made to the application since the distribution of NEORHYMIS v2.0 in early 2005. These updates were implemented primarily to collect new RHY data elements for the Basic Center Program (BCP), Transitional Living Program (TLP), and Street Outreach Program (SOP) because of suggestions by RHY organizations and youth serving professionals.

Most of the modifications were made in the area of services provided to RHY youth. Basic Center Programs may now record preventive efforts to divert youth at risk from leaving home without permission. Transitional Living Programs now have the option of recording “non-residential” periods when youth have left residency for a temporary respite, time-out, or reassessment while continuing to receive TLP services. Street Outreach Programs can now enter the number of contacts that are subsequently provided shelter and/or other related services.

Basic Center Entrance Record — New or Changed Data Elements

Setting for Service Delivery

The Basic Center Program (BCP) data item below distinguishes shelter services from prevention services, which are provided to the youth outside the shelter with the goal of preventing shelter entry. The specific types of services provided are further described in the *Services* section of the BCP Exit Record, entered into NEORHYMIS when the youth is discharged. Prevention services are reported under the new section 20 of BCP Exit Record “*Services Provided*” (see Basic Center Exit Record, below).

If a youth served by prevention efforts later enters a BCP shelter, the BCP Exit Record provides for collection of the shelter entry date and the original *BCP Service Start Date* (i.e., start of prevention services) should not be revised. The whole experience of initial prevention services followed by shelter entry (if necessary) is considered one youth program visit.

Settings for service delivery: Identify the setting and nature of services delivered as explained below (choose the type that applies).

Setting for Service Delivery (select one of the following codes):

1	Direct BCP shelter services	<i>Direct BCP shelter services are those provided when the youth directly enters the BCP shelter without receiving prior preventive services.</i>
2	Services to prevent shelter entry	<i>Preventive services were provided at home or another location to serve the youth’s needs and with the goal of keeping the youth in their home. These may include: in-home services, services provided at a school, faith-based organization, community center, on the BCP premises while the youth continues to reside at home, or similar situations. These services could be provided by a variety of sources. The BCP exit report will collect information on specific services rendered.</i>



Youth who are receiving a structured course of preventive services outside the shelter should be recorded in NEORHYMIS Entrance and Exit Reports as well as youth who directly enter the BCP. The opportunity to describe the course and types of preventive services is found under Services, item 20 in the BCP exit report. Such services recorded in NEORHYMIS BCP reports should be more structured than transient or casual contacts (e.g., hotline/phone or brief, drop-in counseling) recorded in the Brief Service Contact Report.

Enter the date the youth first received preventive services or directly entered the BCP shelter without prior preventive services.

BCP Service Start Date: _____ (mm/dd/yyyy)

Data Element Renumbering

The last five BCP Entrance Record data elements have been renumbered to match similar TLP data items to and provide room for future modifications.

6. N/A (Reserved for future modifications)

7. Last Grade Completed

8. School Status

9. Youth who was formerly, but is not currently, the responsibility of the child welfare or foster care agency

10. Youth who was formerly, but is not currently, the responsibility of the public juvenile justice system

Basic Center Exit Record — New or Changed Data Elements

Home or Non-shelter Preventive Services Provided

The most significant change to the Basic Center Exit record for NR v2.1 is the addition of *Preventive Services* under “Services Provided” to permit BCP programs to record efforts to prevent at risk youth from leaving home without permission. These new data elements describe different approaches taken in preventing runaway episodes and working directly with families in the home and other community settings. Youth who receive preventive services, when issues can be rectified, often never enter the shelter and keeping adequate statistical records of youth while outside a shelter is an important program requirement of the Runaway and Homeless Youth Act.

If, after receiving preventive services for a period of time a youth subsequently enters the BCP shelter, the BCP Exit Record provides for collection of the shelter entry date. The original *BCP Service Start Date* (i.e., start of prevention services) should not be revised as this circumstance is considered one youth program visit.



20. _____ Preventive Services, home or non-shelter based (if applicable): The information requested under this question does not apply to youth who entered the BCP shelter directly (full intake). If the youth entered the BCP shelter directly, please skip this section.

“Preventive services” refers to counseling and other acceptable means of risk reduction to keep the youth from running away or engaging in other risk behaviors, or being placed in the child welfare or juvenile justice system unless this is in the youth’s best interest. These services may include mediation or other interventions to help build healthy relationships within the family or household) and/or referrals to promote healthy development or strengthen the youth’s assets.

Check **one or more** of the following preventive service options, depending on the assistance provided the youth.

NOTE: If at the end of the period of services, the youth runs away (not to the BCP) or successfully insists upon a living situation other than the chosen placement, the final setting would be recorded under Living Situation at Exit when the BCP Exit Report is completed.

20.1. _____ In-home Preventive Services: Preventive services were provided by the grantee on an in-home basis to the youth and/or the family or guardianship household and not at BCP shelter or other grantee facility unless also indicated below. The youth did not stay overnight at a shelter continued to reside at the original household.

20.2. _____ Out-of-home Preventive Services: Services were provided by the grantee to the youth off-site in the home of a relative or other responsible individual, school setting, faith-based organization, community counseling or youth center not affiliated with the grantee, or in another “neutral zone.” The youth did not stay overnight at a shelter during the period these services were provided and continued to reside at the original household.

20.3. _____ Overnight, Interim, Respite, or Very Limited BCP Shelter Stay with Return Home Expected Soon: The youth was provided not more than a few nights of interim, provisional accommodations at the BCP shelter (for respite, but not as a full program participant although within the care and supervision of the program). This experience could be for a “cooling off” period or during transfer to an appropriate permanent living setting. The expectation is that the youth returns to the original household or alternative permanent living situation in the following day or few days.

20.4. _____ Temporary Stay or Respite at a Setting Outside the Youth’s Home but Not in BCP: The youth was provided temporary or respite living arrangements at an alternative out-of-the-home setting arranged by the grantee and the youth’s family or guardian. As in the previous situation, this could be for a “cooling off” period or during transfer to an appropriate permanent living setting. The expectation is the youth returns to the original household or alternative permanent living situation at the end of the temporary period.



20.5. _____ **Formal Placement in an Alternative Setting Other Than the BCP Shelter or the Original Home/Housing:** It was determined that the interests of the youth would best be served by placement away from the household of residence and not in the BCP shelter. The new living situation should be safe, appropriate and suitable to the needs and development of the youth.

20.6. _____ **Admission to BCP Shelter Services for More Than One Night After Receiving Preventive Services:** The youth was provided more than one night of temporary shelter (full intake at the BCP shelter) after prevention efforts during a crisis intervention period, with anticipation of reunification with the family or in an alternative placement. The youth may have previously received any combination of preventive services. Please enter the date the youth formally entered the BCP shelter.

BCP Shelter Entrance Date: _____ (mm/dd/yyyy)



Transitional Living Entrance Record — New or Changed Data Elements

Only minor changes were made to the Transitional Living Entrance data collection form.

Child of Youth Data Entry Updated

The form for the “Child of Youth” data entry has been streamlined to permit the user to view the records for all of the youth’s children together to simplify data entry.

Child Number	Child’s Date of Birth (mm/dd/yyyy)	Child’s Gender	Child Currently in Parent Youth’s Care?
1		Male	No
		Female	Yes
2		Male	No
		Female	Yes
3		Male	No
		Female	Yes
4		Male	No
		Female	Yes
5		Male	No
		Female	Yes
6		Male	No
		Female	Yes

Transitional Living Exit Record — New or Changed Data Elements

Changes implemented in NR v2.1 for the Transitional Living Exit record are primarily in the area of “Services Provided” for pre-residential or non-residential periods during a youth’s TLP visit although other minor modifications are included.

Services to Pre-Residential and Non-Residential Youth

The Transitional Living Exit record data entry now supports services provided to non-residential youth who have temporarily moved out of residency for a respite, time-out , or cooling off period to reconnect with their goals and to recommit to the program. This data element also provides for entry of services given to pre-residential youth being assessed for TLP residency or on waiting lists who have not yet entered the program residence. Both categories of youth may to receive various TLP services such as counseling, meals, or special events during this period when they are not in residence.

If a youth is expected to return to TLP residency and is only temporarily absent, a TLP Exit record should not be created until either the youth returns and completes the program or it is clear they are not expected to return.



21. _____ Services to Non-resident or “Pre-Resident” Youth.

(NOTE: Parts of this section, specifically “Assessment” and “Transitional Life Planning” may apply to most youth in the program since assessment at entry and planning shortly thereafter is commonly considered good practice).

Please select **one or more** responses, as appropriate.

21.1. _____ Assessment prior to TLP entry: The youth’s needs and capabilities were assessed prior to admission to TLP in preparation for an expected opening in the TLP residency. Assessment may mean psychological or vocational testing, fact finding, counseling, or other activities that can determine if a TLP residency is in the youth’s best interest and as part of developing a Transitional Living Plan. Substance abuse assessment is also reported *under Services, item 10*. An *inventory of assessment tools* developed by the National Clearinghouse on Families and Youth is available on request from the NEORHYMIS hotline at 1-888-749-6474.

21.2. _____ Assessment during TLP residency: The youth’s needs and capabilities were assessed as part of the service during TLP residency. Substance abuse assessment is reported separately under Services, item 10.

21.3. _____ Transitional Life Planning: *The youth, in collaboration with TLP staff, professional counselors and/or mentors, created and agreed on a Transitional Life Plan before or shortly after moving into the TLP (often with assessment as a important element of the plan). Transitional Life Plans for all TLP youth are statutorily required by the Runaway and Homeless Youth Act.*

NOTE: Transitional Life Plans can be more successful when the youth is involved as a co-creator and partner. Plans may be creative, utilizing features that appeal to young people, such as sports, music or cultural themes, scrapbooks or password-protected, personalized internet pages or on the TLP’s internal network. These plans may be revised on an ongoing basis in response to opportunities or adjust to circumstances. The “Positive Youth Development Approach” to youth services (<http://www.acf.dhhs.gov/programs/fysb/content/positiveyouth/>) emphasizes that assets, strengths, goals and other capacities of young people should factor into planning. The focus should not be dominated by issues, problems, and deficits of the youth, which may be addressed in an affirmative, developmental context.

21.4. _____ Services in settings apart from the TLP: *The youth received services besides assessment, such as counseling, recreation, nutrition, etc., while not residing in the TLP, either prior to joining or during a period of stand-by, a temporary leave of absence, respite, or while on a wait list (e.g., during the situation in the next field).*

If the youth never formally enters the TLP, but received services other than casual or drop-in contact, NEORHYMIS reports should be created. This situation would usually indicate a “Program Completion” status of two (left voluntarily with an opportunity) or three (left voluntarily with no plans). Even if the youth in this latter status had a transitional living plan developed, he or she did not intend or appear to follow it.) NOTE: Specific non-residency activities can be reported under other options in this “Services Provided” section along with services provided during residency.



21.5. _____ Respite, temporary leave of absence, standby or involuntary separation: *After joining the TLP as a resident, the youth was referred to a safe and appropriate living situation on a temporary or conditional basis. This may be by agreement between the youth and the program or involuntarily because of serious infractions or potential harm. The period of non-residency does not count as part of the statutory time-limited eligibility for TLP. It is advisable to stay connected with the youth during these periods. There is no FYSB standard of practice for these situations or for the length of absence. TLP should use discretion to assess each youth and situation to determine if an invitation to return in the future may be appropriate.*

NOTE: When return is possible, the NEORHYMIS Exit Report should not be opened or completed.

In cases of permanent involuntary discharge or unmistakable voluntary departure, which will not involve return, please provide information about the Living Situation at Exit and Program Completion Status in the following sections and finalize the TLP Exit Report. If a youth's case has been closed with an exit report after a long absence, then the youth reappears unexpectedly, start a new entrance record for the youth. NEORHYMIS will create the same Youth ID in a new record.

Pregnant or Teen Parent Services Updated

The *Pregnant or Teen Parent* "Services Provided" section has been updated to include all five service subtypes and to improve wording.

20. _____ Pregnant or Teen Parent: Were services provided to a pregnant teen or teen parent?

If yes, please select **one or more** responses, as appropriate:

- 20.1. _____ Prenatal care
- 20.2. _____ Birthing care
- 20.3. _____ Post-natal care
- 20.4. _____ Nutrition/WIC
- 20.5. _____ Child care



Child of Youth Health Data Entry Updated

As for the TLP Entrance Record, the form for the “Child of Youth” health status entry has been streamlined to permit the user to view the records for all of the youth’s children together. The child statistics previously entered are displayed but may not be edited (areas in grey below) during input of child health status at exit.

Child Number	Child’s Date of Birth (mm/dd/yyyy)	Child’s Gender	Child Currently in Parent Youth’s Care?	Child’s Health Status
1		Male	No	Good
				Not Good
		Female	Yes	Not Known
2		Male	No	Good
				Not Good
		Female	Yes	Not Known
3		Male	No	Good
				Not Good
		Female	Yes	Not Known
4		Male	No	Good
				Not Good
		Female	Yes	Not Known
5		Male	No	Good
				Not Good
		Female	Yes	Not Known
6		Male	No	Good
				Not Good
		Female	Yes	Not Known



Basic Center and Transitional Living Entrance Records — Parallel Changes

The following section describes corresponding changes made in both the NR_v2.1 Basic Center Program and Transitional Living Program Entrance records. The substance of the modifications is the same in both areas with, at most, only minor wording differences based on the RHY program name (Basic Center or Transitional Living).

Host Home Data Item Added

Host Home was added as a type of *Private Residence* under “Living Situation at Entrance” and as a type of *Individual* referral under “Program Referrals” for both BCP and TLP entrance records.

4. Living situation at entry: Choose **one** code to indicate the living situation (this situation may be the same or different from a prevention setting, if any), in which the youth spent at least six of the 12 months prior to entrance. (If the youth did not spend more than 6 months at one residence during the 12 months prior to entrance, enter the code corresponding to the residence in which he or she spent the most time during that period.)

Some of the living situation categories have further type sub-classifications. If this is the case for the applicable living situation at entry for the youth, then both a code for the living situation and a code for living situation type must be selected.

Living Situation at Entry (select one code or one code/type)

3	In a Private Residence	8	Host Home	<i>The residence of an adult other than a relative or a friend operated as a host home.</i>
---	-------------------------------	---	------------------	---

5. Who referred the youth to the Basic Center Program? Choose **one** code for the individual or organization through which the youth was advised about, sent, or directed to the Basic Center Program.

Referral to Program (select one code or one code/type)

2	Individual	6	Responsible Adult (not related) of a Host Home	<i>The residence of an adult other than a relative or a friend operated as a host home.</i>
---	-------------------	---	---	---

Youth Entry and Birth Date Validation Modified

In response to NEORHYMIS users who wished to maintain and/or correct their client databases with past youth visit information, the BCP and TLP youth program entrance date validation has been modified. To determine the youth’s age at program entrance, the NR v2.1 application now compares the youth’s date of birth to the program entrance date rather than the date when the data is entered into NEORHYMIS. In addition, entrance dates more than two years in the past are now permitted, with a warning message to the user.



Basic Center and Transitional Living Exit Records — Parallel Changes

The following section describes corresponding changes made in both the NR_v2.1 Basic Center Program and Transitional Living Program Exit records. The substance of the modifications is the same in both areas with, at most, only minor wording differences based on the RHY program name (Basic Center or Transitional Living).

Host Home Data Item Added

Host Home was added as a type of *Private Residence* under “Living Situation at Exit” for both BCP and TLP exit records.

3. Living Situation at Exit: Choose **one** code that describes where the youth will go upon leaving the Basic Center Program at the conclusion of the periods described under 20 above.

Living Situation at Exit (select **one** code or **one** code/type)

3	To a Private Residence	8	Host Home	<i>The residence of an adult other than a relative or a friend operated as a host home.</i>
---	-------------------------------	---	------------------	---

New Program Connection Service Data Element

Individual Development Account was added as an option under *Program Connection* “Services Provided” for both BCP and TLP exit records.

18. Program Connection:

18.16. _____ Individual Development Account

Services Provided Phrasing Updated

The wording of the two “Services Provided” options, Community Service/Service Learning (item 16) and the Mentoring Youth (item 19), has been updated to be clearer and provide more emphasis on the importance of these two types of assistance.

16. _____ Community Service/Service Learning (CSL): Activities that involve youth in helping others or the community. A discussion of CSL, positive youth development and a variety of related options to explore is available on request from the NEORHYMIS hotline at 1-888-749-6474.

19. _____ Mentoring youth during and/or after their term of services. (NOTE: Mentoring is a one-to-one supportive relationship between a youth and a caring adult who has been screened, trained with appropriate skills, and who receives follow-up supervision and support by the agency. Group activities with other mentors can be valuable, but the one-to-one relationship is paramount. Information on effective mentoring practices can be found at www.mentoring.org.)



Street Outreach Program Record — New or Changed Data Elements

A new data element, *Number of Contacts Sheltered*, has been added to count youth who come into contact with the Street Outreach Program (SOP) and consequently receive shelter and/or other services for at least one night. This new item captures the primary mission of SOP, which is to lead street youth into shelter and services.

Please provide answers to the three questions below regarding Street Outreach Program staff’s contacts with young people:

1. Number of Contacts: Please enter the total number of contacts, during this reporting period, with young people on the street or in drop-in centers by staff of the FYSB-funded Street Outreach Program.	
2. Number of Contacts Sheltered: Please enter the number of such contacts provided shelter and/or other services for at least one night. This number must be less than or equal to the <i>Number of Contacts</i> above.	

3. Number of Materials Distributed: Please enter the total number of materials distributed by Street Outreach Program staff to youth on the street.	
1. Number of written materials distributed (for example, brochures or fliers.)	
2. Number of health and hygiene products distributed (for example, First Aid or reproductive health products.)	
3. Number of food and drink items or packages distributed.	

Basic Center Program Turnaway Record

There were no changes to the Basic Center Program Turnaway section in this NR v2.1 software release.

Transitional Living Program Turnaway Record

There were no changes to the Transitional Living Program Turnaway section in this NR v2.1 software release.

Brief Service Contact Report

There were no changes to the Brief Service Contact section in this NR v2.1 software release.



General NEORHYMIS NR v2.1 Application Modifications

Several additional modifications to the NR v2.1 application have been made to enhance overall functionality, improve data quality, and simplify data entry. Although these changes are not directly related to RHYMIS program data elements, they do affect the ease with which users can meet their grant data entry and submission requirements. Application updates include changes in the following areas.

Utilities Changed

The NR v2.1 application utilities have been revamped to improve software security by removal of outdated modules. The appearance and operation of the Federal Transfer, database backup, and database restore functions have been updated and simplified. The obsolete “External Transfer” process has been removed.

Youth Record Printing Implemented

BCP and TLP youth current visit records can now be printed in a consolidated format. Users can also select and then print any of a youth’s prior program visits in the same format. The NR v2.1 print function has been improved to permit selection of a specific printer or cancellation of a printout and no longer automatically uses the default printer.

Database “Updated Date” Behavior Modified

Each record in the NEORHYMIS client database contains a field, the *Updated Date*, which captures the date when any information in that record was last touched by the NEORHYMIS application. This date is used to choose records for the Federal Transfer file and any record with an *Updated Date* within the current reporting period is included.

In the NEORHYMIS NR v2.1 forms, the *Updated Date* is reset to the current date only if the user editing a BCP, TLP, or SOP record makes and then saves their data change(s). In other words, if the initial state of the record is the same as the final state, the *Updated Date* is not modified, regardless of the number of times the user may have selected then un-selected any data element prior to saving the record.

This software modification will improve the quality of the Federal Transfer data submitted by excluding unchanged records.