



**NYTD Guidebook to entering provider reports
Starting report period June of 2012**

[Instructions for reports starting for June 2012 report period](#)

[How to get to the KidTraks NYTD portal](#)

[Entering information into the NYTD portal](#)

[NYTD History/Receipt of report submission](#)

Starting in July of 2012 (for submitting June of 2012 reports) the NYTD portal previously used to submit reports will no longer be available. Therefore, providers will need to begin entering NYTD reporting information through KidTraks.

To submit monthly reports through KidTraks, please start by logging into KidTraks:

(<https://financials.dcs.in.gov/Login.aspx?ReturnUrl=%2f>)

Please note that your agency is responsible for deciding who will be submitting NYTD monthly reports. If your agency has selected individual/s who do not currently have access to KidTraks you will need to obtain a username and password those responsible for entering the NYTD reports. All usernames, passwords and password resets will be handled by KidTraks.

Note: KidTraks personnel should NOT be contacted for anything related to NYTD reporting that does not directly pertain to the functioning of the KidTraks reporting system (i.e. usernames/passwords, password resets, error messages). The DCS NYTD helpdesk (dcsnytd@dcs.in.gov) will remain available for any technical questions related to NYTD (i.e. definitions of NYTD eligible services, due dates, reporting cycles). When in doubt, contact the DCS NYTD helpdesk and we will direct you to the appropriate source to assist you with trouble shooting.

KidTraks
KidTraks - Child Welfare Financial System

IN.gov
Indiana Department of Child Services

Secure Account Login

User ID:
Password:
Login
 remember User ID

COMODO SECURE

Welcome to the State of Indiana
Department of Child Services
KidTraks - Child Welfare Financial System

Experiencing difficulty Logging in? (External Users Only)
[Forgot Password?](#)

Need to contact us?
[Contact Information](#)

Indiana Department of Child Services
[DCS Website](#)

Thursday, July 05, 2012

Standard Maintenance
Standard Maintenance window - The DCS - KidTraks application uses a standard maintenance window of Sunday morning from 5:00a until 10:00a. The application may not be available during this time. There is no guarantee that any work you do during this time will be saved. We do not make any announcement about maintenance scheduled during this time.

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Last Updated: 07/02/2012

Local intranet | Protected Mode: Off
11:58 AM
7/5/2012

Once you have logged in to KidTraks you will be taken to the "home" page

From the "home" page, click on "ICWIS Portal"

KidTraks - Home Page - Windows Internet Explorer

http://dcsaspd06pw/KidTraksQA/Home.aspx

KidTraks - Home Page

Submit an Issue | Log Out | Welcome Walker, Jennifer Lee Armstrong

Search

Home Accounts Payable Accounts Receivable Contract Management ICWIS Portal Encompass Portal Reports Maintenance

Home

Welcome Walker, Jennifer Lee Armstrong

Friday, June 22, 2012

My WorkList

- Active Referral(s) (228)
- Active Placement(s) (0)

Announcements

- June 8th Downtime
- Printing Issues
- Release Note 3/4/2012

External Links

- Peoplesoft Financials
- Encompass Documents
- Vendor Information SF# 53788
- Other Vendor Publications
- Claim Support of Children SF# 28808
- DCS Intranet
- IN.gov/DCS
- IN.gov

Accounts Payable

Accounts Receivable

Contract Management

ICWIS Portal

Encompass Portal

Reports Gallery

Maintenance

Quick Links

- Referral Wizard
- Case Inquiry
- Voucher Inquiry
- Placement Inquiry
- Contract Inquiry
- Pay Cycle Inquiry
- Vendor Inquiry

Quote of the Day

Never judge a book by its movie.

-- J. W. Eagan

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Last Updated: 3/1/2012 | Contact Us | Help

Local intranet | Protected Mode: Off

10:06 AM 6/22/2012

From the "ICWIS Portal" screen, click on "Case Inquiry"

The screenshot shows the KidTraks ICWIS Portal Home Page. The browser title is "KidTraks - ICWIS Portal Home Page - Windows Internet Explorer" and the address bar shows "http://dcsaspd06pw/KidTraksQA/Home.aspx?Nav=ICWIS". The page header includes "KidTraks Child Welfare Financial System - Dev" and a search bar. A navigation menu contains "Home", "Accounts Payable", "Accounts Receivable", "Contract Management", "ICWIS Portal", "Encompass Portal", "Reports", and "Maintenance". The "ICWIS Portal" link is selected, and a sub-menu is displayed with the following items: "Person Inquiry", "Referral Inquiry", "Resource Inquiry", "Service Guide", "Penetration Rate", "AT Employee", "Case Inquiry", "Placement Inquiry", "Legacy Services", "Adoption Survey", "AT Child", and "Guardianship Survey". The "Case Inquiry" link is circled in red, and a red arrow points to it from the text above. Other sections on the page include "My WorkList" with "Active Referral(s) (228)" and "Active Placement(s) (0)", "Announcements" with "June 8th Downtime", "Printing Issues", and "Release Note 3/4/2012", "External Links" with "Peoplesoft Financials", "Encompass Documents", "Vendor Information SF# 53788", "Other Vendor Publications", "Claim Support of Children SF# 28808", "DCS Intranet", "IN.gov/DCS", and "IN.gov", "Quick Links" with "Referral Wizard", "Case Inquiry", "Voucher Inquiry", "Placement Inquiry", "Contract Inquiry", "Pay Cycle Inquiry", and "Vendor Inquiry", and "Quote of the Day" with "Never judge a book by its movie." and "— J. W. Eagan". The footer contains "Copyright © 2009 - Department of Child Services" and "Last Updated: 3/1/2012 | Contact Us | Help". The taskbar at the bottom shows the system tray with the date and time "10:08 AM 6/22/2012".

You can enter a case by using a youth's person ID, case number, name, etc. For this demo we will enter the case by using the youth's name.

Click on "Search"

The screenshot shows the KidTraks Person Inquiry web application. The search criteria are as follows:

Field	Operator	Value
Person ID:	Equal	
Case Number:	Contains	
First Name:	Contains	
Last Name:	Contains	
SSN:	Equal	
County:	Equal	
Deleted in ICWIS:	Equal	No

The search results area displays: "There are no records to display..."

Verify the youth's name, Date of Birth, Person ID/Case Number

Click "Select" by the youth's case for which you are entering NYTD information

KidTraks
Child Welfare Financial System - Dev

Home > **ICWIS Portal Home** > Case Inquiry Friday, June 22, 2012

Find Existing Case...

Person ID: Equal
Case ID: Contains
First Name: Contains
Last Name: Contains
SSN: Equal
County: Equal
ICWIS Case ID: Equal
MaGIK Case ID: Equal
Case Type: Equal

Search Clear Cancel

Search Results:

	Person Name	Person ID	Case Number	Case Type	FCM
Select	[Redacted] 93 (18)	[Redacted] 82	[Redacted] 82	JD/JS	
Select	[Redacted] 93 (18)	[Redacted] 82	[Redacted] 95	CHINS	NELSON, JASON

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Done Local intranet | Protected Mode: Off 10:25 AM 6/22/2012

This will take you to the "Case Information" screen.

Click on "NYTD Monthly Report"

KidTraks - Case Information - Windows Internet Explorer
http://dcsaspd06pw/KidTraksQA/ICWIS/CaseInfo.aspx?casePK=1283422195&plID=1635912182

Home > ICWIS Portal Home > Case Inquiry > Case Information Friday, June 22, 2012

Case: Action: Add New Service Referral Go

Case Information Services Placement Events Attachments **NYTD Monthly Report** NYTD History

Case Profile

Case ID: 95
Case Type: CHINS
Status: Open
FCM: NELSON, JASON(Jason.Nelson@dcs.IN.gov)
County: Independent Living
Start Date: 1/23/2012
End Date:
ICWIS Case ID #: 95
Magik Email:

Quick Links

- State Contracted Interpreter Services
- Provider Service Guide
<Select Location> Go
- Crisis Response Guide
<Select Location> Go
- Add Attachment
Upload file for this case.

Case Participants

Person ID	First Name	Last Name	Relation	Birth Date	Age	Bx CANS	PLCM CANS	CANS Complete Date	Eligibility Review
82			Youth	1993	18	0	Unknown		Add

Case Placements (select the child to manage ICPRs)

No records to display...

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Done Local intranet | Protected Mode: Off 100% 10:10 AM 6/22/2012

You can ensure that you are entering information for the correct youth by clicking on the person icon directly to the right of the person ID

Ensure that the dates in the "Report Period" field match the month of the report you are entering. (i.e. if you are entering a June report be sure that the report period reads: 6/1/2012-6/30/2012)

KidTraks - Case Information - Windows Internet Explorer

http://dcsaspd06pw/KidTraks/QA/ICWIS/CaseInfo.aspx?casePK=1283422195&pID=1635912182

KidTraks - Case Information

Case Information Services Placements Events Attachments **NYTD Monthly Report** NYTD Report History

Person ID: 32 (18) Report Period: 7/1/2012 - 7/31/2012 Go

Vendor Information

Choose a Vendor: Choose a Vendor

Vendor ID:
PS Vendor ID:
Legal Name:
SSN/Tax ID:

Report Profile

Report Date: 7/2/2012
Case ID: 95
Adjudicated Delinquent:*

Education Information

Special Education: *
Last Grade Completed: *

Personal Information

Address Line 1:
Address Line 2:
State: IN City: Zip:
Email: Home Phone: Cell Phone:

Services Provided to the Youth*

No NYTD Eligible services provided this report period
 IL Needs Assessment
 Health Education and Risk Prevention

Done Local intranet | Protected Mode: Off 1:53 PM 7/2/2012

Entering information into this portal will be similar to what you have done in the past. It is mandatory for you to enter:

Special Education (This refers to whether or not a youth is currently receiving special education, defined as “specifically designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability.”) Mark “yes” if the youth has a current, active IEP.

Last Grade Completed (This refers to the youth’s highest educational level attained. If a youth is currently in the 10th grade then you would mark “9th grade” in this field. If a youth earned their GED this field would be “12th grade”.)

Adjudicated Delinquent (This refers to whether the youth is *currently* an adjudicated delinquent. Youth who are waiting for a court ruling regarding their adjudication and youth who are being served as voluntary IL clients would not count as being adjudicated delinquents.)

Address (this will autopopulate from the last report that was entered and will only need to be updated if the youth’s address has changed since the last report period.

The screenshot shows the KidTraks Case Information portal in Internet Explorer. The browser address bar displays the URL: <http://dcsasdp06pww/KidTraksQA/ICWIS/CaseInfo.aspx?casePK=1283422195&pID=1635912182>. The page title is "KidTraks - Case Information".

The main content area is titled "Case Information" and includes the following sections:

- Case Information:** Person ID: 1635912182, KAMMERER, MARIAH 11/21/93 (18), Report Period: 7/1/2012 - 7/31/2012.
- Vendor Information:** Choose a Vendor: [Choose a Vendor], Vendor ID, PS Vendor ID, Legal Name, SSN/Tax ID.
- Report Profile:** Report Date: 7/2/2012, Case ID: [redacted] 95, Adjudicated Delinquent: [redacted].
- Education Information:** Special Education: [redacted], Last Grade Completed: [redacted].
- Personal Information:** Address Line 1: [redacted], Address Line 2: [redacted], State: IN, City: [redacted], Zip: [redacted], Email, Home Phone, Cell Phone.
- Services Provided to the Youth*:** No NYTD Eligible services provided this report period, IL Needs Assessment, Health Education and Risk Prevention.

The bottom of the screen shows the Windows taskbar with the system clock at 1:53 PM on 7/2/2012.

Services Provided to the Youth (see:

http://www.in.gov/dcs/files/NYTD_Service_Elements_Revised_2011_09.pdf)

Upload completed report

After all information has been entered:

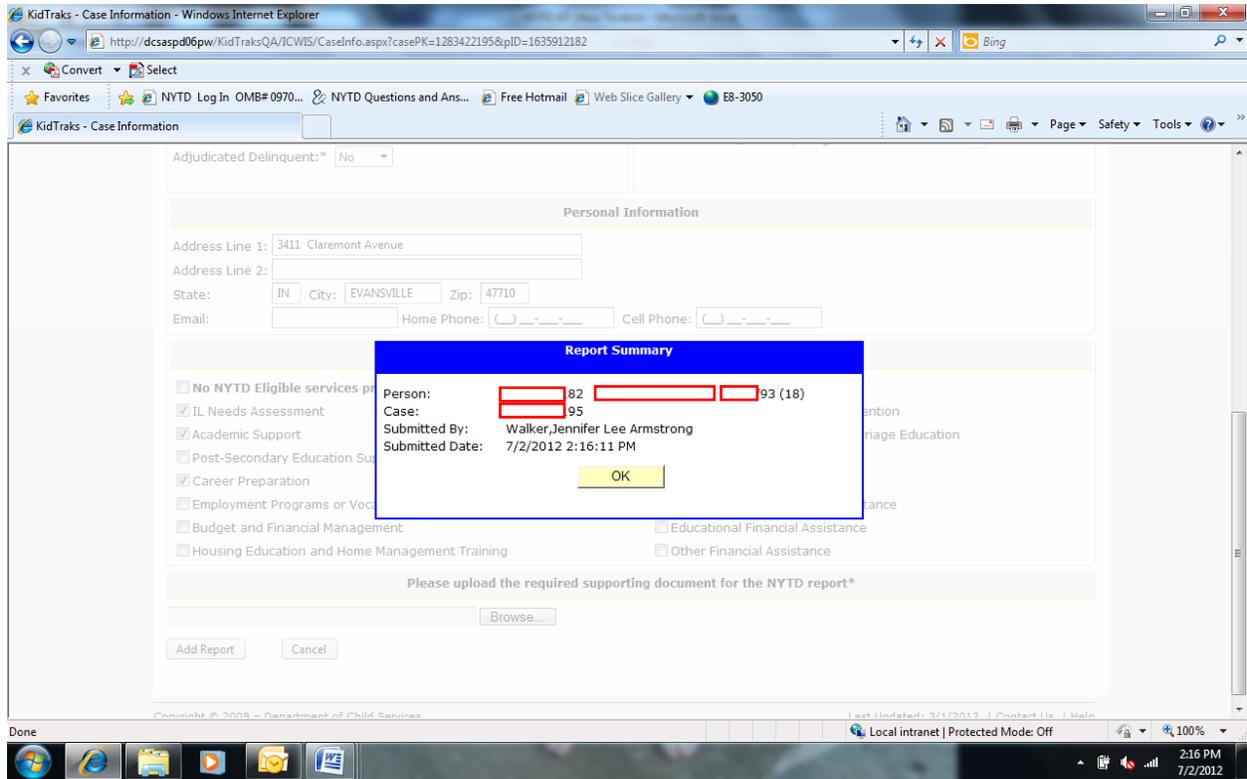
Click "Add Report"

The screenshot shows a web browser window displaying the 'KidTraks - Case Information' form. The browser's address bar shows the URL: <http://dcsaspd06pw/KidTraksQA/ICWIS/CaseInfo.aspx?casePK=1283422195&pID=1635912182>. The form is titled 'KidTraks - Case Information' and includes the following sections:

- Adjudicated Delinquent:*** No
- Personal Information**
 - Address Line 1: [Redacted]
 - Address Line 2: [Redacted]
 - State: IN City: [Redacted] Zip: [Redacted]
 - Email: [Redacted] Home Phone: () - - - - - Cell Phone: () - - - - -
- Services Provided to the Youth***
 - No NYTD Eligible services provided this report period**
 - IL Needs Assessment
 - Academic Support
 - Post-Secondary Education Support
 - Career Preparation
 - Employment Programs or Vocational Training
 - Budget and Financial Management
 - Housing Education and Home Management Training
 - Health Education and Risk Prevention
 - Family Support and Healthy Marriage Education
 - Mentoring
 - Supervised Independent Living
 - Room and Board Financial Assistance
 - Educational Financial Assistance
 - Other Financial Assistance
- Please upload the required supporting document for the NYTD report***
 - H:\Independent Living\NYTD\TEST.docx [Browse...]
 - Add Report** [Cancel]

At the bottom of the page, there is a copyright notice: Copyright © 2009 - Department of Child Services. The browser's status bar shows 'Local intranet | Protected Mode: Off' and the system clock displays '2:14 PM 7/2/2012'.

You will receive a message giving the youth's person id, case id, name and submitted date and time. This serves as verification that the submitted report was emailed to the youth's MaGIK case. For at least the first two months of production the report will also be emailed to the youth's assigned case manager.



To print out receipts of submitted reports go to the “NYTD Report History” page.

Click on “Edit”

The screenshot shows a web browser window displaying the KidTraks Case Information page. The browser address bar shows the URL: <http://dcsaspd06pw/KidTraks/QA/ICWIS/CaseInfo.aspx?casePK=1283422195&pid=1635912182>. The page title is "KidTraks - Case Information". The main content area has a navigation bar with tabs: Case Information, Services, Placements, Events, Attachments, NYTD Monthly Report, and NYTD Report History. The "NYTD Report History" tab is selected and circled in red. Below the navigation bar, there is a "Report Period:" section with dropdown menus for "07" and "2012", and a "Go" button. A table displays the report history for the selected case. The table has columns for Person ID, First Name, Last Name, Age, Case ID, IL Needs Assessment, Academic Support, and Post Educational Support. The first row of data is: Person ID: 1635912182, First Name: MARIAH, Last Name: KAMMERER, Age: 18, Case ID: 1283422195, IL Needs Assessment: Yes, Academic Support: Yes, Post Educational Support: No. An "Edit" button is located to the left of the first row of data and is circled in red. A red arrow points from the text "Click on 'Edit'" above to this button.

Person ID	First Name	Last Name	Age	Case ID	IL Needs Assessment	Academic Support	Post Educational Support
1635912182	MARIAH	KAMMERER	18	1283422195	Yes	Yes	No

Note: this page will keep historical data of NYTD reporting for the youth.

You will be taken to a page that reads “NYTD Report Information: Case Information”

Click on “Go” that is located next to “Print Report”

KidTraks - NYTD Report Information - Windows Internet Explorer
http://dcsaspd06pw/KidTraksQA/ICWIS/NYTDReportInfo.aspx?IL_Progress_Report_PK=10000003

KidTraks - NYTD Report Information

Monday, July 02, 2012

NYTD Report Information [Case Information](#)

Report Date: 7/2/2012 Report Period: 07 2012

Vendor Information

Choose a different Vendor: Choose a Vendor

Vendor ID: [REDACTED]
PS Vendor ID: [REDACTED]
Legal Name: [REDACTED]
SSN/Tax ID: [REDACTED]

Report Profile

Person ID: [REDACTED]
Case ID: [REDACTED]
Adjudicated Delinquent:* [REDACTED]

Education Information

Special Education:** [REDACTED]
Last Grade Completed:* 12th grade

Personal Information

Address Line 1: [REDACTED]
Address Line 2: [REDACTED]
State: IN City: [REDACTED] Zip: [REDACTED]
Email: [REDACTED] Home Phone: [REDACTED] Cell Phone: [REDACTED]

Services Provided to the Youth*

Local intranet | Protected Mode: Off 100% 2:40 PM 7/2/2012

This will pull up an Adobe document that shows report/education information, personal information, and service provided to the youth. This document may be printed off and placed in the youth's file.

