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](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.
One you have logged in to KidTraks you will be taken to the “home” page.

From the “home” page, click on “Case Inquiry.”

Warrant XXX was issued on XX/XX/XXXX
Warrant XXX was issued on XX/XX/XXXX
All or portions of Invoice XXX was denied on XX/XX/XXXX
Invoice test was received on XX/XX/XXXX
Invoice XXX was received on XX/XX/XXXX
Invoice XXX was received on XX/XX/XXXX
Invoice XXX was received on XX/XX/XXXX
Invoice XXX was received on XX/XX/XXXX
Invoice XXX was received on XX/XX/XXXX
Invoice XXX was received on XX/XX/XXXX
Invoice XXX was received on XX/XX/XXXX
Warrant XXX was issued on XX/XX/XXXX
Warrant XXX was issued on XX/XX/XXXX
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”
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
This will take you to the “Case Information” screen.

Click on “NYTD Monthly Report”
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)
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.)

**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”
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”

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”
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.