

NYTD Entry Guide for Placement Providers

February 2025

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I. How to get to the KidTraks NYTD portal

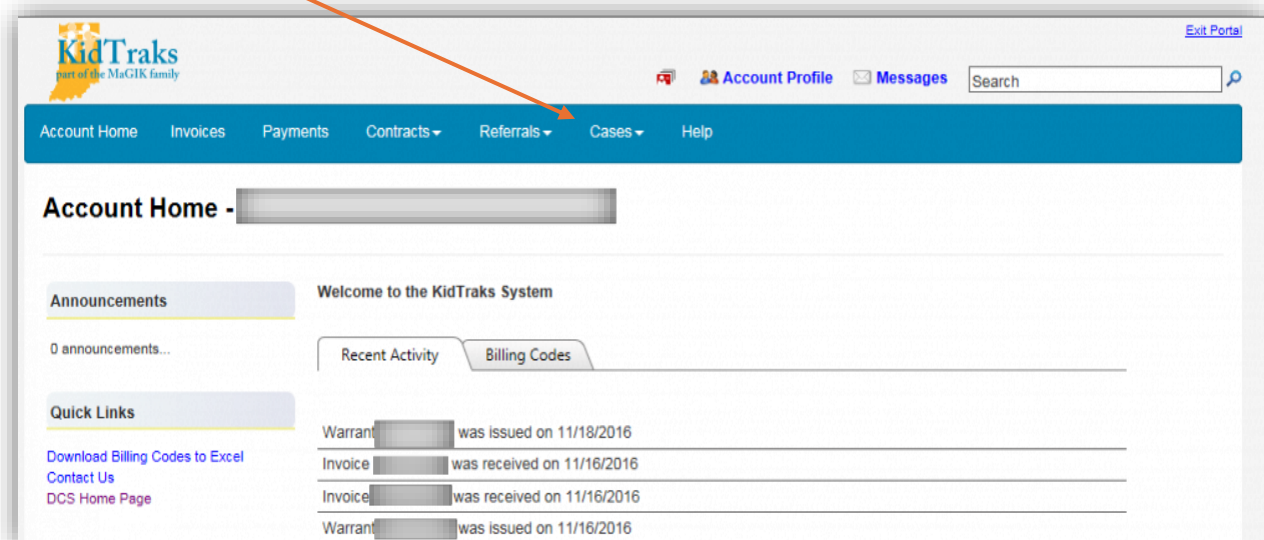
A. Log into KidTraks: <https://financials.dcs.in.gov/Login.aspx?ReturnUrl=%2f>

1. Please note that your agency will need to obtain access to KidTraks for those responsible for entering NYTD reports. All usernames, passwords and password resets will be handled by KidTraks. 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). Please contact the DCS NYTD helpdesk dcscopytd@dcsc.in.gov for any technical questions related to NYTD (i.e. definitions of NYTD eligible services, due dates, reporting cycles).



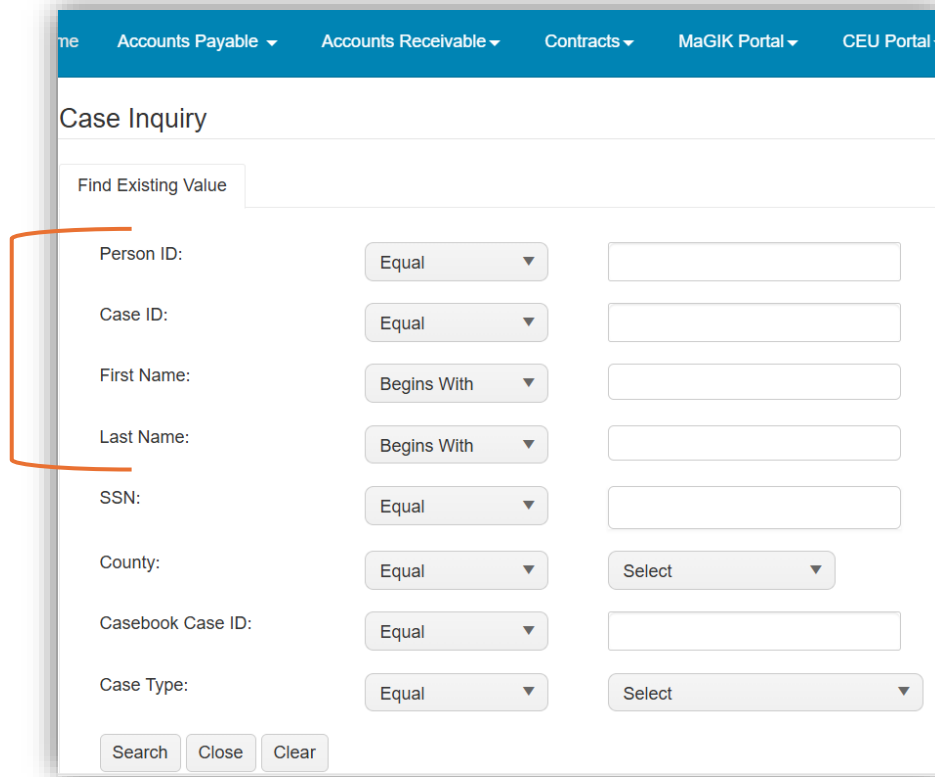
The screenshot shows the 'Management Gateway for Indiana's Kids' login page. On the left, there is a 'Sign In' section with fields for 'Enter Username' and 'Enter password', a 'Sign In' button, a 'Remember Me' checkbox, and a 'Reset Password?' link. On the right, there is a navigation bar with links for 'Online Reporting', 'Case Management', 'KidTraks Financials', and 'NYTD'. Below the navigation bar is a large banner image featuring a smiling girl on a swing and a group of children, with the text 'KEEPING KIDS SAFE it's up to us!'.

B. Once you have logged into KidTraks, you will be taken to the “Home” page. Navigate to “Cases” and then to “Case Inquiry.” You will be routed to the “Case Inquiry” page.



The screenshot shows the 'Account Home' page of the KidTraks system. At the top, there is a navigation bar with links for 'Account Home', 'Invoices', 'Payments', 'Contracts', 'Referrals', 'Cases', and 'Help'. An orange arrow points to the 'Cases' link. Below the navigation bar, the page is titled 'Account Home - [redacted]'. On the left, there are sections for 'Announcements' (showing 0 announcements) and 'Quick Links' (including 'Download Billing Codes to Excel', 'Contact Us', and 'DCS Home Page'). On the right, there is a 'Welcome to the KidTraks System' message and a 'Recent Activity' section. The 'Recent Activity' section shows a list of events: 'Warrant [redacted] was issued on 11/18/2016', 'Invoice [redacted] was received on 11/16/2016', 'Invoice [redacted] was received on 11/16/2016', and 'Warrant [redacted] was issued on 11/16/2016'.

- C. You can search for a case using a youth's Person ID, Case Number, or First and Last Name and select "Search" on the "Case Inquiry" page.

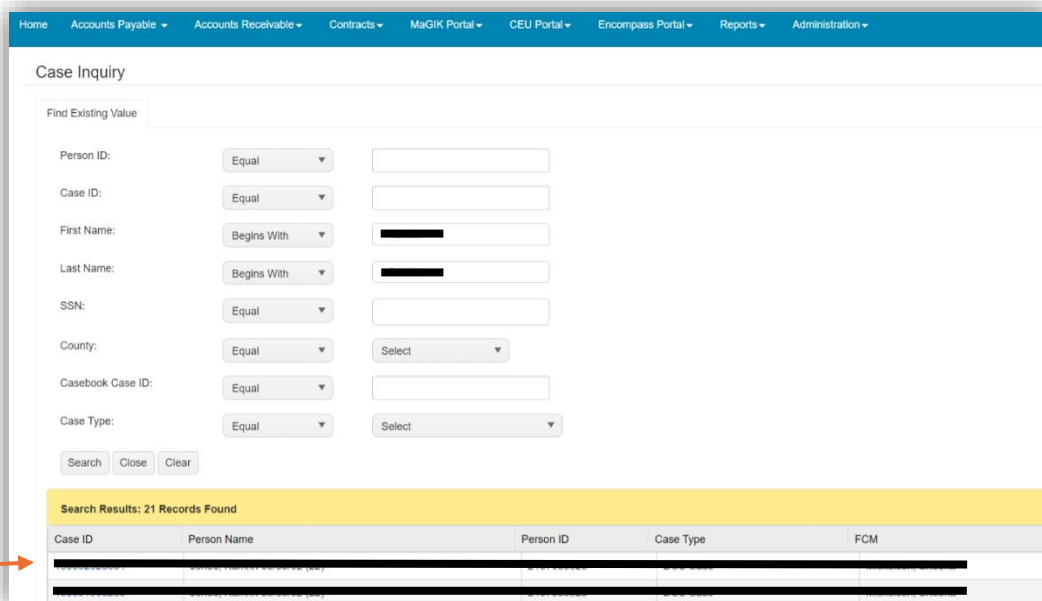


The screenshot shows the "Case Inquiry" form with a blue header bar containing navigation links: Home, Accounts Payable, Accounts Receivable, Contracts, MaGIK Portal, and CEU Portal. The form title "Case Inquiry" is at the top. Below it is a tab labeled "Find Existing Value". A red bracket highlights the search criteria section, which includes the following fields:

- Person ID: Equal [text input]
- Case ID: Equal [text input]
- First Name: Begins With [text input]
- Last Name: Begins With [text input]
- SSN: Equal [text input]
- County: Equal [text input] Select [dropdown]
- Casebook Case ID: Equal [text input]
- Case Type: Equal [text input] Select [dropdown]

At the bottom of the form are three buttons: Search, Close, and Clear.

- D. Select the youth's case for which you enter NYTD information by selecting the case under "Search Results." This will take you to the "Case Information" page.



The screenshot shows the "Case Inquiry" form with the same search criteria as in the previous image. Below the form, a yellow banner indicates "Search Results: 21 Records Found". An orange arrow points to the first record in the results table.

| Case ID | Person Name | Person ID | Case Type | FCM |
|------------|-------------|------------|------------|------------|
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |

E. Navigate to the “NYTD Monthly Report” tab.

The screenshot shows the KidTraks Case Inquiry page. The top navigation bar includes links for Account Home, Invoices, Payments, Contracts, Referrals, Cases, and Help. The main content area has tabs for Case Information, Event, Attachment, NYTD Monthly Report, and NYTD History. The NYTD Monthly Report tab is selected. On the left, the Case Profile section displays fields for Case ID, Status (Open), County, Start Date, End Date, Caseworker, Caseworker Supervisor, ICWIS ID, and MaGIK ID. On the right, the Quick Links section includes links for Add Events, Add Attachment, Upload file for this case, Add Recommended Services, and Recommend services for this case.

II. Enter information for the youth completely and accurately for the monthly report period.

- A. If you select the person icon to the right of the “Person ID,” the youth’s name may be listed more than once. Verify that you are entering into NYTD for the correct youth by confirming that the Person ID on the monthly report matches the Person ID on the referral.
- B. Please ensure that the date range in the “Report Period” field reflect month for which you are reporting.
- C. The “Report Date” should read as the last day of the month for which report period you are entering reports.

The screenshot shows the NYTD Monthly Report form. The top navigation bar includes links for Case Information, Event, Attachment, NYTD Monthly Report, and NYTD History. The NYTD Monthly Report tab is selected. The form includes a Person ID dropdown menu with a person icon to its right. The Report Period field is a date range selector with a Go button. The Report Profile section includes fields for Report Date, Case ID, and Adjudicated Delinquent. The Education Information section includes fields for Special Education and Last Grade Completed.

D. Required information to enter:

1. **Adjudicated Delinquent:** This refers to whether the youth has EVER been adjudicated a delinquent under a juvenile probation case.
2. **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 select "9th" in this field.
 - If a youth is working toward earning their High School Equivalency (HSE), you would select the last grade the youth completed before working toward their HSE.
 - If a youth has earned their HSE, you would mark the last grade the youth completed their HSE.
 - Post-secondary education or training refers to any post-secondary education or vocational training except for college experience.
 - If the youth has completed at least one semester of study at a college or university you would select "college" in this field.
3. **Special Education:** Is the youth 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." Select "yes" only if the youth has a current, active IEP.

**Please communicate with the case manager/probation officer to determine the correct responses for these elements. Contact DCSNYTD@dcs.in.gov if you have any technical questions.*

- E. **Address** field is not mandatory. Please enter contact information you have for the youth. This will auto populate 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.

F. **Services Provided to the Youth:** [NYTD IL Service Definition Examples](#)


The screenshot shows a web form titled "Report Profile" and "Education Information". The form is divided into several sections: "Report Profile", "Education Information", "Personal Information", and "Services Provided to the Youth".

- Report Profile:** Contains fields for "Report Date" (2/26/2025), "Report Entry Date" (02/26/2025), "Person ID", and "Adjudicated Delinquent" (a dropdown menu).
- Education Information:** Contains fields for "Special Education" (a dropdown menu) and "Last Grade Completed" (a dropdown menu).
- Personal Information:** Contains fields for "Address Line 1", "Address Line 2", "State", "City", "Zip", "Email", "Home Phone", and "Cell Phone".
- Services Provided to the Youth:** Contains a checkbox for "No NYTD Eligible services provided this report period" and a list of checkboxes for various services: "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", and "Other Financial Assistance".

Annotations (orange arrows) point to the "Adjudicated Delinquent" field, the "Special Education" field, the "Last Grade Completed" field, the "Address Line 1" field, and the "Services Provided to the Youth" section.

G. Uploading Attachments

1. After completing information on the screen, scroll to the bottom of the page where the **NYTD Add Report** can be uploaded.
2. Click Add Document



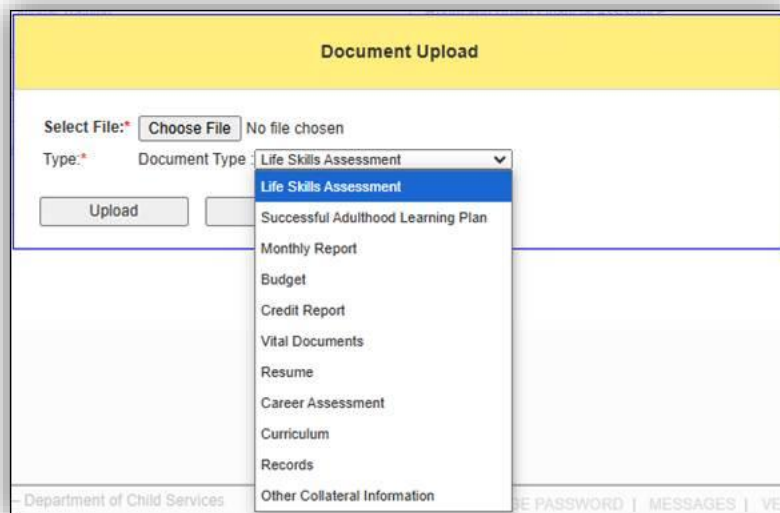
Please upload the required supporting document for the NYTD report*

Add Document

No records to display...

Add Report **Cancel**

3. Click **Choose File** and select the document you wish to upload.
4. Then click the **Document Type** dropdown arrow and select the appropriate document type from the list.



Document Upload

Select File:* **Choose File** No file chosen

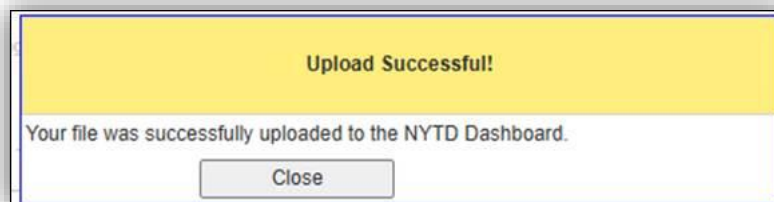
Type:* Document Type: Life Skills Assessment

Upload

- Life Skills Assessment
- Successful Adulthood Learning Plan
- Monthly Report
- Budget
- Credit Report
- Vital Documents
- Resume
- Career Assessment
- Curriculum
- Records
- Other Collateral Information

Department of Child Services | [LOG OUT](#) | [PASSWORD](#) | [MESSAGES](#) | [VERSION](#)

5. After your file is uploaded you will receive the following message:
6. Click the **Close** button to close the window.



Upload Successful!

Your file was successfully uploaded to the NYTD Dashboard.

Close

7. The document with the Attachment Type will be displayed in the list.
8. Click **Add Document** again to upload additional attachments

9. When you are done adding the last attachment type click the **Add Report** button

Please upload the required supporting document for the NYTD report*

| Attachments | Attachment Type |
|----------------------------|------------------------|
| ST030827Test document.docx | Life Skills Assessment |

10. The **Report Summary** window will open

11. Click the **OK** button to close the window.

Report Summary

Person: 1941306194
Case: 100002481840
Submitted By: Sneed, Anna Lisa
Submitted Date: 12/16/2024 2:50:46 PM

12. The **Delete (X)** button will be available for each attachment type after the **Add Report** button has been clicked. If an attachment was added in error, click the **X** to delete it.

III. NYTD History/Receipt of report submission

- A. To print out receipts of submitted reports go to the “NYTD History” page and select “Edit” next to the report.

KidTraks
part of the MaGik family

Account Profile Messages Search

Account Home Invoices Payments Contracts Referrals Cases Help

Case Information [Case Inquiry](#)

Case Information Event Attachment NYTD Monthly Report **NYTD History**

Report Period: [] [] Go

| Person ID | First Name | Last Name | Age | Case ID | IL Needs Assessment | Academic Support | Post Education Support | Career Preparation |
|-----------|------------|-----------|-----|---------|---------------------|------------------|------------------------|--------------------|
| [] | [] | [] | [] | [] | [] | [] | [] | [] |
| Edit | [] | [] | 17 | 1000 | No | No | No | No |

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

