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
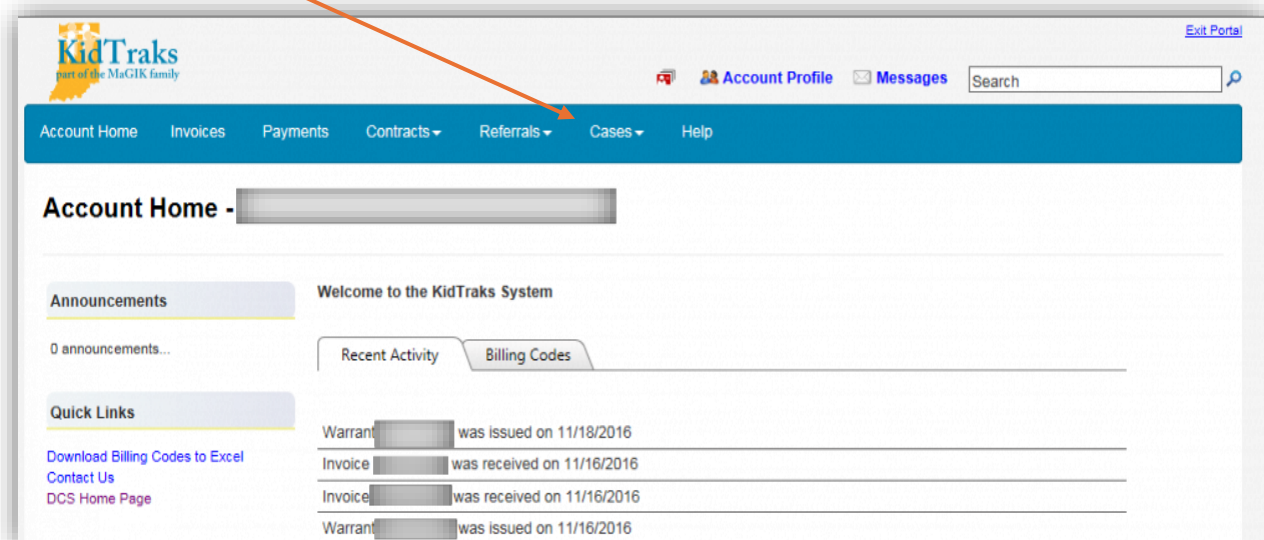
      1.   Please note that your agency will need to obtain access to KidTraks for those responsible for entering NYTD reports. All usernames, passwords and password resets will be handled by KidTraks. KidTraks personnel should NOT be contacted for anything related to NYTD reporting that does not directly pertain to the functioning of the KidTraks reporting system (i.e. usernames/passwords, password resets, error messages). Please contact the DCS NYTD helpdesk dcsnytd@dcs.in.gov for any technical questions related to NYTD (i.e. definitions of NYTD eligible services, due dates, reporting cycles).
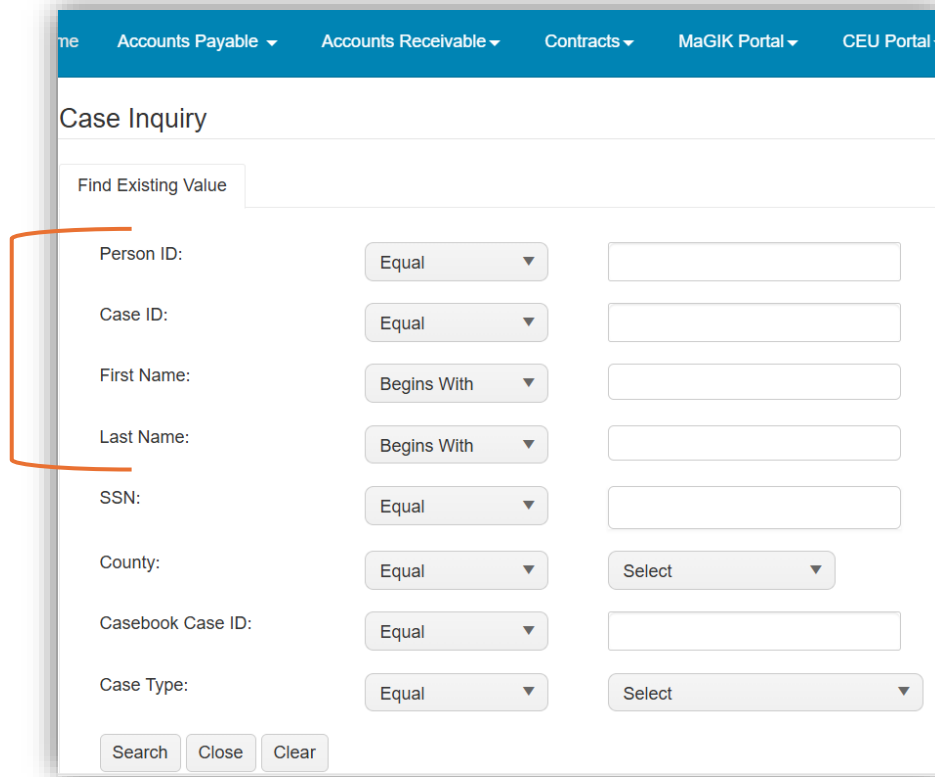

   B.   Once you have logged into KidTraks, you will be taken to the "Home" page. Navigate to "Cases" and then to "Case Inquiry." You will be routed to the "Case Inquiry" page.

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.

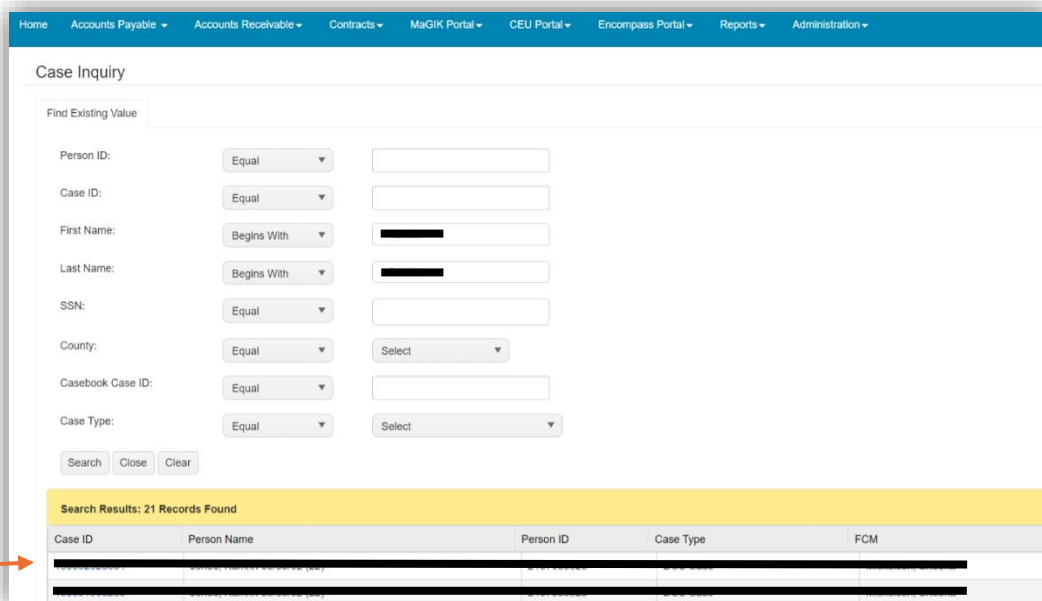D. Select the youth's case for which you enter NYTD information by selecting the case under "Search Results." This will take you to the "Case Information" page.

E. Navigate to the "NYTD Monthly Report" tab.

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.

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

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

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.
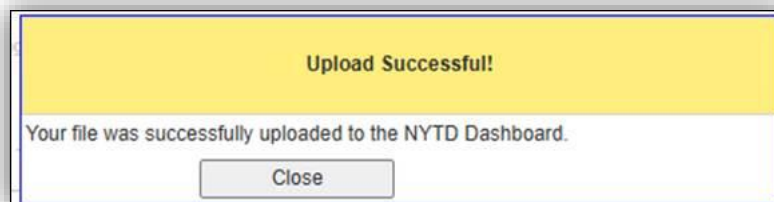
5. After your file is uploaded you will receive the following message:

6. Click the **Close** button to close the window.

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*

Add Document	
Attachments	**Attachment Type**
ST030827Test document.docx	Life Skills Assessment

Add Report   Cancel

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
	OK

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.

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

B.   You will be taken to a page that reads "NYTD Report Information: Case Information" Click on "Go" that is located next to "Print Report."

C.   This will pull up an Adobe PDF document that shows report/education information, personal information, and service provided to the youth. This document should be printed off and placed in the youth's file to serve as verification to auditors that NYTD reports have been entered for each youth.