

STATE OF INDIANA

Indiana Department of Child Services

Indiana Youth Advisory Board Service Standards

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I. Chafee Older Youth Services: Youth Development & Engagement

The John H. Chafee Foster Care Program for Successful Transition to Adulthood requires states who receive grant funding to ensure youth participation in leadership activities that promote youth development and engagement directly designing their own program activities. Formalized youth advisory boards form collaborative relationships and develop additional strategic alliances at the local, state and national levels. These relationships strengthen the overall child welfare system by improving supports and services available to older youth involved in foster care. Youth should be involved in the decision making regarding activities and events; this includes but not limited to conferences, youth speakers, recruitment, volunteering, and other youth servicing opportunities.

A. Authentic Youth Engagement:

Youth should have an opportunity to participate in activities that promote positive growth and development. These activities should allow youth to shape their lives and communities. Authentic youth engagement is the framework in which the Indiana Department of Child Services (DCS) engages youth 14 – 23. The following pillars: youth voice, youth-adult partnership, relational permanency, teachable moments, healthy risk-taking, trauma-informed care, and adolescent brain development are the programmatic foundation of DCS Older Youth Initiatives. These foundational pillars will allow foster youth to practice problem-solving, build self-esteem and increase their influence and personal stake in the community. The Youth Advisory Board (IYAB) shall provide authentic youth engagement by empowering youth to use their voice by expressing ideas, opinions, experiences, and knowledge in planning and decision making. The Youth Advisory Board shall take into account a youth's unique strengths, skills, interests, and needs (Jim Casey Youth Opportunities Initiative, 2014).

B. Leadership

Youth participating in IYAB will develop a high level of knowledge and skills needed to become youth leaders, advocates, and mentors. Youth should engage in leadership opportunities; taking primary responsibility in strategic planning, decision-making, and problem-solving.

Youth leadership is part of the youth development process and supports the young person in developing:

1. the ability to analyze his or her own strengths and weaknesses, set personal and vocational goals, and have the self-esteem, confidence, motivation, and abilities to carry them out (including the ability to establish support networks in order to fully participate in community life and effect positive social change); and
2. the ability to guide or direct others on a course of action, influence the opinions and behaviors of others, and serve as a role model (National Alliance for Secondary Education and Transition, NASET).

IYAB participation will allow young people to develop the ability to serve others in their communities and the ability to identify and use community resources. By engaging youth through teachable moments and healthy risk-taking, youth will have an opportunity to learn self-management techniques and successful adulthood skills. IYAB initiatives and activities should promote experiential learning, build social capital, and increase well-being (Jim Casey Youth Opportunities Initiative, 2014).

II. Indiana Youth Advisory Board

The Indiana Department of Child Service (DCS) Older Youth Initiatives Programs and Services supports authentic youth engagement and positive youth development through the formal establishment of the Indiana Youth Advisory Board (IYAB). The IYAB is a youth lead advisory board. It provides a forum for Indiana's foster youth to become involved in issues facing youth in care and aging out of foster care on a local, state, and national level. IYAB members will enhance their leadership, advocacy, and life skills through various activities including public speaking, providing feedback to DCS systems, strategic planning, community engagement, social events and activities which promote youths' successful transition into adulthood.

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- A. Objectives of IYAB:
 1. Organized structured regional and state boards with developed by-laws, rules, and procedures
 2. Participate in trainings to increase knowledge and understanding of strategic sharing and advocacy
 3. Increase involvement and partnership with community stakeholders to promote youth in civic engagement
 4. Develop and host annual IYAB conference
 5. Develop a work plan with goals and outcomes
 6. Participate in various DCS approved speaking engagements
 7. Facilitate trainings
 8. Meet with DCS administrative staff and other DCS internal stakeholders.
 9. Advocate on behalf of foster youth needs
 10. Active involvement in workgroups
 11. Build capacity for foster youth active participation in IYAB

- B. The IYAB participants will:
 1. Increase their social capital, supports and develop relational permanency.
 2. Increase their leadership, advocacy and self-empowerment.
 3. Develop youth-led local, state, and national initiatives.
 4. Provide broad consultation to state child welfare administrators on initiatives, plans policy, etc.
 5. Demonstrate a clear and concrete understanding of their contributions to the child welfare system on a local, state and national level.

III. Eligibility

IYAB is an inclusive environment to all current and former foster youth regardless of race, ethnicity, gender, religion, creed, nationality, disability, sexual orientation, sexual identity, or gender identity. The following youth are eligible to participate in the Indiana Youth Advisory Board.

- A. Youth between the ages of 14 to 21 who have been legally adjudicated a Child in Need of Services (CHINS), who are in Indiana extended foster care program; Collaborative Care or who have an adjudicated juvenile delinquent / juvenile status.
- B. Former foster youth ages 18 up to 23 who were in foster care for a period of six (6) months with a case plan identifying a need for older youth services.
- C. Youth receiving Education and Training Voucher funds may serve on the IYAB until age 23.

Target Population

1. Youth ages 14 to 21 who are in foster care, including CHINS, Collaborative Care, and Probation youth, with a case plan establishing the need for Older Youth Services.
2. Youth ages 18 to 23 who were formerly in foster care, including CHINS, Collaborative Care, and Probation youth, between the ages of 14-18 that were returned to their own homes and remain a CHINS or adjudicated a delinquent with a case plan establishing the need for older youth services.
3. Youth age 18 to 23 who were formerly in foster care (including CHINS, Collaborative Care, and Probation youth) for a minimum of 6 months between the ages of 16-18 and had a case plan establishing the need for older youth services.
4. Youth who are 18 to 21 who would otherwise meet the eligibility criteria above and who were in the custody of another state or were a “ward of another state” will be eligible if through the Interstate Compact for the Placement of Children there is a verification of wardship and all eligibility criteria from the state of jurisdiction.
5. Youth adopted on or after age 16 from the child welfare system and have not reached the age of 23.

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IV. Administration of the Youth Advisory Board

The administration of Indiana IYAB will be provided through a single service provider with oversight by Indiana Department of Child Services Older youth Initiatives Manager and Independent Living Specialist. The service provider shall employ an adult facilitator who will engage and promote youth on a local, state, and national level.

The adult facilitator will utilize an authentic youth engagement approach by formalizing youth-adult partnerships, promoting youth voice, building social capital and supporting relational permanency. The adult facilitator is responsible for the daily function of IYAB though:

- a. Assisting the boards with their strategic plan/agenda
- b. Scheduling and locating meeting sites
- c. Co-development / planning of events, activities and IYAB conference
- d. Promote advocacy on the local, state, and national levels
- e. Build capacity for leadership opportunities
- f. Facilitate public speaking skills training and other leadership training
- g. Assisting the board with developing and maintaining IYAB meeting procedures, by-laws, IYAB brochure, newsletter, flyers and presentations.
- h. Monitoring outcomes and progress of the youth board members.

A. The Service Provider shall:

1. Provide technical leadership skills training to assist youth in assuming roles traditionally reserved for adults, for which they have no prior experience such as advocating for needs of youth in foster care, developing a "youth in foster care" handbook, developing a speakers group to educate community organizations on the needs of youth in foster care, serve as presenters at conferences, etc.
2. Encourage participation in annual child welfare conferences and training such as The Adoption Forum, Foster Parenting Training, The Juvenile Judges Symposium and other educational forums.
3. Allow for consistent opportunities to give structured feedback regarding the quantity and quality of services and supports provided to them in care and after they have aged out.
4. Ensure youth voice in the planning and implementation of IYAB meetings and activities
5. Initiate opportunities for youth leadership and service development
6. Provide ongoing opportunities for community stakeholders to learn from youth.
7. Assist with the opportunity to develop or change public policy to improve the lives of individuals involved in the child welfare system.

Access to Service

Youth have the option of completing an Indiana Youth Advisory Board application on-line or submitting a paper form to the IYAB Adult Facilitator or designee. The application should be completed by the youth. A Family Case Manager or Collaborative Care Case Manager may assist the youth with obtaining a recommendation from a service provider or current member of IYAB.

A Family Case Manager, Collaborative Care Case Manager or a youth's formal / informal supports may assist the youth Assistance with completing and submitting the application if necessary. An electronic copy of the IYAB application will be made via the service providers' website.

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- B. The Service Provider shall:
1. Implement and maintain a clearly defined application process by which all eligible youth can apply for IYAB membership through a formal procedure as approved by the Older Youth Initiatives Manager or designee.
 2. Ensure all submitted applications are processed for service eligibility prior to the scheduled meeting dates and correspondence has been sent to new members.

Recruitment and Retention:

In efforts to support Indiana's youth and provide leadership skills; it is important to continually recruit and retain IYAB members.

- C. The Service Provider shall develop a process for recruitment and retention that:
1. Creates opportunities for all eligible foster youth in Indiana
 2. Develops a recruitment plan and process
 3. Nurtures leadership qualities by creating opportunities of involvement on the local, state and national level
 4. Utilizes social media (i.e.: IYAB website, Instagram, Facebook)
 5. Notifies all DCS local offices, area group homes, residential facilities, probation agencies, and License Child Care Facilities of upcoming meetings;
 6. Assists IYAB members in creating an IYAB membership description that includes, roles, expectations, responsibilities, IYAB by-laws and time commitments (brochure, flyers, presentation etc.).

Marketing and Media

The Service Provider shall assist the Indiana Youth Advisory board in developing an IYAB website that focuses on IYAB members, initiatives, recruitment, and events. The website must be created with the youth and approved by DCS.

- D. The Service Provider shall develop youth-focused marketing strategies that enhance the growth, awareness, and goals of IYAB for each regional board and the statewide board. The marketing strategies must provide:
1. DCS approved website created with youth that focus on the IYAB, board members, initiatives and events.
 2. A visual year in review that is image heavy and can be used for advancement of advocacy efforts.
 3. DCS approved press release on any major events or action items that portray the board's goals, activities or photos of the members.
 4. Any media request related to IYAB must be sent to DCS for approval and management.

V. Service Description

IYAB is designed to give youth ages 14 to 21 (or 23 if youth is receiving ETV funding), the opportunity to practice leadership skills and learn to be advocates for themselves and others. Youth age 14 will be given special consideration upon meeting eligibility requirements.

Enhancing partnerships between youth and adults will be a direct result of a successful board. The goals of IYAB are to provide an avenue whereby youth in care can inform DCS staff, placement facilities, foster parents, policymakers, and the public on the issues that impact teens and young adults in the foster care system.

Fostering IYAB development and youth participation will also further enhance collaboration, cultural competence and permanent connections with other youth and adults as they engage in the IYAB process.

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IYAB will also assist with preparing youth as they transition from adolescence to adulthood by recognizing and accepting personal responsibility, increasing well-being, and developing leadership skills.

Meeting Registration

Youth must register for IYAB meetings prior to the scheduled meeting dates. The registration process must be convenient, secure, and user-friendly. Technology can be used to link the registration with the monitoring of attendees and evaluation of the program.

- A. The Service Provider shall
 1. Create, implement and maintain a clearly defined and accessible youth-focused registration process.
 2. Create, implement and maintain a formalized receipt mechanism ensuring youth registration has been received.
 3. Correspond with the local older youth services provider within 72 hours prior to regional board meeting if there are less than five (5) registered attendees to confirm number of attendees prior to IYAB meeting cancellations.
 4. Ensure all cancellations occur 48 hours prior to IYAB meeting date.
 5. Provide proof of recruitment and retention efforts for each meeting.

Youth Advisory Board Meetings

Each regional youth advisory board will meet at the least 3 to 4 times annually. Members of each regional board will come together to convene a state advisory board meeting to be held at least once a year. Meetings will include the following:

- a. A structured meeting with a formalized agenda and scribe.
- b. An orientation meeting and training for new members and as a refresher of the goals of the IYAB as provided by IYAB members, DCS, the contractor selected to facilitate the IYAB, and/or national consultants.
- c. A discussion of ideas related to services provided to foster youth and develop recommendations to the State Older Youth Initiatives Manager and/or designee.
- d. A discussion of regional service projects, activities, and events with the schedule provided to the State Older Youth Initiatives Manager and/or designee.
- e. A discussion about the IYAB annual work plan and ways to implement this plan. Additional meetings can be held to address upcoming projects to meet the needs and goals of each regional board.

Youth will be encouraged by DCS and supported to participate in other conferences or DCS events occurring throughout the year and their involvement may exceed prescribed annual meetings. This include participation in a community service event. However, the IYAB shall not exceed over 22 meetings annually, this includes the yearly IYAB conference.

- B. The Service Provider shall ensure sign-in sheets are maintained for each meeting. Sign-in sheets will be completed by the youth; which will include each participant's name, contact phone number, and address. The service provider shall create an agenda and prepare minutes for each meeting.
- C. The service provider will provide access to conference calling capability, on occasion, to enable the IYAB to continue to move their work plan forward to meaningfully engage IYAB members in planning activities and to further connect and relationship building among members and staff.

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Statewide Youth Advisory Board Meeting

At least one (1) IYAB member from each regional IYAB will be selected to participate on the statewide IYAB team meeting. The IYAB executive team will be responsible for planning the annual statewide IYAB conference. The IYAB conference will be of the Board's choosing. The statewide IYAB youth will participate in a pre-conference meeting with an overnight stay to finalize plans for the conference.

Indiana Youth Advisory Board Conference

The IYAB sponsors and host a statewide annual conference that provides an opportunity for IYAB members and foster youth to collectively improve service delivery for youth being served through DCS. The conference will provide opportunities for youth to offer input and provide feedback regarding authentic youth engagement and normalcy and its implication in DCS practice and policies. The IYAB conference provides a forum to exchange best practice views on current and former foster youth.

D. The Service Provider shall:

1. Provide the facilities, coordinate and provide notice to DCS, Older Youth Services service providers and selected stakeholders.
2. Develop statewide accessible registration, monitor attendance, assist with the coordination of conference, provide record keeping, evaluation and all other matters involving conference setup, support, and planning.
3. Assist with the development of content that provides information and training on the necessary tools and resources to help youth to successfully transition into adulthood.

Youth Incentives and Expenses

- a. *Childcare Allowance:* A childcare allowance will be available for any participating IYAB member that requires child care assistance for their children. For those with multiple children, additional amounts may be approved by DCS.
- b. *Financial Stipend:* A financial stipends will be provided to each IYAB member participating in meetings as well as hotel expenses and meals for overnight stays.
- c. *Transportation & Hotel:* The State mileage rate will be made available for transporting the youth to the meetings. Stipend and hotel expenses will be provided for the youth's caregiver/transporter for overnight stays with the youth.

Note: Mileage and hotel rates cannot exceed the state maximum cost.

E. The Service Provider shall:

1. Implement and maintain a formalized disbursement process to ensure funding is distributed timely and accurately to each IYAB member.
2. Monitor the disbursement of youth funding through a fiscal reporting system that provides timely accounting for all funds spend in each youth funding category to ensure compliance assure compliance with state and federal regulations.

VI. Outcome Areas

The chart below identifies developmental outcome areas service providers shall use as a guide of delivering IYAB services based on the desired core competencies, youth outcomes, and service provider responsibilities. The Service Provider is responsible for ensuring service delivery is meeting the Chafee Program requirement of providing leadership services.

Chart 1.

Youth Engagement – Self and Community Advocacy		
Result:		
<ul style="list-style-type: none"> Youth will have the opportunity to participate in activities that ensure they are meaningfully and actively engaged in decisions that affect them and their community 		
CORE COMPETENCIES	YOUTH OUTCOMES	PROVIDER RESPONSIBILITIES
Understanding of Self-Awareness and Self –Worth	<ul style="list-style-type: none"> Youth will demonstrate self – Advocacy Youth will have knowledge of strategic sharing Youth will demonstrate leadership skills and seek opportunities to apply them Youth will build social capital and networking 	1. Provide educational opportunities to promote and strengthen youths’ self – awareness
Community Engagement	<ul style="list-style-type: none"> Youth will understand the benefits of volunteering and how to locate volunteer opportunities in their own communities Youth will recognize the value of civic engagement 	1. Provide education and opportunities for youth to gain knowledge and skills in volunteerism and community engagement
Youth Advocacy / Public Policy	<ul style="list-style-type: none"> Youth will have basic knowledge of the legislative process and how policies are developed Youth will demonstrate research strategies and skills to identify resources of interest Youth will actively influence local and state child welfare policy and practice 	1. Provide education and opportunities for youth to gain advocacy knowledge and skills
Youth Engagement - Leadership		
Results		
<ul style="list-style-type: none"> Youth will have the opportunity to participate in leadership activities that build self-sufficiency, resilience and self-advocacy 		
CORE COMPETENCIES	YOUTH OUTCOMES	PROVIDER RESPONSIBILITIES

Self-Awareness	<ul style="list-style-type: none"> Youth will articulate knowledge of their own personal values Youth will demonstrate personal accountability and responsibility Youth will have knowledge on how their personal actions impact the larger community 	1. Provide education and opportunities for youth to gain self-awareness knowledge and skills
Engagement in Civic and Social Programs	<ul style="list-style-type: none"> Youth will understand the importance of community Youth will demonstrate a sense of purpose in developing goals and activities Youth will demonstrate the ability to lead others when appropriate 	1. Provide education and opportunities for social and civic engagement
IYAB Meetings		
Results <ul style="list-style-type: none"> Youth will have the opportunity to participate in IYAB meetings that provide education and strategic planning to enhance peer relationships, knowledge and experience. 		
CORE COMPETENCIES	YOUTH OUTCOMES	PROVIDER RESPONSIBILITIES
Professional Development	<ul style="list-style-type: none"> Youth will demonstrate the ability to plan and openly discuss agenda topics. Youth will demonstrate the ability to provide professional recommendations and feedback Youth will demonstrate the ability to strategically plan for activities and events. 	<ol style="list-style-type: none"> Provide training and education to promote the youth's professional development. Provide guidance and technical support for all activities and events.
Communication Skills	<ul style="list-style-type: none"> Youth will understand and demonstrate the importance of strategic sharing Youth will have opportunity to articulate recommendations and feedback in both forms of written and verbal communication 	1. Provide training on strategic sharing and affective communication

	<ul style="list-style-type: none"> Youth will demonstrate the ability to recruit 	
Enhanced peer relationships and group experience	<ul style="list-style-type: none"> Youth will demonstrate the ability to lead meetings Youth will building trusting peer and adult relationships Youth will demonstrate teamwork 	<ol style="list-style-type: none"> Provide training on facilitation and teaming building.

Additional Program Goals

Goal #1: Youth Participation

- IYAB members will attend and actively participate in IYAB meetings each quarter.
- IYAB members will participate in at least one community event or activity during the year.

Goal #2: Youth engage in positive youth development

- IYAB members will increase understating and advocacy of older youth within the child welfare system.
- IYAB members will increase in academic achievement by the end of the year.

Goal #3: Youth will engage in leadership activities

- IYAB members will participate in at least one leadership activity during the year.
- Provider leadership training to IYAB members and participants during the year
- IYAB members will increase their ability to work in a team setting during the year

Goal #4: Youth well-being

- IYAB members will have demonstrate bonding with member of their peer group.
- IYAB members will establish at least one adult connection.
- IYAB members will have increased interpersonal skills

Goal #5: Youth satisfaction with services

- All IYAB members or youth participants will complete IYAB satisfactory survey to assist with measuring service delivery, outcomes and potential improvements for the board.
- Increase IYAB services by increasing youth satisfaction survey results during the year.

Goal #6: Recruitment and Retention

- IYAB members will be invited to participate in recruitment and retention activities.
- IYAB members will demonstrate the ability to articulate the mission and goals of IYAB.
- Youth participants will return to the next meeting within their service area each quarter.
- Youth participants will join IYAB within their service area during the year.

VII. Minimum Qualifications

- The Service Provider providing Youth Advisory Board services must have experience working with youth ages 14 to 23 and knowledge of the child welfare system
- Personnel providing Youth Advisory Board services as a facilitator must hold a bachelor’s degree in social work or a comparable human service field and have a minimum of 3 years’ experience in service related to youth

- C. Personnel providing facilitation must be supervised by an individual with a master’s degree in social work or a comparable human service field.
- D. Personnel providing assistance to the facilitator regarding transportation must have and provide proof of a valid driver’s license and minimum car insurance coverage.

VIII. Billable Components

- A. Facilitated Activities includes:
 - 1. Planning and preparation for IYAB meetings
 - 2. Trainings, workshops and conferences
 - 3. Recruitment and youth engagement activities
 - 4. Arranging transportation for youth and
 - 5. Other activities related to facilitating IYAB meetings and events
- B. Participation Stipend and Travel Expenses includes: hotels, meal expenses, and mileage. These costs are reimbursed at actual cost which includes hotels for youth and adult transporters for overnight stays, millage for youth and adult transporters. The billable units are as follows:
 - 1. Youth Stipend \$40
 - 2. Adult Transporter/Millage: \$0.38 per mile
 - 3. Hotel Rate: Standard State Rate \$91.00 per night
 - 4. Meal Per Diem: The subsistence allowance for meal per diem for in-state is \$26.00 per day standard rates and out-of-state is \$32.00 per day standard rates. (See chart below)

	In-State	Out-of-State
Full Day	\$26.00	\$32.00
Breakfast	\$6.50	\$8.00
Lunch	\$6.50	\$8.00
Dinner	\$13.00	\$16.00

Note: Mileage, hotel rates are subject to change based on DCS state rate or based on the needs of the youth.

- C. Childcare allowance (\$25 per youth per meeting)
- D. IYAB Conference budget is already included in the total amount of the contract.
- E. Translation or Sign Language
Services include translation for youth who are non-English language speakers or hearing impaired and must be provided by a non-family member of the client (actual cost).

IX. Case Record Documentation

- A. The Service Provider shall be required to maintain the following documentation for billing and case review:
 - 1. Application form for each youth participating on the IYAB from each region.
 - 2. Sign in sheets from each meeting and documentation including: Minutes of each meeting, Proof of license and insurance for staff providing transportation for IYAB members.
 - 3. All receipts related to actual reimbursement

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X. Reports

A. Quarterly Reports

1. The Service Provider shall submit a quarterly report due the 10th day of the following month: October, January, April, July

Reports shall include:

- a. IYAB meeting agenda
 - b. Sign-in / Attendance sheet
 - c. Number of current IYAB members
 - d. Number of participants
 - e. Number of new IYAB members
 - f. Board meeting report/minutes: Minutes should include summary of agenda item notes, name of guest speakers & attachment of presentation
 - g. Work plan: Work plan should include the goal, task, outputs, and outcomes and progress towards meeting the goal.
 - h. Conference or Speaking Engagement reports containing a summary of conference planning detailing all speaking engagements, including host or invitation, presenting board member names, attachment of the presentation, and any participant feedback if written documentation has been supplied. The conference report should detail the total cost of each event.
 - i. Events / Activities planning summary held during the quarter including recruitment events. This should detail type and focus of activity or event, who hosted, attached media or marketing tools, planning documentation, and who participated.
 - j. Itemized financial report containing each individual youth who participate in IYAB meetings receiving board meeting expenses: stipend, travel, hotel, and child care. Report should facility rate per meeting.
 - k. IYAB Data Snapshot
 - l. Other documentation as requested by DCS.
- B. IYAB Conference Report:
1. The IYAB provider will provide an IYAB conference report detailing the planning, implementation and execution of the conference. The report is due 30 days prior to the event. The report shall contain the following:
 - a. A summary of each conference planning meeting/agenda, perspective speakers, participating IYAB board member, drafted IYAB conference agenda
 - b. Drafted budget detailing the perspective cost of the IYAB conference including: facility cost, stipends, cost of presenters, food cost, supplies, etc.
 2. The Service Provider shall complete a follow-up IYAB conference report due 30 days after the event.
 - a. The report shall contain the following:
 - A summary of final planning meetings/agenda, final list of speakers, participating IYAB members and conference role(s), final IYAB conference agenda
 - Total number of conference attendee's
 - Number of IYAB members
 - Number of Non-IYAB member
 - DCS staff
 - Service providers
 - Foster Parents

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- Community Stakeholders
- Final Budget, detailing the facility cost, stipends, cost of presenters, food cost, supplies, etc.
- Youth demographics
- Results of conference evaluation

C. Annual Report

The annual report is due on the 2nd Monday of August each year. Report shall include collected data which includes the number and percentage of:

1. IYAB participants with demographics (race, age, sex, marital status, parenting etc.)
2. IYAB participants per the super regions and statewide board
3. Data and summary of IYAB meetings.
4. Data and summary of Unduplicated Applications
 - Eligible Applications
 - Eligible /youth not participating
 - Eligible youth participating
5. Data and summary of collaborations, activities, accomplishments, successes.
6. Data and summary of local, state, and national youth leadership events.
7. Data and summary of recruitment events and outcomes
8. IYAB participant who are in post-secondary institutions and/or receive ETV funding
9. IYAB participants who are in high school or participating in a high school equivalency program.
10. IYAB conference data and summary
 - Total number registered
 - Total number of participants
 - Demographics of participants
 - Status of participants (i.e.: youth, DCS staff, provider, foster parent etc.)
 - Agenda
 - Summary of conference
11. Financial information/statement containing IYAB meeting expenses: stipend, travel, hotel, and child care. Report should facility rate per meeting.
12. Work Plan and Outcomes
13. Website summary
14. Future goals

D. The National Youth in Transition Database (NYTD)

Data must be reported monthly regarding Older Youth services provided to youths age 16 and older. Due to IYAB providing a service for youth the service provider is required to mark which service elements, were provided to every youth during a report period. The information regarding service elements that are required for Chafee OY service providers to submit are in compliance with the Chafee National Youth in Transition Database; Final Rule and all technical documents that support the information described in this rule. Service Providers can be assigned user names and passwords through the DCS NYTD helpdesk email (dc snytd@dcs.in.gov). The monthly report template will be provided by DCS and NYTD definitions and an informational webinar can be found through the following link: [DCS: NYTD](#). Failure to upload monthly reports on time or through the NYTD web portal may result in the denial of all claims submitted for each reporting period missing a monthly report

E. Sources for Citations

Jim Casey Youth Opportunities Initiative. (2014). Realizing the Power of Youth and Young Adult Voice through Youth Leadership Boards. Retrieved from http://www.jimcaseyyouth.org/sites/default/files/YouthLeadershipBoards_Brief7_29.v4.FNL_lo_.pdf

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