

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>CHILD WELFARE POLICY</b>	
	<b>Chapter 11:</b> Older Youth Services <b>Section 17:</b> National Youth in Transition Database (NYTD)	
	<b>Effective Date:</b> September 1, 2023	<b>Version:</b> 2

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## POLICY OVERVIEW

The National Youth in Transition Database (NYTD) survey gives older youth the opportunity to provide direct feedback to the Indiana Department of Child Services (DCS) regarding their personal foster care experience.

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## PROCEDURE

DCS requires data reporting for older youth in Older Youth Services (OYS) by using NYTD. Data outcome measures will be collected via a NYTD outcome survey from all qualified older youth who are in a foster care eligible placement and are between the ages of 17 and 17 and 45 days during the survey period. DCS will ensure the surveys are completed by the qualified older youth and entered into NYTD.

Data outcome measures will also be collected for a NYTD follow-up survey. The NYTD follow-up survey will be completed on a sample population of older youth:

1. Who completed the NYTD outcome survey;
2. Are in a foster care eligible placement or who have aged out of foster care; and
3. When the older youth are 19 years of age and again at 21 years of age.

DCS will ensure a contracted NYTD provider assists the qualified older youth in completing the survey, and the DCS NYTD Coordinator or designee will then enter the survey results into the case management system.

### Outcomes Survey

The qualified older youth's Family Case Manager (FCM) or Older Youth Case Manager (OYCM) will receive an e-mail notification generated by the case management system that the older youth is eligible to participate in the NYTD outcomes survey. Upon receipt of the e-mail, the FCM or OYCM will:

1. Ensure the qualified older youth and the older youth's caregiver is notified of the older youth's eligibility to participate in the NYTD outcomes survey;
2. Educate the qualified youth and the older youth's caregiver about NYTD by:
  - a. Providing the qualified older youth/caregiver with information received in the e-mail notification,
  - b. Referring the qualified older youth and the older youth's caregiver to the DCS NYTD webpage, and

- c. Encouraging the qualified older youth/caregiver to contact the DCS NYTD help desk with any questions regarding the older youth outcomes survey (the link is available on the DCS NYTD webpage).
3. Ensure each qualified older youth has the tools necessary to complete the NYTD survey. The NYTD survey must reflect the older youth's own understanding and perspective of the survey questions.

**Note:** The NYTD survey must be completed by the qualified older youth. The qualified older youth may complete the survey alone or with assistance from a trusted adult, which includes, but is not limited to; the older youth's parent, guardian, or caregiver; adult sibling; other relative; mentor; John H. Chafee Foster Care Program for Successful Transition to Adulthood (the Chafee Program) OYS service provider; therapist; resource parent; or Licensed Child Placing Agency (LCPA) case manager.

4. Submit the survey through one (1) of the following methods:
  - a. The web portal, which may be accessed by clicking on the NYTD logo located on DCS' homepage or by using the Management Gateway for Indiana's Kids (MaGIK) Login. The username and password for the survey are included in the notification e-mail received,
  - b. Providing the older youth a blank NYTD Youth Survey to complete (available on the DCS NYTD webpage). The survey may then be submitted via e-mail to the DCS NYTD help desk for entry, or
  - c. Over the phone with a trusted adult asking the questions on the survey and entering the older youth's answers into the web portal.

**Note:** For older youth with an open Juvenile Delinquency (JD) case, the older youth's Probation Officer (PO) will complete the above steps. In cases of dual status, the lead agency is responsible for completing the above steps (see policy 2.25 Dual Status). The older youth's FCM, OYCM, or PO may request that the Chafee Program OYS contracted service provider assist the qualified older youth in completing the NYTD survey, using the methods described above.

Questions or concerns about a qualified older youth's willingness or ability to complete the survey should be directed to the DCS NYTD help desk, which is available on the DCS NYTD webpage.

#### **Reporting for Older Youth Services:**

The FCM or OYCM will ensure the Chafee Program OYS contracted service provider and other required NYTD reporters:

1. Submit a monthly report through the DCS NYTD Portal, as outlined in the KidTraks NYTD Report Submission, each month that a reportable NYTD service is provided to an older youth 16 years of age or older who resides in a foster care eligible placement;
2. Mark all eligible NYTD services that were provided during the reporting period corresponding to the report that is being submitted; and
3. Update the older youth's address, education, and any other applicable information, as necessary.

**Note:** For older youth with an open JD case, the older youth's PO will complete the above steps. In cases of dual status, the lead agency is responsible for completing the above steps (see policy 2.25 Dual Status).

### **Reporting Demographic and Case Information:**

The FCM or OYCM will:

1. Ensure the older youth's demographic information, including the older youth's race, ethnicity, and tribal membership, is complete and up to date in the case management system and/or KidTraks;
2. Update the older youth's educational information required for NYTD (e.g., special education status and last grade completed). This information should be entered through the education/school module in the case management system for every older youth 16 years of age and older;
3. Ensure all older youth in a DCS foster home, relative care, or a non-licensed court-approved placement have a referral for older youth services made to a Chafee Program OYS service provider at 16 years of age or older; and
4. Ensure the older youth's placement information is accurate in the case management system.

**Note:** For older youth with an open JD case, the older youth's PO will complete the above steps in KidTraks. In cases of dual status, the lead agency is responsible for completing the above steps.

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## **RELEVANT INFORMATION**

### **Definitions**

#### **Foster Care**

Foster care is 24-hour substitute care for children placed away from their parent, guardian, or custodian and for whom the State agency has placement and care responsibility.

#### **Older Youth Services**

The purpose of OYS is to:

1. Assist identified youth who are expected to remain in foster care until their 18th birthday or after in making the transition to self-sufficiency;
2. Help identified youth receive the necessary education, training, and services to overcome potential barriers to employment;
3. Help youth prepare for and enter post-secondary education and/or training programs;
4. Provide personal and emotional support for youth aging out of foster care;
5. Assist youth in locating and identifying community resources that will be available to the youth after DCS involvement has ended; and
6. Encourage positive personal growth in older youth through "teachable moments".

### **Forms and Tools**

- [DCS NYTD Webpage](#)
- [KidTraks NYTD Report Submission](#)
- [Management Gateway for Indiana's Kids \(MaGIK\) Login](#)

### **Related Policies**

- [2.25 Dual Status](#)

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## **LEGAL REFERENCES**

- [42 USC 677: John H. Chafee Foster Care Program for Successful Transition to Adulthood](#)

## PRACTICE GUIDANCE- DCS POLICY 11.17

*Practice Guidance is designed to assist DCS staff with thoughtful and practical direction on how to effectively integrate tools and social work practice into daily case management in an effort to achieve positive family and child outcomes. Practice Guidance is separate from Policy.*

### **National Youth in Transition Database (NYTD)**

NYTD is a data collection system developed to track OYS provided to older youth. NYTD is used to collect demographic and outcome information on certain older youth in foster care eligible placements whom the State of Indiana will follow over time to collect additional outcome information. Information regarding OYS received will be collected for all older youth over 16 years of age and in a foster care eligible placement.

Educating older youth regarding the purpose of NYTD and how their participation will positively impact future foster youth is highly encouraged. Engagement of the older youth during the survey process will assist in increasing participation rates and follow-up surveys. Eligible NYTD services do not always align with Indiana's OYS standards due to NYTD being a federal program administered by the state. Accurate reporting for NYTD requires the reporter to be familiar with the NYTD Service Elements Definitions, which is located on the DCS NYTD webpage.

More information regarding NYTD can be found on the DCS NYTD webpage, which includes the following informational videos:

1. Spotlight on NYTD;
2. Take the NYTD Survey; and
3. Give the NYTD Survey.

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