KANSAS
DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES
Children and Family Services

NYTD
National Youth in Transition Database

CHILDREN AND FAMILY SERVICES

NYTD USER MANUAL

OCTOBER 2010

I. NYTD General Information

The National Youth in Transition Database (NYTD) is a federally mandated data collection system that requires states to track independent living services provided to youth. It will be used to develop outcomes that measure states' success in preparing youth for their transition from foster care to independent living. This project will be a new opportunity for SRS, Child Welfare Case Management Providers (CWCM Providers), JJA, and the tribes to collaborate for the purpose of learning how youth are being served in the state.

1. NYTD regulations requirements for states

Report four types of information to ACF:

- Information about the ***services*** provided to youth
- Information about the ***characteristics*** of the youth who receive those services
- Information about the ***outcomes*** for youth
- Information about the ***basic demographic characteristics*** of the youth for whom service data and/or outcome data are reported

Populations / information states are required to report

I. Served Population

All individuals age 15 to 23 who receive independent living services. This includes youth who are in JJA custody or who are served by the tribes. All individuals who receive IL services are included, regardless of whether they are currently in foster care.

Note: An IL service is provided by the state agency if it is delivered (1) by state agency staff; (2) by an agent of the state, including foster parents, group home, or case management provider staff; or (3) pursuant to a contract between the state agency and a public or private provider.

II. Baseline Population

Youth in state foster care who have reached their 17th birthday during federal fiscal year 2011 (October 1, 2010 – September 30, 2011) and youth turning 17 every third year thereafter (2014, 2017, etc.). Youth who are not in foster care on their 17th birthday are still included in the baseline population if they are in foster care within 45 days following their 17th birthday during the specified reporting year.

It also includes youth who have run away from their foster care placement as well as youth who are in the care of another public agency (JJA) if that public agency is receiving Title IV-E foster care payments. These youth will be surveyed to collect information in six areas:

- Financial self-sufficiency
- Educational attainment
- Positive connection with adults
- Experience with homelessness
- High-risk behavior
- Access to health insurance

The baseline population excludes youth who are (1) in detention facilities, forestry camps, training schools, and facilities primarily for the detention of youth adjudicated as delinquent; (2) in care of a tribal agency unless the tribe is receiving Title IV-E foster care payments; (3) at home but in the care of the state agency (trial home visit, at home supervision); and (4) incarcerated, hospitalized, or institutionalized in a psychiatric facility.

Youth are part of the baseline population regardless of whether they received any IL services, regardless of whether they are in the served population, and regardless of how long they have been in foster care.

III. Follow-Up Population

Young adults who were in the baseline population will be surveyed again when they are age 19 and 21. The response rate required for each of these two age groups is 60%. For the young adults who are still in foster care in these groups, the response rate is 80%.

2. How NYTD data will be collected and reported

Served Population: Kansas will begin collecting data on the served population starting October 1, 2010. Services provided to this population will be reported every six months within each federal fiscal year beginning May, 2011.

IL Services provided to youth in this group will be reported by the CWCM Providers and SRS Regions and entered into FACTS. To accomplish this, new codes have been added to existing case forms used by providers and SRS January, 2010. Tribes and JJA will report in separate files that will be added to the SRS data file for submission.

Baseline Population: Youth age 17 in the baseline population will be surveyed by the CWCM Providers beginning October 1, 2010. The submission of survey results of this group will also begin May, 2011. A new cohort for the baseline population will be reported every three years.

Follow-Up Populations: The baseline population will be surveyed again at age 19 beginning October 1, 2012. The results will be submitted May, 2013. This group will be re-surveyed and reported at age 21. A new cohort for the follow-up populations of 19 and 21 year olds will be surveyed and reported every three years following each cohort of youth age 17.

Surveys will be administered to youth in the baseline population by the CWCM Providers. Young adults in the follow-up population will be surveyed by SRS. A variety of methods will be used to administer and collect surveys:

- Surveys will be sent through the postal service.
- The survey will be available online through links on the internet.
- Young adults will be able to take the survey over the telephone by calling their IL Coordinator.

A web based system has been developed to support all methods of data collection. CWCM Providers and SRS regions will use it to locate and administer surveys. The system is expected to be ready for field testing by July 1, 2010 and fully functional by October 1, 2010.

Penalties for not meeting the requirements

There are accuracy standards for the file submission and for the data. The maximum penalty for not meeting both is 5% or $90,000.00 of the state's total annual Chafee allocation which was $1.8 million in federal fiscal year 2009.

How Kansas JJA and SRS/CFS client information will be managed

Youth records from JJA and CFS will be loaded into the NYTD application by ITS. For the served population ITS will generate an automatic download to the NYTD application every six month.

For the baseline and follow-Up populations ITS will generate an automatic download to the NYTD application each work day.

The criteria and timelines for selecting records are:

Population	Served (Everyone)	Baseline (Foster_Care)	Follow-Up (Foster_Care)
Age	15-23	17	19 and 21
Reporting Frequency	Every 6 Months start 2011	Annually start 2011	Baseline population is followed up every third year
Type of CFCIP Services	Independent living service paid for or provided by State Agency .	Youth in Foster care	All youth in baseline regardless of foster care status
Data Collection Time	Data drop 6 mo timeframe	Within 45 Days after Birthday	Within 6 months after Birthday
Compliance Participation	Data Drop – 100% From SRS-JJA-Tribes	80% Participation 20% Declined or NA*	60% Participation 40% Declined or NA* (80% Participation if still in FC)

Data will be sent two times a year according to the Federal Fiscal Year. The timeframes are shown .

From Date	To Date	File Name	Transmission Accomplished by
October 1, 2010	March 31, 2011	File_A	May 15, 2011
April 1, 2011	September 30, 2011	File_B	November 14, 2011

The data collection (track and report) timeframe is shown below.

For example in year FFY2011 we will be submitting served population and the initial baseline population. In FFY2012 we will be submitting the served population only. In FFY 2013 we will be submitting the served and follow-up age 19 populations.

Federal Fiscal Year of Implementation	Served or All Youth receiving Services	Baseline Outcomes (17 Year Olds)	Follow-up Outcomes (19 Year Olds)	Follow-up Outcomes (21 Year Olds)
2011	All_(A_and_or_B)	Cohort 1 (A_or_B)		
2012	All_(A_and_or_B)			
2013	All_(A_and_or_B)		Cohort 1 (A_or_B)	
2014	All_(A_and_or_B)	Cohort 2(A_or_B)		
2015	All_(A_and_or_B)			Cohort 1 (A_or_B)

2016	All_(A_and_or_B)		Cohort 2(A_or_B)	
2017	All_(A_and_or_B)	Cohort 3(A_or_B)		
2018	All_(A_and_or_B)			Cohort 2(A_or_B)
2019	All_(A_and_or_B)		Cohort 3(A_or_B)	
2020	All_(A_and_or_B)	Cohort 4(A_or_B)		
2021	All_(A_and_or_B)			Cohort 3(A_or_B)
2022	All_(A_and_or_B)		Cohort 4(A_or_B)	
2023	All_(A_and_or_B)	Cohort 5(A_or_B)		
2024	All_(A_and_or_B)			Cohort 4(A_or_B)
2025	All_(A_and_or_B)		Cohort 5(A_or_B)	

Note: Every year, except 2012, we send four files consisting of All Youths (A_and_or_b) and a Baseline or Follow-up (A_or_b) according to the AFCARS submission schedules.
If a youth receives continuing services, they will be in the Served A and B file. If they receive only one service per 6 month period they may be in the A or B file only.

The NYTD application was designed to identify, track, locate, contact and survey youth in the baseline and follow-up populations. The application components cover administrator management and survey worker activities.

ITS management activities:

- Generate the Served Population every six months.
- Generate the Baseline and Follow-up Populations daily.
- Add survey workers to the application as requested by Regional and Provider managers.
- Assign worker profile (system access) to survey workers as requested by Regional and Provider managers.

Administrator activities:

- Update code tables
- Edit selected information/data in table views.

Regional and Provider management activities:

- Request ITS to add survey workers and their worker profile to the application.
- Assign youth to be surveyed to survey workers.
- Reassign youth to other Regions or Providers as needed where youth has moved since last update in FACTS.
- Make final disposition on youth that survey workers cannot locate and/or survey.

Survey worker activities:

- Review Youth List daily to identify youth assigned to them.
- Follow time frame requirements for completion of work on each youth assigned to them.
- Utilize contact information available in FACTS if current to contact youth.
- As necessary establish new contact information for the purpose of contacting individual youth.
- Contacts may be made directly, or indirectly through relatives and friends, by phone, e-mail, postal mail or any other means available.
- Complete the NYTD survey on youth contacted that are willing to complete the survey.
- Record a history of all activities around contacting or attempting to contact the youth to provide a good audit trail for future work with (19 and 21 year old) populations.
- Note additional service needs as identified by youth during the process.

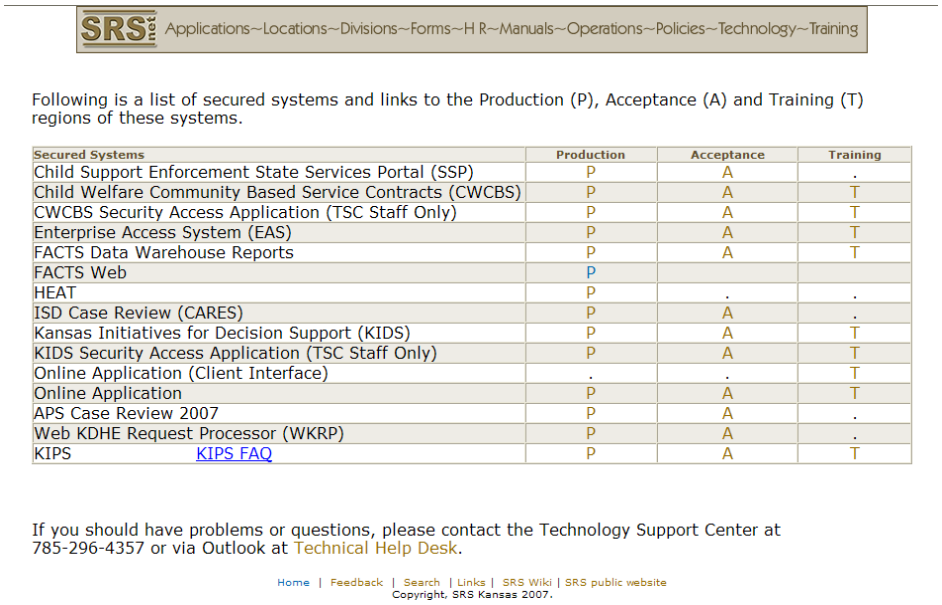
II. The NYTD Application

1. Getting Connected to NYTD

1. SRS Associated Personnel

Go to the SRS internet. Click on the sentence after the Application header, the third header on the left hand side.

The following screen appears.



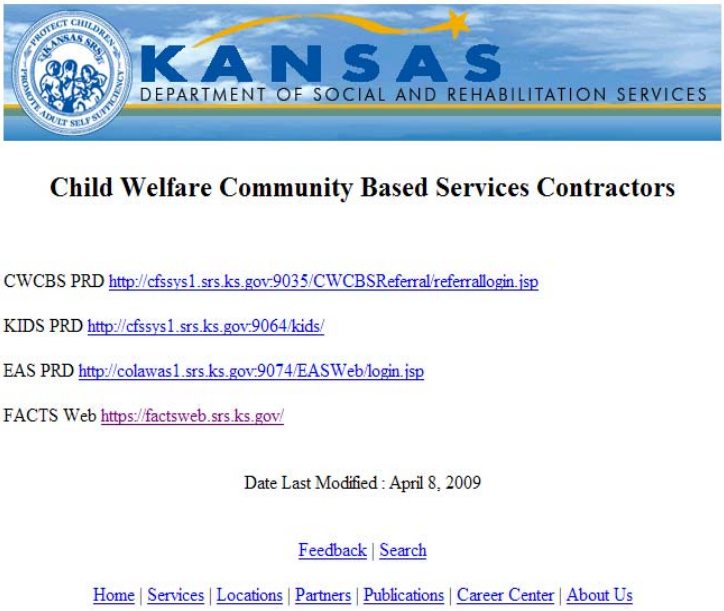
Secured Systems	Production	Acceptance	Training
Child Support Enforcement State Services Portal (SSP)	P	A	.
Child Welfare Community Based Service Contracts (CWCBS)	P	A	T
CWCBS Security Access Application (TSC Staff Only)	P	A	T
Enterprise Access System (EAS)	P	A	T
FACTS Data Warehouse Reports	P	A	T
FACTS Web	P		
HEAT	P	.	.
ISD Case Review (CARES)	P	A	.
Kansas Initiatives for Decision Support (KIDS)	P	A	T
KIDS Security Access Application (TSC Staff Only)	P	A	T
Online Application (Client Interface)	.	.	T
Online Application	P	A	T
APS Case Review 2007	P	A	.
Web KDHE Request Processor (WKRP)	P	A	.
KIPS KIPS FAQ	P	A	T

Note the NYTD application under Secured System Column. Click on the P under the production column, on the NYTD line. This will move you to the application. Continue to the Log on Screen.

2. Contractor or outside of SRS

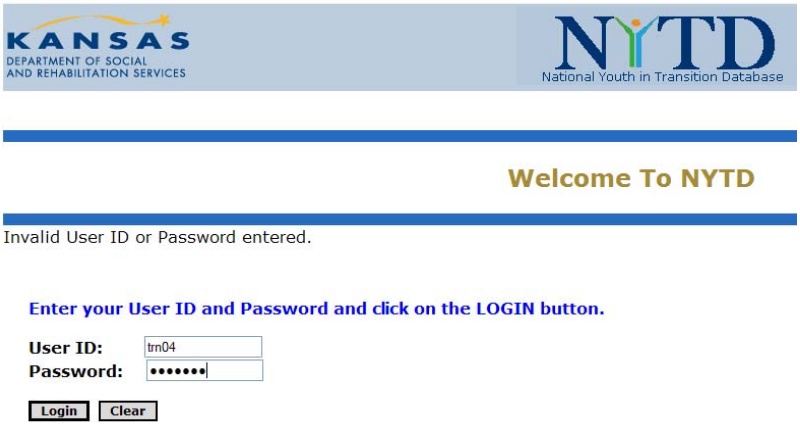
Go to the URL http://srsnet.srs.ks.gov/applications_contractor.asp

This brings you to the screen. Click on Contractors link



Continue to the Log on Screen.

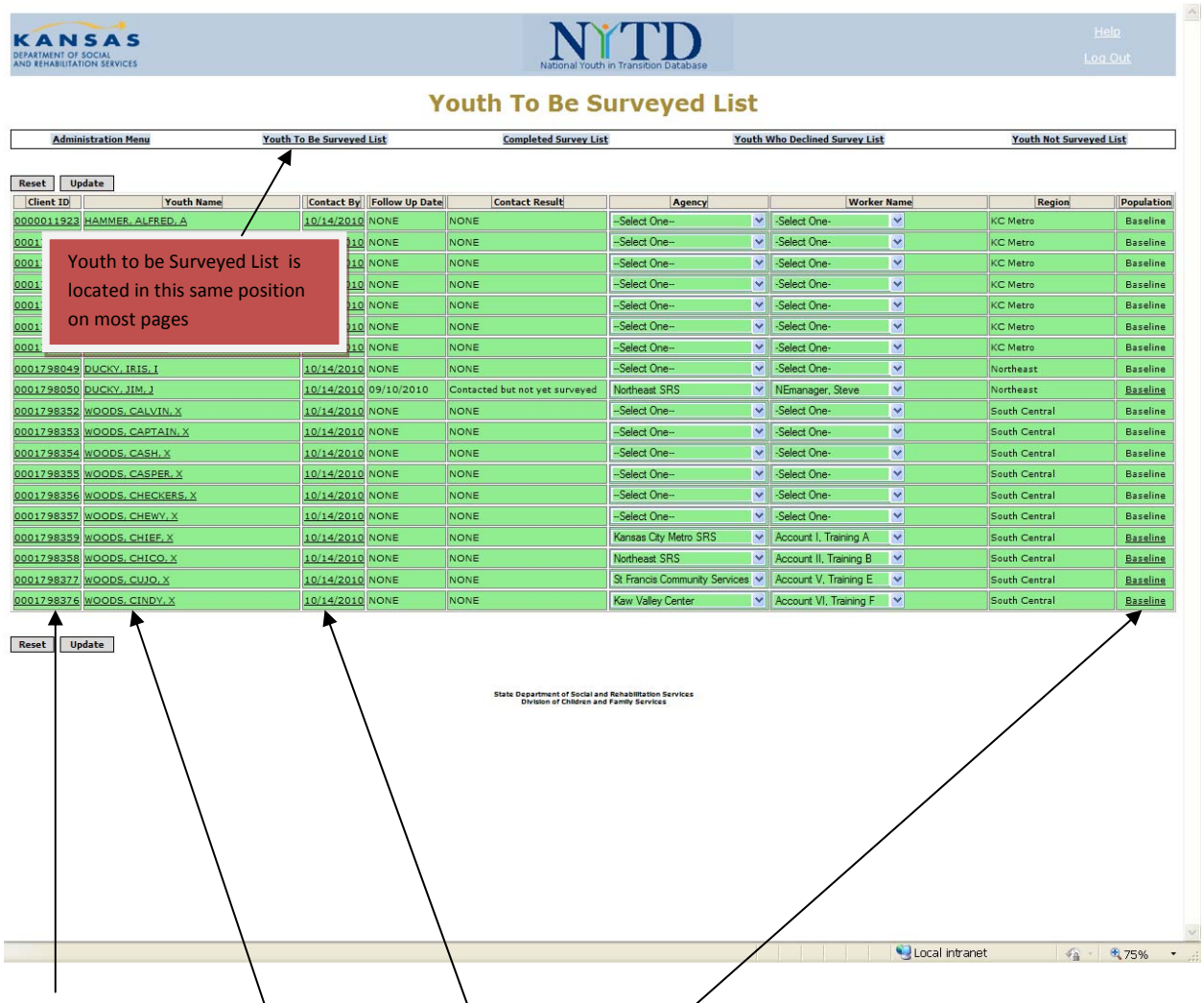
Log On Screen



<u>Log On</u> – Input your assigned User ID and Password then click Login. Your User id and password will be established through IT Security.

2. Navagating the NYTD Lists

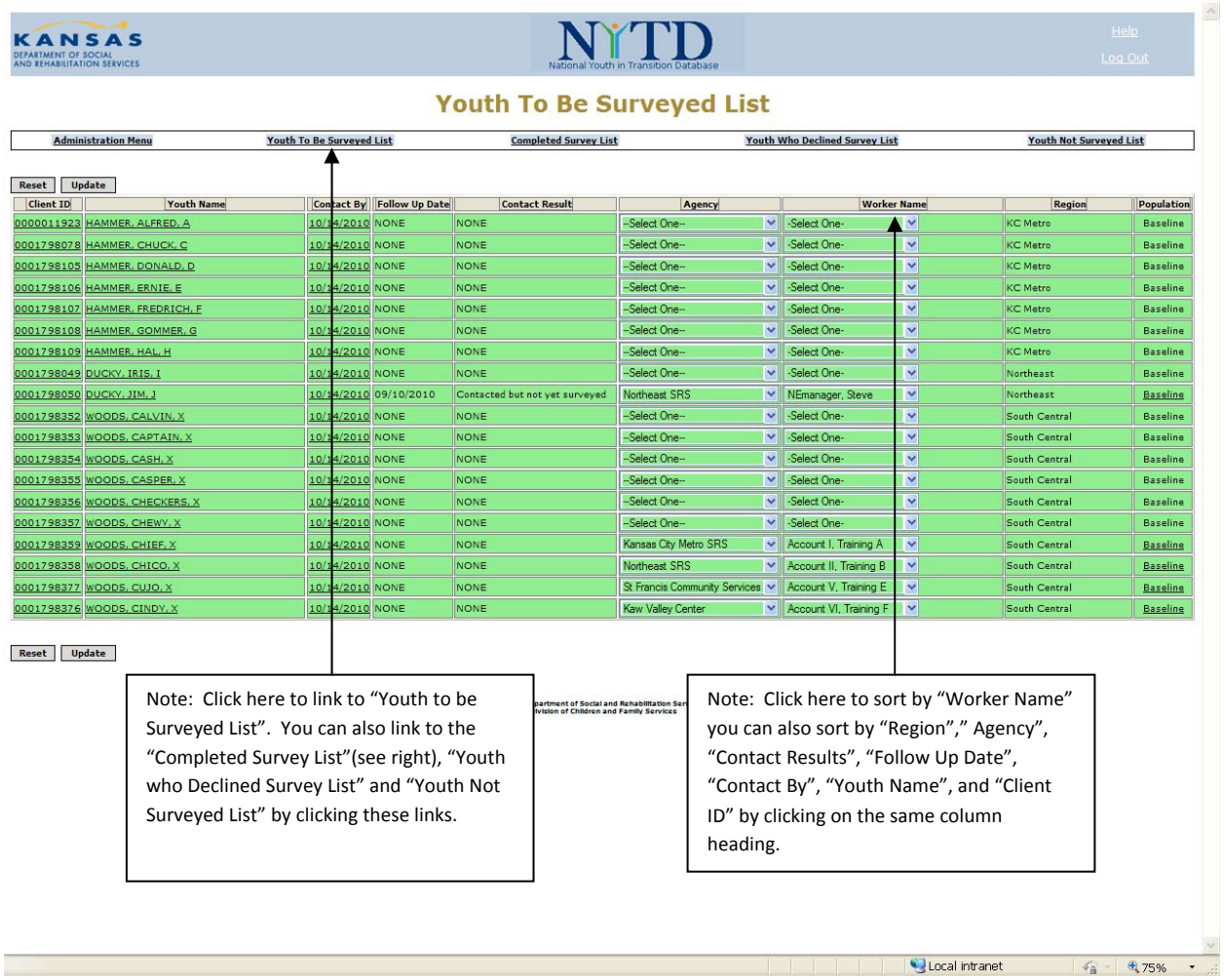
1. Viewing Youth's Action History, Youth's Information, Contact List and Survey



(1) Action History
(2) Youth Information from FACTS JJA
(3) Youth Contact List……
(4) Survey Input Screen……

Note: You can always return to the "Youth to be Surveyed List" by clicking on the "Youth to be Surveyed List". It is located in the same position on each page. See the Red Arrow above.

2. Viewing Completed Survey List and Sorting Youth to be Surveyed List



Client ID	Youth Name	Contact By	Follow Up Date	Contact Result	Agency	Worker Name	Region	Population
0000011923	HAMMER, ALFRED, A	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798078	HAMMER, CHUCK, C	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798105	HAMMER, DONALD, D	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798106	HAMMER, ERNIE, E	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798107	HAMMER, FREDRICH, F	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798108	HAMMER, GOMMER, G	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798109	HAMMER, HAL, H	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798049	DUCKY, IRIS, I	10/14/2010	NONE	NONE	--Select One--	-Select One-	Northeast	Baseline
0001798050	DUCKY, JIM, J	10/14/2010	09/10/2010	Contacted but not yet surveyed	Northeast SRS	NEmanager, Steve	Northeast	Baseline
0001798352	WOODS, CALVIN, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798353	WOODS, CAPTAIN, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798354	WOODS, CASH, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798355	WOODS, CASPER, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798356	WOODS, CHECKERS, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798357	WOODS, CHEWY, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798359	WOODS, CHIEF, X	10/14/2010	NONE	NONE	Kansas City Metro SRS	Account I, Training A	South Central	Baseline
0001798358	WOODS, CHICO, X	10/14/2010	NONE	NONE	Northeast SRS	Account II, Training B	South Central	Baseline
0001798377	WOODS, CUJO, X	10/14/2010	NONE	NONE	St Francis Community Services	Account V, Training E	South Central	Baseline
0001798376	WOODS, CINDY, X	10/14/2010	NONE	NONE	Kaw Valley Center	Account VI, Training F	South Central	Baseline

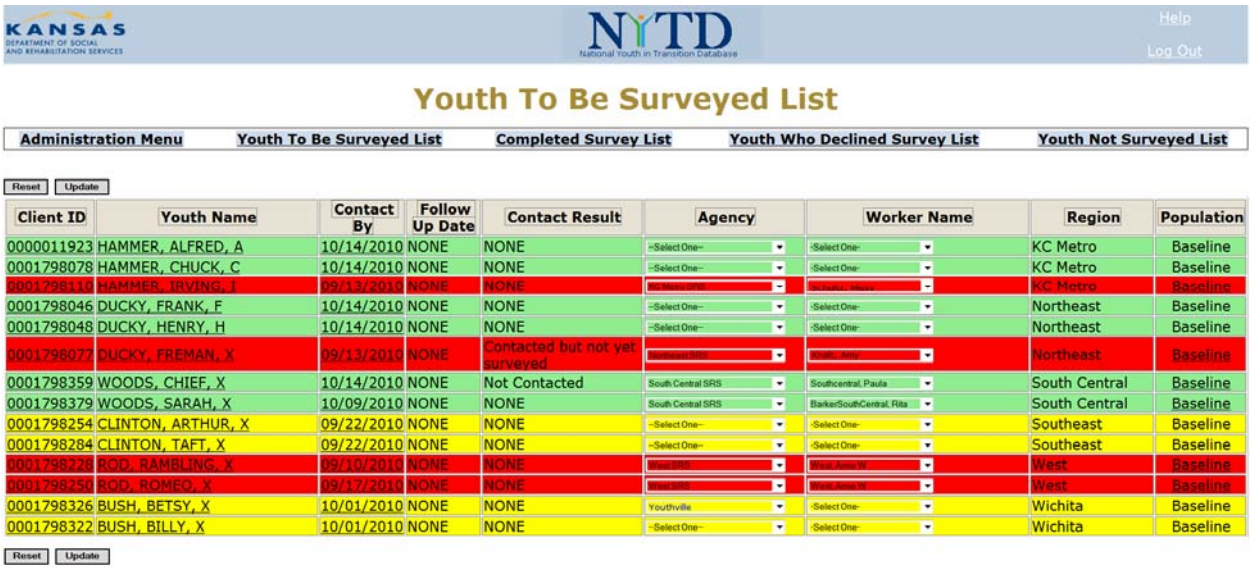
The Help button will include this training and User Manual – Screen Descriptions. These documents are organized by header descriptions. By clicking on the category you may have questions about will bring you right to it. Also, if you are on a screen and click help, you will start your help search by viewing the on line help screen for that screen you were last on.

III. Survey Worker Position

1. Youth To Be Surveyed List

Review "Youth To Be Surveyed List" daily to identify youth that have been assigned to you. You may view all work activities but can only work or input data on youth that has been assigned to you.

Youth in the list are color coded to identify the amount of time left to complete surveys.



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Help

Log Out

Youth To Be Surveyed List

Administration Menu | Youth To Be Surveyed List | Completed Survey List | Youth Who Declined Survey List | Youth Not Surveyed List

Reset Update

Client ID	Youth Name	Contact By	Follow Up Date	Contact Result	Agency	Worker Name	Region	Population
0000011923	HAMMER, ALFRED, A	10/14/2010	NONE	NONE	-Select One-	-Select One-	KC Metro	Baseline
0001798078	HAMMER, CHUCK, C	10/14/2010	NONE	NONE	-Select One-	-Select One-	KC Metro	Baseline
0001798110	HAMMER, IRVING, I	09/13/2010	NONE	NONE	[illegible]	[illegible]	KC Metro	Baseline
0001798046	DUCKY, FRANK, F	10/14/2010	NONE	NONE	-Select One-	-Select One-	Northeast	Baseline
0001798048	DUCKY, HENRY, H	10/14/2010	NONE	NONE	-Select One-	-Select One-	Northeast	Baseline
0001798077	DUCKY, FREMAN, X	09/13/2010	NONE	Contacted but not yet surveyed	[illegible]	[illegible]	Northeast	Baseline
0001798359	WOODS, CHIEF, X	10/14/2010	NONE	Not Contacted	South Central SRS	Southcentral, Paula	South Central	Baseline
0001798379	WOODS, SARAH, X	10/09/2010	NONE	NONE	South Central SRS	BarkerSouthCentral, Rita	South Central	Baseline
0001798254	CLINTON, ARTHUR, X	09/22/2010	NONE	NONE	-Select One-	-Select One-	Southeast	Baseline
0001798284	CLINTON, TAFT, X	09/22/2010	NONE	NONE	-Select One-	-Select One-	Southeast	Baseline
0001798228	ROD, RAMBLING, X	09/10/2010	NONE	NONE	[illegible]	[illegible]	West	Baseline
0001798250	ROD, ROMEO, X	09/17/2010	NONE	NONE	[illegible]	[illegible]	West	Baseline
0001798326	BUSH, BETSY, X	10/01/2010	NONE	NONE	Youthville	-Select One-	Wichita	Baseline
0001798322	BUSH, BILLY, X	10/01/2010	NONE	NONE	-Select One-	-Select One-	Wichita	Baseline

Reset Update

Youth in the list are color coded to identify the amount of time left to complete surveys.

Aging rules will color code youth to display as follows for the Baseline Population:

Green – youth who must have a submitted survey within 31 to 45 days of the Contact By date
Yellow – youth who must have a submitted survey within 16 to 30 days of the Contact By date
Red – youth who must have a submitted survey within 1 to 15 days of the Contact By date

Aging rules will color code youth to display as follows for the Follow Up Populations:

Green – youth who must have a submitted survey within 121 to 180 days from the Contact By date
Yellow – youth who must have a submitted survey within 61 to 120 days of the Contact By date
Red – youth who must have a submitted survey within 1 to 60 days of the Contact By date

2. Youth Information

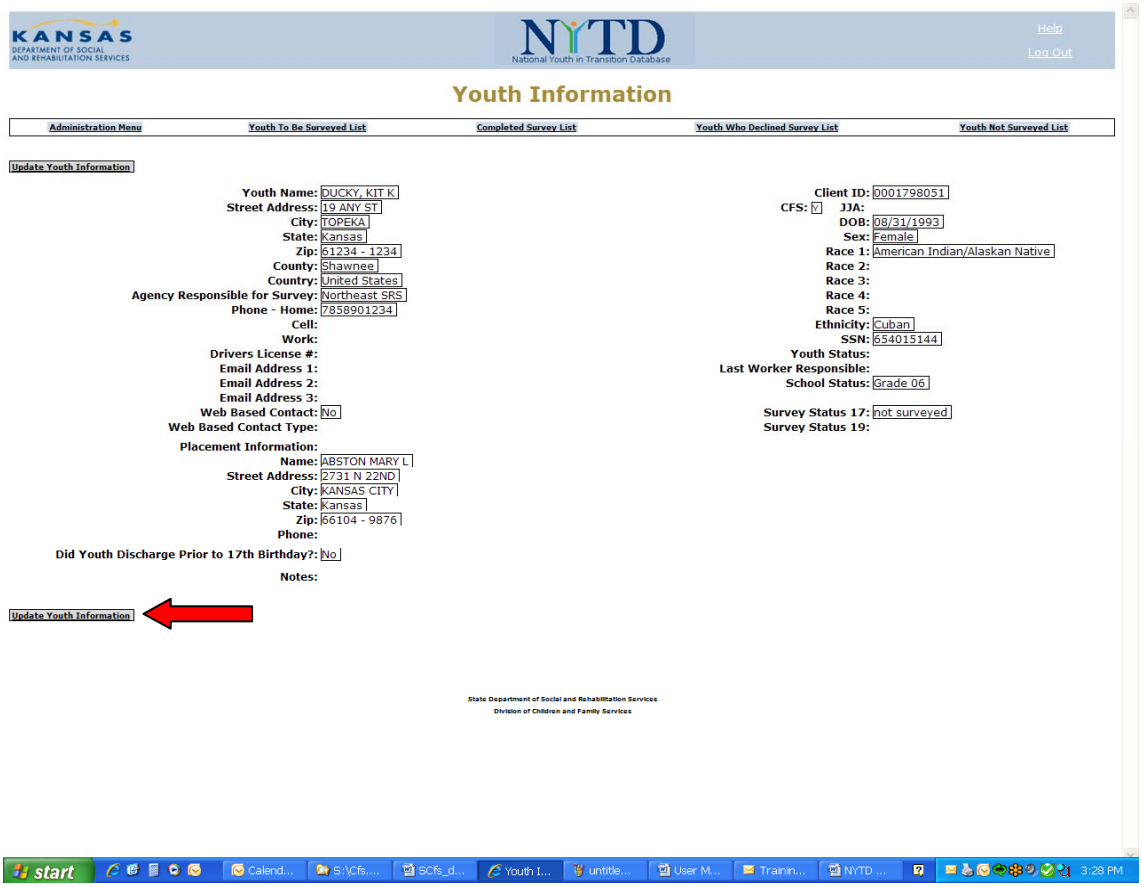
In the "Youth Name" column click on the youth you wish to work. This will bring you to the "Youth Information" screen which contains the latest information as acquired from FACTS or JJA when the youth was loaded into the NYTD system.

Client ID	Youth Name	Contact By	Follow Up Date
0001798051	DUCKY, KIT,	10/14/2010	NONE
0001798352	WOODS, CA Link to Youth Information Page for this Youth		

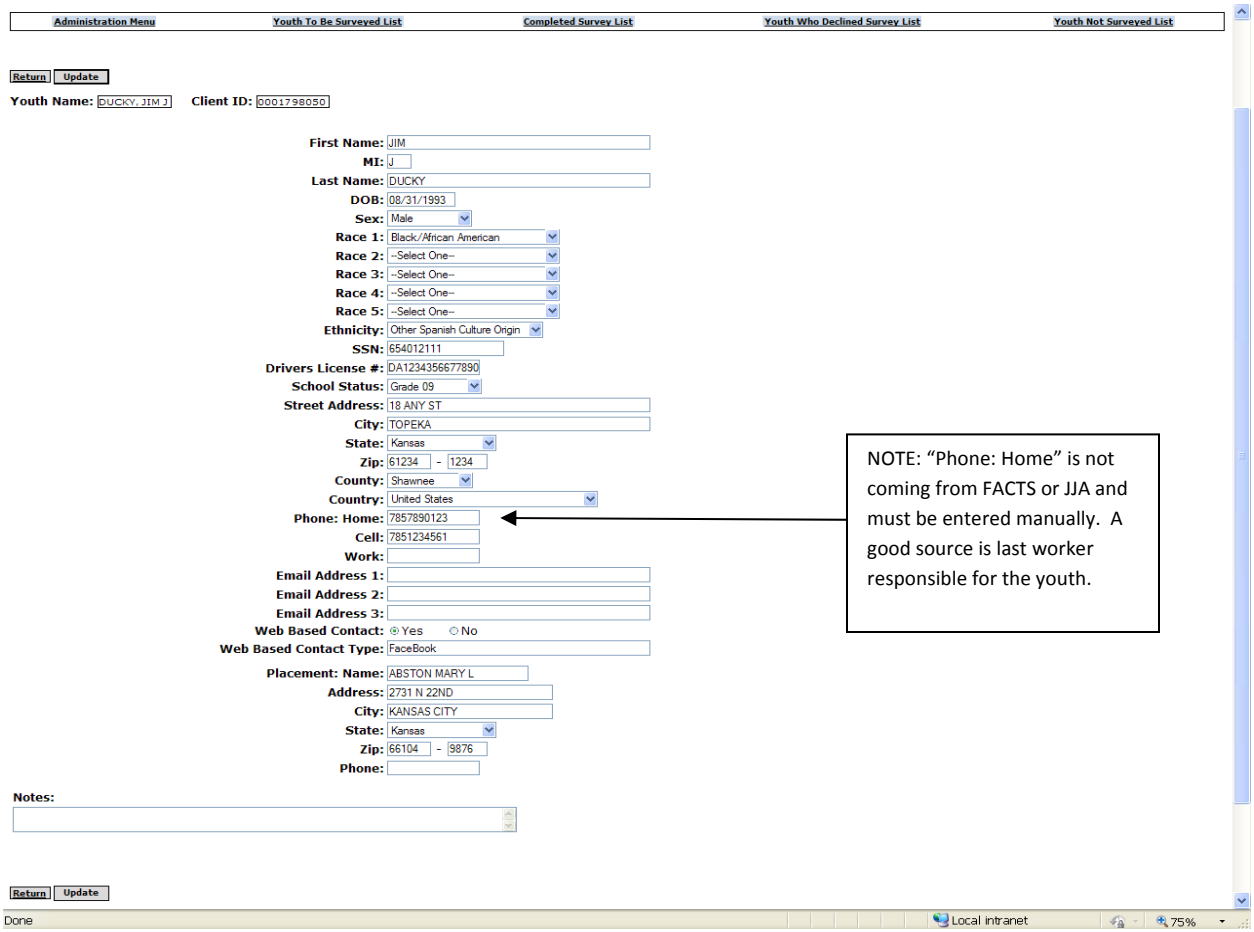
This information is to serve as a starting point for making contact with the youth. The information acquired from FACTS or JJA is a onetime only extract that will NOT be updated by ITS.

NOTE: In the "Youth to be surveyed list" if it is underlined, it is a link to the youths information page. If not underlined the youth has not been assigned to a worker.

Also if you put your mouse over the link, it tells you what it is linked to.



If the information is out-of-date, updates about the youth can be made in the "Youth Information" screen by clicking on the "Update Youth Information" button. This will update the information in NYTD but NOT FACTS. Please use the note section for any information that will be helpful in locating the youth. Each note is date and time stamped.



NOTE: "Phone: Home" is not coming from FACTS or JJA and must be entered manually. A good source is last worker responsible for the youth.

3. Youth Contacts List

If you are able to contact the youth directly, the youths current information should be updated in the youth contact list. The "Youth Contacts List" is accessed by clicking on the date in the "Contact By" column in the "Youth to be Surveyed List". The last worker responsible for the youth will always show first. The second contact will be the youth themselves. It is important to include the latest information about the youth. Once this information is established, the worker is ready to begin contacting the youth and creating the action history.

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Help
Log Out

Youth Contacts List

Administration Menu | Youth To Be Surveyed List | Completed Survey List | Youth Who Declined Survey List | Youth Not Surveyed List

Add Contact

Youth Name: DUCKY, KIT K Client ID: 0001798051

Name: DUCKY, KIT K
Organization:
Home Address:
City, State, Zip:
Country:
(Phone) Home:
Cell:
Work:
Email Address 1:
Email Address 2:
Email Address 3:

Contact Type: Youth
Relationship to Youth: Self
Work Address:
City, State, Zip:

Action History
Add Action History
Update
Delete

Notes:

Add Contact

State Department of Social and Rehabilitation Services
Division of Children and Family Services

Click on add a contact brings up the following blank screen.

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Help
Log Out

Add Contact

Administration Menu | Youth To Be Surveyed List | Completed Survey List | Youth Who Declined Survey List | Youth Not Surveyed List

Return to List | Add Contact

Youth Name: DUCKY, KIT K Client ID: 0001798051

First Name: Mucky
MI:
Last Name: Duckey
Type: Friend
Relationship to Youth: best friend
Organization: None
Home Address - Street: 123 Mallard Lane
City: Ducksville
State: Kansas
Zip: 66617 -
Work Address - Street:
City:
State: --Select One--
Zip: -
Country United States
(Phone) Home:
Cell: 7851234567
Work:
Email Address 1: Muckey@aol.com
Email Address 2:
Email Address 3:
Notes:

Best friends in high school

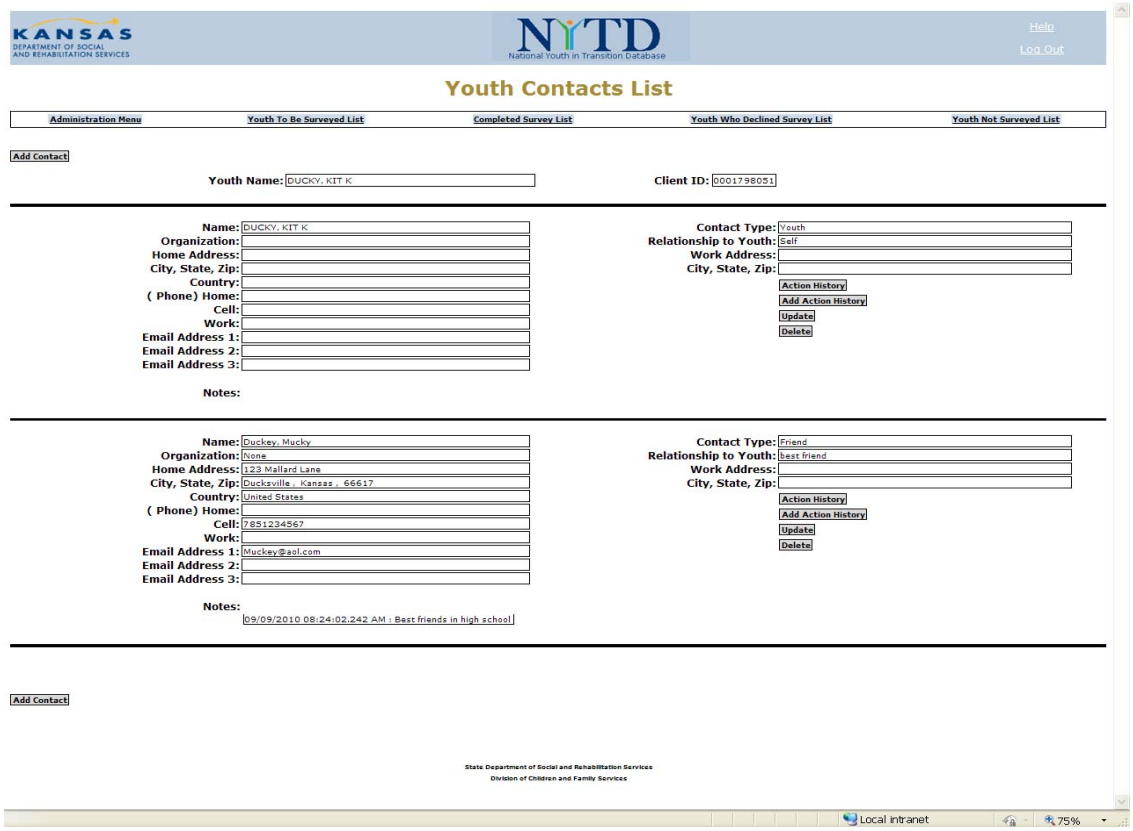
Data for New Contact Note

Return to List | Add Contact

State Department of Social and Rehabilitation Services
Division of Children and Family Services

Local intranet 75%

Fill in the screen and click add contact. The first two contacts will be downloaded from FACTS or JJA.



From here we can go to “Action History”, “Add Action History” , “Update” (Youth Contact List”) and “Delete” (Youth Contact List) for each contact named in that section. A next logical step may be to go to “Action History”. When we click on Action History the following screen appears. If you are in the “Action History” screen you can use contact list pull down to identify the contact you want to update the Action History for.

4. Action History List

All work conducted should be logged in the action “Action History” screen. This will create a record of the work completed; youth contacts, status of the survey, incentive information and referrals to an Independent Living Coordinator for other services. To navigate to the Action History screen click on the client id number in the “Client ID” column.

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Help

Log Out

Action History

Administration Menu | Youth To Be Surveyed List | Completed Survey List | Youth Who Declined Survey List | Youth Not Surveyed List

Youth Name: DUCKY, JIM J **Client ID:** 0001798050 **Youth Status:** NONE

Youth Information | Contact List | Add Action History

Contacts:

Contact Name	Contact Type	Date Contact Attempted	Attempt Type	Contact Result Status	Contact Information Updated	Follow Up Date	Notes	Action

Surveys:

Survey Population Type	Date Survey Completed/Refused	Reason Survey Declined	Survey Completed
Baseline			No

Incentives:

Incentive Type	Incentive Date	Action

Referral to IL Coordinator for Service:

Type	Referral to	Region

Referral to IL Coordinator Notes:

Youth Information | Contact List | Add Action History

State Department of Social and Rehabilitation Services
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Done | Local intranet | 75%

To update the Action History click on the “Add Action History” complete information accordingly.

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NYTD National Youth in Transition Database

Help
Log Out

Add Action History

Administration Menu | Youth To Be Surveyed List | Completed Survey List | Youth Who Declined Survey List | Youth Not Surveyed List

Return to List | Save

Youth Name: DUCKY, JIM J
Youth Status: --Select One--
Client ID: 0001798050

Contact Attempt:
Contact: --Select Contact-- Attempt Type: --Select One--
Date Contact Attempted: Contact Result Status: --Select One--
Contact Information Updated: Yes No Follow Up Date:
Contact Attempt Notes:

Note: In the "Action History" look at all the "Follow Up Dates" to determine when future work is needed or scheduled.

Incentive Type: None Date Incentive Sent:

Referral to IL Coordinator for Service:

Service Type	Referral to	Region
--Select One--		--Select One--
--Select One--		--Select One--
--Select One--		--Select One--

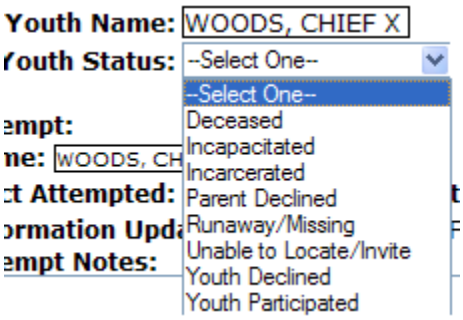
Referral to IL Coordinator Notes:

Return to List | Save

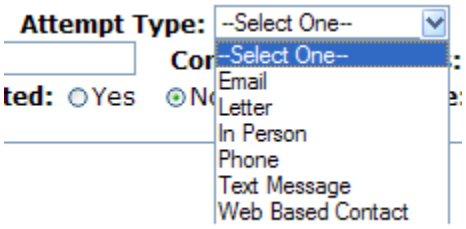
State Department of Social and Rehabilitation Services
Division of Children and Family Services

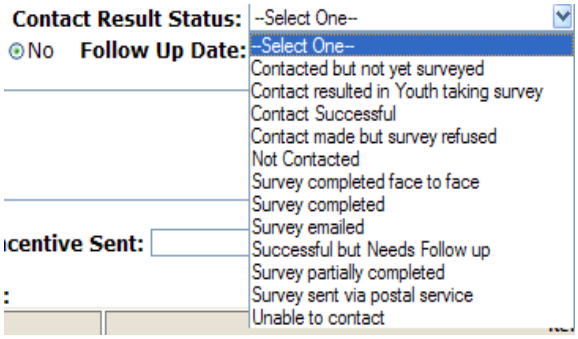
Done | Local intranet | 75%

You may add notes to the "Add Action History. Select the Contact you want to update (Kit Ducky), Youth Status, Attempt Type and Contact Results you want to update

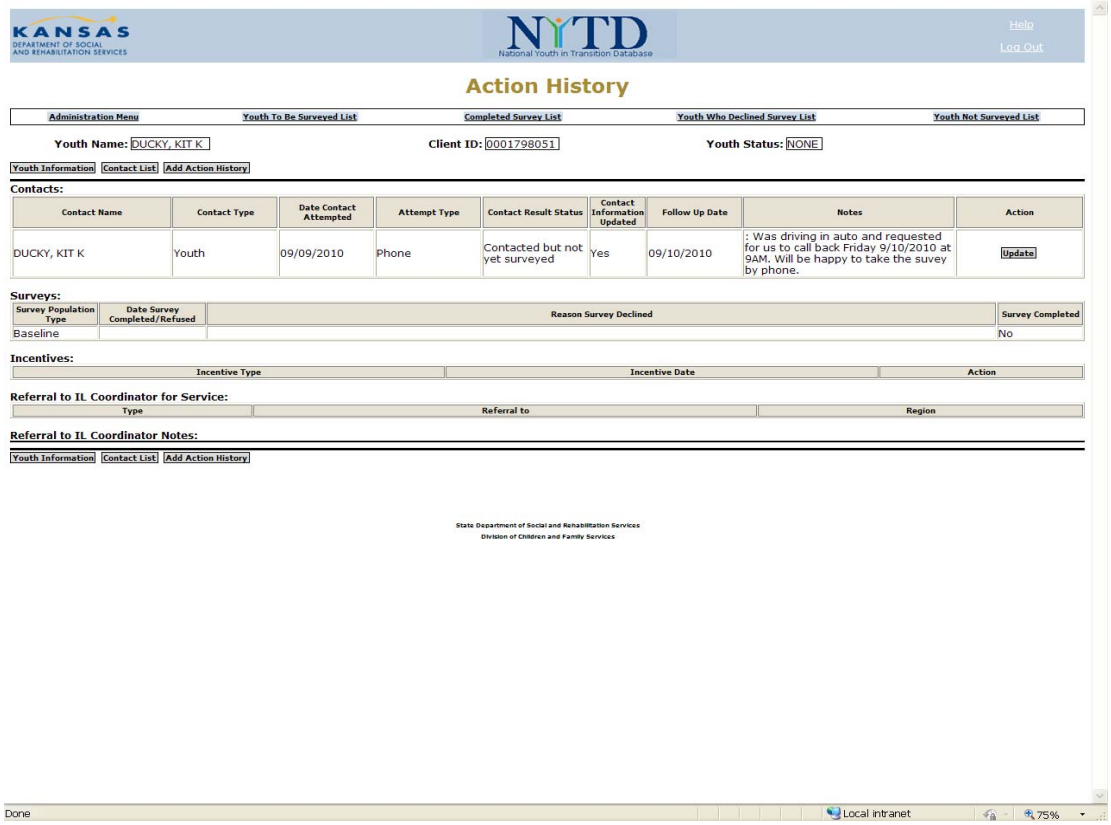


Note: Youth Status should be recorded. A status of "Deceased, Incapacitated, Incarcerated" when selected will move the youth to the Youth not surveyed page. Parent Declined will move the youth to the Declined Survey page. The last four selections (Runaway/Missing, Unable to locate/Invite, Youth Declined and Youth Participated) will be deleted from this pull down menu.





Click on Save above and the notes are added to Action History.



KANSAS DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

NYTD National Youth in Transition Database

Help
Log Out

Action History

Administration Menu | Youth To Be Surveyed List | Completed Survey List | Youth Who Declined Survey List | Youth Not Surveyed List

Youth Name: DUCKY, KIT K Client ID: 0001798051 Youth Status: NONE

Youth Information | Contact List | Add Action History

Contacts:

Contact Name	Contact Type	Date Contact Attempted	Attempt Type	Contact Result Status	Contact Information Updated	Follow Up Date	Notes	Action
DUCKY, KIT K	Youth	09/09/2010	Phone	Contacted but not yet surveyed	Yes	09/10/2010	: Was driving in auto and requested for us to call back Friday 9/10/2010 at 9AM. Will be happy to take the suvey by phone.	Update

Surveys:

Survey Population Type	Date Survey Completed/Refused	Reason Survey Declined	Survey Completed
Baseline			No

Incentives:

Incentive Type	Incentive Date	Action

Referral to IL Coordinator for Service:

Type	Referral to	Region

Referral to IL Coordinator Notes:

Youth Information | Contact List | Add Action History

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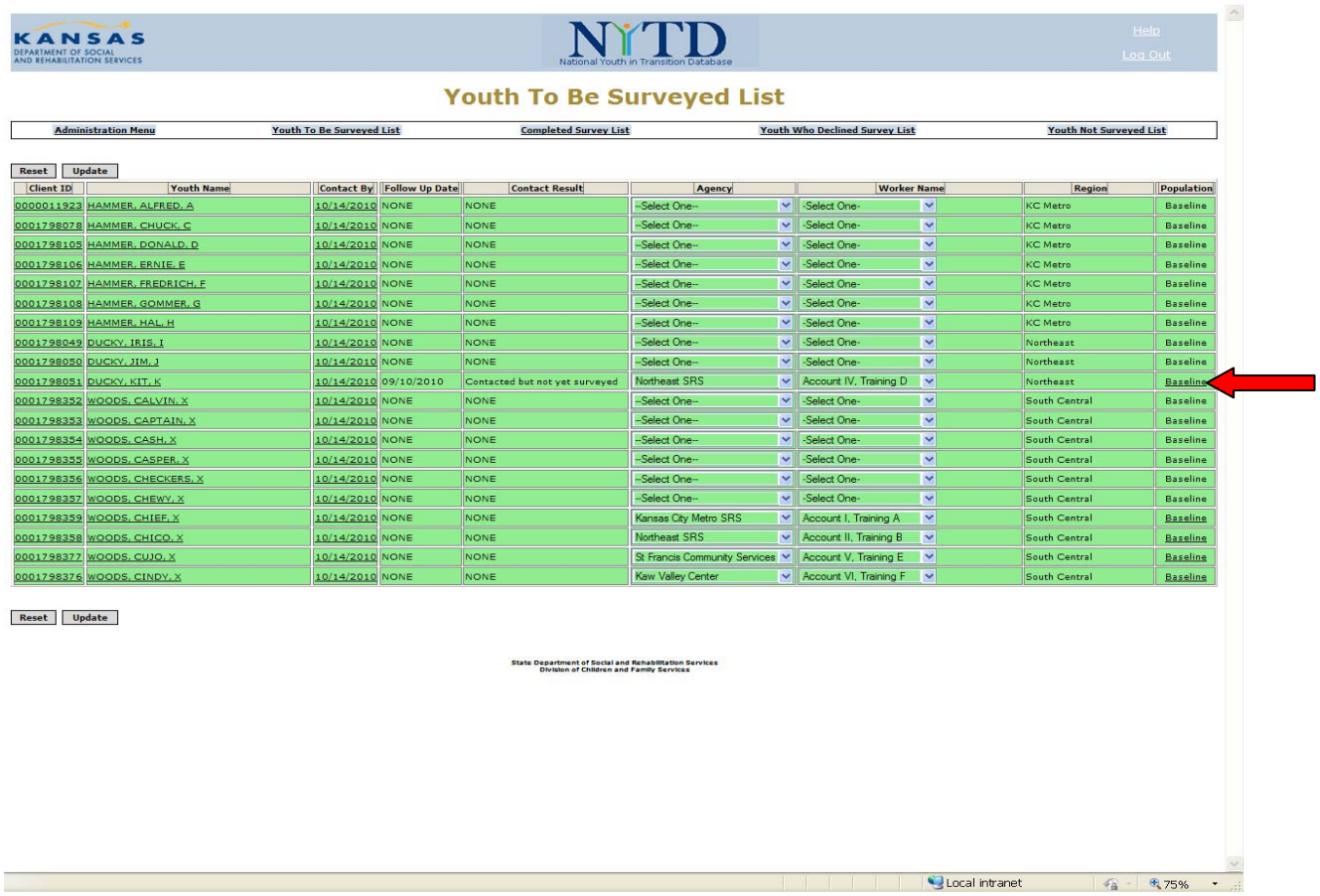
The follow up date and contact results above now shows on the “Youth to be Surveyed List” as a reminder for future activities.



KANSAS DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

NYTD National Youth in Transition Database

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Youth To Be Surveyed List

Administration Menu | Youth To Be Surveyed List | Completed Survey List | Youth Who Declined Survey List | Youth Not Surveyed List

Reset Update

Client ID	Youth Name	Contact By	Follow Up Date	Contact Result	Agency	Worker Name	Region	Population
0000011923	HAMMER, ALFRED, A	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798078	HAMMER, CHUCK, C	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798105	HAMMER, DONALD, D	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798106	HAMMER, ERNIE, E	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798107	HAMMER, FREDRICH, F	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798108	HAMMER, GOMMER, G	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798109	HAMMER, HAL, H	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798049	DUCKY, IRIS, I	10/14/2010	NONE	NONE	--Select One--	-Select One-	Northeast	Baseline
0001798050	DUCKY, JIM, J	10/14/2010	NONE	NONE	--Select One--	-Select One-	Northeast	Baseline
0001798051	DUCKY, KIT, K	10/14/2010	09/10/2010	Contacted but not yet surveyed	Northeast SRS	Account IV, Training D	Northeast	Baseline
0001798352	WOODS, CALVIN, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798353	WOODS, CAPTAIN, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798354	WOODS, CASH, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798355	WOODS, CASPER, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798356	WOODS, CHECKERS, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798357	WOODS, CHEWY, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798359	WOODS, CHIEF, X	10/14/2010	NONE	NONE	Kansas City Metro SRS	Account I, Training A	South Central	Baseline
0001798358	WOODS, CHICO, X	10/14/2010	NONE	NONE	Northeast SRS	Account II, Training B	South Central	Baseline
0001798377	WOODS, CUJO, X	10/14/2010	NONE	NONE	St Francis Community Services	Account V, Training E	South Central	Baseline
0001798376	WOODS, CINDY, X	10/14/2010	NONE	NONE	Kaw Valley Center	Account VI, Training F	South Central	Baseline

Reset Update

State Department of Social and Rehabilitation Services
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IV. Completing a Survey

To complete a survey with the youth on the phone or from a hard copy survey that's been mailed in by the youth, click on the underlined "Baseline" in the "Population" column.

NOTE: For future surveys on follow-up populations the wording in the "Population" column will not be "Baseline" but will be "Follow-up 19" or "Follow-up 21".

The next step in this case is to gather the information by phone survey. Click on the word "Baseline" under population. This brings us to the survey. The first screen is the "Youth Contact Information".

The survey is displayed in two parts; First the "Youth Contact Information" and then the survey questions. The youth contact information should be completed if possible for work on follow-up surveys at age 19 and 21. After completing the youth information click on "Continue" to proceed with the survey.

1. Survey

After the demographic information is complete, click on continue. The NYTD survey appears. Throughout the survey at the end of each question there is a "?". If you click on the "?" you will be given the federal definition for the question.

The youths information above, that is input before taking the survey, does not update any previous information. It is possible to have three different addresses for a youth in NYTD. They are "Youth Information", "Youth Contact List" and NYTD Survey (Youth Contact Information). This is designed to provide a number of data sources to locate the youth in the future.

NYTD Survey

Administration Menu | Youth To Be Surveyed List | Completed Survey List | Youth Who Declined Survey List | Youth Not Surveyed List

Date: 09/09/2010

Youth Name: DUCKY, KIT K **Client ID:** 0001798051 **Survey Population Type:** Baseline
Decline the Survey: ○Yes ◉No
Reason Survey Declined- Worker Response:

If you need help in understanding a survey question, click on the ? following the question to see the federal definition.

1. Currently are you employed full-time?	◉Yes	○No	○Declined		
2. Currently are you employed part-time?	○Yes	◉No	○Declined		
3. In the past year, did you complete an apprenticeship, internship, or other on-the-job training, either paid or unpaid?	○Yes	◉No	○Declined		
4. Currently are you receiving social security payments (Supplemental Security Income(SSI), Social Security Disability Insurance(SSDI), or dependent's payments?	○Yes	◉No	○Declined		
5. Currently are you using a scholarship, grant, stipend, student loan, vouchers, or other type of educational financial aid to cover any educational expenses?	○Yes	◉No	○Declined		
6. Currently are you receiving any periodic and/or significant financial resources or support from another source not previously indicated and excluding paid employment?	○Yes	◉No	○Declined		
7. What is the highest educational degree or certification that you have received?	○High School Diploma/GED ○Vocational Certificate ◉Vocational License ○Associate`s Degree (e.g. A.A.) ○Bachelor`s Degree (e.g. B.A. or B.S.) ○Higher Degree ○None of the above ○Declined				
8. Currently are you enrolled and attending high school, GED classes, post high-school vocational training, or college?	○Yes	◉No	○Declined	○N/A	
9. Currently is there at least one adult in your life, other than your case worker, to whom you can go for advice or emotional support?	◉Yes	○No	○Declined	○N/A	
10. Have you ever been homeless? OR in the last two years, were you homeless at any time?	○Yes	◉No	○Declined	○N/A	
11. Have you ever referred yourself or has someone else referred you for an alcohol or drug abuse assessment or counseling? OR in the past two years, did you refer yourself, or had someone else referred you for an alcohol or drug abuse assessment or counseling?	○Yes	○No	◉Declined	○N/A	
12. Have you ever been confined in a jail, prison, correctional facility, or juvenile or community detention facility, in connection with allegedly committing a crime? OR in the past two years were you confined in a jail, prison, correction facility, or juvenile or community detention facility in connection with allegedly committing a crime?	○Yes	○No	◉Declined		
13. Have you ever given birth or fathered any children that were born? OR in the past two years, did you give birth to or father any children that were born?	○Yes	◉No	○Declined		
14. If you responded yes to the previous question, were you married to the child's other parent at the time each child was born?	○Yes	◉No	○Declined	○N/A	
15. Currently are you on Medicaid?	○Yes	◉No	○Declined	○Don't Know	
16. Currently, do you have health insurance, other than Medicaid?	◉Yes	○No	○Declined	○Don't Know	
17. Does your health insurance include coverage for medical services?	◉Yes	○No	○Declined	○Don't Know	○N/A
18. Does your health insurance include coverage for mental health services?	○Yes	○No	○Declined	◉Don't Know	○N/A
19. Does your health insurance include coverage for prescription drugs?	◉Yes	○No	○Declined	○Don't Know	○N/A

Save Partially Completed Survey | Submit Survey

Done, but with errors on page. Local intranet 75%

Note: If a youth says "Don't Know" then mark declined.

After the survey is completed, click "Submit Survey". The following error handling appears.

You must correct the following error(s) before proceeding:

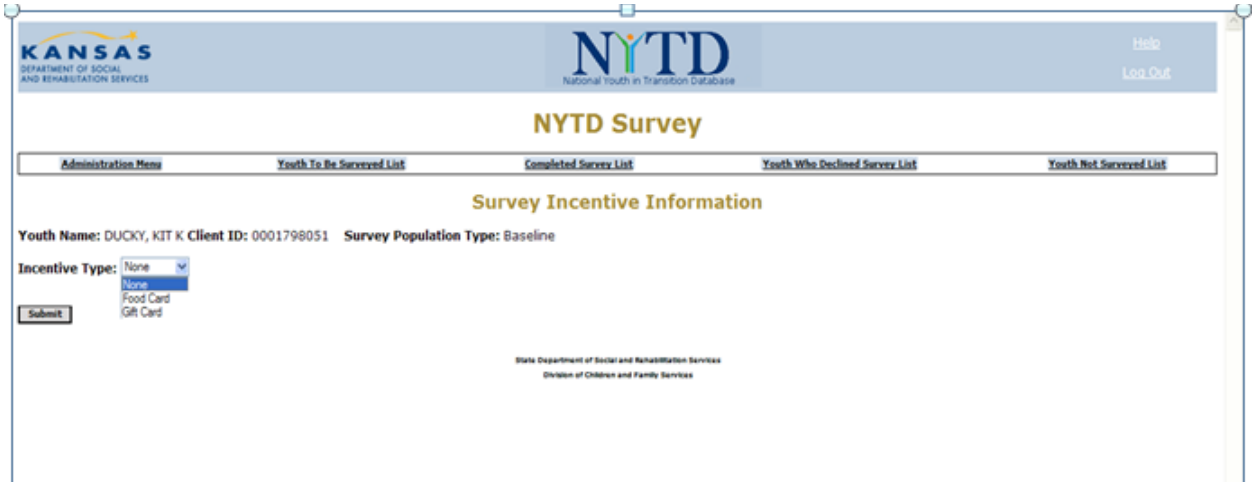
- If Question 13 was answered 'No', then Question 14 must be answered N/A (Not Applicable).

We correct Question 14 to reflect N/A because 13 is "No". The survey is now accepted and we move to the "Survey Incentive Information" screen. You need to make the corrections to the surveys and click submit again.

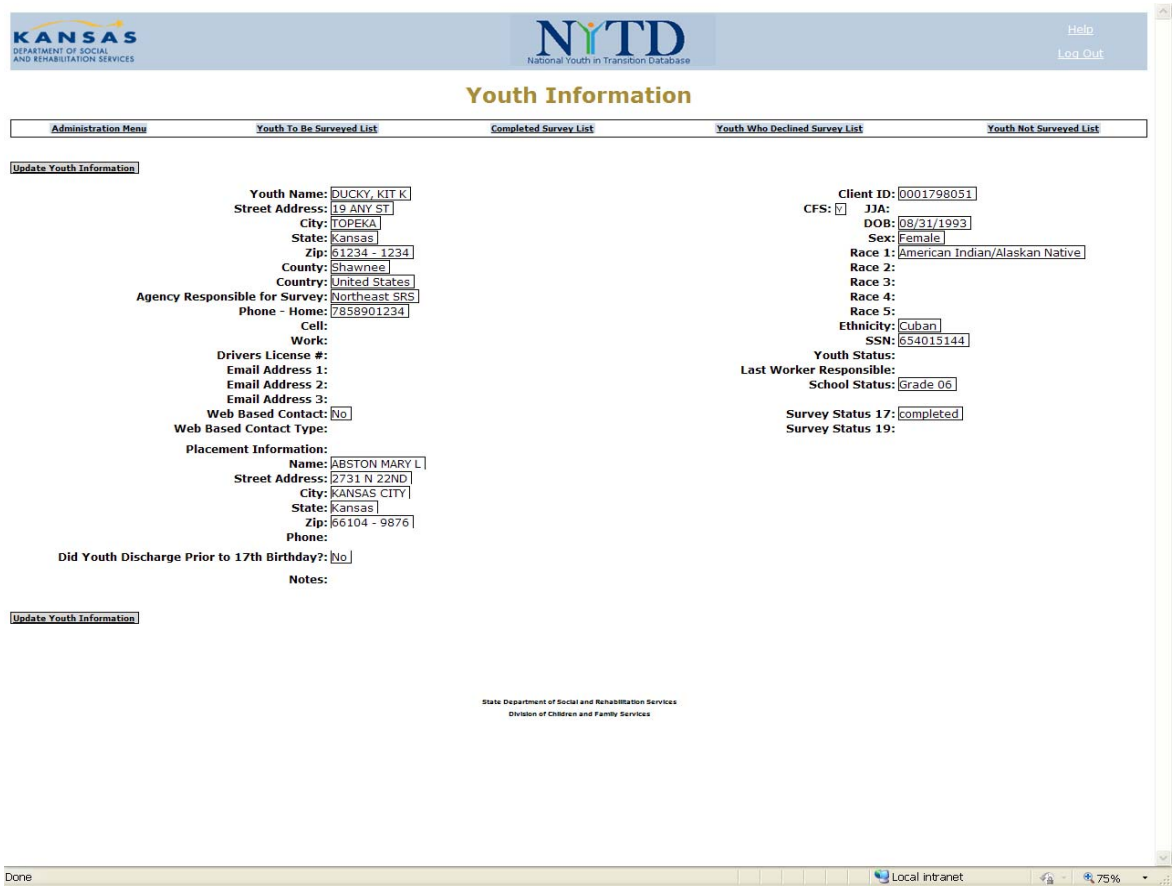
A partially completed survey may be saved for completion at a future time by clicking on the "Save Partially Completed Survey" button.

After successfully submitting a survey an incentive screen will appear. Use the pull-down menu to select the desired incentive gift. (currently the only gift available is the gift card).

If a youth selects all declined on the survey, then the survey is moved and counted under the "Youth Who Declined Survey List".



When we hit submit we go to the "Youth Information Screen". This is to update if needed information from the "Youth Information" screen, if needed.



Note that the item titled "Survey Status 17" now shows complete.

2. Completing a Web Survey (On-line by youth)

Surveys may also be completed by youth directly on-line. You may direct the youth to the Public website http://conewas5.srs.ks.gov/NYTD PublicWeb/login.jsp.

3. Survey Accounting

Under the youth information header there are four categories for youth within the NYTD "Youth to be Surveyed", "Completed Survey List", "Youth who declined Survey List" and "Youth Not Surveyed List". Since we completed our survey we can click on "Completed Survey List" and find our Youth under "Youth Name". This youth will be removed from the "Youth to be Surveyed List". By clicking on the date surveyed, we can review the survey information. Once the information is saved it cannot be edited from the field. If you need to change an input, you must call the SRS Help number.

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Help

Log Out

Youth With Completed Survey List

Administration Menu | Youth To Be Surveyed List | Completed Survey List | Youth Who Declined Survey List | Youth Not Surveyed List

Client ID	Youth Name	Date Completed	Date Incentive Sent	Agency	Worker Name	Region	Population
0001798046	DUCKY, FRANK P	09/03/2010	12/31/2099	Northeast SRS	Account IV, Training D	Northeast	Baseline
0001798031	DUCKY, KIT, S	09/09/2010	12/31/2099	Northeast SRS	Account IV, Training D	Northeast	Baseline
0001798057	DUCKY, LARRY, L	09/03/2010	12/31/2099	Northeast SRS	Account IV, Training D	Northeast	Baseline

State Department of Social and Rehabilitation Services
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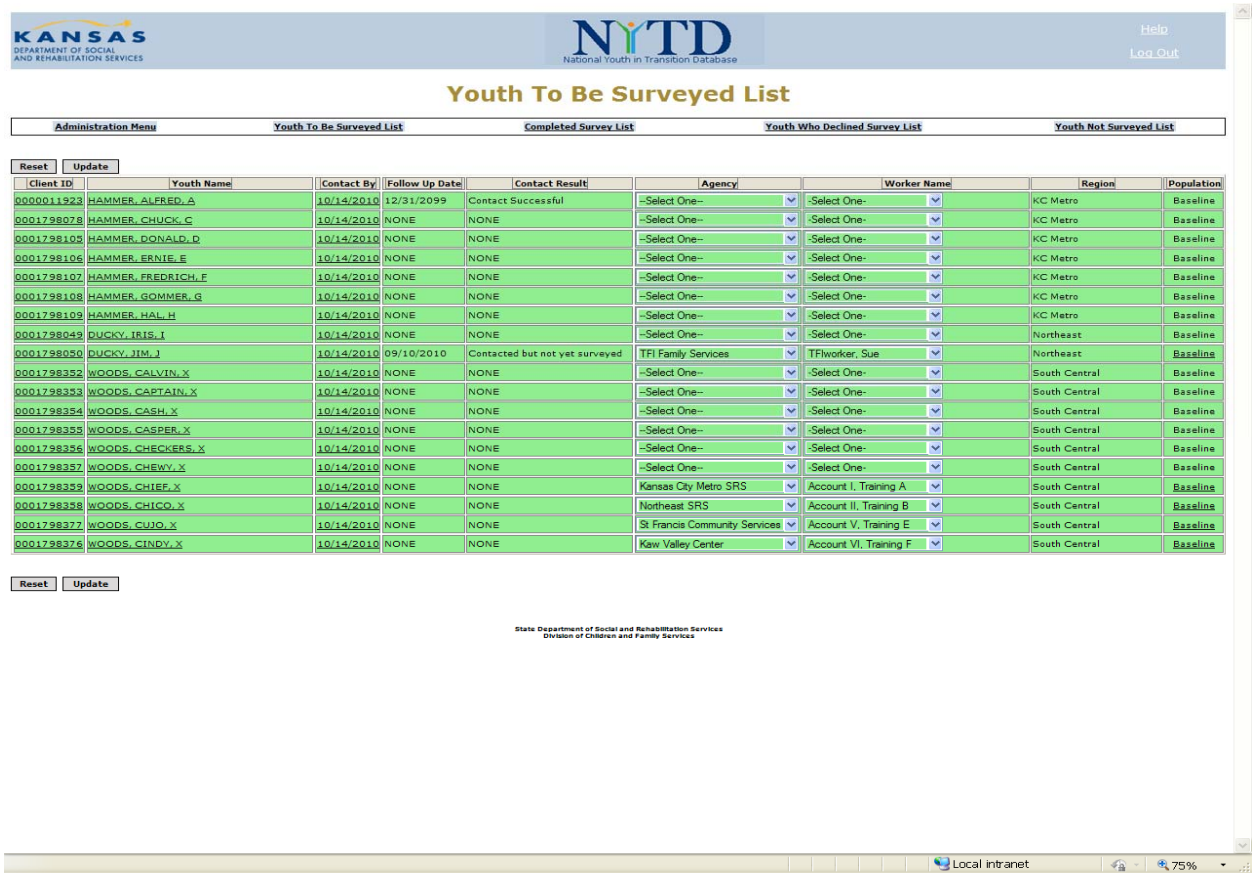
V. Regional and Provider Management Positions – Work Activities



KANSAS DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES

NYTD National Youth in Transition Database

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Youth To Be Surveyed List

Administration Menu | Youth To Be Surveyed List | Completed Survey List | Youth Who Declined Survey List | Youth Not Surveyed List

Reset Update

Client ID	Youth Name	Contact By	Follow Up Date	Contact Result	Agency	Worker Name	Region	Population
0000011923	HAMMER, ALFRED, A	10/14/2010	12/31/2099	Contact Successful	--Select One--	-Select One-	KC Metro	Baseline
0001798078	HAMMER, CHUCK, C	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798105	HAMMER, DONALD, D	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798106	HAMMER, ERNIE, E	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798107	HAMMER, FREDRICH, F	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798108	HAMMER, GOMMER, G	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798109	HAMMER, HAL, H	10/14/2010	NONE	NONE	--Select One--	-Select One-	KC Metro	Baseline
0001798049	DUCKY, IRIS, I	10/14/2010	NONE	NONE	--Select One--	-Select One-	Northeast	Baseline
0001798050	DUCKY, JIM, J	10/14/2010	09/10/2010	Contacted but not yet surveyed	TFI Family Services	TFIworker, Sue	Northeast	Baseline
0001798352	WOODS, CALVIN, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798353	WOODS, CAPTAIN, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798354	WOODS, CASH, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798355	WOODS, CASPER, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798356	WOODS, CHECKERS, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798357	WOODS, CHEWY, X	10/14/2010	NONE	NONE	--Select One--	-Select One-	South Central	Baseline
0001798359	WOODS, CHIEF, X	10/14/2010	NONE	NONE	Kansas City Metro SRS	Account I, Training A	South Central	Baseline
0001798358	WOODS, CHICO, X	10/14/2010	NONE	NONE	Northeast SRS	Account II, Training B	South Central	Baseline
0001798377	WOODS, CUJO, X	10/14/2010	NONE	NONE	St Francis Community Services	Account V, Training E	South Central	Baseline
0001798376	WOODS, CINDY, X	10/14/2010	NONE	NONE	Kaw Valley Center	Account VI, Training F	South Central	Baseline

Reset Update

State Department of Social and Rehabilitation Services
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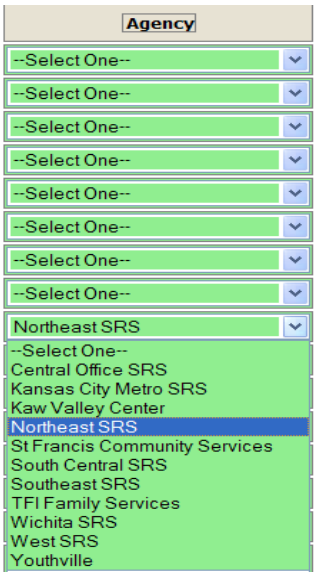
1. Reassigning the Youth to Another Agency

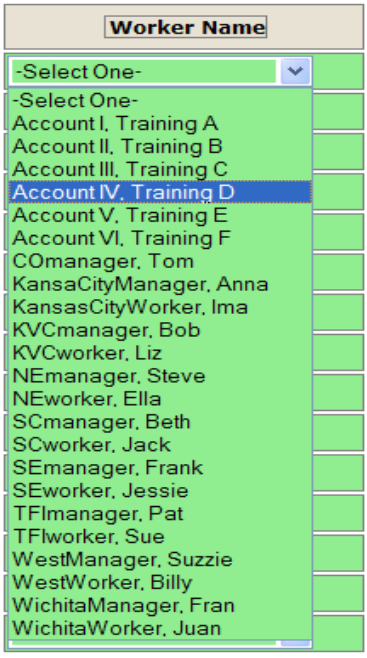
In the "Agency" column assign the youth to your Region or Provider Agency, or reassign the youth to another Region or Provider Agency if the youth has moved. Use the pull down menu and select the new region or Agency.



2. Reassigning the Youth to Another Worker

For youth assigned to your Region or Provider Agency in the "Agency" column, assign a survey worker in the "Worker Name" column. Workers may be reassigned by the Manager at any time.

Click on "Update" button (see previous "Youth to be Surveyed" page lower left hand corner) after your assignments have been made. This will also create a survey for the youth as depicted in the "Population" column by underlining of the type of population – "Baseline" in this example. This allows for a new survey to be accessed for the youth.



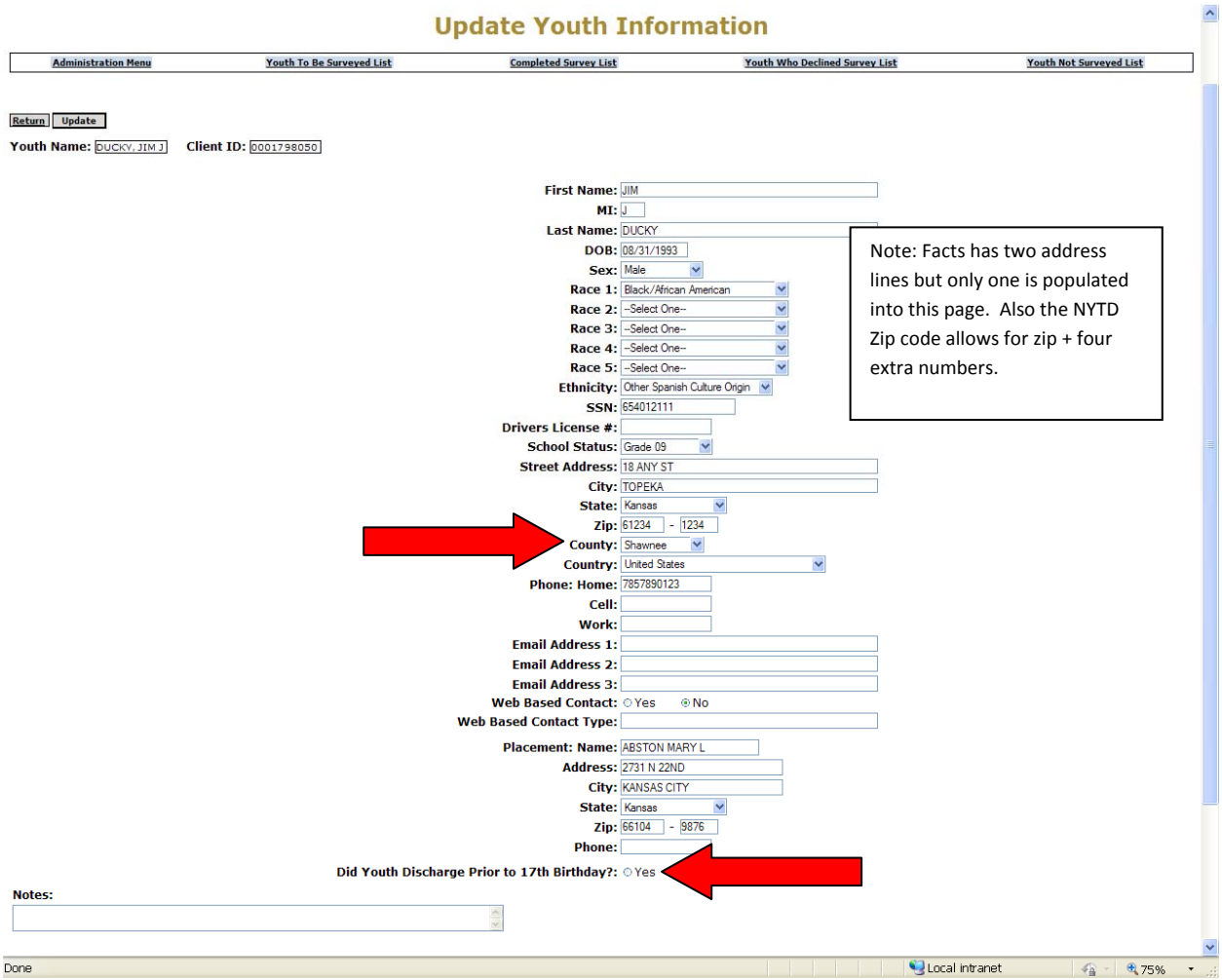
NOTE: If a new or existing worker does not show up in the pull-down list, contact IT Security to have the worker added to the system. IT security can be reached at (785) 296-4357 or itsecurity@srs.ks.gov.

3. Reassigning the Youth to Another Region From FACTS OR JJA

Regional and Provider management positions can also reassign initial region by updating the county in the "Update Youth Information" screen. This is accomplished by going to the "Update Youth Information" screen and changing the county, see red arrow below. By clicking update the region is now changed in the "Youth to be Surveyed List" and reassigned to the Region where the county is located.

4. Removing the Youth from the NYTD Sample

Regional and Provider management positions can also remove a youth from the baseline population. This is accomplished by checking the box under Did Youth Discharge Prior to 17th Birthday by clicking yes. This takes the youth out of the baseline population. See red arrow below.



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