
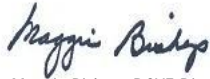


1973 NATIONAL YOUTH IN TRANSITION DATABASE (NYTD) OUTCOME SURVEY	
Chapter: Adolescent Services	Section: Supporting Transitions
 <p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 10-25 Effective Date: October 1, 2010 Scheduled Review Date:</p>	<p>Approved:</p>  Maggie Bishop, DCYF Director
Related Statute(s): RSA 169-C Related Admin Rule(s): Related Federal Regulation(s):	Related Form(s): FORM 2581, FORM 2582, and FORM 2583 Bridges' Screen(s) and Attachment(s):

Purpose

In accordance with the John H. Chafee Foster Care Independence Act, States are to record and report outcomes for youth who have exited state placement. This is accomplished by conducting a baseline survey of youth in care at age 17 and follow-up surveys with these youth again at 19 and 21.

Definitions

"Baseline Population" means each youth in foster care that reaches his or her 17th birthday in the identified Federal Fiscal Year.

"FFY" means Federal Fiscal Year between October 1st and September 30th.

"Cohort" means identified youth during the years indicated in the chart at the end of this policy.

"Follow-up Population" means those youth identified as part of the cohort who reach his or her 19th or 21st birthday between October 1st and September 30th during the identified years and participated in the baseline population.

"Foster Care" means for the purpose of this policy, the supervised 24-hour substitute care of a child placed away from their parent or legal guardian for whom the State has placement and care responsibility. This includes: foster family homes, relative homes, pre-adoptive homes, shelters and residential facilities.

"Incapacitated Youth," means a youth who has a permanent or temporary mental or physical condition that prevents him or her from participating in the outcomes data collection.

"Institutional Care" means for the purpose of this policy, facilities that are outside the scope of foster care, which include, but are not limited to: juvenile detention facilities; psychiatric hospitals; or facilities that are primarily for the detention or treatment of children who are adjudicated delinquent. These physically restrictive facilities provide for the care of children who require secure custody pending court adjudication, court disposition, and/or execution of a court order or after commitment.

"National Youth In Transition Database (NYTD)" means the federal law that requires each state to:

- 1) Collect information on youth and the independent living services they receive paid for or provided by the State agencies that administer the Chafee Foster Care Independence Program (CFCIP); and
- 2) Collect outcomes information on youth who are in or who age out of foster care.

"NYTD Outcome Survey" means the form provided to youth who are part of the "Baseline and Follow Up" Populations.

Policy

- I. All DCYF youth who turn 17 years of age while in foster care or who enter "Foster Care" within 45 days after turning 17 shall be asked to complete the NYTD Outcome Survey. These youth shall not be followed unless they are in the Baseline Population.
- II. Youth that are not part of the Baseline population shall be given the opportunity to complete the survey again at ages 19 and 21.
- III. All DCYF youth and all Title IV-E eligible DJJS youth who turn 17 years of age during FFY 2011(10/1/10-9/30/11) while in "Foster Care" or who enter "Foster Care" within 45 days after turning 17 during FFY 2011 are part of the "Baseline Population." In addition to being asked to participate in the "NYTD Outcome Survey" (Form 2581) these youth are to be asked to complete the survey again at the ages of 19 and 21. This is to be repeated every third year thereafter (see chart at end of policy). Youth residing solely in "Institutional Care" at the time of their 17th birthday and the 45-day period thereafter are excluded from taking the survey.
- IV. Youth in the "Baseline Population" are to complete the "NYTD Outcome Survey" Form 2581 while in placement and within 45 days after turning 17.
- V. Youth who answer at least one question in the "NYTD Outcome Survey" have participated in the survey. Survey participants automatically become part of the "Follow-up Population" and will be asked to complete the survey again within a 45-day period following their 19th and 21st birthdays regardless whether they are still in DCYF or DJJS placement.
- VI. Youth who participated in the survey at the age of 17, but not at age 19 for a reason other than being deceased remain a part of the follow-up population at age 21.
- VII. Youth who are deceased, incarcerated, incapacitated (see in the Definitions section), runaway/missing, unable to locate/or invite during the 45 days after turning 17 are exempt from completing the survey. A youth who leaves placement prior to completing the survey is to be considered unable to be located/invited.
- VIII. The survey responses are to come directly from the youth and not from any other source. If the youth is able to communicate their responses but is physically unable to enter the information, the CPSW/JPPPO may enter the information on their behalf. The CPSW/JPPPO may read the survey to the youth or explain the questions to them provided that they utilize the definitions located on the survey form. There shall be no coaching or influencing the youth's responses even if the CPSW/JPPPO knows them to be false.
- IX. The survey responses are to be recorded in the NH Bridges NYTD screen.
- X. Information collected shall include:

- A. Financial self-sufficiency;
- B. Experience with homelessness;
- C. Educational attainment;
- D. Positive connections with adults;
- E. High risk behavior, and
- F. Access to health insurance.

Procedure

- I. The Adolescent Worker will provide a list of youth in "Foster Care" who are approximately 16.5 years of age to the CPSW/JPPPO.
- II. The CPSW/JPPPO will identify youth in "Foster Care" who are approximately 16.5 years of age, inform them of the "NYTD Outcome Survey" explain its purpose and how the information will benefit future foster care youth.
- III. The CPSW/JPPPO, the Adolescent Worker assigned as the secondary worker under "Independent Living" those worker's supervisors will automatically receive emails prior to and on the youth's 17th birthday reminding them about the survey. (See chart at the end of policy)
- IV. The CPSW/JPPPO shall arrange a date and time within 45 days after the youth's 17th birthday to meet with the youth and ask them to participate in the survey.
- V. At the time the youth takes the "NYTD Outcome Survey" at age 17 the CPSW/JPPPO is to let the youth know that they will be asked to complete the survey again at the age of 19 and 21 years of age and that in order to facilitate their participation the CPSW/JPPPO will be maintaining contact with them during the time between the surveys. A letter of assent (Form 2583) is to be provided to the youth that explains the reason for the survey and that the youth's participation is voluntary.
- VI. The CPSW/JPPPO is responsible for providing assistance with survey completion as needed such as reading the questions or filling in the answers as provided by the youth. This is not to include any coaching or influencing the youth's responses even if the CPSW/JPPPO knows them to be false. If the youth has questions about the survey the CPSW/JPPPO may explain the questions to them provided that they utilize the definitions located on the survey form.
- VII. The CPSW/JPPPO is responsible for entering all the "NYTD Outcome Survey" responses into Bridges in the NYTD screen section within 30 days of survey completion.
- VIII. If a youth is deceased, incarcerated, incapacitated, on the run or runaway/missing, unable to be located/or invited they are exempt from completing the survey. The CPSW/JPPPO is still responsible for completing item 34 (youth's survey status) and 35 (date of survey completion/or attempt at completion) for those youth in the Bridges NYTD screen. Youth are to be considered on the run or missing, or unable to locate/invite only after the CPSW or JPPPO completes all the steps indicated in the ""Efforts to Locate Absent Youth" (Form 2582) and their supervisor signs the form.
- IX. The CPSW/JPPPO most recently assigned to the youth's case is responsible for maintaining contact with the youth and asking them to complete the "NYTD Outcome Survey" within the 45-day period

following their 19th and 21st birthdays. In the event that the CPSW/JPPPO is unable to perform these functions the District Office supervisor shall be responsible for assigning this responsibility to another CPSW/JPPPO.

- X. 90 days prior to exit which for most youth will be at their 90 Day Youth Transition Meeting, the CPSW/JPPPO is to obtain from the youth their post care address, phone and email address along with the same information for at least three adults that the youth plans on staying connected to. For NYTD youth contact information for their connections is to be recorded in the NYTD Key Contact screen in Bridges.
- XI. The CPSW/JPPPO and the Adolescent Worker assigned as the secondary worker under "Independent Living" will automatically receive emails reminding them to maintain contact with youth who have exited care for the purposes getting them to complete the "NYTD Outcome Survey" at age 19 and 21. The first email reminder will arrive 45 days after the youth exits from care and additional reminders will be received every 4 months thereafter.
- XII. Within 14 days of receiving an email reminder, the CPSW/JPPPO is to contact the youth via phone or email and record the contact in Bridges. The CPSW/JPPPO is to ask the youth if there are any changes to their contact information or the contact information of the youth's connections and update the NYTD key contact screen in Bridges as needed. If the CPSW/JPPPO is unable to make phone or email contact with the youth they must contact the youth's identified connections. If the youth is still unable to be contacted the CPSW/JPPPO may ask for the Adolescent Worker's assistance in searching for the youth. All efforts are to be documented in Bridges.
- XIII. The CPSW/JPPPO, the Adolescent Worker assigned as the secondary worker under "Independent Living" and those worker's supervisors will receive survey reminder emails prior to the youth's 19th and 21st birthdays and on the birthdays themselves. (See chart at end of policy)
- XIV. When DCYF and DJJS share cases and DCYF has a legal relationship with the family or if DCYF is the primary case manager, the CPSW is responsible for ensuring that the Outcome Survey is completed and that the information is recorded in Bridges.
- XV. In the event that a youth is no longer involved in an active DCYF or DJJS case the CPSW/JPPPO is responsible for opening a NYTD only case in Bridges.
- XVI. In ICPC cases, it is the sending state's responsibility to administer the NYTD Outcome Survey.
- XVII. The Supervisor shall:
 - A. Ensure that in the event that a youth is no longer involved in an active DCYF or DJJS case the CPSW/JPPPO opens a DCYF Aftercare or NYTD only case on Bridges as appropriate.
 - B. Ensure that the Adolescent Worker is assigned as the secondary worker for DCYF youth in the "NYTD Baseline and Follow Up Populations."
 - C. Ensure that the CPSW/JPPPO most recently assigned to the youth's case maintains contact with the youth after case closure and provides them with the survey within the 45-day period following their 19th and 21st birthdays.
 - D. Ensure that in the event that this staff person is unable to perform the functions in (III) above that they assign this responsibility to another CPSW/JPPPO.

- E. Reviews and signs the "Efforts to Locate Absent Youth" Form 2582 when applicable.

XVIII. The Adolescent Worker shall:

- A. Provide the CPSW/JPPPO with a list of youth in out of home care that are approximately 16.5 years of age to the CSPW/JPPPO.
- B. Be the secondary worker for DCYF youth in the "NYTD Baseline and Follow Up Populations" and assist the CPSW/JPPPO's to locate missing youth as requested by utilizing Internet search tools and social networking sites.
- C. Provide adolescent resource and referral information to CPSW's and JPPPO's as requested and connect eligible youth with Aftercare Services.
- D. Provide the CPSW/JPPPO with a list of youth in the "Baseline Population cohort" at the end of the FFY during which the cohort was created.
- E. Compose an email list of all youth in the "Baseline Population cohort" and send out emails on a regular basis to inform them about events, resources and opportunities that they may be interested in.

NYTD Cohorts

Federal Fiscal Year (October 1st–September 30th)	Baseline Outcomes (17 Year olds)	Follow Up Outcomes (19 Year olds)	Follow Up Outcomes (21 Year olds)
FY 2011	X (cohort 1)		
FY 2012		X (cohort 1)	
FY 2013			
FY 2014	X (cohort 2)		
FY 2015			X (cohort 1)
FY 2016		X (cohort 2)	
FY 2017	X (cohort 3)		
FY 2018			X (cohort 2)
FY 2019		X (cohort 3)	
FY 2020	X (cohort 4)		
FY 2021			X (cohort 3)

Schedule of NYTD Outcome Survey Reminders

Email type	Primary CPSW/JPPPO & Adolescent Worker as Secondary for DCYF	Supervisor of Primary CPSW/JPPPO	Supervisor of Adolescent Worker as Secondary for DCYF
45 days before 17th birthday	X	X	X
15 days before 17th birthday	X	X	
On 17th birthday	X	X	
90 days before 19th birthday	X		
60 days before 19th birthday	X		
30 days before 19th birthday	X	X	X
On 19th birthday	X		
90 days before 21st birthday	X		
60 days before 21st birthday	X		
30 days before 21st birthday	X	X	X
On 21st birthday	X		