



**DEPARTMENT OF
HUMAN SERVICES**

MNYTD

MNYTD/NYTD

Bulletin #16-68-12

Federal Chafee Act requires a client-specific data collection system to track the independent living services provided to youth, and defined outcomes that measure performance in preparing youth for successful transition to adulthood

There are 3 target populations:

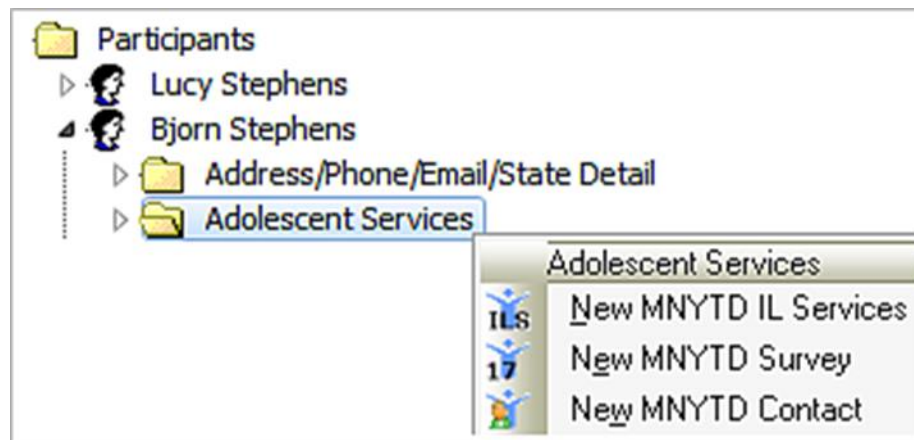
- Served Youth – ALL youth ages 14-21 receiving a children's service from the local social service agency (as well as contracted agencies) – complete IL Screen
- Baseline Youth – 17 year old surveys every 3rd FFY – complete survey and contact sheets
- Follow-up Youth – repeat surveys at 19 and 21 – may have communication with Improve Group

MNYTD (cont'd)

- FFY17 (Oct. 1, 2016–Sept. 30, 2017) is a survey year
- MN did receive a penalty for timeliness in FFY14 of 1.25%, which was approximately \$25,000. Penalties range between 1-5%.
- The federal government will be reviewing Minnesota's NYTD process within the next 5 years, similar to the CFSR process.
- [MNYTD Virtual Presence Communication \(VPC\)](https://knowledgenow.dhs.mn.gov/replay/showRecordingExternal.html?key=yErzn8J8Oqr7etr)
<https://knowledgenow.dhs.mn.gov/replay/showRecordingExternal.html?key=yErzn8J8Oqr7etr>

Adolescent Services Treeview

SSIS Participants Folder – Adolescent Services Subfolder – Action Menu



MNYTD IL Services screen

Blue help text contains definitions of these services

Federal Reporting Period: Oct 2013 - Mar 2014

IL Services Worker:

Services Provided

[Select all services provided during the federal reporting period:](#)

- Academic support
- Budget and financial management
- Career preparation
- Driver's education/public transportation use
- Employment program/vocational training
- Family support/healthy marriage education
- Financial assistance - educational/ETV
- Financial assistance - room and board
- Financial assistance - other
- Health education and risk prevention
- Housing education/home management trg
- Independent living needs assessment
- Mentoring
- Post-secondary educational support
- Supervised independent living
- Other

Other Description:

[Highest Education Level Completed:](#)

[Does the youth have a specialized education plan?:](#) Yes No

[Has the youth ever been adjudicated delinquent?:](#) Yes No

MNYTD Survey Screen

Population: Sample Follow-up: Yes No

Survey Status

Reporting Status: →

Collection Date: Survey Entry Date:

Employment

[Currently are you employed full-time?](#) Yes No

Currently are you employed part-time? Yes No

In the past year, did you complete an apprenticeship, internship, or other on-the-job training, either paid or unpaid? Yes No

Financial Support

Currently are you receiving social security payments (Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), or dependents' payments)? Yes No Decline Unanswered

Currently are you using a scholarship, grant, stipend, student loan, voucher, or other type of educational financial aid to cover any educational expenses? Yes No Decline Unanswered

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 Decline Unanswered

Education

What is the highest educational degree or certification that you have received?:

Currently are you enrolled in and attending high school, GED classes, post-high school vocational training, or college? Yes No Decline Unanswered

Youth participated

Youth declined

Parent declined

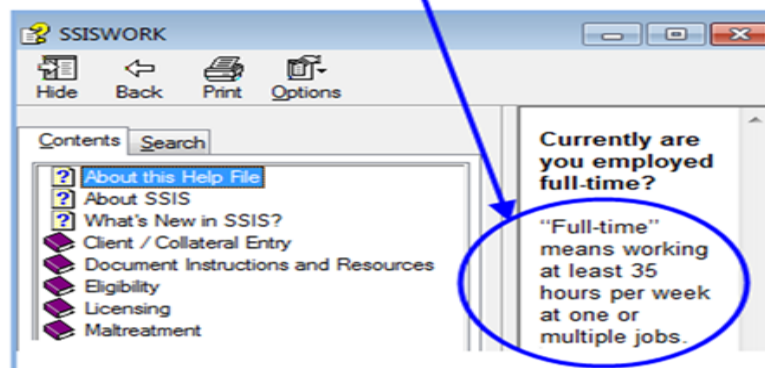
Youth incapacitated

Incarcerated

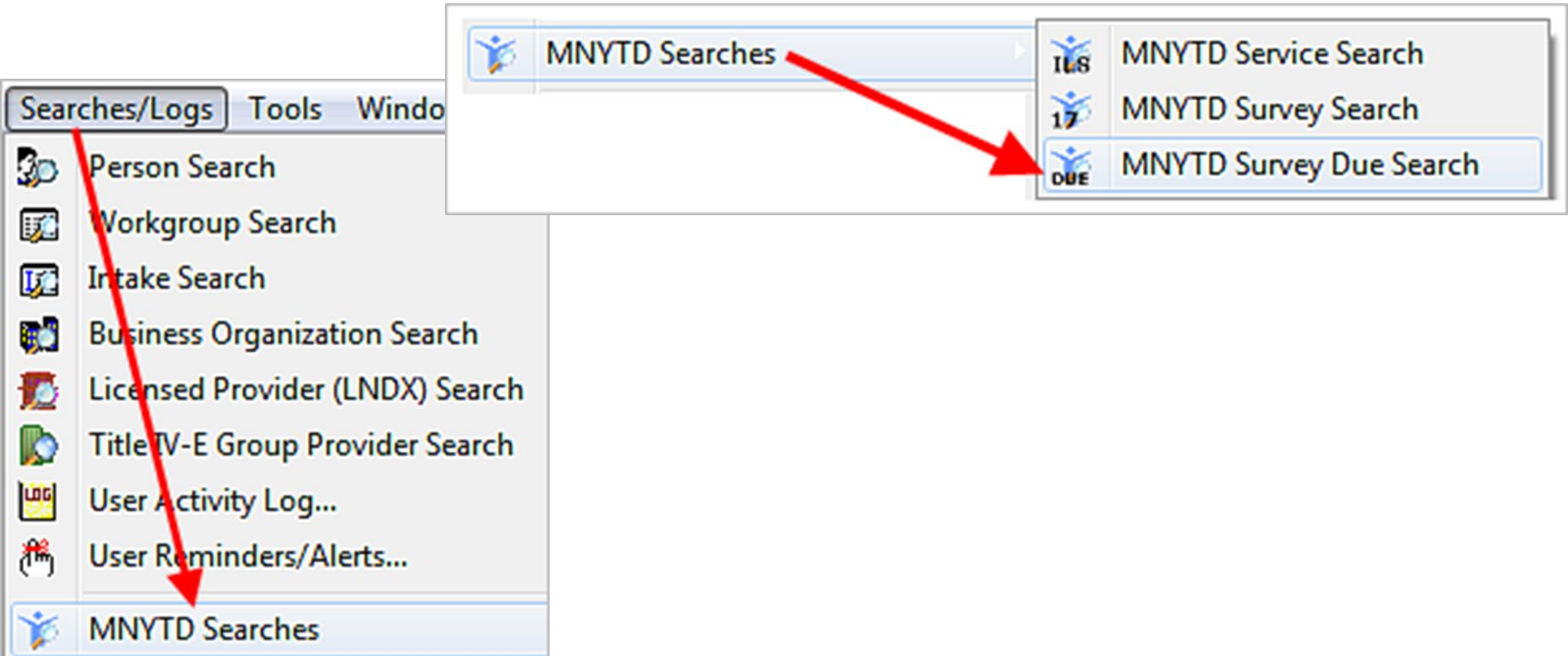
Runaway/missing

Unable to locate/invite

Death




MNYTD searches



MNYTD Survey Due Search

Unit: Worker: Active workers only

First Name: Last Name: 

County Person #: SSIS Person #:

Date Range: From:

- Next Federal Report Year
- This MNYTD Federal Survey Period
- Last MNYTD Federal Survey Period
- Next MNYTD Federal Survey Period
- This MNYTD Federal Survey Year
- Last MNYTD Federal Survey Year
- Next MNYTD Federal Survey Year
- Custom

Use "This" between 10/1/16 and 9/30/17

Use "Last" after 9/30/2017

Use "Next" before 10/1/16



**DEPARTMENT OF
HUMAN SERVICES**

Runaway/SEY

PL 113-183

MN Statute, section 260C.212, subd. 13 added: Protecting Missing and Runaway Children and Youth at Risk of Sex Trafficking

- Report missing children to LE and NCMEC and “expeditiously” locate them
- Do not discharge from care
- Bulletin #16-68-09 Runaway best practice guide and Debriefing Form

National Center for Missing and Exploited Children (NCMEC)

- For resources specific to children missing from social services care:
- Web-based reporting: This application was developed to support social service agencies in reporting children missing from their care. This secure method will allow quick, web-based access to enter a missing child report, 24/7.

go to: <http://cmfc.missingkids.org/home>

Federal reporting requirements

- Minnesota has developed the Sexually Exploited Youth (SEY) screen in SSIS. It is available under the Person tree, but is only visible to agency staff with the security function “Access SEY” assigned to their security role. The purpose of the screen is for local social service agencies to record whether a youth is a sex trafficking victim. The reason for the new screen is that Title IV-E agencies must report annually to the U.S. Department of Health & Human Services the total number of children and youth who are identified as sex trafficking victims. The law requires trafficking data to be added in AFCARS. This screen must be completed on all youth, whether they are in placement or not. This screen must be completed anytime workers discover new information regarding sex trafficking.

SEY Screen

1. [Has this child ever been a victim of sex trafficking?](#) Yes No ⁹

[Date of mandated sex trafficking report to Law Enforcement](#)

2. Has the child ever been in Foster Care? Yes No

3. [Was the child a victim **prior to** entering Foster Care for the first time?](#) Yes No

4. [Was the child a victim **while in** Foster Care?](#) Yes No

Date Information Gathered: Worker:

Create Date: Finalized Date:

Has the child ever been a victim of sex trafficking?

Yes, if:

- Disclosure by youth
- Youth found in exploitative/trafficking situation
- Youth shown/described in ads for escort/sex act
- Report by law enforcement or others knowledgeable of the youth involved in trafficking

Federal reporting requirements

In addition, social service caseworkers must complete the Runaway Youth Debriefing Form when a youth has returned after being on the run. The information collected will be utilized to meet federal reporting requirements. The form will need to be completed by the caseworker and scanned into the Social Service Information System (SSIS) as an attached file following these steps:

- Scan the document and save it with the file name “Runaway Youth Debriefing Form” so that it can be easily located by staff to retrieve information for the federal report (this is completed outside of SSIS)
- Navigate to the “Attached Files” folder under the Person tree in SSIS
- Select “New Attached File” from the Action menu (this requires the security function “Create Attached Files”)
- Browse to the scanned file named “Runaway Youth Debriefing Form,” select the document and click “Open”
- Select the document type “Other”
- Add a comment (optional)
- Save.

Runaway Youth Debriefing form

RUNAWAY YOUTH DEBRIEFING FORM

Youth name: _____

Caseworker name: _____

Dates missing: From _____ to _____

Date of debriefing: _____

Location: _____

The youth's caseworker should ask the youth the following questions. Record the youth's answers in the space provided.

1) Why did you run away from your placement?

2) What would have stopped you from running away?