

Excerpts from the:  
MNYTD Updated Training Slides  
*Clarification of the Required  
MNYTD Survey Population and the  
MNYTD Survey Due Search*

October 2013 Post VPC Training

For the December 2013 Worker Mentor Meeting



# MNYTD Survey Due

These are the basic criteria indicating when the MNYTD Survey is *required* for youth during the federal fiscal reporting period.

1. Youth whose 17<sup>th</sup> birthdays are 10-01-13 to 09-30-14,  
AND
2. Who are in out-of-home placement
  - Either *on* their 17<sup>th</sup> birthday, or
  - *Within 45 days after* their 17<sup>th</sup> birthday.

# Placement Criteria 1

- When the *birthdate* criteria is met, the *placement* criteria must also be met before the Survey is required.
  1. The youth must be in placement through:
    - *Voluntary Placement Agreement,*
    - *Court order, or a*
    - *72-Hour Police Protective Hold.*



# Placement Criteria Exceptions

*Note:* There are a few placement exceptions.

The Survey is *not* required if *all* the eligible dates are while the youth is:

- *On a court-ordered Trial Home Visit, or*
- *Held in a locked juvenile detention facility.*

# Placement Criteria 2 and 3

2. Placement continues for at least one day:
  - Defined as 24 hours or longer, thereby
  - Requiring entry in the SSIS Permanency folder.
3. And at least one of the day(s) in placement is:
  - On or within 45 days after the youth's 17<sup>th</sup> birthday
  - For a 17<sup>th</sup> birthday that falls on 9/30/14, the placement would have to start by 11/14/2014.



# Example Slide 1

Bjorn celebrates his 17<sup>th</sup> birthday on 09-30-2014.  
(The last day of the Survey reporting period.)

On Bjorn's birthday, he is living at home with his family.

Therefore,  
*no* Survey is required.



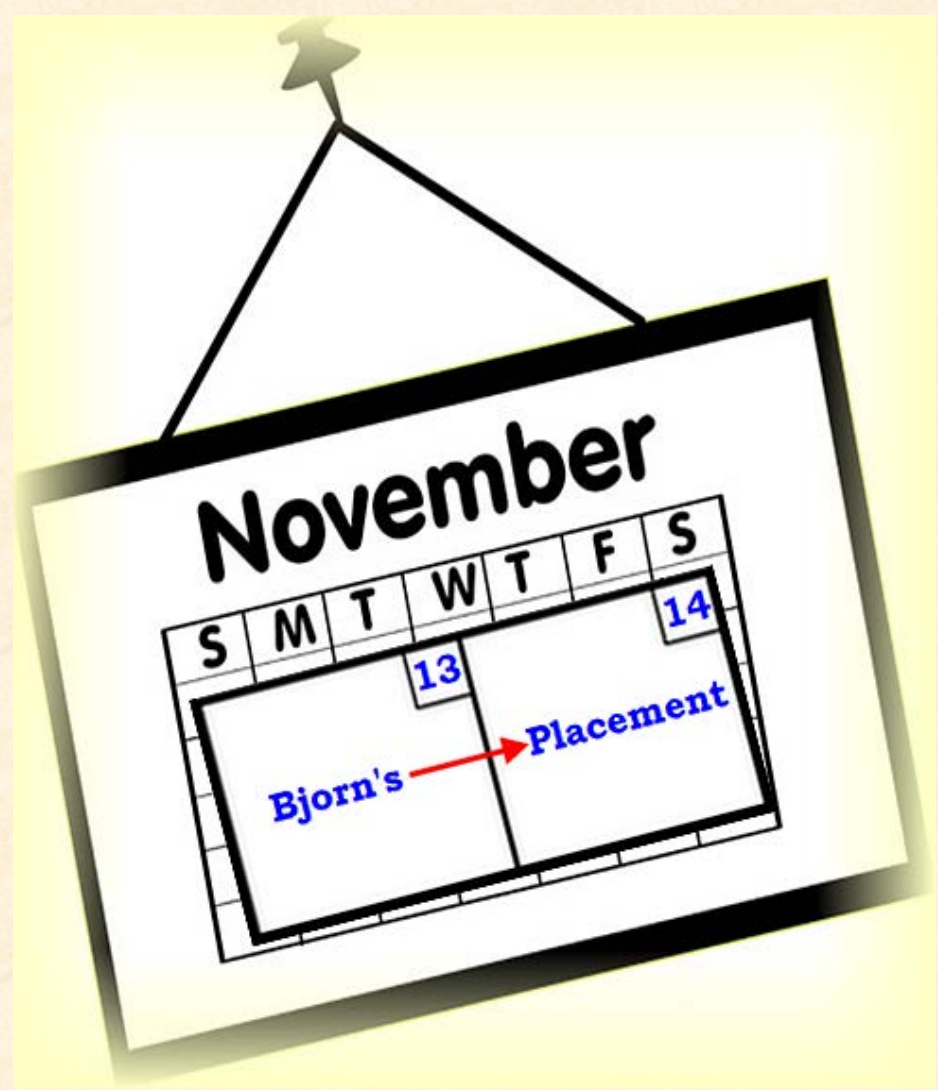
# Example Slide 2



On 11-13-2014,  
Bjorn is placed  
in foster care  
due to  
allegations  
of child  
maltreatment.

# Example Slide 3

On 11-14-2014 Bjorn remains in foster care. His time in foster care is longer than 24 hours, and therefore is required to be entered into SSIS as a placement.



# Example Slide 4

**MNYTD Survey - Baseline 17 Year Old**

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**Person Information**

Name: *Bjorn*  
 Date of Birth: *September 30th, 1997*  
 Age: *17*

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**Population: Baseline 17 Year Old**

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**Reporting Status**

Youth participated       Youth incapacitated       Unable to locate/invite  
 Youth declined       Incarcerated       Death  
 Parent declined       Runaway/missing       Not in sample

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Collection Date: *November 21st 2013*  
 (The latest date that the agency collected data from a youth.)

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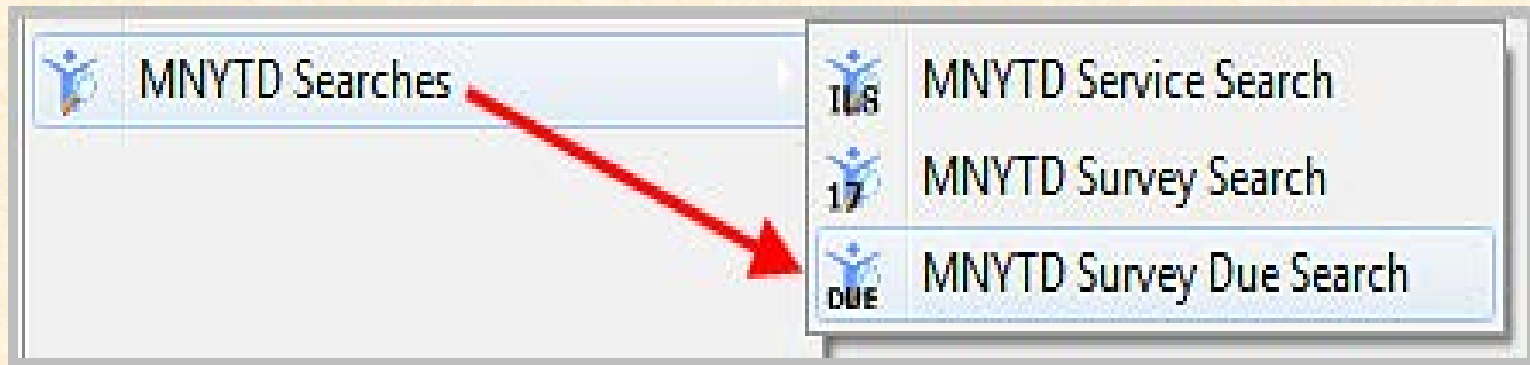
**Employment**

<p><b>Currently are you employed full-time?</b>                  "Full-time" means working at least 35 hours per week at one or multiple jobs.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Declined
<p><b>Currently are you employed part-time?</b>                  "Part-time" means working at least 1-34 hours per week at one or multiple jobs.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Declined
<p><b>In the past year, did you complete an apprenticeship, internship, or other on-the-job training, either paid or unpaid?</b>                  This means apprenticeships, internships or other on-the-job trainings, either paid or unpaid, that helped the youth acquire employment- related skills (which can include specific trade skills such as carpentry or auto mechanics, or office skills such as word processing or use of office equipment.)</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined

Because Bjorn has been in foster care for at least one day, and that one day is within 45 days of his 17<sup>th</sup> birthday, the Survey is now *required*.

# MNYTD Survey Due Search

The MNYTD Survey Due Search helps to locate youth for whom the Survey may be required. To ensure that all youth who are required to be surveyed display, the Survey Due Search results have not been strictly limited.



Access the MNYTD Survey Due Search by selecting MNYTD Searches in the SSIS toolbar, and then selecting MNYTD Survey Due Search.

# Survey Due Search Results

- The Survey Due Search results may include some youth for whom MNYTD Survey is not required:
  - Youth whose 17<sup>th</sup> birthday is within 45 days *before* the required reporting period (prior to 10/01/2013) and
  - Youth who meet the placement exception criteria for the survey (Trial home visit or locked juvenile detention)



# Survey Due Search Tips

When using the Survey Due Search (based upon the current date) use the following Date Range settings for FFY 2014:

The screenshot shows a web-based search interface with the following fields and options:

- Unit:** [Dropdown menu]
- Worker:** [Dropdown menu]
- Active workers only
- First Name:** [Text input]
- Last Name:** [Text input]
- County Person #:** [Text input]
- SSIS Person #:** [Text input]
- Date Range:** [Dropdown menu]
- From:** 10/1/2013 [Dropdown menu]
- To:** 9/30/2014 [Dropdown menu]

The Date Range dropdown menu is open, showing the following options:

- Next Federal Report Year
- This MNYTD Federal Survey Period
- Last MNYTD Federal Survey Period
- Next MNYTD Federal Survey Period
- This MNYTD Federal Survey Year** (highlighted in blue)
- Last MNYTD Federal Survey Year
- Next MNYTD Federal Survey Year
- Custom

Annotations with arrows point to the highlighted options:

- A blue arrow points from the text **Use between 10-01-2013 and 09-30-2014** to the "This MNYTD Federal Survey Year" option.
- A red arrow points from the text **Use after 09-30-2014** to the "Last MNYTD Federal Survey Year" option.
- A black arrow points from the text **Use before 10-01-2013** to the "Next MNYTD Federal Survey Year" option.

# Survey Due Birthdate Clarifications

- If the youth's name displays following a Survey Due Search, but the youth's birthday is prior to 10-01-13, the Survey is not required.
- This can be determined by adding the selection 17<sup>th</sup> Birthday to the grid columns, and then clicking on the 17<sup>th</sup> Birthday column to sort the Survey Due grid by that column.

# Survey Due Grid 17<sup>th</sup> Birthday Column

Click on the column chooser and select 17<sup>th</sup> Birthday.

Click Here

	Last Name	First Name	Birth Date	Survey Due Date	17Th Birthday
▶	Greene	Bruce	8/19/1996	10/3/2013	8/19/2013

A screenshot of a column chooser menu. The menu is open, showing a list of columns with checkboxes. The '17Th Birthday' option is highlighted in yellow. A red arrow points from the '17Th Birthday' option in the menu to the '17Th Birthday' column header in the table above. Another red arrow points from the column header in the table to the '17Th Birthday' option in the menu. A third red arrow points from the column header in the table to the '17Th Birthday' option in the menu.

- Last Name
- First Name
- Birth Date
- Survey Due Date
- 17Th Birthday
- Primary Worker
- SSIS Person #
- County Person #

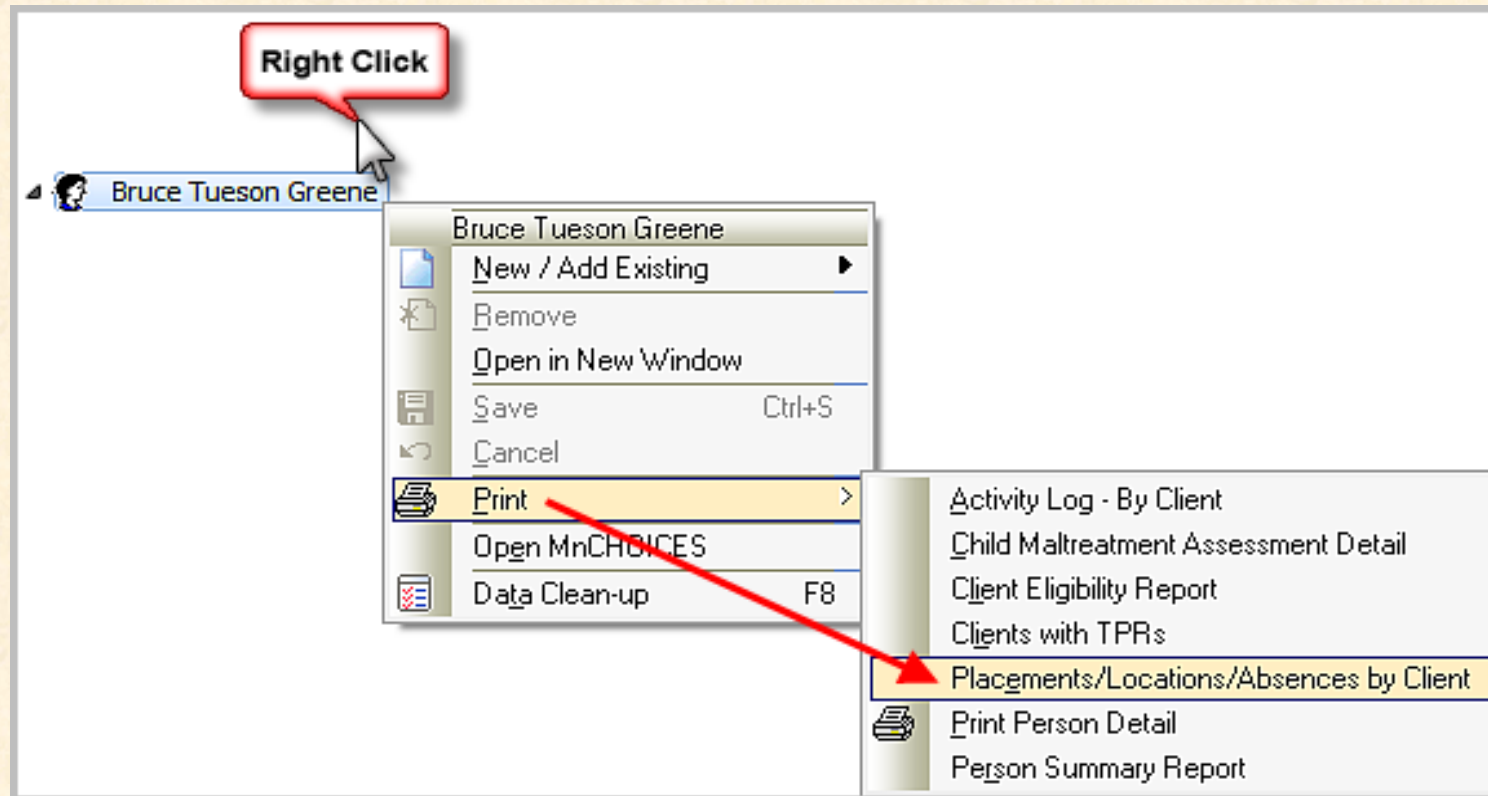
Click on the 17<sup>th</sup> Birthday column to sort the youth by birthdate

# Survey Due Placement Clarifications

- If the youth displays following a Survey Due Search, the youth would still be exempt from the Survey if either of the following is true for all of the eligible dates:
  - The youth's placement is in a locked juvenile detention facility, or
  - The youth is on a trial home visit.
- A quick way to view a youth's placement setting history is by viewing a client specific report, such as Placements/Locations/Absences by Client (or just look at their placements in the tree view).

# Youth's Placement Report

Right-click on the youth's Client node in the Tree View.  
Select Print and Placements/Locations/Absences by Client to view placement settings.



# Final Survey Due Clarifications

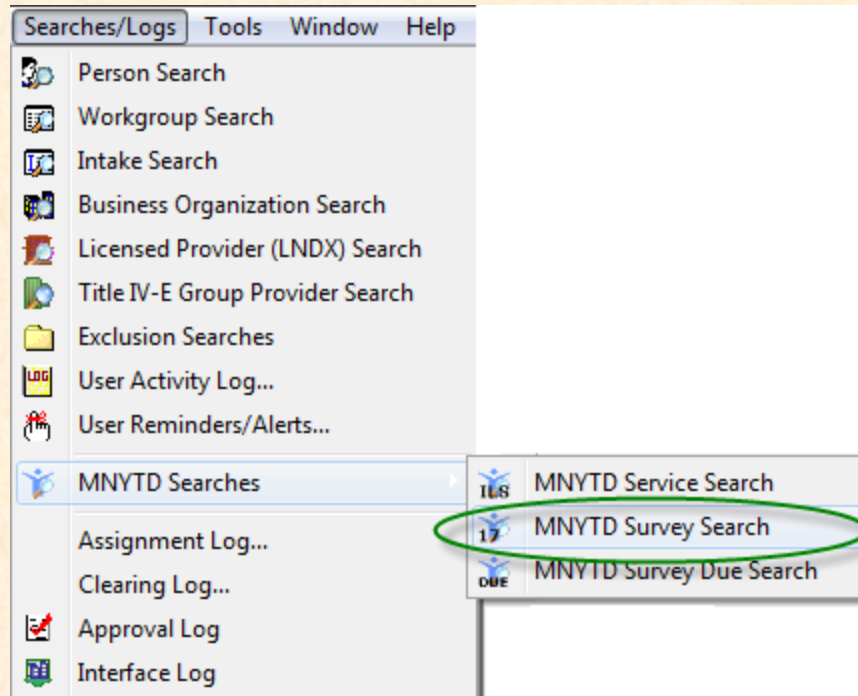
- A youth who is discharged from placement on their 17th birthday would require the Survey if:
  - Their 17th birthday is during the required period (10/01/2013 – 09/30/2014), and
  - The placement lasted at least 24 hours, and
  - The placement does not meet one of the placement exceptions (THV or locked juvenile detention).



*We appreciate your  
patience and the  
opportunity to provide  
additional clarification!*

# MNYTD Survey Search

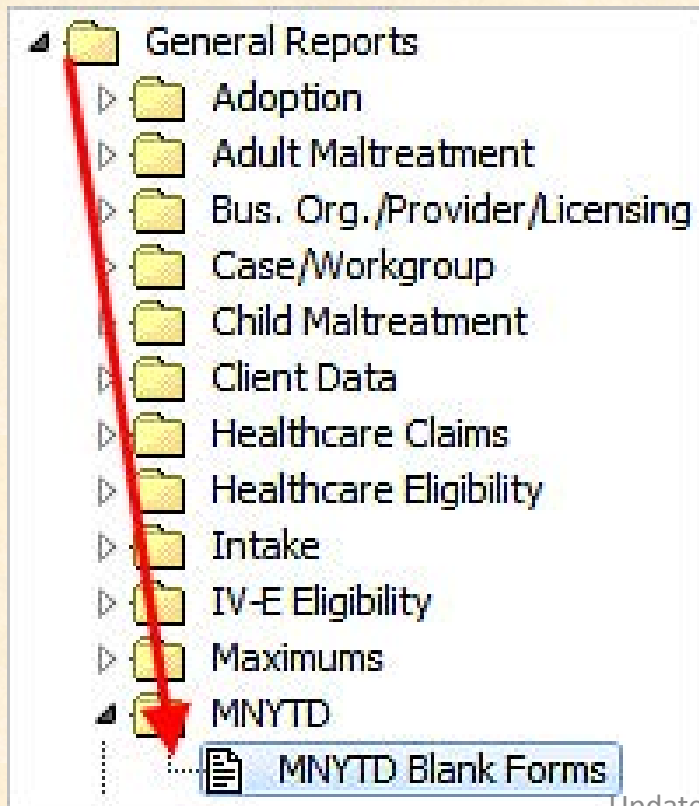
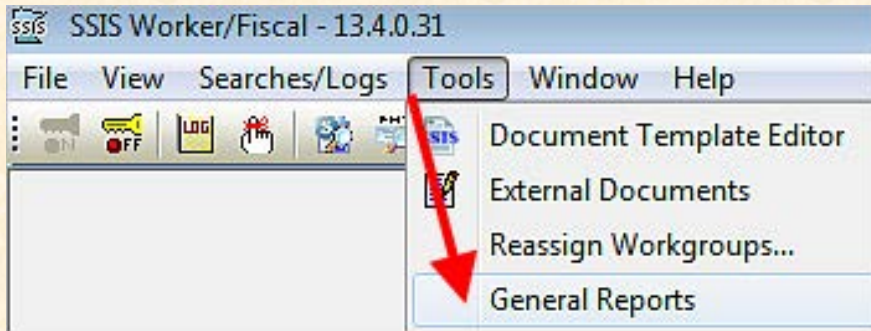
- Use this search to view the MNYTD Surveys that have been entered: Searches/Logs > MNYTD Searches > MNYTD Survey Search





# How to Print a Blank Notice of Privacy Practice MNYTD Survey and MNYTD Contact Sheets From SSIS Tools – General Reports

# Quick Print SSIS Documents

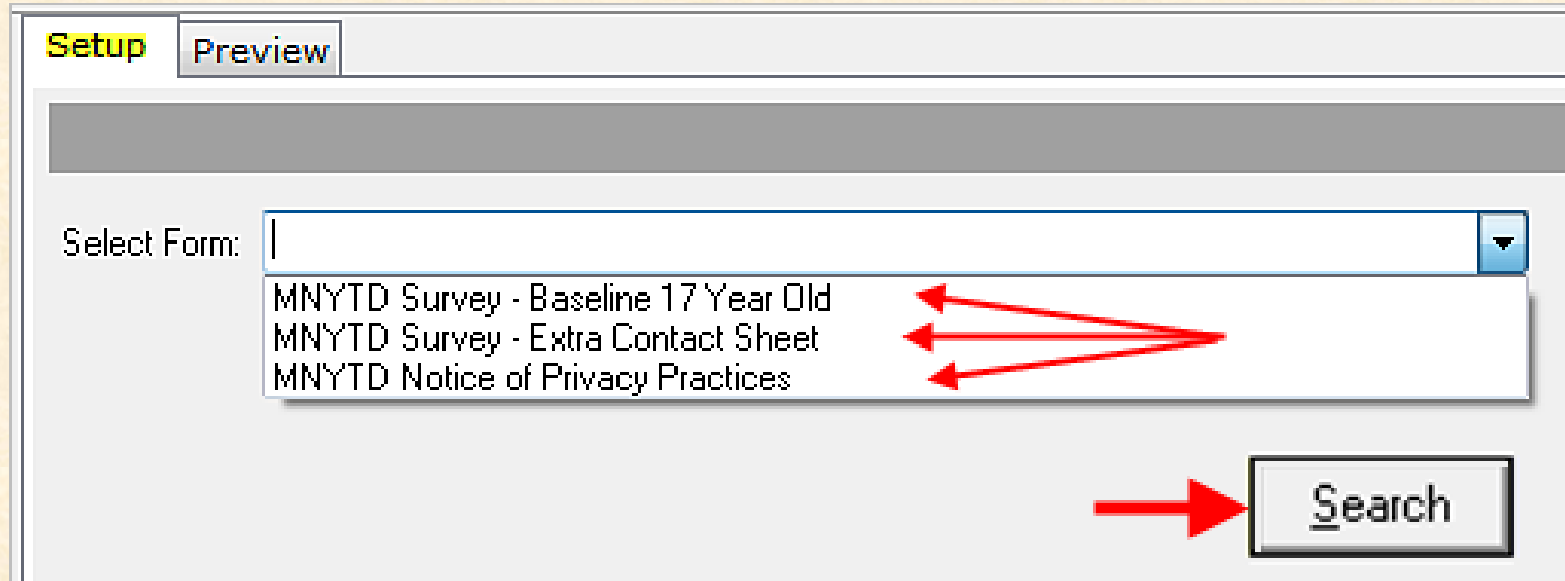


There is one method to quickly print all three blank MNYTD documents:

- Notice Privacy Practices
- Survey
- Contact Sheets

Select Tools on the SSIS toolbar and click on General Reports. Expand the MNYTD folder.

# SSIS Tools – General Reports



The screenshot shows a software interface with two tabs: "Setup" (highlighted in yellow) and "Preview". Below the tabs is a "Select Form:" label followed by a dropdown menu. The dropdown menu is open, showing three options: "MNYTD Survey - Baseline 17 Year Old", "MNYTD Survey - Extra Contact Sheet", and "MNYTD Notice of Privacy Practices". Three red arrows point from the right side of the dropdown menu to each of these three options. Below the dropdown menu is a "Search" button with a red arrow pointing to it from the left.

From the Setup tab, click the drop-down menu in the Select Form field, and select the MNYTD Survey, Contact Sheet, or Notice of Privacy Practice.

Click the Search button to display the document.  
Select the Print icon in the toolbar to print the document.

# MNYTD Policy Questions?

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