

MNYTD

Minnesota National Youth in Transition Database

SSIS MNYTD Survey Due Search, MNYTD Survey Search
and MNYTD Service Search

– Presenter: Joanne Anderson

Federal Requirement

- Congress passed a law establishing the **John H. Chafee Foster care Independence Program**. This law provides States with funding to carry out programs to help youth transition from **foster care** to self-sufficiency.
- The law required the Administration for Children and Families to develop a data collection system to track the **independent living services** states provide to youth and develop outcome measures to assess states' performance in operating their independent living programs.
- The law requires **ACF** to impose a penalty of between one and five percent of the state's annual Chafee allotment for any state that does not comply with the reporting requirements.

State Requirement

- The National Youth in Transition Database (NYTD) requires that states conduct two client-specific data collection activities on an ongoing basis.
- First, the state must collect information on each youth who receives **independent living services** paid for or provided by the state and transmit this information to **ACF** on a semiannual basis.
- Second, the state must collect outcome information on all youth who are in **foster care** on or within 45 days after their 17th birthday.
- The state must also locate the same youth within 45 days of their 19th and 21st birthdays to collect updated outcome information.
- States began collecting data on October 1, 2010.

Services

The ***independent living services*** and supports reported fall into these eleven broad categories:

- independent living needs assessment
- academic support
- post-secondary educational support
- career preparation
- employment programs or vocational training
- budget and financial management
- housing education and home management training
- health education and risk prevention
- family support and healthy marriage education
- mentoring
- supervised independent living.
- financial assistance for education, room and board and other aid

States must also identify the youth's education status, individualized education plan and whether the youth has been adjudicated delinquent.

Baseline Survey

States must survey youth regarding six outcomes:

- financial self-sufficiency
- experience with homelessness
- educational attainment
- positive connections with adults
- high-risk behavior
- access to health insurance

States are to collect the outcomes information by conducting a survey of youth in **foster care** on or around their 17th birthday, also referred to as the **baseline population**. States must collect and report outcome information on a new cohort of youth every three years.

Follow-up Survey

- Updated outcome surveys for youth around the time of their 19th birthdays; and again around the time of the 21st birthdays are referred to as the ***follow-up population***.
- States must collect outcome information on these older youth after they leave the state's ***foster care*** system, regardless of whether they are still receiving ***independent living services*** from the state when they are 19 or 21 years old.
- DHS has contracted with a vendor to locate and survey 19 and 21 year olds.

Penalty

For a state's data to comply with the NYTD standards, it must:

- Meet file format requirements and contain accurate data
- Meet a 90 percent data quality check (i.e., be free of missing or invalid data)
- Provide full or partial outcome survey information
- Achieve a minimum outcomes survey participation rate
- States will be penalized between one and five percent of their annual Chafee **Foster Care** Independence Program allotment for each reporting period if these **data standards** are not met

The MNYTD Federal Reporting Year and Periods

MNYTD Federal Reporting Year

- October – September

MNYTD Federal Reporting Periods

- October – March
- April - September

MNYTD Federal Reporting Periods

Federal Reporting				
Year	Period	Period Date Range	Population	Age
2017	A	Oct 2016 - Mar 2017	Baseline	17
2017	B	Apr 2016 - Sep 2017	Baseline	17
2018	A	Oct 2017 - Mar 2018	Follow-up	21
2018	B	Apr 2017 - Sep 2018	Follow-up	21
2019	A	Oct 2018 - Mar 2019	Follow-up	19
2019	B	Apr 2018 - Sep 2019	Follow-up	19
2020	A	Oct 2019 - Mar 2020	Baseline	17
2020	B	Apr 2019 - Sep 2020	Baseline	17
Etc.				

MNYTD Service Entry

- MNYTD IL Services is accessed in the Adolescent Service folder under the Person node
- Federal Reporting Period defaults to current; previous and next are also available

Oct 2015 - Mar 2016
Apr 2016 - Sep 2016
Oct 2016 - Mar 2017

- Context Sensitive Help is available
- Independent Living Services should be entered and are reported for every Federal Reporting Period

The screenshot shows the MNYTD Service Entry application for user Katie Colwater. The interface is divided into a left-hand navigation pane and a main data entry area.

Navigation Pane: A tree view under the 'Person' node shows the following folders: Address/Phone/Email/State Detail, Adolescent Services (expanded), MNYTD IL Services (selected), MNYTD Survey/Contact, Chafee/SELF Legacy, Name/Race, Relationship, Employment, Disability/Diagnosis/Substance, Health/Insurance, Medication/Checkup, CWB/Education/Infant and Toddler Intervention, CMH Screenings and Assessments, Court Actions, Permanency, MAPCY/DOC Assessments, Workgroups & Intakes, Client Eligibility Log, Healthcare Eligibility from MMIS, Supplemental Healthcare Eligibility, Fiscal Details, Special Studies, Attached Files, and Documents.

Main Data Entry Area:

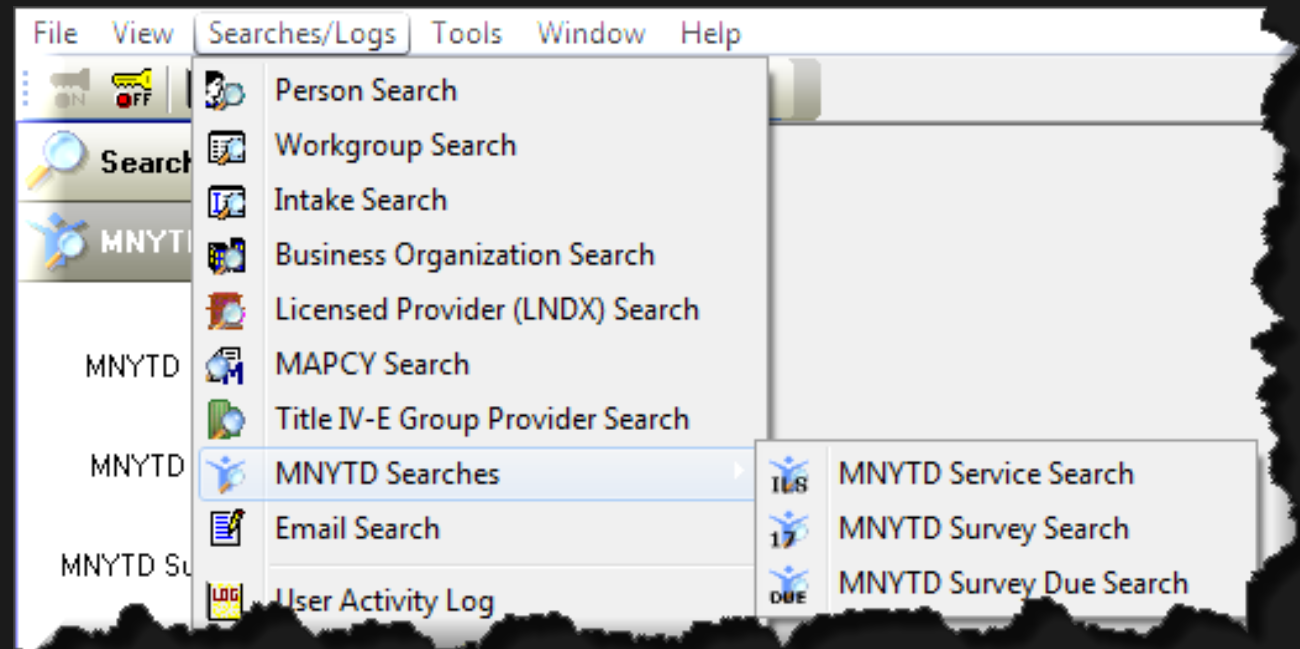
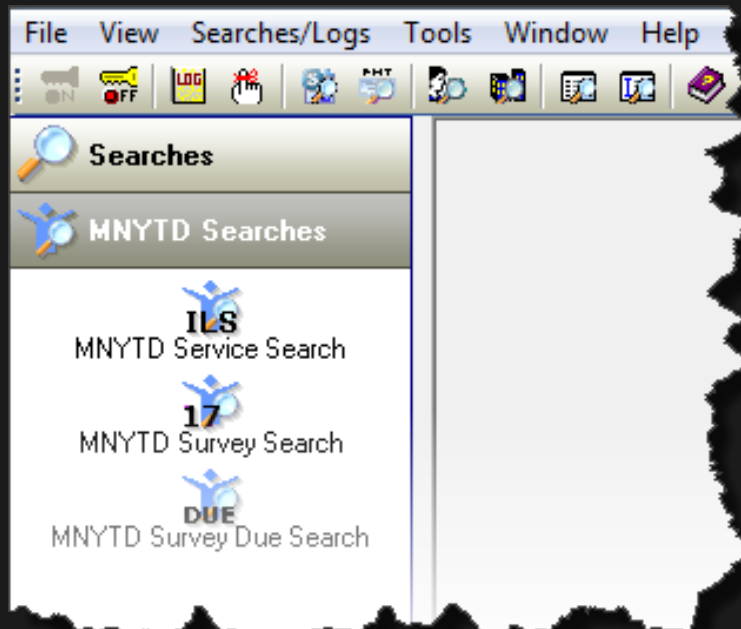
Federal Reporting Period	IL Services Worker	Highest Education Level Completed	Specialized Education Plan	Adjudicated Delinquent
Apr 2016 - Sep 2016	Anderson, Joanne	11th grade	No	No

Below the table, there are several input fields and a list of services provided:

- Federal Reporting Period: Apr 2016 - Sep 2016
- IL Services Worker: Anderson, Joanne
- 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: 11th grade
- Does the youth have a specialized education plan?: Yes No
- Has the youth ever been adjudicated delinquent?: Yes No

At the bottom of the window, there is an 'Action' button.

MNYTD Searches are accessed on the Search panel or Searches/Logs menu



MNYTD Service Search

- Search parameters include:
 - Unit and Worker
 - First and Last Name
 - County and SSIS Person #
 - Federal Reporting Year and Period
 - Highest Education level completed
 - Specialized education plan
 - Adjudicated delinquent
 - Any or all services
- The service record selected in the grid is presented below the grid
- Context Sensitive Help is available

Searches: [dropdown] Max results: 500 Search on open 1.60 Secs, 1 Results

Unit: Joanne Worker: Anderson, Joanne Active workers only

First Name: [text] Last Name: [text]

County Person #: [text] SSIS Person #: [text]

Federal Reporting Year: 2016 Period: Apr - Sept

Highest education level completed range: From: 10th grade To: 12th grade

Specialized education plan?: Yes No Adjudicated delinquent?: Yes No

Include records for youth with any selected services

Select All

Academic support Financial assistance - other

Budget and financial management Health education and risk prevention

Career preparation Housing education/home management trg

Driver's education/public transportation use Independent living needs assessment

Employment program/vocational training Mentoring

Family support/healthy marriage training Post-secondary education support

Financial assistance - educational/ETV Supervised independent living

Financial assistance - room and board Other service

Search Clear

Name	Federal Reporting Period	ILS Services Worker	Highest Education Level Completed	Specialized Education Plan	Adjudicated Delinquent
Colwater, Katie	Apr 2016 - Sep 2016	Anderson, Joanne	11th grade	No	No

MNYTD Survey Due Search

Includes youth who are in an open continuous placement on their 17th birthday or within the following 45 days

- Search parameters include:
 - Unit and Worker
 - First and Last Name
 - County and SSIS Person #
 - Date Range
Includes youth whose 17th birthday, or any of the 45 days between their 17th birthday and their Survey Due Date, falls within the date range selected.
- The person selected in the grid is presented below the grid
- To add a survey for the selected person, select New/Add Existing, then New MNYTD Survey from the Action Menu
- Context Sensitive Help is available

SSIS MNYTD Survey Due Search

Searches: [dropdown] Max results: 500 Search on open [checkbox] 1.88 Secs, 47 Results

Unit: [dropdown] Worker: [dropdown] Active workers only

First Name: [input] Last Name: [input]

County Person #: [input] SSIS Person #: [input]

Date Range: Custom From: 11/15/2016 To: 3/31/2017

Last Name	First Name	Birth Date	Survey Due Date	17Th Birthday	Primary Worker
A [redacted]	Adien	10/8/1999	11/22/2016	10/8/2016	
C [redacted]	Juan	10/10/1999	11/24/2016	10/10/2016	

Name / Status / Gender

Legal Name: [dropdown] Prefix: [input] First name: Adien Middle name: A [redacted] Last name: A [redacted] Suffix: [input] Unknown

Print Surveys Due

- Choose Print Grid from the Action Menu on the MNYTD Survey to get a list of the youth that have surveys due based on the entered search parameters
- The grid can be sorted by last name, birth date, survey due date or primary worker before printing

Search

Print Grid Ctrl+Alt+P

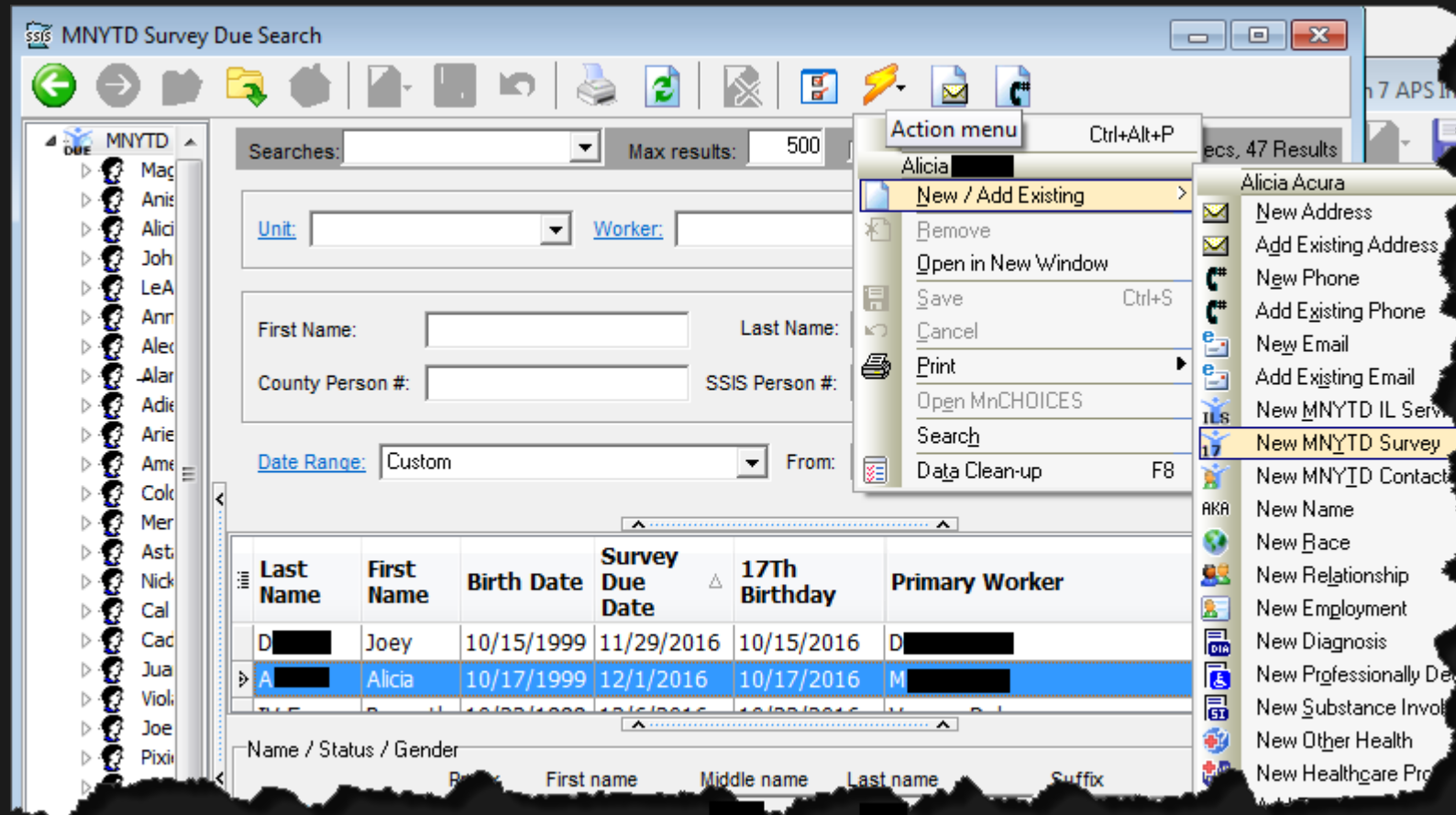
MNYTD Survey Due Search

Date Range: Custom (11/15/2016 - 03/31/2017)

Last Name	First Name	Birth Date	Survey Due Date ^	17Th Birthday	Primary Worker
Aveo	Adien	10/8/1999	11/22/2016	10/8/2016	
Cypress	Juan	10/10/1999	11/24/2016	10/10/2016	
Miller	Jacob	10/12/1999	11/26/2016	10/12/2016	Gmeyer Gina
Risbrudt	Owen	10/12/1999	11/26/2016	10/12/2016	Holte Deanna
DeSaer	Joey	10/15/1999	11/29/2016	10/15/2016	Desaer Ruth
Ag...	Alia			10/1...	

New MNYTD Survey or Contact are accessed from the MNYTD Survey Due Search

- Select a person in the MNYTD Survey Due Search grid
- Select New/Add Existing, then New MNYTD Survey or New MNYTD Contact from the Action Menu



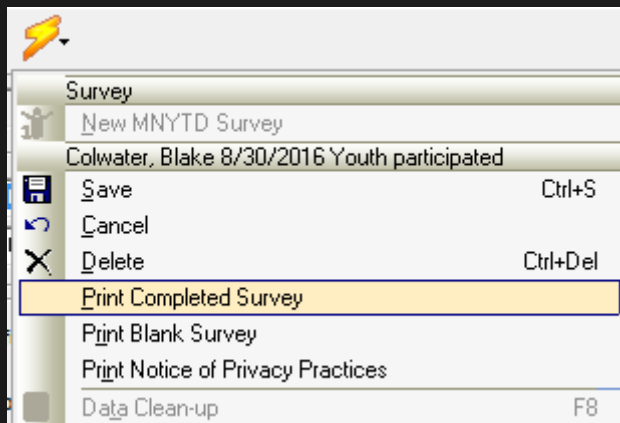
MNYTD Survey Entry

- MNYTD Survey can be accessed in the Adolescent Service folder under the Person node
- Population defaults to Baseline 17 year old
- All questions must be answered if Reporting Status is Youth Participated
- The youth must be cleared to the state
- Fly over a question to enable the Context Sensitive Help link

Population:	Baseline 17 year old	Sample Follow-up:	<input type="radio"/> Yes <input type="radio"/> No		
Survey Status					
Reporting Status:	Youth participated				
Collection Date:	Youth participated	Survey Entry Date:	8/29/2016		
Employment					
Currently are you employed?	Youth participated	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Decline	<input type="radio"/> Unanswered
Currently are you incarcerated?	Youth declined	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Decline	<input type="radio"/> Unanswered
Currently are you runaway/missing?	Parent declined	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Decline	<input type="radio"/> Unanswered
In the past year, did you die?	Youth incapacitated	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Decline	<input type="radio"/> Unanswered
In the past year, did you die from a job, internship, or other on-the-job training, either paid or unpaid?	Incarcerated	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Decline	<input type="radio"/> Unanswered
In the past year, did you die from a death?	Runaway/missing	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Decline	<input type="radio"/> Unanswered
Financial Support					
Currently are you receiving social security payments (Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), or dependents' payments)?	Unable to locate/invite	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Decline	<input type="radio"/> Unanswered
Currently are you using a scholarship, grant, stipend, student loan, voucher, or other type of educational financial aid to cover any educational expenses?	Death	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Decline	<input type="radio"/> Unanswered
Currently are you receiving any periodic and/or significant financial resources or support from another source not previously indicated and excluding paid employment?		<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Decline	<input type="radio"/> Unanswered
Education					
What is the highest educational degree or certification that you have received?:		None of the above			
Currently are you enrolled in and attending high school, GED class, or post-high school?		<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Decline	<input type="radio"/> Unanswered

Print Completed Survey

- Print the completed survey from the Action Menu on the MNYTD Survey



MNYTD Survey - Baseline 17 Year Old	
Person Information	
Name: Colwater, Blake	Gender: Male
Date of Birth: 9/24/1968	SSIS Person #: 185507254
Age: 47	SWNDX #: 35377464
Population	
Population: Baseline 17 year old	Sample follow-up:
Reporting Status	
Reporting Status: Youth participated	
Collection Date: 08/30/2016 (The latest date that the agency collected data from a youth.)	
Employment	
Currently are you employed full-time? "Full-time" means working at least 35 hours per week at one or multiple jobs.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Declined
Currently are you employed part-time? "Part-time" means working at least 1-34 hours per week at one or multiple jobs.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined
In the past year, did you complete an apprenticeship, internship, or other on-the-job training, either paid or unpaid? 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.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined
Financial Support	
Currently are you receiving social security payments (Supplemental Security	<input type="checkbox"/>

MNYTD Survey Search

- Search parameters include:
 - Unit and Worker
 - First and Last Name
 - County and SSIS Person #
 - Date Range
 - Reporting Status
 - The survey selected in the grid is presented below the grid
- Context Sensitive Help is available

The screenshot shows the MNYTD Survey Search application interface. The main window is titled "MNYTD Survey Search" and contains a search form and a results table. The search form includes fields for Unit, Worker, First Name, Last Name, County Person #, SSIS Person #, Date Range (set to "This Month" from 8/1/2016 to 8/31/2016), Reporting Status, and Sample Follow-up (set to "No"). A "Search" button is visible. Below the search form is a table with the following data:

Name	Collection Date	Reporting Status	Primary Worker	# Contacts
Colwater, Blake	8/30/2016	Youth participated		

Below the table, there are additional search parameters: Population (set to "Baseline 17 year old") and Sample Follow-up (set to "No"). The "Survey Status" section shows "Reporting Status: Youth participated".

MNYTD Contact Entry

- MNYTD Contact can be accessed in the Adolescent Service folder under the Person node
- Multiple contacts are very important to locate the youth for the 19 year old follow-up survey

Person Or Organization Name	Contact Type	Updated On
June and Bob Smith	Aunt/uncle	10/3/2016

Contact Type:	Updated On:
Aunt/uncle	10/3/2016

Person or Organization Name:
June and Bob Smith

Address Line 1:	City:	
123 Elm St	St Paul	
Address Line 2:	State:	Zip Code + 4:
	Minnesota	55123

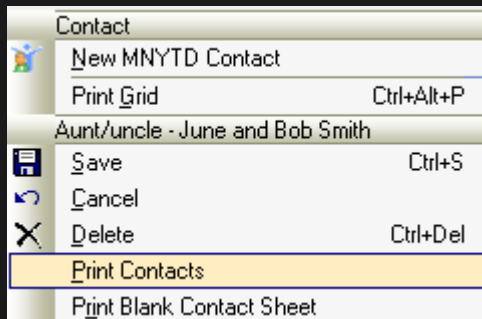
Home Phone:	Work Phone:	Cell Phone:
651-123-4567	651-987-6543	651-456-7890

Email Address:	Alternate Email Address:
june.smith@email.com	bob.smith@email.com
Social Network:	Username:
Facebook	blake.mn
Alternate Social Network:	Alternate Username:
Twitter	@blakemn

Comment:
Blake visits with his aunt and uncle regularly

Print Contacts

- Print Contacts from the Action Menu on the MNYTD Contact Screen



MNYTD - Contact Sheet

Person Information

Name: Colwater, Blake
Date of Birth: 9/24/1968
Age: 47
Gender: Male
SSIS Person #: 185507254
SWNDX #: 35377464

Contact

Contact Type: Aunt/uncle
Updated On: 10/03/2016
Name: June and Bob Smith
Address Line 1: 123 Elm St
Address Line 2:
City: St Paul
State: MN
Zip Code: 55123
Zip+4:
Home Phone: 651-123-4567
Work Phone: 651-987-6543
Cell Phone: 651-456-7890
Email Address: june.smith@email.com
Alternate Email Address: bob.smith@email.com
Social Network: Facebook
Username: blake.mn
Alternate Social Network: Twitter
Alternate Username: @blakemn
Comment: Blake visits with his aunt and uncle regularly

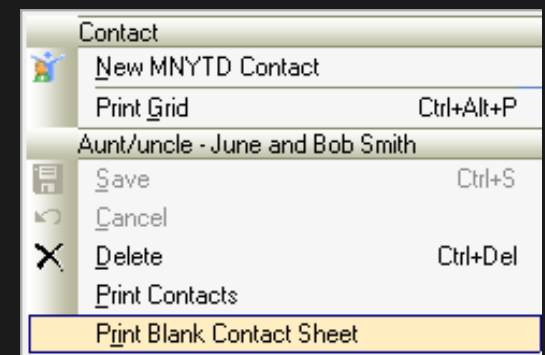
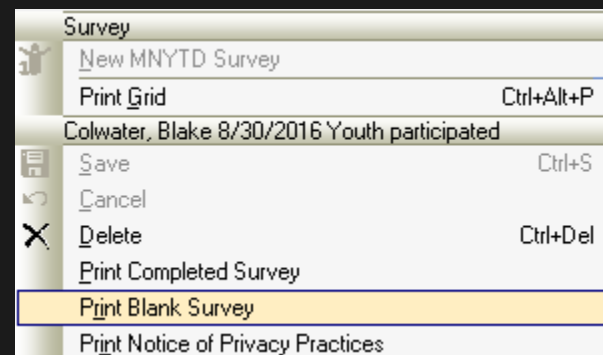
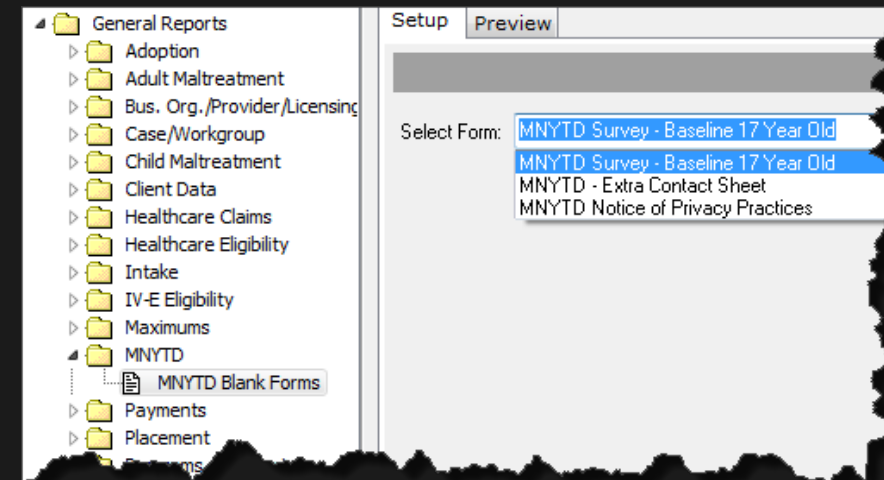
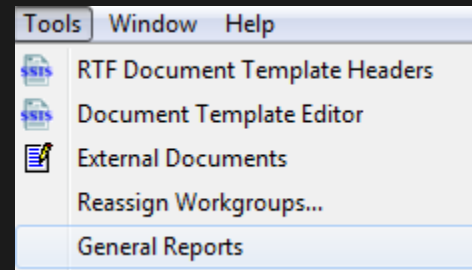
Print a Blank Survey, Blank Contact Sheet or Notice of Privacy Practices

The following can be printed to use in the field when meeting with youth:

- Survey
- Contact sheet
- Notice of Privacy Practices

Access from:

- Tools, then General Reports from the Action Menu
- Survey or Contact entry screens



Printed Blank Survey

MNYTD Survey - Baseline 17 Year Old

Person Information

Name: _____

Date of Birth: _____

Age: _____

Population: Baseline 17 Year Old

Reporting Status

- | | | |
|---|--|--|
| <input type="checkbox"/> Youth participated | <input type="checkbox"/> Youth incapacitated | <input type="checkbox"/> Unable to locate/invite |
| <input type="checkbox"/> Youth declined | <input type="checkbox"/> Incarcerated | <input type="checkbox"/> Death |
| <input type="checkbox"/> Parent declined | <input type="checkbox"/> Runaway/missing | <input type="checkbox"/> Not in sample |

Collection Date: _____

(The latest date that the agency collected data from a youth.)

Employment

Currently are you employed full-time? "Full-time" means working at least 35 hours per week at one or multiple jobs.	<input type="checkbox"/> Yes
Currently are you employed part-time? "Part-time" means working at least 1-34 hours per week at one or multiple jobs.	<input type="checkbox"/> Yes
In the past year, did you complete an apprenticeship, internship, or other on-the-job training, either paid or unpaid? 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.)	<input type="checkbox"/> Yes

Printed Blank Contact Sheet

MNYTD - Extra Contact Sheet

Youth Name:			
Contact Type:			
Name:			
Address Line 1:			
Address Line 2:			
City:	State:	Zip Code:	Zip+4:
Home Phone:			
Work Phone:			
Cell Phone:			
Email Address:			
Alternate Email Address:			
Social Network:			
Username:			
Alternate Social Network:			
Alternate Username:			
Comment:			

Printed Notice of Privacy Practices

Minnesota Youth in Transition Database Notice of Privacy Practices

(Effective date: June 24, 2010)



What is this?

This document explains a survey that you are being asked to be part of about foster care youth in Minnesota. The survey is required by the federal government because it provides Minnesota with funding to help adolescents in foster care learn to be independent. Your feedback is important to inform government agencies that funding is helping to ensure successful transition to independent living. This effort is called the Minnesota Youth in Transition Database (MNYTD).

Who is asking the questions?

The initial survey is facilitated by your social worker. In later years the Minnesota Department of Human Services (DHS) will contract with an agency to locate, contact and survey you. DHS is the state agency that oversees social service agencies in Minnesota.

Why is this important?

Each year, almost 600 youth leave foster care in Minnesota to live on their own when they turn 18. Many experience problems after leaving foster care because they do not have the resources to take care of themselves. The survey asks questions about you, and you may be

What if I do not want to answer the questions?

Your answers to these questions are important, but you can decline to participate. By answering the questions, you are consenting to providing data and sharing information with the agencies mentioned earlier. An incentive will be provided to youth ages 19 and 21 who participate in the survey.

What are my rights?

- You can see and get copies of the information DHS has about you by contacting the Adolescent Services Unit, (651) 431-4312.
- You have the right to choose how DHS communicates with you. For example, you may ask DHS to send all communication to your work or home.
- You have the right to question the information that DHS has about you by writing a letter telling DHS what information you want to see. Send your letter to the following address:

Minnesota Department of Human Services
Attn: Adolescent Services Unit
P.O. Box 64943

Questions?

SSIS HelpDesk

dhs.ssishelp@state.mn.us

651-431-4801