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POLICY 1210 – National Youth in Transition Database (NYTD)

A. POLICY

Accurate, timely data entry informs programming and funding decisions, and allows for monitoring services and outcomes for youth receiving independent living (IL) services.

The Division of Family Services (DFS) documents independent living services provided to youth and outcomes in FOCUS (For Our Children’s Ultimate Success – automated information system).

B. PROCEDURES

1. IL services, recorded in FOCUS, populates the National Youth in Transition Database, which is a federally required activity.
2. DFS will adhere to timelines for reporting information and entering data based on Administration for Children and Families’ (ACF) guidelines.
3. DFS provides bi-annual reports to the ACF to compile NYTD information in two categories: services and outcomes.
4. NYTD IL services:
 - a. The type of IL services is recorded by DFS and contracted caseworkers in FOCUS.
 - b. The DFS caseworker shall record IL services for youth age 14 and older who are in a foster care placement.
 - c. DFS caseworkers record services provided to foster youth age 14 and older in out of state placements.
 - d. IL service description in FOCUS reflects all supports provided to the youth by the DFS worker, foster parent, Child Attorney and/or any another supportive adult or agency.
 - e. Information shall be entered monthly for each youth on the NYTD IL Services event in FOCUS.
 - f. The types of NYTD IL services include:
 - Assessment
 - Career Preparation
 - Education – Academic support
 - Education – Post-Secondary Support
 - Employment Program and Vocational Training
 - Home Life and Housing Education
 - Mentoring
 - Budget and Financial Management
 - Family Support and Healthy Marriage Education
 - Health Education and Risk Prevention
 - Education Financial Assistance
 - Other Financial Assistance

- Room and Board Financial Assistance
 - Supervised Independent Living
5. IL outcomes are captured through surveys completed by youth receiving or have received IL services:
- a. Every youth in a foster care placement setting who turns 17 years of age every three years will be required to complete the NYTD survey. The 17-year-old will be required to complete the same survey again when they turn 19 years of age and for a third time when they turn 21 years of age.
 - b. DFS shall ensure youth who are in the survey cohort complete the NYTD survey.
 - c. Each survey shall be keyed into FOCUS under the Monthly/NYTD Survey event.

C. FOCUS

Caseworkers record services in the NYTD IL Service event
 Caseworkers record outcomes in the Monthly/NYTD Survey event

D. FORMS Use the DFS policy website to access any forms:

<https://kids.delaware.gov/policies/dfs-policies>

NYTD IL Service Type Definitions
 NYTD Survey for 17 Year Old Foster Youth
 19 & 21 Year Old Outcome Survey for Baseline Population