



DEPARTMENT OF
HEALTH AND HUMAN SERVICES
Division of Child and Family Services
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MTL # 0803 – 11202020
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TO: Timothy Burch, Administrator – Clark County Department of Family Services
Alexis Tucey, Deputy Administrator – Community Services – DCFS
Betsey Crumrine, Social Services Manager V – DCFS – District Offices
Laurie Jackson, Social Services Manager V – DCFS -District Offices
Amber Howell, Director – Washoe County

FROM: Kathryn Roose, Deputy Administrator, Division of Child and Family Services

POLICY DISTRIBUTION

Enclosed find the following policy for distribution to all applicable staff within your organization: 0803 National Youth in Transition Database (NTYD)

This policy is/was effective: 11/16/2020

- This policy is new. Please review the policy in its entirety
- This policy replaces the following policy(s): MTL # 0802-022411 Policy Name: Chafee National Youth in Transition Database
- This policy has been revised. Please see below for the type of revision:
- This is a significant policy revision. Please review this policy in its entirety.
 - This is a minor policy revision: (List page number & summary of change):
 - Updated to ADA Format and Updated Policy Number to 0803
 - Updated definitions
 - Clarifying information was added to the Collecting Information on the Baseline Population (pg 5)
 - Minor word changes was completed in NYTD Survey Completion (pg 6)
 - Clarifying information was added to the Collecting Information on the Follow-Up Population (pg 7)
 - Added new attachment – FPO 0803E – NYTD Survey Population by FFY
 - A policy form has been revised: (List form, page number and summary of change):

NOTE:

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **ALL STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: <http://dcfs.nv.gov/Policies> Please check the table of contents on this page for the link to the chapter you are interested in.

803 National Youth in Transition Database (NYTD)

Policy Approval Clearance Record

<input checked="" type="checkbox"/> Statewide Policy <input type="checkbox"/> Administrative Policy <input type="checkbox"/> DCFS Rural Region Policy	<input type="checkbox"/> New Policy <input type="checkbox"/> Modified Policy <input checked="" type="checkbox"/> This policy supersedes: 0802: Chafee National Youth in Transition Database, MTL: 0802-022411
Date Policy Effective:	11/16/2020
Attorney General Representative Review:	09/08/2020
DCFS Deputy Administrator Approval	11/16/2020
DMG Original Approval	02/18/2011
DMG Approved Revisions	11/16/2020

STATEMENT OF PURPOSE

Policy Statement and Purpose: This policy addresses the requirements for Nevada’s child welfare agencies in compliance with the data collection requirements of the Foster Care Independence Act of 1999 (P.L. 106-169) as incorporated in the Social Security Act, 42 U.S.C § 677 and amended in the Federal regulations at 45 CFR Part 1356.

This policy provides guidance to ensure Nevada’s child welfare agencies collect child-specific information on youth in care including the services paid for or provided through the state administered John H. Chafee Foster Care Program for Successful Transition to Adulthood (the Chafee program), as well as the outcome information on youth who are currently in, or who have aged-out of, foster care.

AUTHORITY

Federal: [42 USC § 677](#); [45 CFR 1356](#); [Foster Care Independence Act of 1999](#); [The Family First Prevention Services Act within Division E, Title VII of the Bipartisan Budget Act of 2018](#).
NRS: [NRS 432.033](#).

DEFINITIONS

For the purposes of this policy, the terms “child” and “youth” may be used interchangeably.

Age-Out: To reach the age of majority while in foster care. In Nevada, this is a youth who is either age 18, or older if the youth has elected to remain in foster care until high school graduation or attainment of equivalent education.

Agency which Provides Child Welfare Services: In a county whose population is less than 100,000, the agency is a local office of the Division of Child and Family Services; or in a county whose population is 100,000 or more, the agency of the county, which provides or arranges for necessary child welfare services. May also be referred to as “Agency” or “Child Welfare Agency”.

Baseline Population: Each youth who is in foster care as defined in 45 CFR 1355.20 and reaches his or her 17th birthday during FFY 2011, and such youth who reach a 17th birthday during every third year thereafter.

Chafee Program: Abbreviated title for the John H. Chafee Foster Care Program for Successful Transition to Adulthood, the federal foundation of the statewide independent living program. The Chafee Foster Care Independent Living Program assists states and localities in establishing and carrying out programs designed to assist foster youth likely to remain in foster care. Services are

available to youth who are 14 or older while currently in foster care and to former foster care youth who aged-out of the foster care system at age 18. Services are also available to youth who were adopted or obtained a guardianship on or after their 16th birthday. Young people who meet the above criteria and have aged-out may continue receiving services until age 21.

Cohort: A group of people who share a common characteristic or experience within a defined period.

FFY: Acronym for Federal Fiscal Year.

Follow-Up Population: Each youth who reaches his or her 19th or 21st birthday in a FFY and participated in the State's outcomes data collection as part of the baseline Population, as specified in 45 CFR 1356.82(a) (2). A youth who participated in the data collection at age 17, but not 19 for a reason other than being deceased remains a part of the Follow-up Population at age 21. A youth is in the Follow-up Population as described regardless of the youth's foster care status at ages 19 or 21.

Foster Care: Foster care as defined in 45 CFR 1355.20, is 24-hour substitute care for children placed away from their parents or guardians and for whom the State agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, childcare institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

Foster Club: A national network for young people in foster care which can be found on the internet at www.fosterclub.com.

Independent Living (IL) Services: Services including assessment and referral to appropriate services designed to teach basic life skills and provide opportunities to: enhance a youth's capacity to make appropriate decisions; form meaningful connections with supportive adults; participate in religious, cultural and developmentally appropriate activities that reflect what peers in intact families may experience; and to participate in employment and post-secondary education and training.

Independent Living (IL) Worker: The Child Welfare Agency caseworker or contracted Agency coordinating required case management activities for the IL Program. May provide services to the youth directly, or coordinate referral with other service providers in the youth's community.

NYTD: Acronym for the National Youth in Transition Database.

Outcome Participation Rates: The state agency must report outcome information on at least 80% of the youth who are in foster care and at least 60% of the youth who are not in foster care (discharged) on the date of outcomes data collection. These percentages apply to outcomes data collection for the Follow-up Population.

Report Period(s): NYTD requires semi-annual reporting. The six (6) month report periods are from October 1 to March 31, and April 1 to September 30. The State must submit these files to the Administration for Children and Families (ACF) within 45 days of the end of the reporting period (i.e., by May 15 and November 14.)

Reporting Population: The NYTD reporting population is comprised of youth in the served, baseline and follow-up populations depending on the reporting period. See definition of served baseline and follow-up population.

Runaway: A child whose whereabouts are currently unknown and who is believed to have left his or her placement voluntarily.

Semi-Structured Services: May also be referred to as 'informal services'. Independent Living Services that are provided by the child welfare agency, and may be delivered by staff or an agent of the Agency, including: a foster parent; group home staff or child care institution staff, or Independent Living Worker. Those services may not be enumerated in a contract or scope of work and may not be typically paid for pursuant to a contract between the child welfare agency and the person or agency providing services.

Served Population: Each youth who receives an independent living service paid for or provided by the child welfare agency during the reporting (six month) period is part of the served population.

State: An alternate word for the Division of Child and Family Services (DCFS) or Family Programs Office (FPO).

Structured Services: May also be referred to as 'formal services'. Independent Living Services provided and paid for pursuant to a contract or scope of work between a child welfare agency and a provider of the service.

Supervisor/Manager: Staff with direct oversight over case-carrying child welfare staff, specialized support staff, or their supervisors.

Survey: A method for collecting quantitative information about items in a population.

UNITY: Unified Nevada Information Technology for Youth is Nevada's electronic Comprehensive Child Welfare Information System (CCWIS). This system is a mandatory tool for collecting data and reporting case management services provided to children and families.

STANDARDS/PROCEDURES

Youth Populations Included in NYTD

National Youth in Transition Database (NYTD) requires data collection on three separate and distinct populations: (1) The Served Population; (2) the Baseline Population; and (3) the Follow-up Population. The Reporting Population is the Served Population, and either the Baseline or Follow-up Population, dependent on the timing in relation to the Federal Fiscal Year (FFY). Each file submission to the Administration of Children and Families will contain data from the Reporting Population. It is likely that a youth will appear in the Reporting Population twice: once as a member of the Served Population, and again as a NYTD survey participant.

1. The Served Population consists of any youth receiving at least one structured or semi-structured independent living service paid for or provided by the child welfare agency or a designee of the child welfare agency.
2. The Baseline Population consists of all youth in foster care as defined by 45 Code of Federal Regulations (CFR) Part 1355.20 any time between their 17th birthday and the forty-five (45) days following their birthday. Youth in the Baseline Population must be surveyed within forty-five (45) days of their 17th birthday if identified as part of the NYTD cohort. Effective October 1, 2010 and every FFY three -year cycle thereafter the child welfare agency will be responsible for identifying a Baseline Population."
3. The Follow-up Population includes all youth who reach their 19th or 21st birthday in a FFY, and who have participated in data collection as part of the Baseline Population. Follow-up Population surveys may be completed by youth any time between their 19th or 21st birthday and the final day of the corresponding report period (either March 31 or September 30).

Collecting Information on the Served Population:

The Served Population includes all youth who receive an independent living service paid for or provided by the child welfare agency during the reporting period. This includes structured and semi-structured services.

1. A youth is in the Served Population if, during the report period, the youth received at least one independent living service paid for or provided by the child welfare agency. An independent living service is provided by the agency if it is delivered by agency staff or an agent of the child welfare agency, including: a foster parent; group home staff; child care institution staff; or if the service is provided pursuant to an agreement between the agency and a provider, other agency or any other entity regardless of whether the agreement includes funding for the particular service, and regardless of the revenue stream funding the service (if any).
2. The Served Population is not limited by age, current foster care status or placement type. Foster youth in Nevada are eligible for a referral to independent living services beginning at age 14. Furthermore, Tribal youth, youth involved with the juvenile justice system, youth who receive services through foster care providers and youth no longer in foster care are a part of the Served Population if they receive an independent living service paid for or provided by the child welfare agency during the Report Period.
3. When a youth receives and completes an Independent Living (IL) service, the child welfare agency is required to enter the completed service provided and the date of that service into UNITY. The following screens in UNITY are used for this purpose: IL Program Referral Maintenance for the date of the Independent Living Referral, IL Assessment and Plan Maintenance, and UNITY screen IL Services and Funding Maintenance for tracking the thirteen (13) service categories.
4. IL services are organized into fourteen (14) categories, and each category has a focus area or descriptor of the range of services provided therein. The following is a list of the fourteen (14) categories:
 - a. Independent living needs assessment
 - b. Academic support
 - c. Post-secondary educational support
 - d. Career preparation
 - e. Employment programs or vocational training
 - f. Housing education and home management training
 - g. Budget and Financial management
 - h. Health education and risk prevention
 - i. Family support and healthy marriage education
 - j. Mentoring
 - k. Supervised independent living
 - l. Room and board financial assistance
 - m. Education financial assistance
 - n. Other financial assistance.
5. All youth who are included in the Served Population are required to have their last grade level completed and entered in UNITY to reflect their current level of educational achievement.

Collecting Information on the Baseline Population:

1. The Baseline Population consists of all youth in foster care, as defined by 45 CFR Part 1355.20, at any time between their 17th birthday and the forty-five (45) days following their birthday; and those youth who turn 17 within the designated FFY. The Baseline Population is reestablished every three (3) years beginning October 1, 2010. A youth does not have to be in foster care on his/her 17th birthday to be included but must be in foster care at some point within the forty-five (45) days following his/her birthday. In practice, in order to determine who

- is included in the NYTD Baseline Population a determination is made concerning the following:
- a. Had their 17th birthday between October 1 and September 30 of a FFY in which baseline data are required to be collected; and
 - b. Was in Foster Care on their 17th birthday; or
 - c. Entered foster care between their 17th birthday and forty-five (45) days after this date.
2. Foster Care settings include, but are not limited to, the following:
- a. Non-relative foster homes;
 - b. Kinship foster homes (whether or not payments are being made to the caregiver);
 - c. Group homes;
 - d. Emergency shelter;
 - e. Residential facilities;
 - f. Childcare institutions (public facilities with less than twenty-five (25) beds or private facilities with any number of beds); and
 - g. Pre-adoptive homes.
3. Foster Care does not include the following:
- a. Youth who are reunified in their own homes under the responsibility of the Child Welfare Agency including, for the purpose of the NYTD survey only, those home on trial visits;
 - b. Youth Development Centers/Youth Forestry Camps;
 - c. Detention centers (or facilities that are primarily for the detention of children who are adjudicated delinquent);
 - d. Secure residential facilities;
 - e. Psychiatric Residential Treatment Facilities (accredited-PRTF).
 - i. These are different from residential treatment Facilities (RTC) due to them not being an eligible Title IV-E placement. In Nevada these are often referred to as Residential Treatment and Care Facilities (RTC);
 - f. Hospitals (general hospitals or free -standing psychiatric hospitals); and
 - g. Childcare institutions that are a public facility with more than twenty-five (25) beds.
4. The following also applies to the Baseline Population:
- a. The Baseline Population includes children who may have runaway or are missing from their foster care setting but who are still in the child welfare agency's placement and care responsibility.
 - b. The Baseline Population also includes youth who receive Title IV-E foster care maintenance payments in the placement and care of another public agency (e.g., a juvenile justice agency or Tribal agency). Some youth can have dual partnership with child welfare and juvenile justice, these crossover youth, may be eligible for the Baseline Population.
 - c. Youth who are reunified with a caregiver but in the placement and care responsibility of the child welfare agency are also excluded from the Baseline Population, whether the State considers this a trial home visit, at-home supervision, after care or some other status. Since these youth are excluded from the Baseline Population, they will not be in the Follow-up Population either.

NYTD Survey Completion

1. Effective October 1, 2010 and every FFY three (3) year cycle thereafter the Child Welfare Agency and/or in partnership with contracted IL Agency will be responsible to ensure that those youth identified by the State as being in the Baseline Populations complete the NYTD survey online at Foster Club on their 17th birthday or within the forty-five (45) days following their birthday. Please note that the NYTD survey cannot be completed prior to a youth's 17th birthday. If the youth is in the crossover youth population (i.e. juvenile justice) the survey may be completed by either Agency.

2. Surveys may be completed by youth independently online at Foster Club's website here: <https://www.fosterclub.com/nytd> , or via phone or video chat with the IL Worker entering survey responses by proxy. All responses must be the youths. Each child welfare agency will be informed of the youth included in the current FFY Baseline Population who require NYTD survey via email from the Independent Living Program Specialist (ILPS) or designee.
3. The IL Worker will document in UNITY all attempts made to complete the NYTD survey.
4. The ILPS will update child welfare agencies on an ongoing basis as to NYTD survey completion rates for the applicable Population, provide training and technical assistance, and address any known data quality errors with the child welfare agency.
5. Should it appear that a youth will be unable to complete their NYTD survey prior to deadline, the IL Worker will email the ILPS the reason (i.e. unable to locate, incapacitation, death, refusal).
6. Whenever possible, the IL Worker is expected to continue to engage the youth in completion of the NYTD survey until the end of the half-cohort period deadline of March 31 or September 30. In the event a youth cannot be located, the IL Worker will complete and document the initial contacts and continue to partner with the caseworker to locate as referenced in [Statewide Policy 0210: Reporting, Locating and Responding to Missing Children](#).
7. If the Child Welfare Agency misses the forty-five (45) day window, following the youth's 17th birthday, to have the youth complete the Baseline Population NYTD survey, the IL Worker is encouraged to have the youth complete the survey under the following conditions:
 - a. the youth is still in foster care, and
 - b. the youth is still age 17, and
 - c. the survey will be entered into UNITY before the deadline for data file submission of either May 15 or November 14, whichever is sooner.
8. If a NYTD survey deadline is missed, please contact the ILPS for further technical assistance. The collection of past due survey data will help to minimize the data errors in the file submission which affects Nevada's data requirement to be 90 percent error-free across data elements for the Reporting Population overall.
9. Baseline Youth surveys that are collected after the forty-five (45) day window following the youth's 17th birthday for survey collection will not become part of the Follow-up Population at age 19 and 21.

Collecting Information on the Follow-Up Population:

1. Effective October 1, 2010 and every three (3) FFY cycle thereafter, the child welfare agencies that provided child welfare services will be required to track and locate those Baseline Population youth that became part of the Follow-up Populations. Each Child Welfare Agency that provides child welfare services will need to develop internal protocol for tracking and location of these Populations to ensure Federal compliance.
2. The Follow-up Population is comprised solely of youth who are either 19 or 21 years old, and who participated in the outcomes data collection as part of the Baseline Population at age 17. If the youth is in the crossover youth population (i.e. juvenile justice) the survey may be completed by either Agency.
3. A youth is considered to have participated at age 17 if they provided at least one answer to a question in the outcomes survey before the Federal deadline for data file submission (May 15 or November 14, whichever date falls first after youths' birthday).

4. A youth who participated in the data collection at age 17, but not at age 19 for a reason other than being deceased remains a part of the Follow-up Population at age 21. In the event the crossover youth are terminated from their juvenile justice case, then child welfare should resume the responsibility for the survey.
5. A youth is in the Follow-up Population as described regardless of the youth's foster care status at ages 19 or 21, and regardless of whether the youth received independent living services after exiting foster care.
6. Prior to case closure, the IL Worker should explain the purpose of the NYTD survey and engage the youth in developing a plan of communication after leaving the custody of a child welfare agency (refer to statewide policy 802 Youth Independent Living Program 17 and Up).
7. The NYTD Follow-Up Population Contact and Consent Form FPO 0803A has been developed to help facilitate continued contact with a NYTD youth, and may be used by child welfare agencies to assist in tracking and locating youth in the Follow-Up Population at ages 19 and 21. The form may be utilized in the following manner:
 - a. Upon the youth's discharge from foster care the IL Worker may complete the information with the youth and place the signed original consent form in the case record for future reference.
 - b. If the form is completed, provide a signed copy of the consent form to the youth.
 - c. Upon contact with youth at age 19, the IL Worker will review the consent form and update any new contact information in UNITY's Person Profile, as applicable, and complete a new form with updated information.
 - d. If youth cannot be located to complete follow up survey the IL Worker will partner with the Agency to complete a Diligent Search in efforts to locate the youth.
8. In keeping with the spirit of positive youth development principles, IL Workers should encourage NYTD youth to provide information about their preferred method of communication to increase the likelihood there will be timely responses at ages 19 and 21. The youth may provide collateral contacts that may know how to locate the youth at these ages if other methods of communication fail, and these sources should be documented in UNITY and the youth's case record.

Federal Timelines for NYTD Data Collection

1. The initial data collection of the Baseline Population will occur for FFY 2011, October 1, 2010 through September 30, 2011. A new Baseline Population will be surveyed every three years following the initial reporting period. i.e. FFY 2014, FFY 2017, FFY 2020, etc. The follow up of the Baseline Population will occur at two and four years after each Baseline Population collection. Thus, the youth in the Baseline Population for the reporting period of FFY 2011 were surveyed again in FFY 2013 (age 19) and FFY 2015 (age 21).
2. The State of Nevada has contracted with Foster Club to collect the Baseline Population survey results and Follow-up Population survey results which will be transmitted to UNITY. The State Independent Living Program Specialist will monitor survey completion to ensure that data are submitted timely and accurately and communicate with child welfare agencies as needed to achieve this.
3. The ILPS will communicate the need for reasons why a youth did not complete the survey for input of the outcomes reporting status in the Nevada NYTD. All youth in the Baseline Population and Follow-up Populations must have an outcome reporting status in the Nevada NYTD Federal data file submission. If a youth in the Baseline Population or Follow-up Population does not complete a NYTD survey for any reason, the State must report the reason the youth did not participate.
4. The following are the only valid reasons that can be provided for a youth who does not complete the survey and is in the Baseline and/or Follow-up Populations:

- a. **Youth Declined.** The IL Worker located the youth successfully and invited the youth's participation in the NYTD survey, but the youth declined to participate in the data collection.
 - b. **Parent Declined.** The IL Worker invited the youth's participation, but the youth's parent/guardian declined to grant permission. This response may be used only when the youth has not reached the age of majority, as State law or policy requires a parent/guardian's permission for the youth to participate in information collection activities.
 - c. **Youth Incapacitated.** The youth has a permanent or temporary or permanent mental or physical condition that prevents them from participating in the NYTD survey. If temporarily incapacitated, the IL Worker will continue to evaluate the youth for ability to participate in NYTD until the end of the Reporting Period.
 - d. **Youth Incarcerated.** The youth is unable to participate in the outcomes data collection because of their incarceration.
 - e. **Runaway/Missing.** A youth in foster care is known to be missing from their foster care placement. A 17-year-old youth in the custody of a child welfare agency whose whereabouts are unknown for the purposes of NYTD. (This reason applies to Baseline Population youth only).
 - f. **Unable to Locate.** The IL Worker could not locate a youth who is NOT in foster care or otherwise invite such a youth's participation. A youth whose whereabouts are unknown for the purposes of NYTD, and who is age 19 or 21. (This reason applies to Follow-up Population youth only)
 - g. **Death.** The youth was deceased prior to their participation in the outcomes data collection the NYTD survey.
5. If an IL Worker, Supervisor or Manager is aware of a circumstance listed above that would impact a youth's ability to be able to complete the NYTD survey timely, the worker will communicate this to the statewide Independent Living Program Specialist (ILPS). The ILPS will provide record-level technical assistance as needed.

Federal Data File Standards and Penalties

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

1. Meet file format requirements and contain error-free information for certain standard demographic information.
2. Contain information that is 90 percent error-free for other data elements (i.e., data file must be free of missing information, internally inconsistent responses and invalid information).
3. Provide full or partial outcome survey information on all 19 or 21-year old's in the Follow-up Population or indicate why the survey information was not obtainable (i.e., because the youth is incapacitated or deceased).
4. Engage at least 60 percent of 19- or 21 year -old youth in the Follow-up Population to complete the NYTD survey, if they are no longer in foster care. For youth who are still in Foster Care as described at 45 CFR Part 1355.20 at ages 19 or 21, the State must achieve an outcome NYTD survey participation rate of at least 80 percent.

If Nevada does not meet these standards, the State will have an opportunity to transmit corrected data by the end of the subsequent report period. If the corrected data still does not meet these standards, the State will be penalized between one and five percent of their annual Chafee allotment for each reporting period, depending on the standard that was not achieved. Education and Training Voucher funds (also authorized in Section 477 of the Social Security Act) will not be subject to a penalty if a State does not comply with these NYTD data standards. This may have implications for a child welfare agency's future year Chafee awards.

JURISDICTIONAL ACTION

Child Welfare Agency Responsibilities

1. An agency which provides child welfare services is responsible for enforcing the adherence of this policy by their workforce.
2. An agency which provides child welfare services is responsible for providing each new IL staff person with an orientation to NYTD and their responsibilities regarding Nevada's participation.
3. An agency which provides child welfare services is responsible for ensuring the participation and performance of their workforce in any Federal or State requests for timely NYTD survey completion, training, continuous quality improvement activities, and/or participation in state planning efforts relative to NYTD.

IL Supervisor/Manager Responsibilities

1. The supervisors of those staff engaged in the ILP, and the managers of those supervisors are responsible for monitoring and enforcing the adherence of this policy by their direct and indirect reports through:
 - a. Ongoing monitoring of NYTD survey completion.
 - b. Conducting routine supervision activities designed to monitor staff performance to policy requirements, to coach staff in support of their ongoing professional development, and to provide timely information and communication with the State relative to NYTD.

FAMILY PROGRAMS OFFICE RESPONSIBILITIES

1. The Family Programs Office is responsible for ensuring compliance with NYTD to ensure Nevada receives its full Chafee award annually and adjusting Chafee awards based on a child welfare agency's NYTD performance.
2. The Family Programs Office is responsible for ensuring training of all IL staff as required to ensure compliance with NYTD requirements.

POLICY CROSS REFERENCE

Policies: [0210 Reporting, Locating and Responding to Missing Children](#)
 802 Youth Independent Living Program: Ages 17 and Over

History and Updates: This policy was effective 2/24/2011 and revised on 11/16/2020.

ATTACHMENTS

FPO 0803A – NYTD Follow-Up Contact and Consent Form
FPO 0803B – Sample Protocol for Tracking and Location
FPO 0803C – Online Resources for Tracking and Location
FPO 0803D – NYTD Survey
FPO 0803E – NYTD Survey Population by FFY