



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD AND FAMILY SERVICES**

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**Manual Transmission Letter (MTL)  
Family Programs Office: Statewide Child Welfare Policy Manual**

MTL # 0802-022411  
02/22/2011

TO: Tom Morton, Director - Clark County Department of Family Services  
Betsey Crumrine, Social Services Manager V - DCFS – District Offices  
Kevin Schiller, Director - Washoe County Department of Social Services

FROM: Amber Howell, Deputy Administrator, Division of Child and Family Services

**POLICY DISTRIBUTION:**

Enclosed find the following policy for distribution to all applicable staff within your organization:

- Chafee National Youth in Transition Database

This policy is/was effective: 02/24/2011

- This policy is new. Please review the policy in its entirety
- This policy replaces the following policy(s): MTL # \_\_\_\_\_ - \_\_\_\_\_ Policy Name: \_\_\_\_\_
- 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):
    - \_\_\_\_\_
  - 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://www.dcf.state.nv.us/DCFS\\_Policies\\_CW.htm](http://www.dcf.state.nv.us/DCFS_Policies_CW.htm). Please check the table of contents on this page for the link to the chapter you are interested in.

## 802.0 Chafee National Youth in Transition Database (NYTD)

### 802.1 Policy Approval Clearance Record

<input checked="" type="checkbox"/> State Policy	This policy supersedes: N/A	Number of pages in Policy: 10
Review by Representative from the Office of the Attorney General:	Date: N/A	Date Policy Effective: 2/24/2011
DCFS Administrator Approval Signature:	Date: 02/18/2011	Policy Lead: Jan Fragale, Social Services Chief III

### 802.2 Statement of Purpose

**802.2.1 Policy Statement:** This policy addresses the requirements for Nevada Public Child Welfare Agencies in implementation of 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 1356.

**802.2.2 Purpose:** The purpose of this policy is to provide guidance to ensure Nevada Child Welfare Agencies collect case-level information on youth in care including the services paid for or provided through the state administered Chafee Foster Care Independent Program (CFCIP), as well as the outcome information on youth who are in or who have aged out of foster care.

### 802.3 Authority

Foster Care Independence Act of 1999 (P.L 106-169)  
Social Security Act, 42 U.S.C. § 677  
45 CFR 1356

### 802.4 Definitions

**802.4.1 Agency which provides Child Welfare Services:** means A) In a county whose population is less than 100,000, the local office of the Division of Child and Family Services; or B) In a county whose population is 100,000 or more, the agency of the county, which provides or arranges for necessary child welfare services. C) May also be referred to as "Agency" or "Child Welfare Agency."

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

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

**802.4.4 CFCIP: Acronym for the** Chafee Foster Care Independence Program (CFCIP).

**802.4.5 FFY:** Acronym for Federal Fiscal Year.

- 802.4.6**      **Follow-up Population:** Each youth who reaches his or her 19<sup>th</sup> or 21<sup>st</sup> 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.
- 802.4.7**      **Formal Services:** Independent Living Services provided and paid for pursuant to a contract between the State agency and a provider of the service.
- 802.4.8**      **Foster Care:** (Federal Definition) 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, child care institutions, and preadoptive 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.
- 802.4.9**      **Foster Care Independence Act of 1999 (P.L. 106-169):** The law enacted in 1999 which established the John H. Chafee Foster Care Independence Program (CFCIP).
- 802.4.10**     **Foster Club:** A National Network for young people in foster care which can be found on the World Wide Web at URL [www.fosterclub.com](http://www.fosterclub.com)
- 802.4.11**     **Informal Services:** Independent Living Services that are provided by the State agency if it is delivered by State agency staff or an agent of the agency, including a foster parent, group home staff or child care institution staff or Independent Living Provider. Those services not typically paid for pursuant to a contract between the State agency and a Provider of the Service.
- 802.4.12**     **NYTD:** Acronym for the National Youth in Transition Database.
- 802.4.13**     **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.
- 802.4.14**     **Report Period(s):** NYTD requires semi-annual reporting. The six month report periods are from October 1 to March 31, and April 1 to September 30. 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.)
- 802.4.15**     **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.
- 802.4.16**     **SACWIS:** Acronym for Statewide Automated Child Welfare Information System.
- 802.4.17**     **Served Population:** Each youth who receives an independent living service paid for or provided by the CFCIP agency during the reporting (six month) period is part of the served Population.

**802.4.18**      **State:** The Family Programs Office (FPO) at the Division of Child and Family Services (DCFS)

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

**802.4.20**      **UNITY:** Means Unified Nevada Information Technology for Youth, Nevada's Statewide automated Child Welfare Information System (SACWIS).

## 802.5 Procedures

**8025.1.1**      NYTD requires data collection on three separate and distinct populations: the Served Population, the Baseline Population, and the Follow-up Population.

- The Served Population consists of any youth receiving at least one formal or informal independent living service paid for or provided by the State agency.
- The Baseline Population consists of all youth in foster care as defined by 45 Code of Federal Regulations (CFR) 1355.20 any time between their 17<sup>th</sup> birthday and the 45 days following their birthday.
- The Follow-up Population for Nevada includes all youth who reach their 19<sup>th</sup> or 21<sup>st</sup> birthday in a FFY and who have participated in data collection as part of the baseline Population.

ACF has required that states collect both Baseline Population data and the Served Population data beginning October 1, 2010 and must transmit the first report period data no later than May 15, 2011. NYTD requires semi-annual reporting. The six month report periods are from October 1 to March 31, and April 1 to September 30.

### A. Collecting information on the Served Population:

The Served Population includes all youth who receive an independent living service paid for or provided by the State agency during the reporting period. This includes formal and informal 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 State agency. An independent living service is provided by the state agency if it is delivered by State agency staff or an agent of the State, including a foster parent, group home staff, child care institution staff or the service is provide pursuant to a contract between the State agency and a provider, agency or any other entity regardless of whether the contract includes funding for the particular service.
2. The served Population is not limited on the Federal level by age, foster care status or placement type. Youth in Nevada are eligible for a referral to independent living services beginning at age 15. 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 State agency during the report period.

When a youth receives and completes a service the Child Welfare Agency that provides child welfare services 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:

(CFS112) for the date of the Independent Living Assessment and UNITY screen (CFS 382) for all other 13 categories. The services are categorized into 14 categories, and each category has a focus area or descriptor of that service provided. The following is a list of the 14 categories:

1. Independent living needs assessment
2. Academic support
3. Post-secondary educational support
4. Career preparation
5. Employment programs or vocational training
6. Housing education and home management training
7. Budget and Financial management
8. Health education and risk prevention
9. Family support and healthy marriage education
10. Mentoring
11. Supervised independent living
12. Room and board financial assistance
13. Education financial assistance
14. Other financial assistance

#### **B. Collecting Information on the Baseline Population:**

The Baseline Population consists of all youth in foster care, as defined by 45 CFR 1355.20, at any time between their 17<sup>th</sup> birthday and the 45 days following their birthday, and who turn 17 within the FFY of each applicable reporting year. A youth does not have to be in foster care on his/her 17<sup>th</sup> birthday to be included but must be in care at some point within the 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:

1. Had his/her 17<sup>th</sup> birthday during a FFY in which baseline data are required to be collected (i.e., a youth in the first NYTD Baseline cohort must have a 17<sup>th</sup> birthday between October 1, 2010 and September 30, 2011); **and**
2. Was in foster care on this or her 17<sup>th</sup> birthday; **or**
3. Entered foster care between his or her 17<sup>th</sup> birthday and 45 days after this date.

Foster Care is defined as 24-hour substitute care for all youth placed away from their parent(s) or guardian(s) and for whom the Child Welfare Agency has placement and care responsibility. Foster Care settings include, but are not limited to the following:

- Non-relative foster homes;
- Kinship foster homes (whether or not payments are being made to the caregiver);
- Group homes;
- Emergency shelter;
- Residential facilities;

- Child care institutions (public facilities with less than 25 beds or private facilities with any number of beds); and
- Pre-adoptive homes.

Foster Care does not include the following:

- Youth who are in their own homes under the responsibility of the Child Welfare Agency including, *for the purpose of the NYTD only*, those home on trial visits.
- Youth Development Centers/Youth Forestry Camps;
- Detention centers (or facilities that are primarily for the detention of children who are adjudicated delinquent);
- Secure residential facilities;
- Psychiatric Residential Treatment Facilities (**accredited-PRTF**). In Nevada these are often referred to as Residential Treatment Facilities (RTC); and
- Hospitals (general hospitals or free standing psychiatric hospitals)

Also, the following applies to the Baseline Population:

1. The Baseline Population includes children who may have run away from their foster care setting but who are still in the Child Welfare Agency's placement and care responsibility.
2. 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) *pursuant to a title IV-E agreement*.
3. The Baseline Population excludes youth in detention facilities, forestry camps, training schools and facilities primarily for the detention of youth adjudicated delinquent. The definition also excludes youth who are in the placement and care responsibility of a tribal agency unless there is a IV-E agreement between the State agency and the Tribe.
4. Youth who are at home but in the placement and care responsibility of the Child Welfare Agency also are excluded from the baseline reporting 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 are not in the Follow-up population either.

Effective October 1, 2010 and every FFY three year cycle thereafter the Child Welfare Agency that provides child welfare services will be responsible to ensure that those youth identified in the baseline cohorts complete the Foster Club online survey between their 17<sup>th</sup> birthday and the 45 days following their birthday. Additionally, the survey cannot be completed prior to a youth's 17<sup>th</sup> birthday. In order for a youth to receive a survey the I.L caseworker or I.L designee must assist the youth in the following activities:

1. Assist the youth in establishment of an e-mail account.
2. Assist the youth in creating an account with Foster Club.
3. Assist the youth if requested in completing the online survey. (The youth's UNITY person ID must be entered into the survey).

If the Child Welfare Agency misses the 45 day window to have the youth complete the survey the Agency is encouraged to have the youth complete the survey under the following conditions: 1) the youth is still in foster care, 2) the youth is still age 17, and 3) the data is collected in time to be transmitted to the Administration for Children and Families with Nevada's data file submission that corresponds with the report period immediately following the end of a Fiscal Year in which baseline data is scheduled to be collected. 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.

Baseline Youth surveys that are collected after the 45 day window for survey collection will not become part of the Follow-up Population at age 19 and 21.

### **B. Follow-up Population:**

The Follow-up Population includes all youth who reach their 19<sup>th</sup> or 21<sup>st</sup> birthday in a FFY and who have participated in data collection as part of the baseline Population. A youth has participated in the outcomes data collection if the youth completes one valid response to any of the survey questions.

1. The Follow-up Population is comprised solely of youth who are either 19 or 21 years old who participated in the outcomes data collection as part of the baseline Population at age 17.
2. A youth is considered to have participated at age 17 if he or she provided at least one valid answer to a question in the outcomes survey.
3. 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.
4. 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 ever received independent living services.

**However, youth that complete the survey outside of the 45 Day window for survey collection will not be a part of the Follow-up Population.**

Effective October 1, 2010 and every FFY three year cycle thereafter the Child Welfare Agencies that provided child welfare services will be required to track and locate those baseline cohort 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. Foster Club will send the youth reminder e-mails and correspondence to encourage participation in the surveys at age 19 and 21; however, it is ultimately the Child Welfare Agencies responsibility to develop protocol for tracking and location of these youth. See (FPO 0802B) as a sample protocol.

### **C. Follow-up Population Contact and Consent :**

The NYTD Follow-Up Population Contact and Consent form (FPO 0802A) has been developed to help facilitate continued contact of a NYTD youth, and may be used by Child Welfare Agencies who provide child welfare services to assist in tracking and locating the Follow-up youth cohorts at age 19 and 21. The form may be utilized in the following manner:

1. Upon the youth's discharge from foster the Agency may complete the information for these youth, and place the signed original consent form in the case record for future reference.
2. If the form is completed provide a signed copy of the consent form to the youth.

### 802.5.2 Timelines for NYTD Collection of Data:

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 will be surveyed again in FFY 2013 (age 19) and FFY 2015 (age 21).

The State of Nevada has contracted with Foster Club to collect the baseline survey results and Follow-up Population results which will be transmitted to the Nevada Information Management System. Information Management Systems will post a weekly NYTD baseline list of youth requiring a survey on each Jurisdiction report section. The Nevada State Family Programs Office (FPO) will monitor survey completion to ensure that data are submitted timely and accurately. Also, the FPO 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 outcomes reporting status in the Nevada NYTD. If a Baseline youth or Follow-up youth does not complete a survey the Family Programs Office must report the reason the youth did not participate. 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 Follow-up Cohorts.

- **Youth Declined.** The agency located the youth successfully and invited the youth's participation, but the youth declined to participate in the data collection.
- **Parent Declined.** The agency invited the youth's participation, but the youth's parent/guardian declined to grant permission. This response maybe used only when the youth has not reached the age of majority in State law or policy requires a parent/guardian's permission for the youth to participate in information collection activities.
- **Youth Incapacitated.** The youth has a permanent or temporary mental or physical condition that prevents him or her from participating in the outcomes data collection.
- **Youth incarcerated.** The youth is unable to participate in the outcomes data collection because of his or her incarceration.
- **Runaway/Missing.** A youth in foster care is known to have run away to be missing from his or her foster care placement.
- **Unable to locate/Invite.** The agency could not locate a youth who is NOT in foster care or otherwise invite such a youth's participation.
- **Death.** The youth died prior to his participation in the outcomes data collection.
- **Not in Sample.** The 19-year-old youth participated in the outcomes data collection as part of the baseline Population at age 17, but the youth is not in the state Follow-up sample. This response option applies only when the outcomes data collection is required on the Follow-up Population of 19-year-old youth.

### 802.5.3 Federal Standards and Penalties:



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

- Meet file format requirements and contain error-free information for certain standard demographic information;
- Contain information that is 90 percent error-free for other data elements (i.e., be free of missing information, internally inconsistent responses and invalid information);
- Provide full or partial outcome survey information on all 19/21 year olds in the Follow-up Population or sample, or indicate why the survey information was not obtainable (i.e., because the youth is incapacitated or deceased); and
- Garner the participation in the outcomes survey of at least 60 percent of 19 or 21 year old youth in the Follow-up Population who are no longer in foster care. For youth who are still in foster care as described at 45 CFR 1355.20 at ages 19 or 21, the State must achieve an outcome 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 the standards, the State will be penalized between one and five percent of their annual CFCIP 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 standards.

Table 0802.1: Timelines for Collection of data for the Served Population and Outcomes Populations through FFY 2015.

Fiscal Year of Implementation	All Youth receiving services	Baseline Outcomes (17-year-olds)	Follow-up Outcomes (19-year-olds)	Follow-up Outcomes (21-year-olds)
FFY 2011	X	X (Cohort 1)		
FFY 2012	X			
FFY 2013	X		X(Cohort 1)	
FFY 2014	X	X(Cohort 2)		
FFY 2015	X			X(Cohort 1)

**\* NOTE: this timeline is continuous each year for served Populations and continuous every three years for Baseline and Follow-up Populations.**

Table 0802.2: Timelines for Survey Collection data for all Baseline and Outcomes Populations.

Requirement	Survey Deadline	Starting Date	Responsible Party	Actions to be Taken

Initiate and encourage youth to complete survey for baseline Population cohorts.	Survey between their 17 <sup>th</sup> birthday and the 45 days following their birthday.	Starting with Oct 1, 2010 to September 30, 2011 (FFY 2011), and every three years thereafter.	Caseworker responsible for I.L Caseload.	<ol style="list-style-type: none"> <li>1. Help youth establish e-mail account.</li> <li>2. Help youth create Foster Club Account.</li> <li>3. Encourage youth to complete online Survey.</li> </ol>
Initiate and encourage youth to complete survey for Follow-up Population cohorts.	Youth in the Follow-up population are to be surveyed during the report period in which they turn age 19 or 21. See the definition of Report Period(s). That means Nevada has a six month window to survey Follow-up youth, including before the youth turns age 19 or 21.	Starting with the FFY 2013 Cohort and every Follow-up Cohort thereafter.	Child Welfare Agency	<ol style="list-style-type: none"> <li>1. Identify location of youth.</li> <li>2. Contact Youth and encourage Youth to complete Survey.</li> </ol>

**\* NOTE: Foster Club will assist with contact of Follow-up Population by sending the youth reminders through mail and or e-mail to complete the Follow-up survey.**

**802.5.4**

**Forms:**

- A. FPO 0802A: NYTD Follow-up Population Contact and Consent** is a paper document that may be completed and signed by the youth upon discharge from foster care at age 18 for future reference in locating youth.
- B. FPO 0802B: Sample Protocol for Tracking and Location** is an example protocol for tracking and locating youth who have discharged from foster care.
- C. FPO 0802C: On-line Resources for Tracking and Location** is a list of resources agencies may use to assist them in locating youth who have discharged from foster care.
- D. FPO 0803D: Foster Club NYTD Survey** is the current survey that Foster Club has developed and can be accessed at [www.fosterclub.com](http://www.fosterclub.com)

**802.6 Child Welfare Agency Action**

**802.6.1 Development of Internal Policies:** Agencies which provide child welfare services are expected to follow this policy as written, and may develop internal policies and procedures as necessary for the timely collection and input of data for all youth in the reporting populations. This includes contact protocols of youth in the Follow-up Populations as they discharge from foster care.

**802.6.2 Timelines:** Agencies which provide child welfare services are expected to meet federal mandated timelines as outlined in this policy.

**802.6.3 Tools & Forms:** Agencies which provide child welfare services may develop any tools or forms that will assist them in following the federal mandate.

**802.6.4 Documentation:**

**A. Case File Documentation (paper):**

Table 0802.3: Case File Documentation for the Chafee National Youth in Transition Database Policy

File Location	Data
Case File	NYTD Follow-up Population contact and consent

**B. UNITY Documentation (electronic):**

Table 0802.4: UNITY Documentation for the Chafee National Youth in Transition Database Policy

CFS 380	I.L Program Referral
CFS 112	Independent Living Program
CFS 382	I.L Services and Funding

**802.6.5 Supervisory Responsibility:** It is the Supervisor’s responsibility to provide oversight to caseworkers responsible for any identified NYTD youth to assure timely and accurate documentation of all case level data requirements. The Supervisor’s oversight includes any and all activities related to the tracking and efficient collection of data for the reporting populations.

**802.7 State Responsibilities**

**802.7.1 Participants in Policy Development**

- A. FPO Staff:** FPO Social Services Chief III
- B. Jurisdictional Representatives:** NA
- C. External Stakeholders:** NA

**802.7.2 Technical Assistance**

- D. Requesting Technical Assistance:** N/A
- E. Relaying TA Information:** N/A
- F. Evidenced Based Practice:** N/A

**802.7.3 State Oversight**

- A.** The State has the responsibility to plan, coordinate, monitor and evaluate the delivery of child welfare services as required by NRS 432B.180.

**802.8 Policy Cross Reference**

**802.8.1 0801** Youth Independent Living Program

**802.9 Attachments**

- 802.9.1** FPO 0802A NYTD Follow-up Population Contact and Consent form
- FPO 0802B Sample Protocol for Tracking and Location
- FPO 0802C On-line Resources for Tracking and Location
- FPO 0802D NYTD Survey