WHY?-

NYTD is a national mandatory data collection system where states provide information to the Administration of Children and Families (ACF) so that they can (1) track all independent living services and (2) measure outcome data that may be used to evaluate the effectiveness of programs. FSFN transmits the mandated data to ACF. This desk reference is designed to provide you a basic understanding of the reporting requirements and guide you through the necessary data elements to validate integrity in those NYTD areas.

WHO?-

Florida is required to report on both the SERVED POPULATION and OUTCOME POPULATION, however, this desk reference will focus on the served population as there is no data transmitted to ACF that corresponds to the outcome population. Rather, the identified outcome population in FSFN is measured strictly by the Federal NYTD survey.

The OUTCOME POPULATION includes:

- **ALL youth in foster care that reach his/her 17th birthday*** during a Federal Fiscal Year (FFY).
- A follow-up population of **young adults that turn age 19 or 21** that participated in data collection as part of the 17 year old baseline population.

***Youth are part of a baseline population regardless of whether or not they received an independent living service.

The SERVED POPULATION includes:

- **ALL youth and young adults 13-22 (not yet 23)** who received at least one independent living service*** paid for or provided by the state administering a Chafee Foster Care Independence Program (CFCIP), during the 6-month reporting period, regardless of their foster care status or placement type.
  - Tribal youth, youth involved with the juvenile justice system, youth who receive services through CBC lead agency staff or their subcontracted providers, staff of a group home or child care institution and youth no longer
in foster care (such as those served through The Road-to-Independence Program) can all be part of the served population.

- This would include 13 – 22 (not yet 23) year olds served through s. 409.1451 and s. 39.6251 Florida Statutes.

***For ACF reporting purposes, an independent living service is one that is provided by State agency staff or an agent of the State including Case Managers, Independent Living Specialists, foster parents, and group home staff. Services by volunteers that do NOT receive funding from Federal or State government are to be noted differently. Refer to the Independent Living category note type General (non-NYTD).***

WHEN?-

Reporting Periods and Deadlines

Report period “A” –

- October 1 – March 31
  - Data file submission due no later than May 15.

Report period “B” –

- April 1 – September 30
  - Data file submission due no later than November 14.

HOW?-

ACF is reviewing what services we are providing, the characteristics of our young people and their outcomes.

In order for the system to accurately capture the NYTD mandated data, Fiscal staff, Case Managers, Independent Living and/or other Specialists responsible for the information entered into FSFN need to check the following areas for completion and accuracy:

- Person Management
- Case Notes
- Independent Living
- Education
- Financial
Check 1 – Person Management-

All youth with an open case MUST have accurate demographics in order for information to transmit appropriately.

- Validate information on the Basic and Additional tabs to include:
  - Birth Date
  - Gender
  - Race
  - Ethnicity (include Indian Tribe when applicable)
  - Has the Child Ever Been Adjudicated Delinquent- Yes/No
  - Date of Adjudication
Check 2 -Case Notes-

The youth/young adult must be entered into the Participants field for the NYTD independent living service to be captured.

Life Skills (an independent living service) MUST be captured in the following:

- **Contact Begin Date**;
- Youth identified as Participant of the case note;
- **Independent Living Category** is chosen (check all that apply);
- Most appropriate **Type**;
  - Academic Progress
    - Report whether the youth or young adult received academic counseling whether or formal or informal in order to assist them in maintaining or restoring academic progress.
  - Academic Support
    - Report whether a youth or young adult received academic services designed to help a youth complete high school or
obtain a General Equivalency Degree (GED). Such services include the following:

- Academic counseling;
- preparation for a GED, including assistance in applying for or studying for a GED exam;
- tutoring;
- help with homework;
- study skills training; and
- help accessing educational resources.

- **Budget and financial management**
  
  - Report whether the youth or young adult receives training and other practical assistance related to budget and financial independent living skills. Budget and financial management assistance includes the following types of training and practice:
    - Living within a budget;
    - opening and using a checking and savings account;
    - balancing a checkbook;
    - developing consumer awareness and smart shopping skills;
    - accessing information about credit, loans, and taxes; and
    - filling out tax forms.

- **Career preparation**
  
  - Report whether the youth or young adult received services that develop a youth's ability to find, apply for, and retain appropriate employment. Career preparation includes the following types of instruction and support services:
    - Vocational and career assessment, including career exploration and planning;
    - guidance in setting and assessing vocational and career interests and skills, and help in matching interests and abilities with vocational goals;
    - job seeking and job placement support, including identifying potential employers, writing resumes, completing job applications, developing interview skills, job shadowing, receiving job referrals, using career resource libraries, understanding employee benefits coverage, and securing work permits; retention support, including job coaching;
    - learning how to work with employers and other employees;
    - understanding workplace values such as timeliness and appearance; and
o comprehension of authority and customer relationships.

o **Employment programs or vocational training**
  - Report whether a youth or young adult received programs and training designed to build a youth’s skills for a specific trade, vocation or career through classes or on-site training.
  - Employment programs include a youth or young adult’s participation in an apprenticeship, internship, or summer employment program, not to include summer or after-school jobs secured by the youth or young adult alone.
  - Vocational training includes a youth or young adult’s participation in vocational or trade programs in school or through nonprofit, commercial, or private sectors, and the receipt of training in occupational classes for such skills as cosmetology, auto mechanics, building trades, nursing, computer science, and other current or emerging employment sectors.

o **Family Support and Healthy Marriage education**
  - Report whether a youth or young adult receives education on maintaining healthy families, including parenting and childcare skills, spousal communication, family violence prevention and responsible fatherhood.

o **General**
  - This should be used for those services provided by volunteers that don’t receive any type of funding from federal or state government.
  - *Please note: This is a non-NYTD Independent Living Service Category.*

o **Health Education and Risk Prevention**
  - Report whether a youth or young adult received services pertaining to health-related educational topics, but not the receipt of direct health services. Health education and risk prevention includes providing information about:
    - Hygiene, nutrition, exercise, and first aid;
    - Medical and dental resources and insurance, prenatal care and maintaining personal medical records;
    - sex education, abstinence education, and HIV prevention, such as information about sexual development and sexuality, pregnancy prevention and
family planning, and sexually transmitted diseases and AIDS; and

- substance abuse prevention and intervention, such as information about the effects and consequences of substance use (alcohol, drugs, tobacco) and substance avoidance.

- **Housing Education and Home Management Training**
  - Report whether a youth or young adult receives instruction or support services regarding housing responsibilities and home management skills.
  - Housing education includes assistance or training in locating and maintaining housing, including filling out a rental application and acquiring a lease, handling security deposits and utilities, understanding practices for keeping a healthy and safe home, understanding tenants’ rights and responsibilities, and handling landlord complaints.
  - Home management includes instruction in food preparation, laundry, housekeeping, living cooperatively, meal planning, grocery shopping, and basic maintenance and repairs.

- **Mentoring**
  - Report whether a youth or young adult receives mentoring, which is defined as programs or services in which a youth meets regularly with a screened and trained adult on a one-on-one basis. Mentoring can be short-term, but it may also support the development of a long-term relationship. *Please note: This is only to collect data on mentoring as a service that is provided by the State agency.*

- **Post-secondary Educational Support**
  - Report whether the youth or young adult received support designed to help the youth enter or complete college. For example, test preparation, college counseling, assistance with applying for college and securing financial aid and tutoring while in college.

- Relevant Narrative to support the chosen life skills categories
Check 3 -Independent Living-

<table>
<thead>
<tr>
<th>Date of Independent Living Referral</th>
<th>Life Skills Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: MM/DD/YYYY Type:</td>
<td>Completed Date Age Skills/Type</td>
</tr>
<tr>
<td></td>
<td>Knowledge of Community Resources Need</td>
</tr>
<tr>
<td></td>
<td>Personal Appearance Strength</td>
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<td></td>
<td>Transportation Need</td>
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<tr>
<td></td>
<td>Education Level</td>
</tr>
<tr>
<td></td>
<td>Performance/Progress</td>
</tr>
<tr>
<td></td>
<td>Enrolled in College Prep Course:</td>
</tr>
</tbody>
</table>

To coincide with the Case Notes, an Academic and Life Skills Progress Tab should be updated.

- It is recommended that all dates/times when there has been a more comprehensive analysis of a youth or young adult’s skill level be inserted under the Life Skills Assessments frame of the Independent Living module. Documenting Skill/Type Strengths and Needs in this manner will show consistency and support for the decisions made by caregivers and/or Independent Living staff in areas of Normalcy and determining levels of supervision.
Check 4 – Education -

All relevant information to include the Education History tab needs to be checked.

- Highest Grade Completed
  - Select 12th Grade for the “Current Grade Level” and enter “End Date” for GED completion. For the youth and young adult still seeking completion, please select 11th Grade.

- Completion Status
- If youth or young adult is leaving their high school, make sure to notate the reason or status from one of the following:
  - Adult Standard High School Diploma*
  - Adult State of Florida Diploma (GED)*
  - Certificate of Completion*
  - College Placement Test (CPT) Eligible Certificate of Completion*
  - Other
  - Pending
  - Special Certificate of Completion*
  - Special Diploma (Option 1)*
  - Special Diploma (Option 2)*
  - Standard Diploma (FCAT waiver)*
  - Standard High School Diploma*
  - Standard High School Diploma (GED and Alternate Assessment)*
  - Standard High School Diploma (GED and Graduation Test)*
  - State of Florida Diploma (GED)*
  - Withdrawn (due to court action)
  - Withdrawn (due to expulsion)
  - Withdrawn (due to non-attendance)

*Additional guidance on choosing an appropriate Diploma option can be found [http://www.fldoe.org/academics/graduation-requirements/]
Each FSFN Financial Placement/Services **Reporting Category** fits into a **NYTD REPORTING GROUP**

<table>
<thead>
<tr>
<th>REPORTING CATEGORY</th>
<th>NYTD REPORTING GROUP</th>
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<td>Educational Financial Assistance</td>
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<tr>
<td>Aftercare Other (Chafee)</td>
<td>Other Financial Assistance</td>
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<tr>
<td>Aftercare Other (State)</td>
<td>Other Financial Assistance</td>
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<tr>
<td>Aftercare Room and Board (State)</td>
<td>Room and Board Financial Assistance</td>
</tr>
<tr>
<td>Children’s Mental Hlth Svcs – Case Plan</td>
<td>Not Applicable or Any of the “Services &amp; Supports”</td>
</tr>
<tr>
<td>EFC Allowance – Chafee – Age 18-20</td>
<td>Other Financial Assistance</td>
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<tr>
<td>EFC Allowance – SF – Age 21</td>
<td>Other Financial Assistance</td>
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<tr>
<td>EFC Foster Home – PESS – Room &amp; Board</td>
<td>Room and Board Financial Assistance</td>
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<tr>
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<tr>
<td>EFC Group Home – PESS – Room &amp; Board</td>
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<tr>
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<td>Room and Board Financial Assistance</td>
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<tr>
<td>EFC – PESS – Other Expenses</td>
<td>Other Financial Assistance</td>
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<tr>
<td>EFC – Other Expenses</td>
<td>Other Financial Assistance</td>
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<tr>
<td>EFC OSLA – PESS – Room &amp; Board</td>
<td>Room and Board Financial Assistance</td>
</tr>
<tr>
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<td>Room and Board Financial Assistance</td>
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<tr>
<td>ETV – Aftercare – Age 18-22</td>
<td>Educational Financial Assistance</td>
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<tr>
<td>ETV Full Time</td>
<td>Educational Financial Assistance</td>
</tr>
<tr>
<td>ETV – PESS – Age 18-22</td>
<td>Educational Financial Assistance</td>
</tr>
</tbody>
</table>
NYTD Reporting Group descriptions are as follows:

- **Educational Financial Assistance**
  - Report whether the youth is receiving educational financial assistance for school books and materials, tuition assistance, examination and application fees, and educational vouchers for college tuition or vocational education.

- **Other Financial Assistance**
  - Report whether the youth is receiving any other type of financial assistance from the State agency to assist the youth to live independently.

- **Room and Board Financial Assistance**
  - Report whether the youth is receiving room and board payments and other financial assistance such as rent deposits and utilities.

FSFN Reporting Category descriptions:

- **Adoption/Guardianship RTI**
  - Direct payments to eligible young adults, ages 18 up to 23, which after 16 were adopted from foster care or placed with a court-approved dependency guardian for costs associated with room and board and educationally related expenses, such as tutoring, summer school, and/or supplies.

- **Aftercare Other (Chafee)**
- Direct payments to eligible young adults ages 18, 19, & 20 and/or direct payments made to a provider, as directed by the young adult, with the young adult being the benefactor for costs of:
  - Mentoring and tutoring
  - Mental health services and substance abuse counseling
  - Life skills classes, including credit management and preventive health activities
  - Parenting classes
  - Job skills training
  - Counselor consultations
- Aftercare Other (State)
  - Direct payments to eligible young adults, ages 21 & 22, and/or direct payments made to a provider, as directed by the young adult, with the young adult being the benefactor for costs of:
    - Mentoring and tutoring
    - Mental health services and substance abuse counseling
    - Life skills classes, including credit management and preventive health activities
    - Parenting classes
    - Job skills training
    - Counselor consultations
- Aftercare Room and Board (State)
  - Direct payments to eligible young adults, ages 18 up to 23, and/or direct payments made to a provider, as directed by the young adult, with the young adult being the benefactor for costs of room and board, which includes housing, food, utilities, and rental deposits.
- Children’s Mental Hlth Svcs – Case Plan
  - Direct payments for services and supports that are not Medicaid reimbursable, to eligible children placed in Out-of-Home care, or who are at high risk for placement in Out-of-Home care, with severe emotional disturbance as defined in Section 1912(c) of the Public Health Services Act, as amended by Public Law 102-321. These community wraparound services and supports must be included as part of the child’s treatment goals in the child’s mental health treatment plan, as defined in Section 394.496, Florida Statutes, or the child welfare case plan, as described in Sections 39.6011 and 39.6012, Florida Statutes.
• EFC Allowance – Chafee – Age 18-20
  o Direct allowance payments made to an eligible young adult, ages 18, 19, or 20, who is in extended foster care, but not receiving Postsecondary Education Services & Support. The allowance payment is to enable the young adult to experience managing money as he or she transitions from licensed care to independent living. The amount of the allowance is based on a needs assessment.

• EFC Allowance – SF – Age 21
  o Direct allowance payments made to an eligible young adult, age 21 with a disability, in extended foster care, but not receiving Postsecondary Education Services & Support. The allowance payment is to enable the young adult to experience managing money as he or she transitions from licensed care to independent living. The amount of the allowance is based on a needs assessment.

• EFC Foster Home – PESS – Room & Board
  o Direct payments to a licensed foster family home for eligible young adults, ages 18, 19, 20, and 21 with a disability, in extended foster care and who are eligible for the Road to Independence Program – Postsecondary Education Services & Support (PESS) completing postsecondary education or a program leading to an equivalent credential. These payments are for “Room and Board” expenses, which include:
    ▪ Deposits for housing and utilities;
    ▪ Safe housing;
    ▪ Sufficient food to meet the young adult’s nutritional requirements; and
    ▪ Utilities, including electricity, gas, water, and garbage collection.

• EFC Foster Home – Room & Board
  o Direct payments to a foster family home for eligible young adults, ages 18, 19, 20, and 21 with a disability, in extended foster care. These family foster homes are licensed by the State in which it is situated or has been approved by the agency of such State having responsibility for licensing homes of this type, as meeting the standards established for such licensing. [42 U.S.C. § 672(c)]. These payments are for “Room and Board” expenses, which include:
    ▪ Deposits for housing and utilities;
    ▪ Safe housing;
- Sufficient food to meet the young adult’s nutritional requirements; and
- Utilities, including electricity, gas, water, and garbage collection.

**EFC Group Home – PESS – Room & Board**
- Direct payments to a licensed group home for eligible young adults, ages 18, 19, 20, and 21 with a disability, in extended foster care and who are completing postsecondary education or a program leading to an equivalent credential. These payments are for “Room and Board” expenses, which include:
  - Deposits for housing and utilities;
  - Safe housing;
  - Sufficient food to meet the young adult’s nutritional requirements; and
  - Utilities, including electricity, gas, water, and garbage collection.

**EFC Group Home – Room & Board**
- Direct payments to a private or public child-care institution which accommodates no more than twenty-five (25) children, for eligible young adults in extended foster care, ages 18, 19, 20, and 21 with a disability. These private or public child-care institutions are licensed by the State in which it is situated or has been approved by the agency of such State having responsibility for licensing homes of this type, as meeting the standards established for such licensing.... [42 U.S.C. § 672(c)]. These payments are for “Room and Board” expenses, which include:
  - Deposits for housing and utilities;
  - Safe housing;
  - Sufficient food to meet the young adult’s nutritional requirements; and
  - Utilities, including electricity, gas, water, and garbage collection.

**EFC – PESS – Other Expenses**
- Direct payments made for expenses, other than room and board, for eligible young adults ages 18, 19, 20, and 21 with a disability, in extended foster care and who are completing postsecondary education, or a program leading to an equivalent credential. These young adults reside in a licensed foster home, licensed group home, or other supervised living arrangement.
• EFC – Other Expenses
  o Direct payments made for expenses, other than room and board, for eligible young adults ages 18, 19, 20, and 21 with a disability, in extended foster care, who resides in a licensed foster home, licensed group home, or other supervised living arrangement.

• EFC OSLA – PESS – Room & Board
  o Direct payments to a provider of a supervised living arrangement, for eligible young adults ages 18, 19, 20, and 21 with a disability, in extended foster care and who are completing postsecondary education or a program leading to an equivalent credential. These payments are for “Room and Board” expenses, which include:
    ▪ Deposits for housing and utilities;
    ▪ Safe housing;
    ▪ Sufficient food to meet the young adult’s nutritional requirements; and
    ▪ Utilities, including electricity, gas, water, and garbage collection.

• EFC OSLA – Room & Board
  o Direct payments to a provider of a supervised living arrangement for eligible young adults ages 18, 19, 20, and 21 with a disability, in extended foster care. These payments are for “Room and Board” expenses, which include:
    ▪ Deposits for housing and utilities;
    ▪ Safe housing;
    ▪ Sufficient food to meet the young adult’s nutritional requirements; and
    ▪ Utilities, including electricity, gas, water, and garbage collection.

• ETV – Aftercare – Age 18-22
  o Direct payments to eligible young adults, ages 18 up to 23, and/or direct payments made to a provider, as directed by the young adult, with the young adult being the benefactor for costs associated with room and board and educationally related expenses, such as tutoring, summer school, and/or supplies. Young adults must be attending a postsecondary institution, either full-time or part-time, as provided by federal law (Higher Education Act of 1965, Public Law, Sections 101 and 102). The amount of $6,250 may not exceed the actual cost of attendance for the postsecondary educational institution in which the young adult is enrolled. A cost of attendance assessment is required.
ETV funds are to be paid directly to the young adult unless the young adult requests otherwise. These funds are to help eligible students who are former foster care children receive the educational and vocational training needed to achieve independence.

- **ETV Full Time**
  - Direct payments to eligible young adults, ages 18 up to 23, and/or direct payments made to a provider, as directed by the young adult, with the young adult being the benefactor for costs associated with room and board and educationally related expenses, such as tutoring, summer school, and/or supplies. Young adults **must** be attending a post-secondary institution full-time.

- **ETV – PESS – Age 18-22**
  - Direct payments to eligible young adults, ages 18 up to 23, and/or direct payments made to the Community-Based Care Lead Agency, with the young adult being the benefactor for costs associated with room and board and educationally related expenses, such as tutoring, summer school, and/or supplies.

- **Human Trafficking Placement and/or Services**
  - Direct payments for the treatment and/or placement of a child who has been the victim or suspected victim of commercial sexual exploitation. Placements are defined by Section 409.1678, Florida Statutes, as “safe foster home” and “safe house”. Eligible services include:
    - Victim-witness counseling;
    - Family counseling;
    - Behavioral health care;
    - Treatment and intervention for sexual assault;
    - Education tailored to the child’s individual needs, including remedial education if necessary;
    - Life skills training;
    - Mentoring by a survivor of sexual exploitation, if available and appropriate for the child;
    - Substance abuse screening and, when necessary, access to treatment;
    - Planning services for the successful transition of each child back to the community; and
    - Activities structured in a manner that provides sexually exploited children with a full schedule.

- **Other Client Svcs – Adoption**
• Direct payments for services provided to Pre-Adoption and Post-Adoption clients. These service costs may include:
  ▪ Assessment and Evaluation;
  ▪ Child Care;
  ▪ Counseling;
  ▪ Home Maintenance;
  ▪ Housekeeping;
  ▪ In-Home Family Support;
  ▪ Information and Referral;
  ▪ Legal Services;
  ▪ Post Placement Services;
  ▪ Respite;
  ▪ Transportation; and
  ▪ Temporary Housing.

• Other Client Svcs – In-Home
  ▪ Direct payments for services provided to In-Home dependency clients. Such services are provided to children and their families to prevent the child from entering the child welfare system, as well as to provide services for children and their families who are returning to their home from being in an out-of-home placement to ensure the safety of the child can and will be maintained. These service costs may include:
    ▪ Assessment and Evaluation;
    ▪ Child Care;
    ▪ Counseling;
    ▪ Home Maintenance;
    ▪ Housekeeping;
    ▪ In-Home Family Support;
    ▪ Information and Referral;
    ▪ Legal Services;
    ▪ Post Placement Services;
    ▪ Respite;
    ▪ Transportation; and
    ▪ Temporary Housing.

• Other Client Svcs – Out-of-Home
  ▪ Direct payments for services provided to Out-of-Home dependency clients which are not allowable as foster care maintenance payments. These service costs may include:
    ▪ Assessment and Evaluation;
- Child Care (This would be child care costs to facilitate a foster parent’s participation in activities that are within the realm of “ordinary parental duties” or child care activities that are deemed a social service and are not reimbursable under title IV-E, such as illness of a foster parent, respite care, special needs of a child in foster care best met in a day care setting, i.e. therapeutic child care) [Administration for Children and Families, Child Welfare Policy Manual 8.3B.1-3.];

- Counseling;
- Home Maintenance;
- Housekeeping;
- In-Home Family Support;
- Information and Referral;
- Legal Services;
- Post Placement Services;
- Respite;
- Transportation; and
- Temporary Housing.

- RTI Scholarship
  - Direct payments to eligible young adults, ages 18, 19, & 20, and/or direct payments made to a provider, as directed by the young adult, with the young adult being the benefactor for costs associated with room and board and educationally related expenses, such as tutoring, summer school, and/or supplies.

- PESS – Chafee – Age 18-20
  - Direct payments to eligible young adults, ages 18, 19, & 20, and/or direct payments made to the Community-Based Care Lead Agency, with the young adult being the benefactor for costs associated with room and board and educationally related expenses, such as tutoring, summer school, and/or supplies.

- PESS – State Funded – Age 21 & 22
  - Direct payments to eligible young adults, ages 21 & 22, and/or direct payments made to the Community-Based Care Lead Agency, with the young adult being the benefactor for costs associated with room and board and educationally related expenses, such as tutoring, summer school, and/or supplies.

- Scholarship No ETV
o Direct payments to eligible young adults, ages 21 & 22, and/or direct payments made to a provider, as directed by the young adult, with the young adult being the benefactor for costs associated with room and board and educationally related expenses, such as tutoring, summer school, and/or supplies.

- Scholarship Post ETV
  o Direct payments to eligible young adults, ages 18 up to 23, and/or direct payments made to a provider, as directed by the young adult, with the young adult being the benefactor for costs associated with room and board and educationally related expenses, such as tutoring, summer school, and/or supplies.