

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SOCIAL SERVICES
CHILD WELFARE SERVICES

ROY COOPER
GOVERNOR

MANDY COHEN, MD, MPH
SECRETARY

WAYNE E. BLACK
DIRECTOR

January 12, 2018

DEAR COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: DSS DIRECTORS, CHILD WELFARE STAFF

SUBJECT: TIME SENSITIVE: NATIONAL YOUTH IN TRANSITION DATABASE (NYTD)

This letter is to remind county child welfare agencies about the National Youth in Transition Database (NYTD) and inform you of required data collection and reporting actions that must be taken during the 2018 Federal Fiscal Year. Federal laws and regulations require states to track the independent living services provided to youth and to develop outcomes that measure state performance in preparing youth for their transition from foster care.

The timely collection and reporting of this data is important to measure youth outcomes and assess programming strengths and needs. Further, accurate reporting is essential to avoid financial penalties the state may incur if the data is late or incomplete. Financial penalties can impact LINKS funding and services.

During the 2018 Federal Fiscal Year county child welfare agencies are required to:

- Access their list of survey-eligible young adults aged 21 (who were previously surveyed at ages 19 in 2016 and 17 in 2014) in NC FAST Help.
- Reach out to young adults on the list and, if they agree to complete the survey, provide them with the survey instrument or administer the survey to them verbally.
- Send completed surveys back to the Division.

Required Actions

To ensure timely completion and submission of surveys, county-specific lists of survey-eligible young adults are located on NC FAST Help at <https://ncfasthelp.nc.gov>.

Follow the steps below to determine if your county has any young adults on the list due to be surveyed during the 2018 Federal Fiscal Year:

1. Logon to NC FAST Help.
2. Click the "Reports" tab.

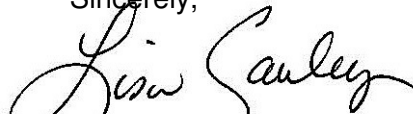
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3. Click "Child Services Reports".
4. Click "NYTD", then click "2018 NYTD Eligible Respondents"
5. You will be prompted to open or save the password-protected Excel file titled "2018_NYTD_Eligible_Respondents.xls". Please contact Lane Destro or Erin Conner (contact information below) for the password. You will not be able to open this file without the password.
6. Once the file has been opened or saved, find the tab in the Excel file with your county's name – this is where your list will be located. If there is not a tab for your county, you do not have any surveys due this period. Tabs are listed in approximate alphabetical order. If your county's name is not immediately visible, be sure to scroll across all tabs to ensure you did not miss your county's list of eligible respondents.
7. Locate the survey instrument on NC FAST Help at <https://ncfasthelp.nc.gov>. This file is in the same location as the Excel file of eligible young adults ("Reports", "Child Services Reports", "NYTD"). The file name is "NYTD Survey 2018".
8. Reach out to the young adults on your county's list to complete the surveys using the survey instrument located in NC FAST Help.
9. Fax completed surveys to the State LINKS Program Coordinator at 919-334-1097.

Surveys that fall under Period 2018A are due back to the Division by March 31st, 2018. Surveys that fall under Period 2018B are due back to the Division by September 30th, 2018. Group A or Group B is indicated for each young adult on the list (see "Group" column).

If you have questions or need clarification, please contact Erin Conner, LINKS Program Coordinator at erin.conner@dhhs.nc.gov or at (919) 527-6351 or Lane Destro, Data Analyst, at lane.destro@dhhs.nc.gov or at (919) 527-6297.

Sincerely,



Lisa T. Cauley
Deputy Director

CWS-03-2018