State agencies administering the John H. Chafee Foster Care Independence Program are required by the Administration for Children and Families (ACF) to collect and report information on youth and the independent living services they receive. This information will be added to the National Youth in Transition Database (NYTD) maintained by the ACF and will be used to track State provided independent living services. It is intended to assess the collective outcomes of youth making the transition from foster care to self-sufficiency.

As a result, the New Jersey Department of Children and Families has created the TRAILS database and provided the database to contracted agencies in order to collect this data. Below are the instructions for utilizing the TRAILS database. If there are any questions or concerns, please send and email to: NJ-NYTDProviderData@DCF.state.nj.us

NYTD Data Collection Instructions

Objectives

1. Document independent living services provided to youth
2. Generate a monthly summary to submit to the Office of Adolescent Practice and Permanency.

NOTE: It is expected that some programs will have individuals and/or IT personnel who are capable of making modifications to this documentation and reporting tool. The Office of Adolescent Practice and Permanency CANNOT SUPPORT ANY CHANGES to this tool. The only assistance that Office of Adolescent Practice and Permanency can offer is to send a clean copy of the documentation and reporting tool.

It is recommended that you save a blank copy of this tool as back up.

IT IS RECOMMENDED THAT YOU BACK UP THE TOOL PERIODICALLY, so that information is not lost. Records are created as soon as all the required fields have been populated. Records are amended as soon as the user leaves the field in which the amendment was made (pressing escape <Esc> prior to leaving the field returns it to its last saved content). Deleted/amended records are not retrievable. IT IS RECOMMENDED THAT YOU BACK UP THE TOOL PERIODICALLY, so that information is not lost.
Initial set-up in database (Add/Change Information)

The following three entries are needed to generate a valid contact note, and can be done in any order (View 2).

1. Create at least one youth being served.
2. Create the agency.
3. Create at least one agency worker.
Initial Information Required in Database Before Contact Note can be Generated

Agency: agency name and program name,

Workers:
- Last Name
- First Name
- Start Date (for current workers, today’s date will work efficiently)
- End Date (Keep this field empty until the worker is separated from the agency).

Youth:
- NJ Spirit Case ID and NJ Spirit Person ID (If not available enter 999999, 999998, and 999997 for both ID Numbers. The NJ Spirit ID will be provided to you after OAPP receives your file and cross-references the youth with NJ SPIRIT. NOTE: Creating youth with identical Case and Person ID’s will create search and reporting difficulties.
- Last Name, First Name
- DOB
- Gender
- Race – American Indian or Alaskan Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; White/Caucasian; Unknown/Unable to Determine; Declined
- Hispanic or Latino Ethnicity
- Tribal Membership
- Adjudicated Delinquent
- Educational Level (Last Year Completed)
- Special Education
- Homeless Youth at admission - “Homeless Youth” means a person 21 years of age or younger who is without shelter where appropriate care and supervision are available. A youth who is moving from a placement into an independent living arrangement is not considered homeless.
- NOTE: Agency field is an optional field and can accommodate 15 characters.

Maintaining database

1. Add new youth as they are admitted to program.
2. Add new workers as they hired.
3. Inactivate youth (mark discharge flag) when discharged – done in modify youth record (view 3).
4. Inactivate workers (add end date) as separated – done in modify worker record (view 3).
5. Document independent living services in the contact notes (View 1 and 5).

Note: when entering new or modifying existing records, the information will be automatically saved once all the required fields have been entered, whether you close by pressing the x to close the window or pressing >* to move to the next record. There is no save record button that needs to be pressed.
Modifying Records

The youth, agency and/or the worker record may periodically require limited modification.

The youth record may need educational information to be updated, or the Case ID and Person ID may need to be changed after it is verified or created in NJ SPIRIT (unknown ID codes are mentioned above). The youth may be discharged from the program.

The agency may change the name of the program.

A worker may get married and change their name, resign or be promoted.

These changes may be made, however a password will be needed along with identifying information. The password will be provided to each program administrator/manager to use or share as they see fit for their agencies needs.

Modifications to contact notes can be made, however a number of fields are required to change a contact sheet. There are two pieces of requested data which must match the information in the contact sheet exactly in order for the contact note to be made available for modification.

1. Youth name and date of birth are the first requested pieces of information. **For the DOB month and day, do not put a 0 (zero) if the numerical value is under 10.**

   Examples: Doe, John (1/1/1991) or Jackson, Justine (12/3/1992)

2. You will also be asked for the contact date.

This will allow you to modify any of the contact note entries made on that day to that youth.
Contact Notes:

All Agency/Programs, as well as active Workers and Youth are available for use in contact sheets. Workers and Youth can be activated or inactivated in the “Add/Change Information” Section.
Services:

NYTD Service:

- Service must be delivered to a youth whose involvement with the agency is the result of DYFS referral or funding. Homeless Youth Act involvement meets that qualification. Once a youth is reported in the agency/program population, they remain as part of that population until they are discharged.
- Service must meet the definitions at the end of this document. Definitions can also be found in the contact sheet documentation form to the right of the NYTD Service check boxes (View 5).
- Contacts must be face-to-face or by telephone with contact made, or be one of the 3 financial assistance with a Wraparound Fund Payment to qualify as a NYTD Service.

Non- NYTD Service:

- Instruction or activity that DOES NOT MEET the criteria above must be documented as Service = “Not a NYTD Service”
- Collateral, non-service delivery contacts and attempted contacts may be recorded as such in the “Type of Contact” dropdown. A non- service delivery contact is a contact with a youth or caregiver that does not result in the youth receiving an independent living service, or where the provider cannot verify that the youth received an independent living service (View 5).

Spell check in the Service Description Memo field is active when all the required fields in the contact note have an entry. Place the cursor in the Service Description Memo field and press F7.

Searches can be made by:

- Youth: Produces a listing of all contacts recorded for that youth;
- Worker: Produces a listing of all contacts recorded between two dates;
- All Contacts: Produces a listing of all contacts recorded between two dates; and
- NYTD Services: Produces a listing of all contacts recorded between two dates.
Case notes retrieved in any of the four searches can be viewed and/or printed from the toolbar under the <File> submenu at the top of the page. All NYTD documentation must be submitted to the youth caseworker.

NYTD contacts can be searched and printed as individual contact notes, or can be searched and printed as multiples for requested time period. This will minimize the number of pages that need to be printer/mailed and/or faxed.
Viewing and Printing Contact Notes

Each of the 4 search selections will return the contact notes that meet the search requirement (View 7). There are two views that may be printed.

The first prints one sheet per contact recorded, and includes all the information on the Contact (View 8).

You can scroll through all the notes by pressing the <Select Next Record> arrow.

You can print all or a selection of the notes that meet the search requirement by pressing <File> on the toolbar, <Print> and selecting <All> or Select the pages you want to print. The pages that print will correspond to the number in the window below the <Select Next Record>
The second view prints multiple contacts recorded, grouped by the youth and worker. This view does not include all the information on the Contact (View 9).

You can print all or a selection of the notes that meet the search requirement by pressing <File> on the toolbar, <Print> and selecting <All> or Select the pages you want to print. The pages that print will correspond to the number in the window below the <Select Next Record>
Generating Report for OAPP:

Run Monthly Report button will start the process. You will be asked for report start (mm/l/yyyy) and end (mm/dd/yyyy; day depends on month) dates. For September 2010, Start Date = 9/1/2010 and End Date = 9/30/2010. Database will summarize all the relevant NYTD service contacts for the reported period.

The generated table must be copied into an excel workbook. In order to do so,

1. Press <Edit> on toolbar, <Select All Records>,
2. Press <Edit>, on toolbar and <Copy>.
3. Open an new Excel Workbook,
4. Highlight the first cell (A1)
5. Press <Edit> <Paste>.
6. Save Excel Workbook as "Agency Name- NYTD <Month, Year>".
7. E-mail file to OAPP.

The excel file must be submitted to the Office of Adolescent Practice and Permanency by the 1st Friday of the following month (November 5 for October 2010, December 3 for November 2010, ...)

Report will automatically exclude the following contact notes from the report submitted to OAPP:

- “Not a NYTD Service” contacts;
- “Collateral” and “Attempted Contact” contact types; and
- Contacts that do not have a “Was Contact Made” check.

NOTE: The report will generate random Case IDs, Person ID and Youth Last Names.
Summary Report:

Summary Report will provide statistical summary information on contact notes aggregated on:

- Youth
- Worker
- Program.

For each of these groups, you will be able see summaries of all contacts, face-to-face contacts as well as NYTD only contacts.
<table>
<thead>
<tr>
<th><strong>NYTD Service Definitions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Independent living needs assessment</strong></td>
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<tr>
<td><strong>Academic support</strong></td>
</tr>
<tr>
<td><strong>Post-secondary educational support</strong></td>
</tr>
<tr>
<td><strong>Career preparation</strong></td>
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<tr>
<td><strong>Employment programs or vocational training</strong></td>
</tr>
<tr>
<td><strong>Budget and financial management</strong></td>
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<tr>
<td><strong>Housing education and home management training</strong></td>
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<tr>
<td><strong>Health education and risk prevention</strong></td>
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<tr>
<td><strong>Family support and healthy marriage education</strong></td>
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<tr>
<td><strong>Mentoring</strong></td>
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<td><strong>Supervised independent living</strong></td>
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<td><strong>Room and board financial assistance</strong></td>
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<tr>
<td><strong>Education financial assistance</strong></td>
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<tr>
<td><strong>Other financial assistance</strong></td>
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