

NYTD REFERENCE GUIDE

*NYTD data ONLY reports on services or funding provided by AZDCS or an AZDCS contracted provider: DCS approved placements, AzCA-Intermountain STA/Youth Villages LifeSet/TILP/Thrive, Foster Care to Success-ETV services.

*If youth is receiving the services asked in the element by a behavioral health agency, local community, etc., this is not a NYTD service, but provide documentation in case notes regarding the service type and who provided it.

*There MUST be documentation for the 6-month reporting period you are in that supports the NYTD data entry. EX: if you enter an "Independent Living Needs Assessment" NYTD service, there needs to be a date/time of completion in the chart, as well as a copy of the assessment.

*When entering NYTD services, consider if the supports you are including, "rise to the level of the service". Ex: if you enter a "Health education and risk prevention" NYTD service, your documentation would show a thorough discussion where resources and information were shared with the young person, not just "discussed safe sex".

	Current Question	Response Guidance
	Independent Living Needs Assessment-Did the youth complete an independent living needs (skills) assessment?	This means an assessment conducted during the current reporting period and may include assessments conducted by case managers, caregivers, providers or other DCS contractors. An independent living needs assessment may address knowledge of basic living skills, job readiness, money management abilities, decision-making skills, goal setting, task completion and transitional living needs. (CLSA, Psycho-social assessment, etc.) Evidence of the completed assessment and who delivered MUST be in the youth's chart.
	Academic Support-Did the youth receive any academic support or services to help him/her complete high school or obtain a GED?	Academic supports are services designed to help a youth complete high school or obtain a 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, literacy training and help accessing educational resources. Academic support does not include a youth's general attendance in high school. However, it does include assistance and support provided by a caregiver, such as a foster parent, group home, or another paid placement, or a relative placement. Select NO if the youth has received a high school diploma or if the youth has received a GED and is NOT pursuing a high school diploma. Select YES if the youth previously received a GED but continues to work towards a high school diploma AND the student received academic support while pursuing a high school diploma. Funding for this is specific to coaching or teaching, NOT PAYING for activities; payment belongs in element 32-Education financial assistance. Support

		must be provided by DCS or DCS contracted provider. Evidence of support MUST exist in youth's file.
	Post-secondary educational support-Did the youth receive support or services to help him/her enter or complete college?	Post-secondary educational <i>supports are services</i> designed to help a youth enter or complete college, and include the following: Classes for test preparation, such as the SAT; counseling about college, information about financial aid and scholarships; help completing college or loan applications; or tutoring while in college. The list is not all inclusive; other supports such as college tours provided by the agency could fall within this definition. This includes assistance and support provided by a caregiver, such as a foster parent, group home or another paid placement or a relative placement. <i>This is specific to support and guidance, payment for educational is in element 32-education financial assistance. Funding for support must be provided by DCS or DCS contracted provider. Evidence of support MUST exist in youth's file.</i>
	Career Preparation-Did the youth receive services to increase his/her ability to find, apply for and keep a job?	Career preparation services focus on developing a youth's ability to find, apply for and retain appropriate employment. This includes assistance and support provided by a caregiver, such as a foster parent, group home or another paid placement or a relative placement. 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 timelines and appearance; and understanding authority and customer relationships. <i>Must be paid for or provided by DCS or DCS contracted provider. Documentation MUST exist in case file.</i>
	Employment programs or vocational training-Did the youth participate in an employment or vocational training program?	Employment programs include a youth's participation in an apprenticeship, internship, or summer employment program and do not include summer or after-school jobs secured by the youth alone. Vocational training includes a youth'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. <i>DCS doesn't have any</i>

		<i>funded programs for this, resulting in responses being a “no” for all DCS youth.</i>
	Budget and Financial Management	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. This includes assistance and support provided by a caregiver, such as a foster parent, group home or another paid placement or a relative placement. Funding for support must be provided by DCS or DCS contracted provider. Evidence of support MUST exist in youth's file.
	Housing education and home management training	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 prep, laundry, housekeeping and living cooperatively, meal planning, grocery shopping and basic maintenance and repairs. Training provided by DCS or DCS contracted provider. Evidence of training MUST exist in youth's file.
	Health Education and Risk Prevention-Did the youth receive education or training on health and risk prevention (physical and sexual health issues)?	Health education and risk prevention includes providing information about: Hygiene, nutrition, fitness and exercise, and first aid; medical and dental care benefits, health care resources and insurance, prenatal care and maintaining personal medical records; Sex education, abstinence education, and HIV prevention, including education and information about sexual development and sexuality, pregnancy prevention and family planning, and sexually transmitted diseases and AIDS; Substance abuse prevention and intervention, including education and information about the effects and consequences of substance use (alcohol, drugs, tobacco) and substance avoidance and intervention. This includes assistance and support provided by a caregiver, such as a foster parent, group home or another paid placement, or a relative placement. Health education and risk prevention does not include the youth’s actual receipt of direct medical care or substance abuse treatment. Funding for support must be provided by DCS or DCS contracted provider. Evidence of support MUST exist in youth's file.

	<p>Family Support and Health Marriage Education-Did the youth receive education or information about safe and stable families, health marriage, etc.?</p>	<p>Such services include education and information about safe and stable families, healthy marriages, spousal communication, parenting, responsible fatherhood, childcare skills, teen parenting, and domestic and family violence prevention. <i>This includes assistance and support provided by a caregiver, such as a foster parent, group home or another paid placement, or a relative placement; or a DCS Contracted provider. Evidence of support MUST exist in youth's file.</i></p>
	<p>Mentoring-Has the youth been matched with a screened and trained adult mentor?</p>	<p>Mentoring means that the youth has been matched with a screened and trained adult for a one-on-one relationship that involves the two meeting on a regular basis. Mentoring can be short-term, but it may also support the development of a long-term relationship. While youth often are connected to adult role models through school, work, or family, this service category only includes a mentor relationship that has been facilitated, paid for or provided by the State agency or its staff. Arizona's Children Association's <i>Thrive Mentoring Program is the only DCS funded mentoring program. Evidence of support MUST exist in youth's file.</i></p>
	<p>Supervised Independent Living-Is the youth participating in a supervised independent living program, such as the Independent Living Subsidy Program or a Transitional Living Program?</p>	<p>Supervised independent living means that the youth is living independently under a supervised arrangement that is paid for or provided by the State Agency. A youth in a supervised independent living is not supervised 24-hours a day by an adult and is often provided with increased responsibilities, such as paying bills, assuming leases, and working with a landlord, while under the supervision of an adult. This includes young adults in the Independent Living Subsidy Program, TILP with room and board oversight, dorms while open with DCS or aftercare provider. <i>Evidence of situation MUST exist in file.</i></p>
	<p>Room and Board Financial Assistance-Did the youth receive financial assistance from the DCYF for room and board?</p>	<p>Room and board financial assistance is a payment that is paid for or provided by the State agency for room and board, including rent deposits, utilities, and other household start-up expenses. This would include the Independent Living Subsidy, DCS paid placement after age 18, Start Up funds, and funding through the TILP. This could also include housing payments made with ETV grant.</p>

	<p>Education Financial Assistance-Did the youth receive financial assistance (through Chafee, ETV or another source within DCYF) for secondary or post-education?</p>	<p>Educational financial assistance is a payment that is paid for or provided by the State agency for education or training, including allowances to purchase textbooks, uniforms, computers, and other educational supplies; tuition assistance; scholarships; payment for educational preparation and support services (i.e. tutoring), and payment for GED and other educational tests. This financial assistance also includes vouchers for tuition or vocational education or tuition waiver programs paid for or provided by the State agency. This includes financial assistance for both secondary and post-secondary education. <i>Any Chafee payment related to GED, high school, college(ETV, tuition waiver). Documentation to support MUST be in file.</i></p>
	<p>Other Financial Assistance-Did the youth receive other financial assistance through the State to help the youth live independently?</p>	<p>Other financial assistance includes any other payments made or provided by the State agency to help the youth live independently. This may include payments obtained through the state Chafee program aka Arizona Young Adult Program or the TILP (for items specific to the individual youth’s case plan/needs. <i>Driving school, work clothing, normalcy activities, etc. Documentation must be in file.</i></p>