

**NYTD REFERENCE GUIDE**

\*NYTD data ONLY reports on services or funding provided by AZDCS or an AZDCS contracted provider: DCS approved placements, AzCA-life skills/TILP/Thrive, and Foster Care to Success-ETV services.

\*If the youth is receiving the service asked in the element by a behavioral health agency, local community, etc., mark NO here, but provide documentation in case notes regarding the service type and who provided it.

\*If answering yes to any question, there MUST be documentation for the 6-month reporting period that supports the yes answer. EX: if marking "yes" to Independent Living Needs Assessment, document the date/time of completion in the chart, as well as a copy of the assessment.

\*When answering "yes", confirm the service provided and documentation meets the criteria in the matrix below. Ex: if you mark "yes" to Health Education and Risk Prevention, your documentation would note a discussion where resources and information were shared with the young person, not just "discussed safe sex".

Data Element	Current Question	Response Guidance
14	Foster Care Status	The youth receiving services is in foster care during the reporting period if the youth is under the placement, care and responsibility of the State Foster Care system AND in any licensed or unlicensed foster care placement. Youth who are under the State’s responsibility but on AWOL status are still considered to be in foster care. (Foster Care does exclude placements for the purpose of detention, such as camps, jail or correctional facilities.
16	Tribal Affiliation: Is the youth enrolled in, or eligible for membership in a Federally Recognized Tribe?	Federally Recognized Tribe means any Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian tribe pursuant to the Federally Recognized Indian Tribe List Act. Confirm if youth is enrolled in a Federally recognized Tribe with a Tribal ID card or other official document. If they are pending verification, leave the answer blank.
17	Juvenile Delinquency Status: Has the youth ever (in their lifetime) been adjudicated delinquent?	Adjudicated delinquent means a Federal or State (including County) court has found that a youth committed an act of delinquency. If answering YES, provide documentation that confirms youth had an official adjudication such as minute entry, court report, etc. Contracted providers must obtain confirmation, NOT self-report. (A juvenile being on probation does not necessarily mean they are adjudicated.)

18	Education Level: What is the highest level of education completed by the youth?	For a youth currently in 11th grade, 10th grade is the highest education level completed. Post-secondary education or training refers to any other post-secondary education or training, other than an education pursued at a college or university. College refers to completing at least a semester of study at a college or university. If GED obtained, still enter the last grade <b>completed</b> in school. <b>IMPORTANT:</b> documentation in file must exist to support current grade level.
19	Special Education Status: Did the youth receive special education services?	Special education, means specifically designed instruction, at no cost to parents, to meet the unique needs of a child with a disability provided during reporting period. <b>IMPORTANT: Documentation of the IEP or 504 plan must be in the file.</b>
20	Independent Living Needs Assessment: Did the youth complete an independent living needs (skills) assessment?	Select YES if an assessment is completed during the current reporting period, which may include assessments conducted by DCS Specialists, 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 file.
21	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 supports may also include assistance and support provided by a caregiver, such as a foster parent, group home or another paid placement, or a kinship caregiver. Academic support does not include a youth's general attendance in high school. 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. <b>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.</b>

22	Post-secondary educational support-Did the youth receive support or services to help him/her enter or complete college?	Post-secondary educational supports are services designed to help a youth enter or complete college, and may 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, college tours or tutoring while in college. Also, assistance and support provided by a caregiver, such as a foster parent, group home or another paid placement, or a kinship caregiver. <b><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></b>
23	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 kinship caregiver. Career preparation may include 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; help 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. <b><i>Must be paid for or provided by DCS or DCS contracted provider. Documentation must exist in case file.</i></b>
24	Employment programs or vocational training-Did the youth participate in an employment or vocational training program?	<b><i>DCS does not currently have any funded employment or vocational programs. Select No for all DCS youth.</i></b> 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.

25	Budget and Financial Management	Budget and financial management assistance may include 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 kinship caregiver. <b>Funding for support must be provided by DCS or DCS contracted provider. Evidence of support must exist in youth's file.</b>
26	Housing education and home management training	Housing education may include 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 may include instruction in food prep, laundry, housekeeping and living cooperatively, meal planning, grocery shopping and basic maintenance and repairs. <b>Training provided by DCS or DCS contracted provider. Evidence of training MUST exist in youth's file.</b>
27	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 may include providing the following: 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 may include assistance and support provided by a caregiver, such as a foster parent, group home or another paid placement, or a kinship caregiver. Health education and risk prevention does not include the youth's actual receipt of direct medical care or substance abuse treatment. <b>Funding for support must be provided by DCS or DCS contracted provider. Evidence of support must exist in youth's file.</b>

28	Family Support and Health Marriage Education-Did the youth receive education or information about safe and stable families, health marriage, etc.?	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. <b><i>This includes assistance and support provided by a caregiver, such as a foster parent, group home or another paid placement, or a kinship caregiver; or a DCS Contracted provider. Evidence of support must exist in youth's file.</i></b>
29	Mentoring-Has the youth been matched with a screened and trained adult mentor?	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 DCS or its staff. <b><i>Currently, Arizona's Children Association's Thrive Mentoring Program is the only DCS funded mentoring program. Evidence of support must exist in youth's file.</i></b>
30	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?	Supervised independent living means that the youth is living independently under a supervised arrangement that is paid for or provided by the DCS. 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 may include young adults in the Independent Living Subsidy Program, TILP with room and board oversight, and college dorms while open with DCS or aftercare provider. <b><i>Evidence of situation must exist in file.</i></b>
31	Room and Board Financial Assistance-Did the youth receive financial assistance from the DCS for room and board?	Room and board financial assistance is a payment that is paid for or provided by the DCS 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. <b><i>Evidence of situation must exist in file.</i></b>

32	<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 for or provided by the DCS 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 DCS. This includes financial assistance for both secondary and post-secondary education, including <b>any Chafee payment related to GED, high school, college(ETV, tuition waiver).</b> <b>Documentation to support must be in file.</b></p>
33	<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 DCS to help the youth live independently. This may include payments obtained through the state Chafee programs, 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.</i> <b>Documentation must be in file.</b></p>