



The National Youth in Transition Database (NYTD)
User Manual

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Table of Contents

How Do I Log In?	1
How Do I Find What I Need on the Home Page?	1
How Do I Transmit a NYTD Data File?	1
How Do I Find a Transmitted Data File?	2
How Do I View Compliance and Data Quality Information?	2
How Do I View File Notes?	5
How Do I Determine What Compliance Errors Need to be Corrected for a Record?	6
How Do I View Potential Penalty Information?	6
How Do I Search for Potential Penalties Within A Transmission or Across Transmissions?	6
How Do I View State Element Penalties?	7
How Do I Work with Information Outside of the NYTD Portal?	7
How Do I Find More Information about a Screen?	7
How Do I View Additional Information about a File?	8
How are User Accounts Created and Managed?	8
How Do I Update My Profile or Change My Password?	8
How Do I View Reports?	9

How Do I Log In?

1. In your web browser, go to <https://staging.acf.hhs.gov/nytd>.
2. Enter your User ID (not case sensitive) and password (case sensitive) in the appropriate boxes.
3. Click Login.

How Do I Find What I Need on the Home Page?

The home page contains links to the major sections of the NYTD portal (messages, transmissions, penalties and reports), shown as tabs across the top of the page. The following links are available on this screen:

- *My Profile* takes you to the page to complete or edit your account information.
- *Log Out* exits you from the system.
- *Recent Messages* lists the five most recent messages the system has sent you, in descending chronological order.
- *View All Messages* takes you to the Messages screen, which will display all system generated messages, in descending chronological order.
- *View* (in the far right column of the messages table) will show you the full, system generated message.
- *Recent Transmissions* lists the five most recent data transmissions, in descending chronological order.
- *View All Transmissions* takes you to the Transmissions page, which will display all transmissions, in descending chronological order by default.
- *File number* is the system-assigned reference number that links to the detailed compliance and data quality information for that transmission.
- *# of Data Quality Advisories* displays the aggregate data quality advisories for that transmission.
- *System Generated Potential Penalty* displays the penalty detail for that transmission.
- *File Notes* displays any State-entered notes submitted with the transmission.

How Do I Transmit a NYTD Data File?

Data files are transmitted to ACF using CyberFusion. ACF's Office of Information Systems (OIS) provides information on data transmission. To make proper arrangements to transmit a data file using CFI, the form at the end of Technical Bulletin #1: File Structure (<http://www.acf.hhs.gov/programs/cb/systems/index.htm#nytd>) should be completed and faxed to Alba Sierra at the ACF Office of Information Services and the number provided on the form.

Transmitted data files will be automatically loaded into the NYTD portal for review.

HOW DO I FIND A TRANSMITTED DATA FILE?

The Home Page displays links to the five most recent data files transmitted to the NYTD system. Users may search all transmissions by clicking on the *Transmission* tab from the Home Page.

Users can search transmitted files by:

- Compliance Status – Select All, Compliant or Non-Compliant.
- File Type – Select All, Regular, Corrected, or Subsequent.
- Report Period – Select the correct combination of fiscal year and A (October through March) or B (April through September).
- Start Date – Enter the date in the format MM/DD/YYYY.
- End Date – Enter the date in the format MM/DD/YYYY.
- View Only Submissions – select this box to view only data files selected for submission to ACF.
- View Results – select to view 25, 50, 100 or all files matching your search parameters on a single page.
- Search – launches the search and displays all transmissions matching your search parameters.
- Clear – deletes your search parameters.

HOW DO I VIEW COMPLIANCE AND DATA QUALITY INFORMATION?

The Home Page displays links to the five most recent data files transmitted to the NYTD system. Users may search all transmissions by clicking on the *Transmission* tab from the Home Page. The *File Number* displayed for each file record in the transmission table on the Home Page or on the Transmission tab opens the Compliance and Data Quality Information page.

The Transmission Detail provides total numbers of each of the following:

- Element-level errors
- Record-level errors
- File-level errors
- Aggregate Data Quality Advisories

Tabs for each of the above levels display more detail for the file.

Element-level Compliance lists each of the 58 NYTD data elements by number and name, the compliance status, compliance standard, and the error-free percentage in the transmission. NYTD standards specify that elements 1 -5, 14, and 36 must be 100% error-free and the remaining elements must be at least 90% error-free. Clicking on the percentage next to any data element opens the *Record-level Compliance* tab and

automatically fills in that data element as a search parameter.

The *Record-level Compliance* tab allows searching within a single file transmission on the following parameters:

- Record Number – the encrypted number assigned to a youth’s record by the State.
- Element Number/Name – each of the 58 NYTD data elements (select one only).
- Error Type –Missing Data, Out of Range Data, Internally Inconsistent Data, and Improperly Formatted Value.
- View Results – select to view 25, 50, 100 or all files matching your search parameters on a single page.
- Search – launches the search and displays all transmissions matching your search parameters.
- Clear – deletes your search parameters.

The results table displays record number, element number and name, error type and an error description for the records that match the input search criteria.

The *File-Level Compliance* tab displays transmission level errors for a single data file transmission, including:

- Timely Data – A State’s data file must be submitted on time, no later than 45 days of the end of each six month report period (e.g. by May 15, and November 14 of each year).
- Format – A State’s data file must be submitted in a format that meets ACF’s specifications, published in Technical Bulletin #1: File Structure (<http://www.acf.hhs.gov/programs/cb/systems/index.htm#nytd>)
- Error-Free Information – A State’s data file must include information on certain data elements that is 100 percent error-free (NYTD data elements 1 (state), 2 (report date), 3 (record number), 4 (date of birth), 5 (sex), 14 (foster care status – services), and 36 (foster care status – outcomes). A State’s data file must provide information on all other data elements not specified above that is 90 percent error free.
- Outcomes Universe – States must report on youth outcomes and must meet certain standards for collecting this information.
- Outcomes Participation Rate – A State must report outcome information on each youth in the follow-up population at the following rates:
 - Foster Care Youth Participation Rate – A State must report outcomes information on at least 80 percent of youth that are in foster care.
 - Discharged Youth Participation Rate – A State must report outcomes information on at least 60 percent of youth who are no longer in foster care.

For more information on these standards, see *Technical Bulletin 2: National Youth in Transition Database (NYTD) Compliance Standards*, Issued: November 24, 2010 available here: http://www.acf.hhs.gov/programs/cb/systems/nytd/technical_bulletins.htm.

Aggregate Data Quality Advisories do not impact ACF's determination of compliance or penalty calculations for a State, but are used by State and Federal staff to identify potential data quality issues that should be examined by a State. The columns displayed include: Element Number/Name, Value (Subject Population), Value Rate, and Advisory Threshold. The Aggregate Data Quality Advisories tab displays advisories across youth records within a single data file transmission including:

- Date of Birth (NYTD Element 4) – Three data quality checks:
 - A single value for data element 4 should appear in no more than 10 percent of total records.
 - Records with an age of less than 13 years should account for no more than 10 percent of total records.
 - Records with an age of greater than 25 years should account for no more than 10 percent of total records.
- Sex (NYTD Element 5) – Neither of the possible values “male” or “female” should appear in more than 60 percent of total records.
- Race Categories (NYTD Elements 6 – 10) – The value of “yes” for the race categories data elements 6 – 10 (American Indian or Alaska native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander and White, respectively) should not appear in 100 percent of the total records.
- Race Unknown (NYTD Element 11) – The value of “yes” for this data element should appear in no more than 25 percent of total records.
- Race Declined (NYTD Element 12) – The value of “yes” for this element should appear in no more than 25 percent of total records.
- Hispanic or Latino Ethnicity (NYTD Element 13) – Two data quality checks:
 - The value “yes” should not appear in 100 percent of total records.
 - The value of “unknown” should appear in no more than 25 percent of total records.
- Foster Care Status – Services (NYTD Element 14) – Two sets of data quality checks:
 - Neither of the possible values “yes” or “no” should appear in 100 percent of total records in the served population.
 - If blank, then 15-33 should be blank for the served population.
- Elements 15 – 33: If element 14 is blank, then 15-33 should be blank for the served population.
- Local Agency (NYTD Element 15) – Two sets of data quality checks:
 - The value “centralized unit” should not appear in 100 percent of the total records in the served population.
 - No one FIPS code should appear in 100 percent of the total records in the served population.
- Federally Recognized Tribe (NYTD Element 16) – Neither of the possible values “yes” or “no” should appear in 100 percent of total records in the served population.
- Adjudicated Delinquent (NYTD Element 17) – Neither of the possible values “yes” or

"no" should appear in 100 percent of total records in the served population.

- Educational Level (NYTD Element 18) – None of possible values should appear in more than 50% of total served population records.
- Special education (NYTD Element 19) – Neither of the possible values "yes" or "no" should appear in 100 percent of total records in the served population.
- Independent living services categories (NYTD Elements 20 – 33) – The value "yes" should not appear in 100 percent of total records in the served population for all 14 independent living categories (data elements 20 – 33).
- Outcomes Reporting Status (NYTD Element 34) :
 - The value of "unable to locate/invite" should appear no more than 25 percent of records in the baseline or follow-up populations.
 - If a youth is not in the baseline or follow-up population (based on element 36) then element 34 (outcomes reporting status) must be blank in the youth's record for served population records.
 - If the value of element 34 is other than "participated" (youth participated), then elements 37 through 58 must be blank in a youth's record for the baseline and follow up populations.
 - If the value of element 36 is "no" and (even if) element 34 is "participated" (youth participated), then elements 37 through 58 should be blank in the youth's record for the baseline population.
- Date of Outcome Data Collection (NYTD Element 35) – A single value for this element should not appear in more than 75 percent of total records in the baseline or follow-up populations.
- Elements 37-58: :
 - If the value of element 34 is other than "participated" (youth participated), then elements 37 through 58 must be blank in a youth's record for baseline and follow up populations.
 - If the value of element 36 is "no" and (even if) element 34 is "participated" (youth participated), then elements 37 through 58 should be blank in the youth's record for the baseline population.

The Children's Bureau is in the process of finalizing the data quality advisories, which will be issues in a technical bulletin at a later date.

How Do I VIEW FILE NOTES?

Notes associated with a file are those optional comments (similar to AFCARS footnotes) that a State includes with its data file. Notes can be associated with a transmitted file, record, element, or individual datum.

To view file notes, select the 'View' link in the File Notes column for a transmission on the Home or Transmission page. Alternately, from the File Detail page, select the Notes tab.

Select any of the tabs to view any associated notes:

- Transmission Level
- Record Level
- Element Level

- Datum Level

Navigation items (such as Next/Previous) are included on any pages with too much information to display on a single page.

HOW DO I DETERMINE WHAT COMPLIANCE ERRORS NEED TO BE CORRECTED FOR A RECORD?

When viewing Compliance and Data Quality information for a file, the records with errors are displayed under the Record-level compliance tab. Each of the record numbers serves as a link to that record's values for each element. The non-compliant records are indicated with an asterisk, in red text.

If the number of errors exceeds the display limit on a page, additional pages can be accessed at the bottom of the page through the navigation: | 1 | 2 | ... Next> | Last |

HOW DO I VIEW POTENTIAL PENALTY INFORMATION?

The Home Page displays links to the five most recent data files transmitted to the NYTD system. Users may search all transmissions by clicking on the *Transmission* tab from the Home Page. The *System Generated Potential Penalty* for each record displays detailed information on the potential penalty. This is NOT an official notification of a penalty. If ACF makes a final determination that a State's data file is out of compliance after a State has an opportunity to enter into corrective action, then ACF will notify the State of any penalties that will be assessed through official correspondence.

HOW DO I SEARCH FOR POTENTIAL PENALTIES WITHIN A TRANSMISSION OR ACROSS TRANSMISSIONS?

From the Home Screen, the Penalties tab opens a search menu that allows the user to search for State Aggregate Penalties and State Element Penalties.

State Aggregate Penalties searches for transmission level penalties that are associated to files. Users can sort within or across reporting periods.

- Report Period: Select the starting report period and click the right-arrow (→). The report period will appear in the right box. To remove a report period, select it in the right-hand box and click the left arrow (←). To select more than one report date, ctrl-click each report period that you would like included in your search. After you have selected all desired report periods, click the right arrow (→). All of the selected dates will move to the right box.
- Compliance Status: Select All, Compliant or Non-Compliant.
- Compliance Details:
 - Timely?: Select All, Yes, or No
 - Correct Format?: Select All, Yes, or No
 - Error Free?: Select All, Yes, or No
- View Results – select to view 25, 50, 100 or All files matching your search parameters on a single page.

- Search – launches the search and displays all transmissions matching your search parameters.
- Clear – deletes your search parameters.

HOW DO I VIEW STATE ELEMENT PENALTIES?

State Element Penalties are associated with failure to achieve minimum standards at the data element level. Users can search within or across transmissions to identify potential element penalties. This allows for comparison of an element's compliance over time.

- Report Period: Select the starting report period and click the right-arrow (→). The report period will appear in the right box. To remove a report period, select it in the right-hand box and click the left arrow (←). To select more than one report date, ctrl-click each report period that you would like included in your search. After you have selected all desired report periods, click the right arrow (→). All of the selected dates will move to the right box.
- Element Number/Name: Select the data element from the 58 NYTD elements listed in the drop down box.
- View Results – select to view 25, 50, 100 or All files matching your search parameters on a single page.
- Search – launches the search and displays all transmissions matching your search parameters.
- Clear – deletes your search parameters.

Clicking on the penalty percentage next to each Report Period will display details of the potential penalty. Clicking on the number in the *Total # Records* column will list the specific records in which errors occur that could result in penalties.

HOW DO I WORK WITH INFORMATION OUTSIDE OF THE NYTD PORTAL?

Information from the portal may be exported into other formats through two functions – Export Table and Print Friendly features. These options are found on each table of data (such as the Home page dashboard and Transmission page) found in the portal.

Export Table – Clicking on Export Table opens a window that allows opening or saving the tables' data. Clicking Open exports the tables' contents into a .csv (comma separated value) format (generally defaults to Excel). Clicking Save opens a Save As window where the location of the file to be saved can be specified. The file defaults to a .csv format.

Print Friendly – Clicking on the Print Friendly link opens a new browser window that does include any navigation items or search criteria. When the new window opens, File/Print must be selected from the browser options to print the screen.

HOW DO I FIND MORE INFORMATION ABOUT A SCREEN?

Screens with search options such as the Transmission screen display an 'i' within a blue circle in the top right of the search box. Placing the cursor over this icon prompts the screen instructions to appear.

HOW DO I VIEW ADDITIONAL INFORMATION ABOUT A FILE?

Meta data (summary information about a file) associated with a file is included on File Details screens, but by default is not visible. Below the file reference number at the top of the page, select '+ Click to show information' to expand the view. This will display File Name, State File ID, Compliance Status, System-generated Potential Penalty, Federal System Received Date, File Processed Date, and Total Records in File (also broken down by population). This information is available on every file detail page including those for compliance, notes, and penalty information. The meta data can be collapsed by clicking ' – Click to hide information'.

HOW ARE USER ACCOUNTS CREATED AND MANAGED?

User accounts are created by the overall system administrator. Initially, one administrative account per State will be created by the NYTD system administrator. The State administrator has privileges to create other accounts for users within the State. This is done through accessing the User Account Management tab on the top navigation bar, which general users will not have.

By default, all users associated with the State will display in the table on the bottom of the page. The users' information will be displayed and is also searchable via the search options at the top of the screen: User ID, First Name, Last Name, Primary Role, Secondary Role, User E-mail, and Phone.

New users can be added through the Add New User button in the middle of the page. The fields needed for a new user include: First Name, Last Name, User Name, New Password (twice), User E-mail, Phone Number, Primary Role (defaults to the State of the State Administrator), Secondary Role (administrator or manager) and status of account (locked/unlocked). A user with no secondary role entered defaults to a general user, who will have only view access to the NYTD portal. Managers will have the ability to select a file for submission to Federal staff, and administrators will have the ability to add other State users. Users can have multiple secondary roles.

User accounts can be edited by selecting the 'Edit' button in the row of the user from the User Account Management screen. All fields on this screen can be added. This screen has the additional option to 'Remove User'.

HOW DO I UPDATE MY PROFILE OR CHANGE MY PASSWORD?

Users may wish to update information about themselves as entered in the portal. To update user information, select 'My Profile' at the top right of the screen. The information will display in a 'View' mode with options to 'Edit My Information' and 'Edit My Password.'

The option to Edit My Information allows users to change First Name, Last Name, Email and Phone Number. Users may also change the option that prompts emails to be sent when system-generated messages are created.

Passwords can be changed from the Edit My Password screen. The old password must be entered and the New Password must be entered twice and saved.

User ID, primary and secondary roles cannot be edited by general users.

HOW DO I VIEW REPORTS?

Reports are available to users from the top navigation tab, Reports. Report options include:

- Cross-File Comparison Within Report Period
- Cross-File Comparison Across Report Periods
- Frequencies

The Cross-File Comparison within Report Period shows a comparison of two files within the same report period. A report period must first be selected. The file for comparison must be selected from the drop list by the associated reference number.

The Cross-File Comparison Across Report Periods shows a comparison of two files across different report periods. The two files for comparison must be selected in the drop down lists for the file reference numbers.

Frequency Reports display the number of times a value occurs for a particular element in a file. Data can be grouped in the report by selecting Report Period and by Element checkboxes. Single, multiple, or all report periods may be selected by using the arrows to move the selections between the selection boxes. Single, multiple, or all elements may be selected by using the arrows to move the selections between the selection boxes.