



NYTD Pilot Test Guidebook

Issued: December 15, 2010

***For technical assistance and support during the
NYTD pilot test, contact the ICF team:***

nytd@icfi.com

877-565-NYTD (877-565-6983)
10:00 am – 4:00 pm EDT, Monday-Friday

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1 INTRODUCTION

1.1 Background and Purpose of the NYTD Pilot Test

Public Law 106-169 requires the Administration for Children and Families (ACF) to develop a data collection system, now called the National Youth in Transition Database (NYTD), to track the independent living services States provide to youth as well as the outcomes of certain youth. ACF has worked with ICF, a contractor, to develop this data collection system. (Together, the ICF team and ACF staff are called the “Federal NYTD Team”). At the 2009 and 2010 NYTD Technical Assistance Meetings, the Federal NYTD Team shared its plans for the NYTD file submission process, including a web portal that allows State staff to review and submit data files to ACF and a desktop utility that assists States in checking data file compliance prior to transmission to the Federal NYTD system. States provided feedback at these venues that informed the ongoing development of the system. The Federal NYTD Team received further feedback from nine States that were invited to participate in initial pilot testing of the Federal NYTD system in September 2010.

Now, as part of the ongoing efforts to develop the Federal NYTD system and to support States in preparing to report the first NYTD data file, we invite all States to participate in pilot testing the Federal NYTD system between December 20, 2010 and January 21, 2011.

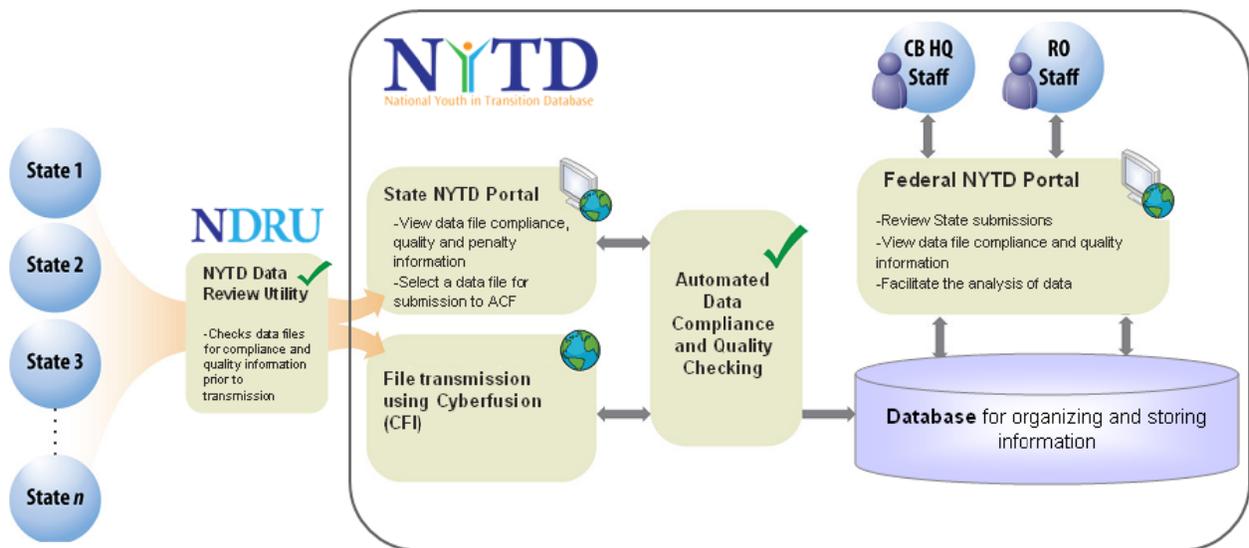
While not required, we strongly encourage States to participate in this opportunity in order to support your efforts to prepare for NYTD reporting this spring. State feedback provided during the pilot test will also assist in further development of the Federal NYTD system and will assist the Federal NYTD team in understanding and addressing any technical assistance needs States have related to NYTD reporting in advance of the first data file submission.

1.2 Goals of the NYTD Pilot Test

The goal of the pilot is to assist States in testing the complete NYTD data file submission process, including:

- Extracting data from the child welfare information system to appropriately construct NYTD data files;
- Using the NYTD Data Review Utility (NDRU) to review basic data file compliance and quality information prior to transmission;
- Transmitting the NYTD data file via Cyberfusion (CFI); and
- Using the NYTD web portal to review data file compliance and quality information and to select a test file for submission to ACF.

The diagram below outlines the file submission process from start to finish. After States have extracted data from the child welfare information system and have constructed the NYTD data file, States can use the NYTD Data Review Utility (NDRU) to preview the data file’s compliance and quality information prior to transmitting the file to the Federal NYTD system. Then, after the State transmits the data file using Cyberfusion, the file submission process can be completed using the NYTD Portal as shown in the diagram below. It is important to note that a State may opt to transmit multiple files during a NYTD transmission period, but must use the NYTD portal to select a single data file for official submission to ACF.

Diagram 1. NYTD File Submission Process


1.2.1 NYTD Data Review Utility (NDRU)

The NDRU is a tool available to States for checking data file compliance and quality prior to transmitting files to the Federal NYTD system.

1.2.2 File transmission using Cyberfusion (CFI)

States will transmit NYTD data files electronically to the National Institutes of Health (NIH) Center for Information Technology using file transfer software called Cyberfusion (CFI). This is the same file transfer software States currently use for the Adoption and Foster Care Analysis and Reporting System (AFCARS).

1.2.3 NYTD Portal

The NYTD Portal is the online system that allows State staff to view compliance and quality information on transmitted data files and to select a data file for official submission to ACF.

2 OVERVIEW OF THE NYTD PILOT TEST

2.1 What is the NYTD Pilot Test?

The NYTD pilot test is a self-paced, voluntary opportunity available to all States to try out the complete file submission process they will use for NYTD data reporting. State feedback provided during the pilot test will also assist in further development of the Federal NYTD system and will assist the Federal NYTD team in understanding and addressing any technical assistance needs States have related to NYTD reporting in advance of the first data file submission.

2.2 When is the NYTD Pilot Test?

The NYTD Pilot Test will be conducted December 20, 2010 through January 21, 2011.

2.3 What will States be asked to do as part of the NYTD Pilot Test?

Because the goal of the NYTD Pilot Test is to try out the complete NYTD data file submission process, States that participate in testing will be asked to:

- Extract test data from their child welfare information system to appropriately construct a NYTD data file;
- Use the NYTD Data Review Utility (NDRU) to review basic data file compliance and quality information prior to transmission;
- Transmit the NYTD data file via Cyberfusion (CFI);
- Use the NYTD web portal to review data file compliance and quality information and to select a test file for submission to ACF; and
- Complete a brief evaluation in order to share feedback on your testing experience with the Federal NYTD team.

The pilot test will be self-paced and will only require the time necessary to complete the tasks above. In the event that a State is not yet prepared to extract test data and construct a test NYTD data file, the Federal NYTD team can supply a State with a test data file for the purposes of trying out the NDRU and completing the NYTD submission process using the NYTD web portal.

2.4 What will be provided to States to assist them in completing the NYTD Pilot Test?

States will be provided with all the information and resources needed to complete the pilot test, including:

- Access to the NYTD Data Review Utility;
- Access to the NYTD Portal for one user per State (this user will have the ability to create additional user accounts for other State staff that wish to participate in the pilot test);
- Pilot Test Guidebook (this document), including definitions of terms used in NYTD documentation, a reference guide to the NYTD web portal, test scripts and feedback form; and
- Technical assistance before, during and after the process.

2.5 Who will provide support to States during the NYTD Pilot Test?

ICF, the contractor working with ACF to develop the Federal NYTD system, will provide all support for the testing process. Prior to and during testing, ICF support staff may be reached at nytd@icfi.com, a mailbox that will be continuously monitored, and via phone 877-565-6983 or 877-565-NYTD during the hours of 10:00 am and 4:00 pm Eastern, Monday through Friday. States that participate in pilot testing will be personally contacted by a representative from the ICF team at least one week prior to your pilot date to ensure that you have all of the documentation that you need and that all of your questions have been answered.

2.6 Is the NYTD Pilot Test Webinar available for viewing?

The NYTD Pilot Test Webinar that was originally broadcast on Thursday, December 9, 2010 is available for viewing on the NYTD Community of Practice at: <http://nytdcommunity.acf.hhs.gov/node/241>

3 STEP-BY-STEP GUIDE TO THE NYTD PILOT TEST

This section provides States with an overview of the steps necessary to complete the NYTD Pilot Test. Appendices A-H contain valuable information that may be used to support the States efforts in pilot testing, including test scripts, and a glossary of terms used in the NYTD system.

Step 1: Preparing for the NYTD Pilot Test

Before States begin the pilot test process, they need to fill out and return the *NYTD Pilot Test Registration Form* found in Appendix A of this Guidebook. This form will provide the ICF team with important information about your State such as a point of contact and information about the operating system and internet browser the State uses. The ICF team will contact States individually at least one week prior to the State's scheduled testing period to make sure the State is prepared to participate and to answer any questions the State may have.

To complete the NYTD Pilot Test, States should use their own test data file using either real or "dummy" data. The test data file must be a properly named XML file structured in accordance with NYTD Technical Bulletin #1 (See Appendix E). In the event that a State is not yet prepared to construct its own formatted XML data file, the Federal NYTD team can supply a test data file to the State for the purposes of trying out the NDRU and completing the NYTD data file submission process using the NYTD portal. Please contact the ICF team directly (nytd@icfi.com or 877-565-NYTD) if you would like a test data file to be provided for use in the NYTD Pilot Test.

Step 2: Using the NYTD Data Review Utility (NDRU) to test a data file prior to transmission

While use of NDRU is an optional part of the official NYTD file submission process, we are requiring States to use it as part of the NYTD Pilot Test in order to give States a compliance report to compare against the compliance and quality information provided in the NYTD portal. NDRU will also let States review any errors in the format of the test file prior to transmission. This should help ensure a successful transmission of the file for loading into the NYTD portal. For States that are using a test data file provided by ICF, NDRU should still be used to try out the utility and to review the compliance and quality information it provides.

For instructions on how to access and use NDRU, please follow the instructions found in Appendix C. For a glossary of terms used in the NDRU outputs and NYTD Portal, please see Appendix D.

Step 3: Transmitting a data file via Cyberfusion (CFI)

To transmit a data file using the CFI file transmission software, States should follow the same procedures they used during the file transmission testing that began in September (See Appendix B for the original memorandum announcing and describing the CFI file transmission test). For more questions regarding CFI, please contact Alba Sierra of ACF's Office of Information Services at (202) 401-1462 or alba.sierra@acf.hhs.gov.

Step 4: Using the NYTD portal to review and select a data file for submission

Once a data file has been successfully transmitted, the compliance and quality checks will be conducted on the file and the file will be automatically loaded into the NYTD portal for review. States should then follow the instructions in Appendix C to navigate and use the NYTD Portal to review the transmitted file and to select it for submission. Appendix D contains a glossary of terms used in the NYTD Portal.

Step 5: Testing NYTD Portal features and functions

Upon successful transmission and subsequent submission, States can then utilize the NYTD portal to see all information provided about the data files. The test scripts in Appendix C contain additional information on how to access and use such NYTD portal features as:

- Viewing and understanding system-generated potential penalties;
- Creating and understanding various reports (e.g., frequency reports); and
- Viewing notes included in a data file.

States are welcome to spend as much or as little time as is desired to complete Step 5. Appendix D contains a glossary of terms used in the NYTD portal.

Step 6: Providing feedback about your NYTD Pilot Test experience

As explained in Section 1.1, the NYTD Pilot Test is not just an opportunity for States to try out the NYTD file submission process. It is also an opportunity for States to provide feedback on the tools built to support NYTD reporting (e.g., the NYTD Portal and NDRU) before the development of these tools is finalized. States are encouraged to share their input with the Federal NYTD team by completing the *NYTD Pilot Test Feedback Form* found in Appendix H of this Guidebook. States are also encouraged to visit the NYTD Community of Practice (CoP) site to post comments or to participate in a discussion in the CoP forum at <http://nytdcommunity.acf.hhs.gov/forum/7>.

APPENDIX A

NYTD PILOT TEST REGISTRATION FORM



**National Youth in Transition Database
52-State Pilot Test
Registration Form**

1. State:

2. Program Point of Contact:

Telephone

Email

3. Technical Point of Contact:

Telephone

Email

4. What operating system(s) does your State use? (e.g. Windows)

5. What internet browser(s) do your State use? (e.g. IE7, IE8, Firefox)

6. What kind of system does your State use (a Mainframe, etc.) to transmit data files?

7. Has your State successfully transmitted a NYTD file to NIH via Cyberfusion (CFI)?

Yes

No

We encourage States to provide and use their own data files as part of the NYTD Pilot Test. For States that are not yet prepared to provide their own data file, the Federal NYTD team can provide you with a test data file.

8a. Check here if your State would like a test data file provided by the Federal team

for use in your State's pilot testing:

8b. For States that will use their own data file for the NYTD Pilot Test, will you use:

Real data?

Test or "dummy" data?

For questions about this form or to submit a completed form, please email nytd@icfi.com. States may also fax this form to 703.934.3740

APPENDIX B

ORIGINAL NYTD FILE TRANSMISSION TESTING ANNOUNCEMENT



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Administration on Children, Youth and Families
1250 Maryland Avenue, S.W.
Washington, D.C. 20024

September 23, 2010

Dear Child Welfare Administrator:

As you know, the regulation implementing the National Youth in Transition Database (NYTD) requires States to report all NYTD data electronically to the Administration for Children and Families (ACF) according to ACF's specifications (45 CFR 1356.83(h)). On February 19, 2010, ACF issued these specifications in NYTD Technical Bulletin #1 and then re-issued the bulletin with revisions on June 29, 2010. This technical bulletin, with necessary updates, is available on the Children's Bureau website here:

http://www.acf.hhs.gov/programs/cb/systems/nytd/technical_bulletins.htm

In this technical bulletin, we explained that States must electronically transmit NYTD data file(s) to the National Institutes of Health (NIH) Center for Information Technology in Bethesda, Maryland. The file transfer software that States must use is Cyberfusion. This is the same software used for the AFCARS data file transmissions. Data files not received at the NIH Center for Information Technology using Cyberfusion will not be processed. The first NYTD data file must be transmitted to ACF no later than May 15, 2011. Prior to full implementation, ACF will conduct testing with all States to ensure that connection and processing are operating correctly. States must first submit a registration form for NYTD file transmission. The registration form and instructions for completing it are found in Appendix C of NYTD Technical Bulletin #1.

After a State submits the registration form, ACF information technology staff will contact the State to provide a transmission account and to schedule a test file transmission. States will name the NYTD data file in accordance with the instructions found in Section 6 of NYTD Technical Bulletin #1. State data file transmission testing will be conducted in four groups. Each State is assigned to a group and a timeframe for testing. Contact Alba Sierra by email or telephone to notify her that a test file is being submitted. Ms. Sierra's email and phone number are: alba.sierra@acf.hhs.gov and (202) 401-1462.

Group 1: States are to submit test files during the period September 13 – 30, 2010

Alabama, California, Colorado, Connecticut, Georgia, Maryland, Missouri, Texas and West Virginia

Group 2: States are to submit test files during the period October 4 – 22, 2010

Alaska, Arkansas, Delaware, District of Columbia, Florida, Hawaii, Idaho, Illinois, Iowa, Kansas, Kentucky, Maine, Massachusetts, Minnesota and Nebraska

Group 3: States are to submit test files during the period October 25 – November 12, 2010

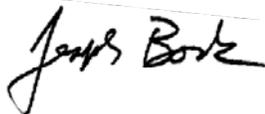
Indiana, Louisiana, Mississippi, Montana, Nevada, New Hampshire, New York, North Dakota, North Carolina, Ohio, Pennsylvania, Puerto Rico, South Carolina, Tennessee and Utah

Group 4: States are to submit test files during the period November 15 – December 10, 2010

Arizona, Michigan, Oregon, Oklahoma, New Jersey, New Mexico, Rhode Island, South Dakota, Vermont, Virginia, Washington, Wisconsin and Wyoming

Please direct your questions about this process to Alba Sierra of ACF's Office of Information Services, alba.sierra@acf.hhs.gov, (202) 401-1462.

Sincerely,



Joseph J. Bock
Acting Associate Commissioner
Children's Bureau

APPENDIX C

TEST SCRIPTS FOR NYTD DATA REVIEW UTILITY AND NYTD PORTAL

NYTD SAMPLE TEST SCRIPTS December 2010

These scripts are to be used as general guidance for system testing- they do not cover all functionality in the system. Please test all aspects as desired/feasible.

Prior to accessing the NYTD portal, the following steps may be performed to check the data through the **NYTD Data Review Utility**:

1. Ensure the computer that will run NYTD has Java Web Start (if not, download it from the url via the web address in step 2)
2. Go to <https://staging.acf.hhs.gov/ndru/>
3. Download NDRU to your local computer
4. Open NDRU from the desktop icon
5. Select a NYTD data file to review
6. Run NDRU
7. Examine the output files from the folder where they have been saved (the location will be noted on the NDRU application screen)

Test scripts for NYTD online portal:

Login/Main Navigation

Step No.	Processing Steps	Expected Results
1.	Open the Internet Browser.	
2.	Enter https://staging.acf.hhs.gov/nytd/ into the browser window.	A login box is displayed
3.	Enter <USER ID> into the User ID field	User ID appears in the field
4.	Enter <PASSWORD> into the password field.	Password appears as "*" in the field
5.	Click enter	The dashboard is displayed
6.	Verify the Main Navigation	Options include: Home, Messages, Transmissions, Penalties, Reports, Account Management, Help, Logout

Dashboard

Step No.	Processing Steps	Expected Results
7.	Verify the Messages table is present	Date & Time, Subject, and Message columns are displayed

8.	Verify the Transmissions table is present	Submission Status, Transmission Date & Time, File Number, Report Period, File Type, Records in File, Compliance Status, Compliance Details: On Time?, Compliance Details: Correct Format?, Compliance Details: Error Free?, # of Data Quality Advisories, System-Generated Potential Penalty, File Notes are the columns displayed. Links within the columns shall direct users appropriately.
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Messages

Step No.	Processing Steps	Expected Results
9.	From the Dashboard click "Messages" tab or "View All Messages" link	Message Module is displayed
10.	Verify the Search area is present	Start Date, End Date, Text are the Search options
11.	Verify the Messages table is present	Date & Time, Subject, and Message columns are displayed. Message column contains "View" link for each message which directs user to the full message details.
12.	Conduct Searches using various criteria	Ensure messages match input criteria and entered search criteria are displayed correctly. Default is all messages.

Transmissions

Step No.	Processing Steps	Expected Results
13.	From the Dashboard click "Transmissions"	Transmission module appears
14.	Verify the Search area is present	Compliance Status, File Type, Report Period, Start Date, End Date, and View Only Submissions are the search options
15.	Verify the Transmissions table is present	Submission Status, Transmission Date & Time, File Number, Report Period, File Type, Records in File, Compliance Status, Compliance Details: On Time?, Compliance Details: Correct Format?, Compliance Details: Error Free?, # of Data Quality Advisories, System-Generated Potential Penalty, File Notes are the columns displayed/ Links within the columns shall direct users appropriately.
16.	Conduct Searches using various criteria	Ensure Transmissions match input criteria and entered search criteria are displayed correctly. Default is all transmissions.
17.	Select Export Table/Print-friendly links	Export table should export the tables' data in another format that may be saved to user's computer. Print friendly shall display the data without the HTML/navigation seen on the website.

Transmission Details

Step No.	Processing Steps	Expected Results
18.	From the Dashboard click "Transmissions" tab or "View All Transmissions link"	The Transmission module shall be displayed.
19.	Click on any file's reference number under "File Number" column	The Transmission Details for the selected file shall appear.
20.	Verify the "Compliance and Data Quality Information" tab is present	4 sub tabs displayed -- Element-level (this is the default tab), Record-level, File-level, and Advisories,
21.	Select the "Element-level" sub-tab	Columns displayed include: Element Number, Element Name, Compliance Status, Regulated Compliance Standard, % Error-Free
22.	Select the "Record-level" sub-tab	Search options/Columns displayed include: Record Number, Element Number/Name, Compliance Type, and an Error Description criteria. The record number shall appear as a clickable link.
23.	Select the "File-level" sub-tab	Sections displayed include: Timely Data, Outcomes Participation Rate, Outcomes Universe as appropriate
24.	Select the "Aggregate Data Quality Advisories" sub-tab	Columns displayed include: Element Number, Element Name, Value (Subject Population), Value Rate, Advisory Threshold
25.	Select the "Notes" tab	4 sub tabs displayed -- Transmission Level, Record Level, Element Level, Datum Level
26.	Select the "Transmission Level" sub-tab	Field displayed include: Notes
27.	Select the "Record Level" sub-tab	Field displayed include: Record Number, Notes
28.	Select the "Element Level" sub-tab	Field displayed include: Element Number, Element Name, Notes
29.	Select the "Datum Level" sub-tab	Field displayed include: Record Number, Element Number, Element Name, Datum Value, Notes
30.	Select the "Penalty" tab	Sections displayed shall include Disclaimers, File Submission Standards, Data Standards. The table columns shall include: Non-Compliance category, Element Number, Element Name, Total # Records, Error Description, and System-Generated Potential Penalty.
31.	Select Export Table/Print-friendly functionality	Export table should export the tables' data in another format that may be saved to user's computer. Print friendly shall display the data without the HTML/navigation seen on the website.

Penalties

Step No.	Processing Steps	Expected Results
32.	From the Dashboard click "Penalties" tab	The Penalties module is displayed
33.	Select the "State Aggregate Penalties" tab	Search, Results areas shall be displayed
34.	View the "State Aggregate Penalties" search area	Search options include: Report Period, Compliance Status, Compliance Details

35.	View the "State Aggregate Penalties" results table	Columns displayed include: Report Period, Compliance Status, On Time?, Correct Format?, Error Free? System-Generated Potential Penalty
36.	Conduct Searches using various criteria	Ensure Results match input criteria and entered search criteria are displayed correctly. Default is all files.
37.	Select the "State Element Penalties" tab	Search, Results areas shall be displayed
38.	View the "State Element Penalties" search area	Search options include: Report Period, Element Name/Number
39.	View the "State Element Penalties" results table	Columns displayed include: Report Period, Element Number, Element Name, % Error-free, System-Generated Potential Penalty
40.	Select Export Table/Print-friendly links	Export table should export the tables' data in another format that may be saved to user's computer. Print friendly shall display the data without the HTML/navigation seen on the website.
41.	View the "State Aggregate Penalties" results table	Columns displayed include: Report Period, Compliance Status, On Time?, Correct Format?, Error Free? System-Generated Potential Penalty
42.	Conduct Searches using various criteria	Ensure Results match input criteria and entered search criteria are displayed correctly.

Account Management

Step No.	Processing Steps	Expected Results
43.	From the Dashboard click "My Profile"	The My Profile page is displayed
44.	Verify the profile information is displayed	Fields include: User ID, Secondary Role, First Name, Last Name, E-mail, Phone Number, Additional option to receive messages via email. Option to reset password.
45.	Verify you can edit information	Role and user ID cannot be edited.

Reports

Step No.	Processing Steps	Expected Results
46.	Click "Reports" tab in the top navigation	The Reports section is displayed with options for Cross-File Comparison Within Report Period and Frequencies
47.	Select Cross-File Comparison Within Report Period and select a report period for which there is data	User is directed to a screen with options for two files to compare.
48.	Select two different files for the report period	Cross file report within report period appears
49.	View Report	Columns should include file number and compliance status and the delta between the files; rows include matched and unmatched records with/without error/changed and unchanged

50.	Select Frequencies Report; select groupings of Report Period/element if desired, and select criteria from: Report Period, Element Number/Name,	Data is displayed according to selected groupings, and columns for the tables include report period, element number/name, value, count, and value rate. Ensure report data matches selected criteria.
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User Account Management**

Step No.	Processing Steps	Expected Results
51.	From the Dashboard click "User Account Management"	The User Account Management Module shall be displayed
52.	Verify the Search area is present	Search options include: First Name, Last Name, User ID, Email
53.	Verify the user account management table is present	Columns include: User ID, First Name, Last Name, Type, Role, User e-mail, Phone
54.	Select a user to Edit	Verify you can edit user information, including an option to Receive Messages via email
55.	Conduct Searches using various criteria	Ensure the search results match the search criteria
56.	Select the "Add New User" from the User Account Management main page	The fields to add include: First Name, Last Name, User ID, User email, phone, Password, Re-enter Password, Type – defaults to the State of the admin, Role – options include Admin, Manager. The default role is general user.

** Role-specific Function

APPENDIX D

GLOSSARY OF TERMS USED IN THE NYTD DATA REVIEW UTILITY AND NYTD PORTAL



GLOSSARY OF TERMS

Advisory Threshold – The value at which a data quality alert is triggered because the percentage of records that contain a particular response for a specific data element exceeds a predetermined threshold value.

Aggregate Data Errors – Error rates determined by aggregating individual errors as defined in the NYTD regulation across associated records.

- None – There are no errors based on aggregate data from associated records
- Yes – There are errors based on aggregate individual errors across associated records. [Click for detail.](#)

Aggregate Data Quality Advisories – Alerts of potential data quality issues that are not necessarily errors, but may warrant further investigation, aggregated as a percentage of the overall records in a data file.

Baseline: (Part of a file's metadata) Number of unduplicated records in a single data file that are part of the baseline population.

Compliance Status – An overall indicator for the file's adherence to the compliance standards outlined for NYTD data files:

- Compliant – data meets all compliance standards listed in the NYTD regulation based on the system's initial compliance checks
- Non Compliant – the data file does not meet one or more compliance standards based on the system's initial compliance checks

Error Type – Errors defined in the NYTD regulation as missing, out-of-range, or internally inconsistent.

Compliant – Data meets all compliance standards listed in the NYTD regulation based on the system's compliance checks.

of Data Quality Advisories – The number of elements that contain potential data quality issues.

Date State Selected File for Submission – The date/time that a State user manually selected the specified file as the official submission to the Children's Bureau.

Datum-level Note – A note (optional) created by a State user that pertains to an individual value in an individual record.

Element-level Compliance – Shows by element, the percentage of records (for the data file) in compliance with relevant NYTD data standards found in the regulation.

Element-level Note – A note (optional) created by a State user that pertains to a specific element (it may relate to all records in a file).

Element Name – The name of a NYTD element, as specified in the NYTD regulation.

Element Number – The element number (1-58) that corresponds to each of the NYTD element names.

Email Address – Email to be used for NYTD system correspondence.

End Date – Last day of the timeframe to be searched, formatted as MM/DD/YYYY.

Federal File ID – The system-generated ID assigned to each transmission that is sent to the NYTD system.

Federal System Received Date- The date that the Federal NYTD system received the transmission.

File Details – File details include notes; meta data, and compliance/quality information about the data.

File Format – File structured according to NYTD standards.

- Yes – the file was properly set up according to NYTD standards, including XML
- No – the file was not set up according to NYTD standards

File-level Compliance – A summary of compliance associated with the submission/transmission overall, such as ensuring that 80% of baseline records contain follow up data in the appropriate report period.

File Name- The name given to the file as generated according to file naming conventions.

File Notes – Transmission, record, element and datum-level notes created by States for additional information about their data, similar to footnotes.

File Processed Date- The date that the file was processed against the NYTD compliance and data quality standards.

File Type – Test, regular, corrected or subsequent transmission

- Test – data transmitted by a State solely for the purpose of compliance checking
- Regular – data officially submitted by a State to comply with NYTD reporting requirements
- Corrected – data officially submitted by a State to correct an earlier official data submission
- Subsequent – data officially submitted by a State to amend or complete an earlier official data submission

First Name – User's given first name

Follow up (records); (Part of a file's metadata) Total number of unduplicated records in a single data file that are part of the follow up population.

Home – Redirects to the NYTD dashboard page

Last Name – User's given last name

Non Compliant – The data file fails one or more compliance checks

Password – Code required for login

Participation Rate – The calculated percentage of youth records in the follow-up population containing outcomes information, based upon the initial baseline population numbers that participated in outcomes data collection.

Percent Error free- The percentage of records that do not contain any errors as indicated by the Data

Compliance Matrix.

Phone Number – Phone number to be used for NYTD data communication

Primary Role – The user's role

- Federal – user is Federal staff in the Children's Bureau Central or Regional Offices
- State – user is a State staff member

Recent Submissions – The most current, official data files submitted by States

Record-level Compliance - Shows by element, the specific errors associated with each record.

Record-level Note - A note (optional) created by a State user that pertains to a specific record.

Record Number – The number for a record, as assigned by a State, following the State's encryption routine.

Records in File: (Part of a file's metadata) Total number of unduplicated records in a single data file.

Regulated Compliance Standard- This standard for which each elements percentage of file records must comply to avoid potential penalties.

Reporting Period – Specific 6-month interval represented by the data submission

- A – October through March
- B – April through September

Secondary Role – Not required; may be multiple. Options include manager, data team, and administration.

Served (records): (Part of a file's metadata) Number of unduplicated records in a single data file that are receiving services.

Start Date – First day of the timeframe to be searched, formatted as MM/DD/YYYY

State – State or Territory providing NYTD data

State Aggregate Penalties – Shows by State the associated, high-level compliance details for a report period, such as potential penalty, compliance status.

State Element Penalties – Shows by data element the percentage of file records that are error free by State for a report period.

Status – Compliant or non compliant

Submission – A data file transmitted by a State to the NYTD system and selected as an official submission to CB.

Submission Date & Time – Date and time at which State selected the file for official submission to the Children's Bureau.

Submitted by: The username of the person in the State who selected the file as the official submission.

Total records: (Part of a file's metadata) Total number of unduplicated records in a single data file

Transmission-level Note - A note (optional) created by a State user that pertains to the transmission.

System Generated Potential Penalty – Possible percentage penalty based on compliance standards outlined in the NYTD regulation.

Timeliness – Indicates whether the file was received in accordance with deadlines for the report period.

Timely – File submitted to CB by required date

- Yes – the data file was submitted to CB by the required deadline for the reporting period
- No – the data file was not submitted to CB by the required deadline for the reporting period

Transmission – A data file transmitted by a State to the NYTD system, but not yet selected as an official submission to CB.

Universe-type Errors – Errors related to outcomes participation rates for youth in the follow-up population.

User Name – ID provided for login

Value Rate – The percentage of a file's records that have the specific value indicated on the screen.

APPENDIX E

TECHNICAL BULLETIN #1: NYTD FILE STRUCTURE



Technical Bulletin #1

National Youth in Transition Database (NYTD) File Structure

Revised: June 29, 2010

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1 INTRODUCTION

1.1 Purpose of the Technical Bulletin

The purpose of this Technical Bulletin is to provide States with the information that is required to create and transmit the National Youth in Transition Database (NYTD) data file to the Administration for Children and Families (ACF) Federal NYTD System.

1.2 Overview of the Technical Bulletin

In accordance with 45 CFR 1356.85(a)(2), States must submit NYTD data files in a format that meets ACF specifications. This Technical Bulletin outlines these specifications, including the following requirements for the NYTD data file structure:

- The Extensible Markup Language (XML) structure of the NYTD data file to be used in the transmission of data to the NYTD system;
- The electronic data transmission standards;
- The NYTD data file name standards;
- Format for optional footnotes included in the NYTD data file; and
- Guidelines for assigning and encrypting record numbers of youth reported to NYTD.

1.3 NYTD Background

Public Law 106-169 established the John H. Chafee Foster Care Independence Program (CFCIP) at section 477 of the Social Security Act, providing States with flexible funding to carry out programs that assist youth in making the transition from foster care to self-sufficiency. The law requires ACF to develop a data collection system to track the independent living services States provide to youth and develop outcome measures that may be used to assess States' performance in operating their independent living programs.

To meet the law's mandate, ACF published a proposed rule in the Federal Register on July 14, 2006 and a final rule on February 26, 2008. The rule, codified into Federal regulation at 45 CFR 1356.80 (<http://edocket.access.gpo.gov/2008/pdf/E8-3050.pdf>), establishes the National Youth in Transition Database (NYTD) and requires that States engage in two data collection activities. First, the States must collect information on youth and the independent living services they receive that are paid for or provided by State agencies that administer the CFCIP. Second, the States must collect outcome information on certain youth in foster care and must follow these youth over time to collect additional outcome information. States must begin collecting NYTD data on October 1, 2010 (Federal fiscal year 2011) and submit the first report period data to ACF by May 15, 2011.

The collected information will allow ACF to track which independent living services States provide and assess the collective outcomes of youth. In addition, because a common identifier must be used for youth reported to both NYTD and the Adoption and Foster Care Analysis and Reporting System (AFCARS), ACF will also be able to analyze the information related to a youth's foster care experiences reported to AFCARS along with their service and/or outcomes information reported to NYTD.

2 GENERAL INFORMATION

2.1 NYTD Data File Description

A NYTD data file must contain information on all applicable NYTD data elements listed in 45 CFR 1356.83(g) in a single data file. The NYTD data file contains case-level data on youth in three reporting populations:

- *Served population*: includes all youth who receive at least one independent living service paid for or provided by the State CFCIP agency or an agent of the State during a six month reporting period.
- *Baseline population*: includes all youth in foster care that reach their 17th birthday in FFY 2011 or in every third fiscal year following FFY 2011 (e.g., 2014, 2017, etc.).
- *Follow-up population*: includes youth that turn age 19 or 21 in a certain fiscal year and who participated in data collection as part of the baseline population.

There are 13 data elements providing information about youth in all NYTD reporting populations, 20 data elements providing information exclusively about youth in the served population, and 25 data elements providing information exclusively about youth in the baseline and follow-up populations.

Further information on the NYTD data elements, including the definition of each element and response option can be found in regulation at 45 CFR 1356.83. (<http://edocket.access.gpo.gov/2008/pdf/E8-3050.pdf>).

3 DATA FILE STRUCTURE

3.1 Overview of XML

Extensible Markup Language (XML) is a language which allows text documents to be structured and annotated using particular syntax elements ("markup"). The language is extensible in that it allows sets of markup elements to be created for a given scenario.

XML was chosen for use with the NYTD data file because it offers distinct advantages as a file format:

- XML is stored in plain text, for maximum system compatibility.
- XML is widely used and is based on defined standards.
- Because of its extensibility, XML may be tailored to the particular requirements of the NYTD system. Thus, the markup can be specifically designed to structure NYTD data, and to provide both record-level population data and additional metadata. Metadata ("data about the data") included within the file includes a file identifier number, a file generation date, the file type (file type), and various notes (see Section 5). By including both data and metadata within XML markup, data may be bound explicitly to their relevant descriptors, with limited external information required.
- XML is self-documenting, so the markup provides semantic information on the file contents.
- XML provides a flexible means of providing contextual structure to hierarchical and other complex data.
- XML is easily parsable, so the marked-up information may be read and extracted from the file without difficulty.

3.2 Requirements for NYTD XML Data File Structure

- A valid transmission will consist of a single data file including both the data and associated metadata.
- The data file will be a well-formed XML document in accordance with defined World Wide Web Consortium (W3C) XML standards (see <http://www.w3.org/TR/REC-xml/>).
- The overall structure of the XML-based data file (see Appendix A: NYTD XML Schema Definition) is dictated by an associated W3C XML Schema (nytd_data_file_format.xsd).
- The XML data file structure must begin with a proper XML declaration, including the appropriate character encoding:
 - The suggested encoding is UTF-8 Unicode, with the corresponding initial declaration: `<?xml version="1.0" encoding="utf-8" ?>`.
 - If the use of UTF-8 is specified, it is expected that only the 128 characters defined by the ASCII encoding scheme will be included in the file. UTF-8 is backwards compatible with the ASCII standard.
 - The record number (NYTD data element 3) for youth reported to NYTD must be the same encrypted record number reported to AFCARS for youth who are or were in foster care. States that use "extended ASCII" encodings in their encrypted record numbers for AFCARS must specify an extended ASCII encoding for their NYTD data files. These States should use a declaration corresponding to the "extended ascii" encoding/code page they utilize, such as `<?xml version="1.0" encoding="ISO-8859-1" ?>` or `<?xml version="1.0" encoding="windows-1252" ?>`.
- With the exception of characters used in the encrypted record numbers for NYTD data

element 3, all other data in the file should be standard (not extended) printable ASCII and should exclude the defined control characters (0 to 31, and 127).

- A few characters must only be included in an XML data file if they are escaped (replaced by another representative set of characters) or if they are specifically denoted as "CDATA" (Character DATA). These characters are the ampersand character (&), the left-angle bracket character (<), and the right-angle bracket character (>). To allow for nesting, the single quotation mark (') and double quotation mark (") should also be escaped. The table below shows replacement characters which may be used in place of the prohibited characters. To denote a group of characters as CDATA, they must be wrapped in the "<![CDATA[" and "]">" start and end delimiters. For example, for a record-level note (see Section 5) that includes special characters, both of the following are equivalent:

```
<record_note><![CDATA[
    This record is > record 123 & record 124, but < 'special' record 125.
]]></record_note>
```

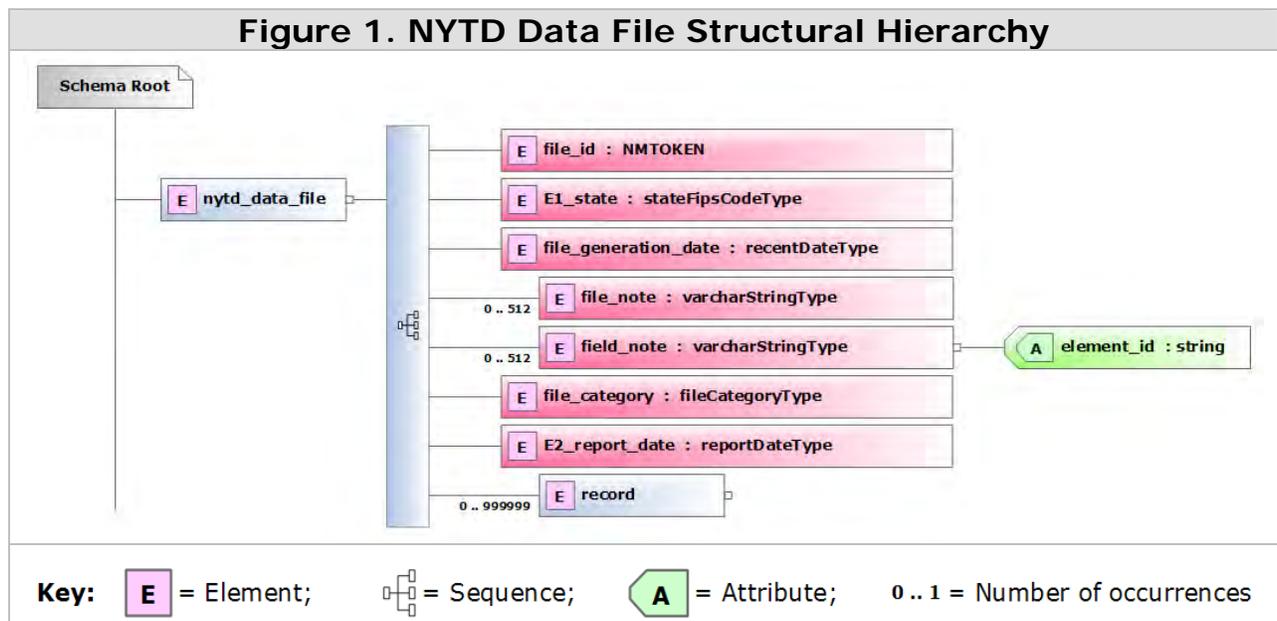
```
<record_note>
    This record is &gt; record 123 &amp; record 124, but &lt;
    &apos;special&apos; record 125.
</record_note>
```

Special Character	Replacement
&	&
'	'
"	"
<	<
>	>

- Acceptable reported values for each NYTD data element, which are explicitly enumerated in the XML Schema, are typically lower case strings corresponding to the response options listed in Appendix A of the NYTD regulation (73 FR 10372 – 10375). **In order to meet the NYTD compliance standard associated with file format (45 CFR 1356.85(a)(2)) a data file must contain an acceptable value for each NYTD data element exactly as that value appears inside the quotation marks in Table 1.**
- Dates for data element 4 (date of birth) and data element 35 (date of outcome data collection) are to be reported in the format "YYYY-MM-DD" (e.g. 1994-02-01) consistent with the base XML Schema date type, where:
 - "YYYY" is the year;
 - "MM" is the month (0-12); and
 - "DD" is the day (01-31).
- The date for data element 2 (report date) is not formatted as a date, but rather as a set of 6 numbers that correspond to the last month and year of a reporting period, formatted as "YYYYMM", where "YYYY" and "MM" are consistent with their descriptions above.
- The XML Schema defines sequences which require that NYTD data elements be reported in order.

3.2 NYTD Data File Structural Hierarchy

XML provides a structural hierarchy to a data file by organizing the data into “nested” sets of tags to make the entire file more readable. **Figure 1** shows an overview of the NYTD data file’s structural hierarchy. The data for the NYTD XML file is nested within the top level XML tag "nytd_data_file". Nested under this tag, the data is then organized into two sections: section one contains the overall metadata for the NYTD data file and section two contains the data for the NYTD data elements that are required for each youth. A third level is nested under section two that contains each youth's data "record". There are then two additional areas nested under each youth data record labeled with "served_population" and "baseline_followup_populations" tags. These sections help to group the NYTD data elements based on each reporting population’s associated NYTD data elements.



The naming convention used for the NYTD XML tags that correspond to the NYTD data elements found in the regulation at 45 CFR 1356.83(g) utilize the data element number followed by the data element name:

<E#_data_element_name>

where “#” is the NYTD data element number.

If the name has more than one word, each word is separated by an underscore. The XML tags that correspond to the NYTD data elements as well as the acceptable values for each NYTD data element correspond to those provided in the regulation, though the precise wording or letter case may differ. Table 1 lists each of the NYTD data elements found in the regulation and its corresponding XML tag. The NYTD data element response options found in the regulation are also listed in Table 1 alongside their corresponding acceptable XML values.

Please note that the term "element" used in the following sections refers to an XML element

as used in the XML Schema Definition (XSD) file, rather than to a NYTD data element. XML elements are commonly referred to as XML "tags." To avoid confusion, the term "NYTD data element" will be used explicitly in this document to differentiate the two terms. The 58 NYTD data elements are numbered as they appear in regulation at 45 CFR 1356.83(g).

Table 1: List of NYTD Elements/Tags

NYTD Data Element Number and Name 45 CFR 1356.83(g)	XML Element/Tag Name	NYTD Response Options 45 CFR 1356.83(g)	NYTD XML Values ¹	Data Type
	nytd_data_file			
	File_id		[a string of 1 to 255 letters, numbers, periods, colons, hyphens and underscores]	NMTOKEN
1. State	E1_state	2-digit State FIPS code	"[FIPS code(s)]" ²	stateFipsCodeType
	File_generation_date		[Date] [yyyy-mm-dd]	recentDateType
	File_note		[optional] [multiple file notes allowed, each note can be up to 2000 characters]	varcharStringType
	field_note		[optional] [multiple field notes allowed, each note can be up to 2000 characters]	varcharStringType with element_id
	File_category		"test" "regular" "corrected" "subsequent"	fileCategoryType

¹ NYTD data elements 3-58 accept the optional attribute of "note". This attribute is of data type "charStringType" and its length cannot be more than 255 characters.

² FIPS (Federal Information Processing Standards) codes for States and counties can be accessed through the FIPS home page at <http://www.itl.nist.gov/fipspubs/>. A plain text file of all the FIPS codes can also be obtained from the Census Bureau website <http://www.census.gov/datamap/fipslist/AllSt.txt>. We are aware that the American National Standards Institute (ANSI) codes have replaced FIPS codes previously issued by the National Institute of Standards and Technology (NIST). We are maintaining the use of FIPS codes for NYTD reporting at this time.

NYTD Data Element Number and Name 45 CFR 1356.83(g)	XML Element/Tag Name	NYTD Response Options 45 CFR 1356.83(g)	NYTD XML Values¹	Data Type
2. Report date	E2_report_date	Month and year	"yyymm" [as described in Section 3.2 above]	reportDateType
	Record			
3. Record number	E3_record_number	encrypted, unique person identification number	[a string of 5 to 255 characters, with whitespace collapsed, encrypted as described in Section 4. See Section 3.2 for information about CDATA]	recordNumberWithNoteType
	record_note		[A single (optional) record note element per each record, each note allows up to 2000 characters]	varcharStringType
4. Date of birth	E4_date_of_birth	year, month, day	[Date] [yyyy-mm-dd, as described in Section 3.2 above]	filteredDateWithNoteType
5. Sex	E5_sex	Male Female	"male" "female"	sexWithNoteType
6. Race: American Indian or Alaska Native	E6_race_american_indian_alaska_native	Yes No	"yes" "no"	noYesWithNoteType
7. Race: Asian	E7_race_asian	Yes No	"yes" "no"	noYesWithNoteType
8. Race: Black or African American	E8_race_black_african_american	Yes No	"yes" "no"	noYesWithNoteType

NYTD Data Element Number and Name 45 CFR 1356.83(g)	XML Element/Tag Name	NYTD Response Options 45 CFR 1356.83(g)	NYTD XML Values¹	Data Type
9. Race: Native Hawaiian or Other Pacific Islander	E9_race_hawaiian_pacific_islander	Yes No	"yes" "no"	noYesWithNoteType
10. Race: White	E10_race_white	Yes No	"yes" "no"	noYesWithNoteType
11. Race: unknown	E11_race_unknown	Yes No	"yes" "no"	noYesWithNoteType
12. Race: declined	E12_race_declined	Yes No	"yes" "no"	noYesWithNoteType
13. Hispanic or Latino ethnicity	E13_hispanic_latino	Yes No Unknown Declined	"yes" "no" "unknown" "declined"	noYesUnknownDeclinedWithNoteType
served_population				
14. Foster care status – services	E14_foster_care_status_services	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
15. Local agency	E15_local_agency	FIPS code(s) Centralized unit Blank	"[FIPS code(s)]" ³ "centralized unit" ""	localAgencyWithNoteType
16. Federally recognized tribe	E16_federally_recognized_tribe	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType

³ FIPS (Federal Information Processing Standards) codes for States and counties can be accessed through the FIPS home page at <http://www.itl.nist.gov/fipspubs/>. A plain text file of all the FIPS codes can also be obtained from the Census Bureau website <http://www.census.gov/datamap/fipslist/AllSt.txt>. We are aware that the American National Standards Institute (ANSI) codes have replaced FIPS codes previously issued by the National Institute of Standards and Technology (NIST). We are maintaining the use of FIPS codes for NYTD reporting at this time.

NYTD Data Element Number and Name 45 CFR 1356.83(g)	XML Element/Tag Name	NYTD Response Options 45 CFR 1356.83(g)	NYTD XML Values¹	Data Type
17. Adjudicated delinquent	E17_adjudicated_delinquent	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
18. Educational level	E18_educational_level	Less than 6 th grade 6 th grade 7 th grade 8 th grade 9 th grade 10 th grade 11 th grade 12 th grade Post secondary education or training College Blank	"under 6" "6" "7" "8" "9" "10" "11" "12" "post secondary" "college" ""	educationLevelWithNoteType
19. Special education	E19_special_education	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
20. Independent living needs assessment	E20_independent_living_needs_assess	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
21. Academic support	E21_academic_support	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
22. Post-secondary educational support	E22_post_secondary_educ_support	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
23. Career preparation	E23_career_preparation	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType

NYTD Data Element Number and Name 45 CFR 1356.83(g)	XML Element/Tag Name	NYTD Response Options 45 CFR 1356.83(g)	NYTD XML Values¹	Data Type
24. Employment programs or vocational training	E24_employment_programs	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
25. Budget and financial management	E25_budget_financial_mgmt	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
26. Housing education and home management training	E26_housing_educ_home_mgmt_training	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
27. Health education and risk prevention	E27_health_educ_risk_prevention	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
28. Family support and healthy marriage education	E28_family_support_healthy_marriage_educ	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
29. Mentoring	E29_mentoring	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
30. Supervised independent living	E30_supervised_independent_living	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType

NYTD Data Element Number and Name 45 CFR 1356.83(g)	XML Element/Tag Name	NYTD Response Options 45 CFR 1356.83(g)	NYTD XML Values¹	Data Type
31. Room and board financial assistance	E31_room_board_financial_assist	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
32. Education financial assistance	E32_educ_financial_assist	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
33. Other financial assistance	E33_other_financial_assist	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType
baseline_followup_populations				
34. Outcomes reporting status	E34_outcomes_reporting_status	Youth participated Youth declined Parent declined Youth incapacitated Incarcerated Runaway/missing Unable to locate/invite Death Not in sample Blank	"participated" "declined" "parent declined" "incapacitated" "incarcerated" "runaway missing" "unable to locate" "death" "not in sample" ""	outcomesReportingStatusWithNoteType
35. Date of outcome data collection	E35_date_outcome_data_collection		[yyyy-mm-dd, as described in Section 3.2 above]	recentDateBlankWithNoteType
36. Foster care status – outcomes	E36_foster_care_status_outcomes	Yes No Blank	"yes" "no" ""	noYesBlankWithNoteType

NYTD Data Element Number and Name 45 CFR 1356.83(g)	XML Element/Tag Name	NYTD Response Options 45 CFR 1356.83(g)	NYTD XML Values ¹	Data Type
baseline_followup_outcome_survey				
37. Current full-time employment	E37_current_full_time_employment	Yes No Declined Blank	"yes" "no" "declined" ""	noYesDeclinedBlankWithNoteType
38. Current part-time employment	E38_current_part_time_employment	Yes No Declined Blank	"yes" "no" "declined" ""	noYesDeclinedBlankWithNoteType
39. Employment-related skills	E39_employment_related_skills	Yes No Declined Blank	"yes" "no" "declined" ""	noYesDeclinedBlankWithNoteType
40. Social Security	E40_social_security	Yes No Declined Blank	"yes" "no" "declined" ""	noYesDeclinedBlankWithNoteType
41. Educational aid	E41_educ_aid	Yes No Declined Blank	"yes" "no" "declined" ""	noYesDeclinedBlankWithNoteType
42. Public financial assistance	E42_public_financial_assist	Yes No Not applicable Declined Blank	"yes" "no" "not applicable" "declined" ""	noYesDeclinedNABlankWithNoteType
43. Public food assistance	E43_public_food_assist	Yes No Not applicable Declined Blank	"yes" "no" "not applicable" "declined" ""	noYesDeclinedNABlankWithNoteType

NYTD Data Element Number and Name 45 CFR 1356.83(g)	XML Element/Tag Name	NYTD Response Options 45 CFR 1356.83(g)	NYTD XML Values¹	Data Type
44. Public housing assistance	E44_public_housing_assist	Yes No Not applicable Declined Blank	"yes" "no" "not applicable" "declined" ""	noYesDeclinedNABlankWithNoteType
45. Other financial support	E45_other_financial_support	Yes No Declined Blank	"yes" "no" "declined" ""	noYesDeclinedBlankWithNoteType
46. Highest educational certification received	E46_highest_educ_certification	High school diploma/GED Vocational certificate Vocational license Associate's degree Bachelor's degree Higher degree None of the above Declined Blank	"high school ged" "vocational certificate" "vocational license" "associate" "bachelor" "higher degree" "none of the above" "declined" ""	highestEducationCertificationWithNoteType
47. Current enrollment and attendance	E47_current_enrollment_attendance	Yes No Declined Blank	"yes" "no" "declined" ""	noYesDeclinedBlankWithNoteType
48. Connection to adult	E48_connection_adult	Yes No Declined Blank	"yes" "no" "declined" ""	noYesDeclinedBlankWithNoteType
49. Homelessness	E49_homelessness	Yes No Declined Blank	"yes" "no" "declined" ""	noYesDeclinedBlankWithNoteType

NYTD Data Element Number and Name 45 CFR 1356.83(g)	XML Element/Tag Name	NYTD Response Options 45 CFR 1356.83(g)	NYTD XML Values¹	Data Type
50. Substance abuse referral	E50_substance_abuse_referral	Yes No Declined Blank	"yes" "no" "declined" ""	noYesDeclinedBlankWithNoteType
51. Incarceration	E51_incarceration	Yes No Declined Blank	"yes" "no" "declined" ""	noYesDeclinedBlankWithNoteType
52. Children	E52_children	Yes No Declined Blank	"yes" "no" "declined" ""	noYesDeclinedBlankWithNoteType
53. Marriage at child's birth	E53_marriage_at_childs_birth	Yes No Not applicable Declined Blank	"yes" "no" "not applicable" "declined" ""	noYesDeclinedNABBlankWithNoteType
54. Medicaid	E54_medicaid	Yes No Don't know Declined Blank	"yes" "no" "do not know" "declined" ""	noYesDeclinedDKBlankWithNoteType
55. Other health insurance coverage	E55_other_health_insurance	Yes No Don't know Declined Blank	"yes" "no" "do not know" "declined" ""	noYesDeclinedNADKBlankWithNoteType
56. Health insurance type: Medical	E56_health_insurance_type_medical	Yes No Don't know Not applicable Declined Blank	"yes" "no" "do not know" "not applicable" "declined" ""	noYesDeclinedNADKBlankWithNoteType

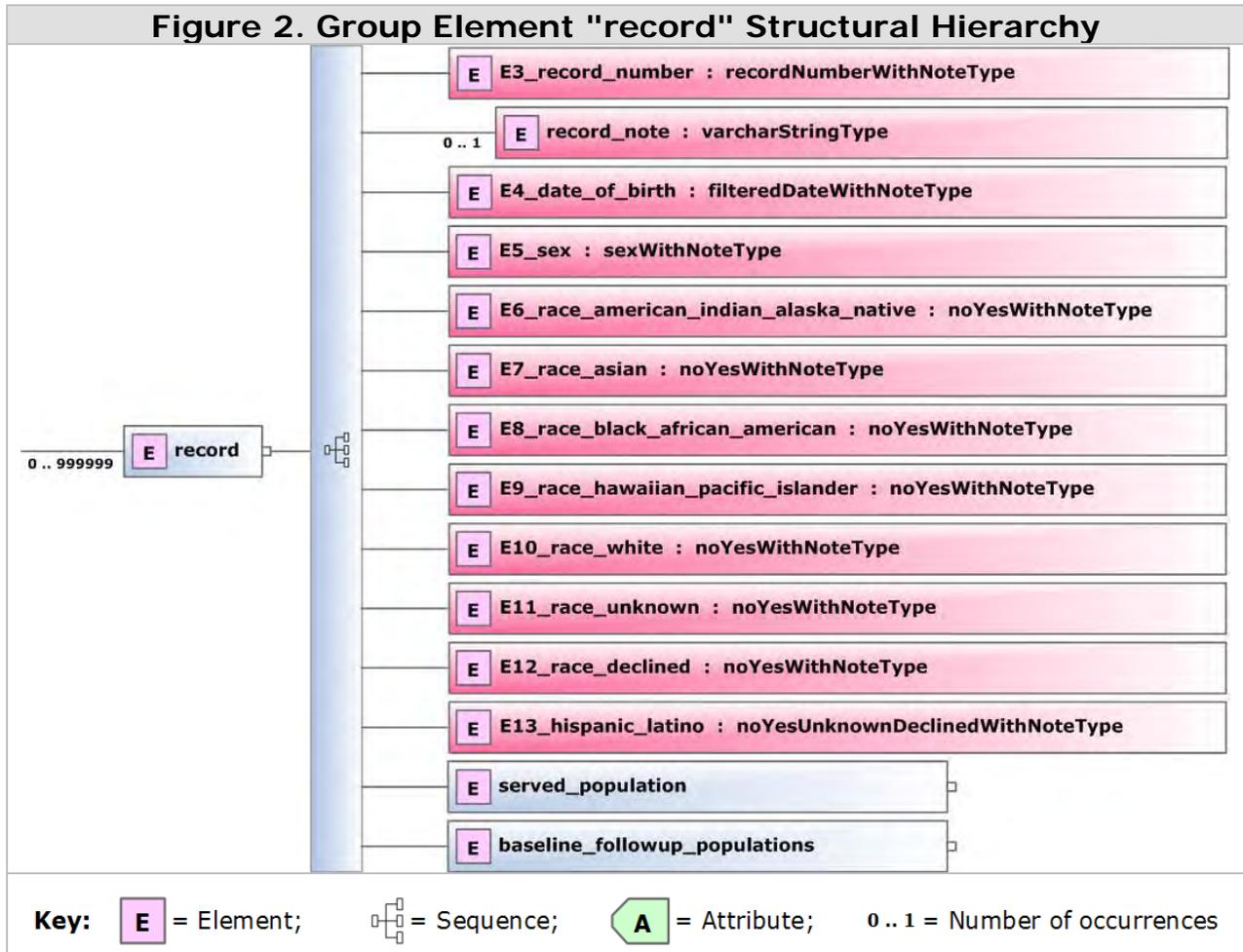
NYTD Data Element Number and Name 45 CFR 1356.83(g)	XML Element/Tag Name	NYTD Response Options 45 CFR 1356.83(g)	NYTD XML Values¹	Data Type
57. Health insurance type: Mental health	E57_health_insurance_type_mental_health	Yes No Don't know Not applicable Declined Blank	"yes" "no" "do not know" "not applicable" "declined" ""	noYesDeclinedNADKBlankWithNoteType
58. Health insurance type: Prescription drugs	E58_health_insurance_type_prescription_drugs	Yes No Don't know Not applicable Declined Blank	"yes" "no" "do not know" "not applicable" "declined" ""	noYesDeclinedNADKBlankWithNoteType

3.3 Group Element `nytd_data_file`

The first section of the XML file structure contains a root element ("`nytd_data_file`"), which subsumes an ordered set of other elements. This then defines the metadata and record-level data for the file. The `nytd_data_file` group element contains the following seven elements:

- **file_id**: This is the unique identifier of the generated XML file that allows users to differentiate files easily.
- **E1_state**: This represents NYTD data element 1 (State). This is the two digit FIPS code for the State.
- **file_generation_date**: This corresponds to the date when the XML file was generated by the State.
- **file_note**: These are the overall data file notes for the associated reporting period. The maximum length of each note is 2000 characters and a `nytd_data_file` can contain up to 512 `file_note` elements, though it is not required to include any. It is at the States' discretion to/how to collect this optional information.
- **field_note**: This is the note corresponding to each NYTD data element outlined in regulation (45 CFR 1356.83(g)). The maximum length of each note is 2000 characters and there can be up to 512 `field_note` elements, though it is not required to include any. If a `field_note` is included, its corresponding "element_id" attribute is required. The `element_id` corresponds to the NYTD data element number as it appears in regulation at 45 CFR 1356.83(g). It is at the States' discretion whether and how to collect this optional information.
- **file_category**: This corresponds to the type of transmission. It is of data type "fileCategoryType." and accepts the following values:
 - "test" – file is for testing purposes and is not included in the Federal NYTD database;
 - "regular" – file is for a current report period submitted during the appropriate transmission period;
 - "corrected" – file is to replace a non-compliant regular file that is submitted after the report due date and prior to the end of the corrective period;
 - "subsequent" – file is received after regular report due dates or any corrective due dates.
- **E2_report_date**: This represents NYTD data element 2 (Report date). It corresponds to the reporting period end date. Its value is the year (between 2010 and 2099) and last month of the reporting period, formatted as "yyyymm" (e.g. 201103 for March, 2011).
- **record**: This is a group element which consists of an ordered list of the NYTD data elements as they appear in regulation at 45 CFR 1356.83(g) and also contains an element to provide record-level notes. There may be many records in NYTD data files.

3.4 Group Element record

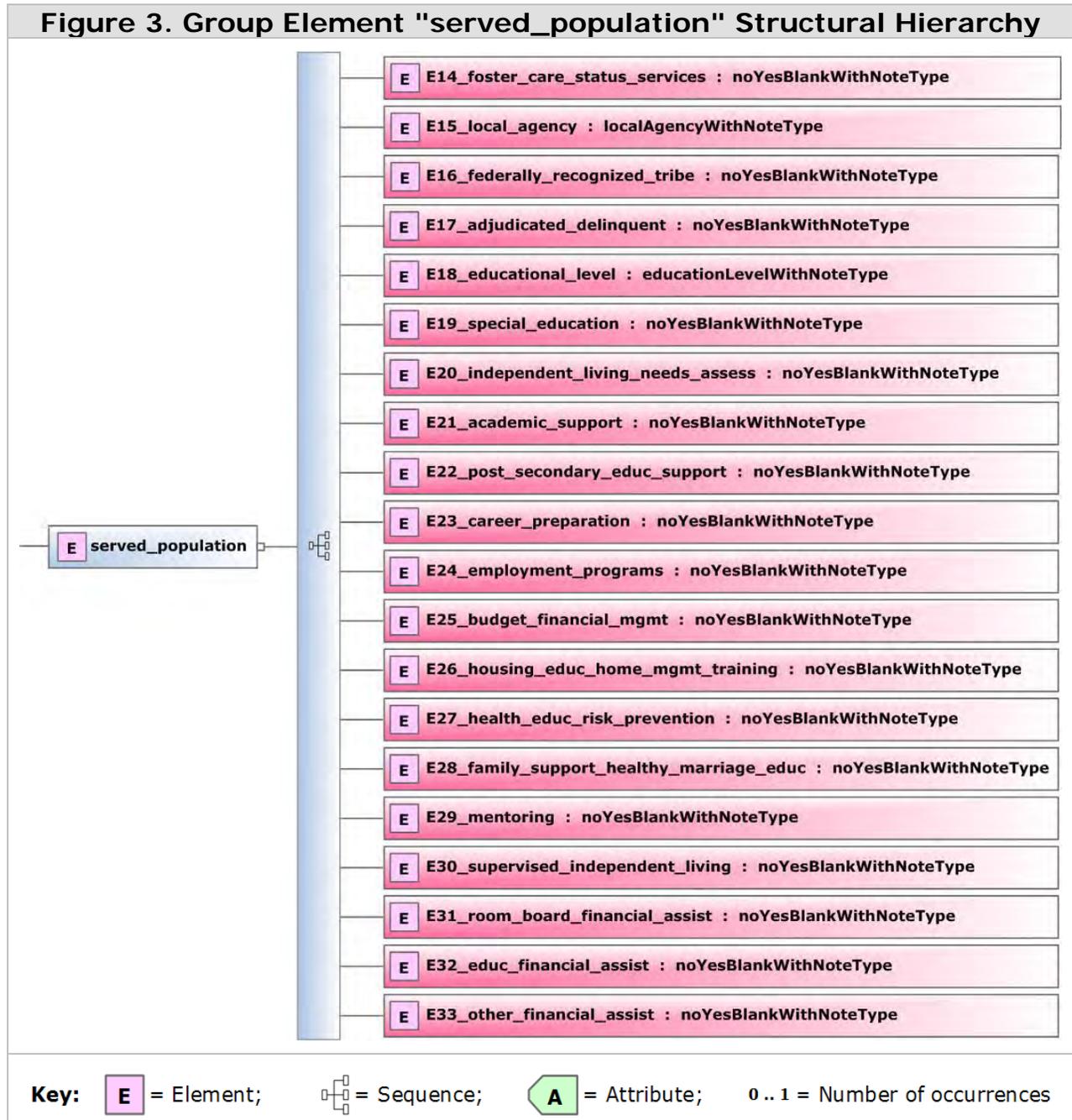


Each "record" consists of an ordered list of NYTD data elements 3 - 13 (see Table 1), as well as two group elements:

- [served_population](#): This is a group element consisting of an ordered list of the elements relevant only to the served population, including NYTD data elements 14-33.
- [baseline_followup_populations](#): This is a group element consisting of an ordered list of the elements relevant only to the baseline and follow-up populations, including NYTD data elements 34-36.

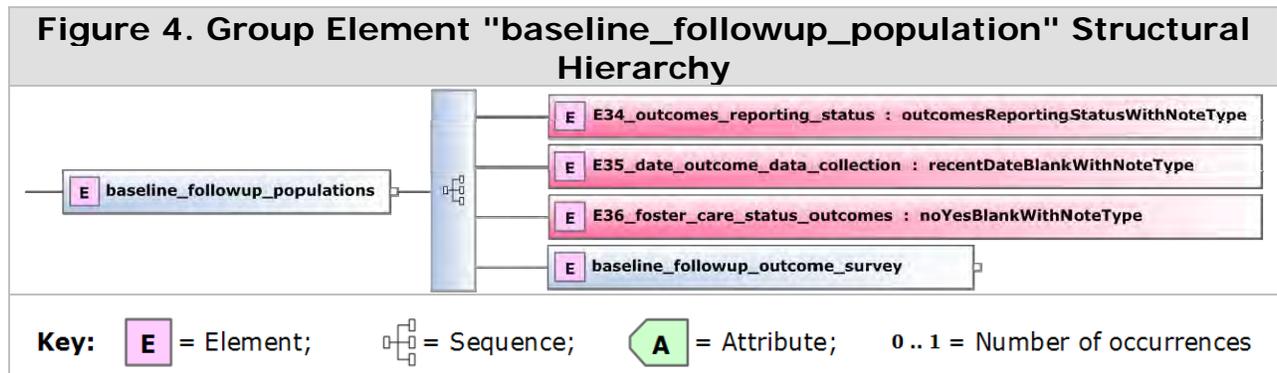
3.5 Group Element served_population

Figure 3. Group Element "served_population" Structural Hierarchy



The served_population group element is an ordered list of NYTD data elements 14 - 33 (see Table 1).

3.6 Group Element baseline_followup_populations

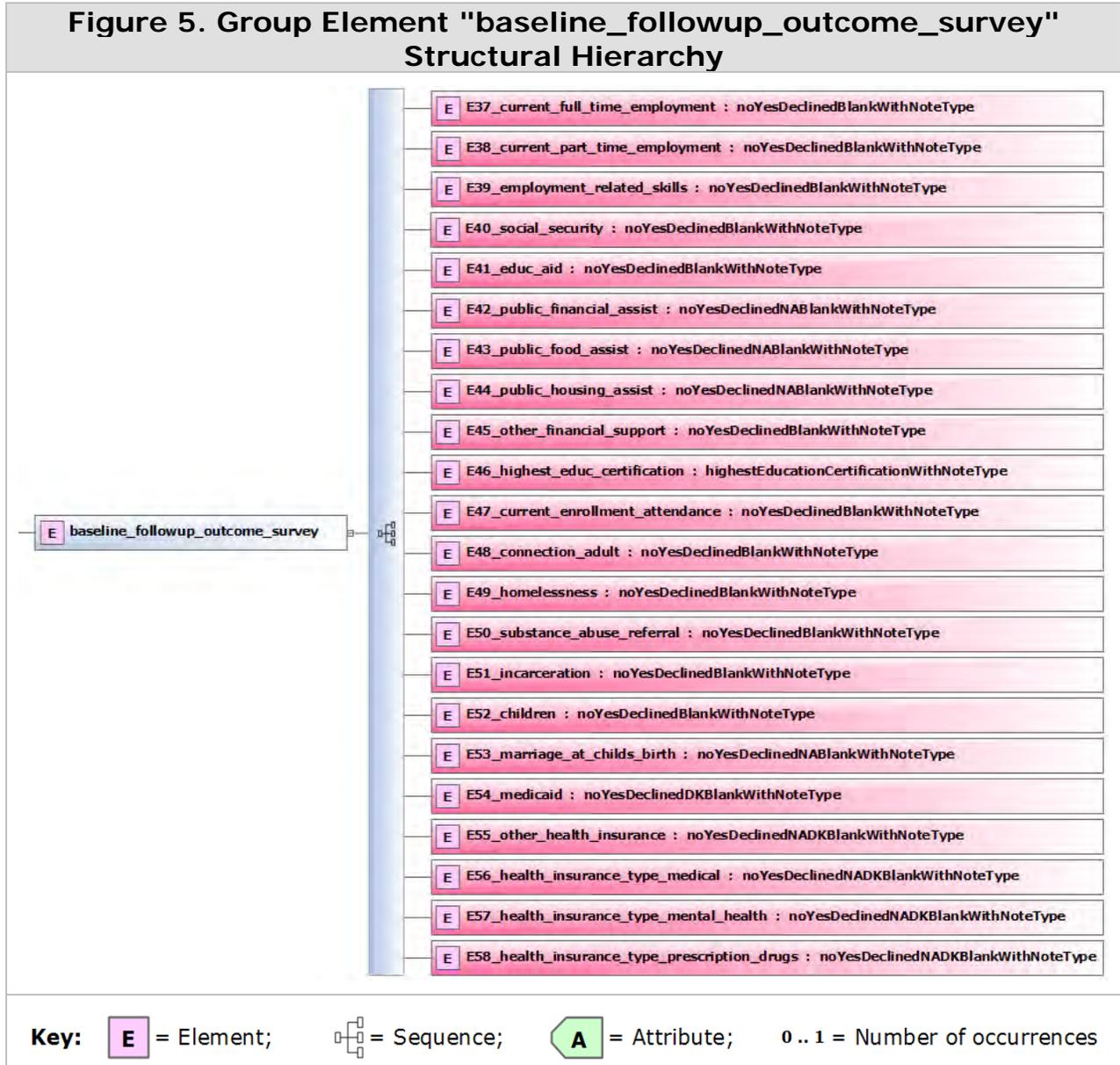


Each "baseline_followup_populations" consists of an ordered list of NYTD data elements 34 - 36 (see Table 1), as well as the group element baseline_followup_outcome_survey:

- [baseline_followup_outcome_survey](#): Contains the elements related to the Youth Outcome Survey for baseline/follow-up youth.

3.7 Group Element baseline_followup_outcome_survey

Figure 5. Group Element "baseline_followup_outcome_survey" Structural Hierarchy



The baseline_followup_outcome_survey group element is an ordered list of NYTD data elements 37 - 58 (see Table 1).

4 ENCRYPTION

4.1 General Information on Encryption of Record Numbers

To protect confidentiality when reporting case-level data about a youth to NYTD, States are required to use an encrypted, unique person identification number for the youth which follows the youth as long as he or she is reported to NYTD (45 CFR 1356.83(g)(3)). Sections 4.2 and 4.3 below describe the procedures for encrypting youth record numbers. Section 3.2 contains important, related requirements for formatting record numbers for NYTD.

4.2 Guidelines for Encryption of Record Numbers for Youth That Are or Were in Foster Care

If a youth reported to NYTD is in foster care as defined in 45 CFR 1355.20 or was previously in foster care, the State agency must use and report for NYTD data element 3 (record number) the same person identification number for the youth the State agency reports or reported to AFCARS. The person identification number must remain the same for the youth wherever the youth is residing and in any subsequent NYTD reports. The guidelines for encrypting the record numbers of such youth were detailed in *AFCARS Technical Bulletin #4: Encryption Guidelines and Algorithms for State Use* as revised and reissued in March 2000 (<http://www.acf.hhs.gov/programs/cb/systems/afcars/techbulletin/index.htm>).

4.3 Guidelines for Encryption of Record Numbers for Youth That Were Never in Foster Care

If a youth reported to NYTD was never in the State's foster care system as defined in 45 CFR 1355.20, the State agency must assign a person identification number that remains the same for the youth wherever the youth is residing and in any subsequent reports to NYTD. States should follow the same guidelines outlined in *AFCARS Technical Bulletin #4: Encryption Guidelines and Algorithms for State Use* when assigning and encrypting the record numbers of youth reported to NYTD that were never in foster care.

5 NOTES (FOOTNOTES)

5.1 General Information on Notes

States may include notes or "footnotes" with the NYTD file which comment on or clarify the data provided in a NYTD data file submission. The intent of these footnotes is to provide additional information that may be helpful in understanding the State's NYTD data. This technical bulletin suggests the types of subject matter that may be contained in a note and provides the format for submitting notes with a NYTD data file. ACF will include the notes in any distribution of the data set.

A State may include a note with a NYTD data file pertaining to the entire file (file-level note), an individual data element (element-level note), an individual youth record (record-level note), or an individual value in the data file (value-level note). When considering adding optional notes, States should follow a rule of reason and identify and discuss significant issues that may lead to misinterpretation of the data. Notes should not give the appearance of being a research finding, but rather should offer a specific possible explanation for an occurrence in the data. Listed below are examples of the four types of notes. THE EXAMPLES BELOW ARE FOR ILLUSTRATIVE PURPOSES ONLY.

Example of a note about a NYTD data file:

During report period B, the State opted to extend its title IV-E foster care program to include youth up to age 21 as authorized by P.L. 110-351.

Example of a note about a NYTD data element (Data Element 20: Independent Living Needs Assessment):

State law requires all youth in foster care to receive an independent living needs assessment no more than 30 days after the youth's 13th, 15th, and 17th birthday.

Example of a note about a NYTD youth record:

This youth's 17th birthday fell on September 29, 2011 but survey data was not collected until October 13, 2011 and was not included in the State's regular 2011B NYTD data file submission.

Example of a note about a NYTD datum or "value" (value-level notes)

For Data Element 33 (Other Financial Assistance), with the response option "Yes":

The State CFCIP agency paid the youth's public transportation costs so that the youth could attend and maintain a part-time job.

(Data Element 34: Outcomes Reporting Status with a response option of "Unable to Locate/Invite"):

Court has ordered no contact between the agency and the youth. Therefore, the agency was unable to invite the youth to participate in the survey.

See Table 2 for an overview of each type of note.

5.2 Information on Including Notes in a Data File Submission

Notes included in the NYTD file are optional character strings. File-level, record-level, and NYTD data element-level notes cannot exceed 2000 characters in length per note, while value-level notes cannot exceed 255 characters.

In general, valid note strings may consist of any ASCII characters except for an unescaped⁴ ampersand character (&) and a left-angle bracket character (<). To allow for nesting, single (') and double quotation marks (") may also be escaped. For additional information, consult the World Wide Web Consortium's XML standards for acceptable character data (<http://www.w3.org/TR/REC-xml/#syntax>).

Table 2: List of NYTD Note Types

Note Type (pertains to):	XML Element/Tag Name	Number of Notes	Length of Note	XML Example
File-level (Entire file)	<i>file_note</i>	0 to 512	0 to 2000 characters	<code><file_note>During report period B, the State opted to extend its title IV-E foster care program to include youth up to age 21 as authorized by P.L. 110-351.</file_note></code>
Element-level (Data element)	<i>field_note</i> , with NYTD Element number specified in <i>element_id</i> attribute	0 to 512	0 to 2000 characters	<code><field_note element_id="20">State law requires all youth in foster care to receive an independent living needs assessment no more than 30 days after the youth's 13th, 15th, and 17th birthday.</field_note></code>
Record-level (Youth record)	<i>record_note</i>	0 or 1 per record	0 to 2000 characters	<code><record_note>This youth's 17th birthday fell on September 29, 2011 but survey data was not collected until October 13, 2011 and was not included in the State's regular 2011B NYTD data file submission.</record_note></code>
Value-level (Value in the data file)	<i>note</i> attribute added to an XML tag for NYTD data	0 or 1 per data value	0 to 255 characters	<code><E34_outcomes_reporting_status note="Court has ordered no contact between the agency and the youth. Therefore, the agency was unable to invite the youth to participate in the survey.">unable to locate</E34_outcomes_reporting_status></code>

⁴ An escape character is a single character designated to invoke an alternative interpretation on immediately subsequent characters in a character sequence. The term escape sequence refers to the escape character and the character or characters whose meaning is modified.

6 DATA FILE NAME

6.1 Naming the NYTD Data File for Transmission

The State's NYTD data file name should follow this naming convention (which is the same general format used in AFCARS):

VVG1CX4.CFI.ss.Zyyyy.Xymmdd.Thhmm.xml

Where:

- "VVG1CX4" is the application account number that identifies NYTD data files for storage at the NIH Center for Information Technology;
- "CFI" refers to Cyberfusion, the mode of transmission as described in Section 7;
- "ss" is the State code;
- "Z" is the report period "A" (corresponding to the period October 1-March 31) or "B" (corresponding to the period April 1-September 30);
- "yyyy" is the report year;
- "X" is the type of submission R, C, S, or T as described below;
- "ymmdd" is the year, month, and day;
- "T" refers to the time of transmission;
- "hhmm" is the hour and minutes that correspond to the time the State transmits the data file (24-hour clock); and
- ".xml" is the XML file name extension.

The NYTD data file name **must** include the date and time the State is transmitting the NYTD data file, not the date and time the NYTD data file was created.

6.2 Examples of Types of Submissions and File Names

The data file should be named according to the type of submission being made: Regular (R), Corrected (C), Subsequent (S), or Test (T). The submission types are described below.

- Regular (R) Data File: A NYTD data file for a current report period that is submitted during the appropriate transmission time frame, April 1- May 15 and October 1- November 14.
 - Example: A State submits a NYTD data file for the 2011A report period (October 1, 2010 – March 31, 2011) on May 1, 2011 at 12:30 pm

File name: **VVG1CX4.CFI.ss.A2011.R110501.T1230**

- Corrected (C) Data File: A NYTD data file submitted for the appropriate corrective action time frame, April 1 - September 30 (for the preceding October 1 – March 31 report period) and October 1 - March 31 (for the preceding April 1 – September 30 report period). Corrected files may be submitted by a State in order to correct errors in their file that caused the State to be out of compliance with the NYTD standards. The transmission period for a corrected file is: May 16 – September 30 for the October 1 – March 31 period and November 15 – March 31 for the April 1 – September 30 report period.

- Example: A State is notified by the Children's Bureau that its data file for the 2011A report period is not in compliance with NYTD standards. The State has until September 30, 2011 to submit a corrected 2011A data file. The State submits a corrected file on September 28, 2011 at 4:00 pm.

*File name: **VVG1CX4.CFI.ss.A2011.C110928.T1600***

- Subsequent (S) Data File: A NYTD data file submitted after the due dates for a regular NYTD data file (May 15 or November 14) are considered subsequent data files.
 - Example: A State's NYTD data file was compliant with the NYTD standards for the 2011B report period. The State then makes corrections to information related to data element 23 (Career Preparation) for several records and submits a subsequent file on December 10, 2011 at 8:30 am.

*File name: **VVG1CX4.CFI.ss.B2011.S111210.T0830***

- Test (T) Data File: A NYTD data file that is submitted for testing purposes and is not to be used for the Federal NYTD database.
 - Example: A State has fully implemented its NYTD system and is connected to Cyberfusion. In order to check the electronic data transmission routine, the staff submits a NYTD test data file for the 2011A report period on April 7, 2011 at 2:00 pm.

*File name: **VVG1CX4.CFI.ss.A2011.T110407.T1400***

7 ELECTRONIC DATA TRANSMISSION

7.1 Instructions for Electronic Data Transmission

The NYTD regulation requires States to report all NYTD data to ACF electronically according to ACF's specifications (45 CFR 1356.83(h)). To meet this requirement, States must electronically transmit NYTD data file(s) to the National Institutes of Health (NIH) Center for Information Technology in Bethesda, Maryland. The file transfer software that States must use is Cyberfusion. This is the same software used for the AFCARS data file transmissions. States are to complete and submit the registration form for NYTD file transmission included in Appendix C of this technical bulletin. The instructions for completing the registration form are found in Appendix B.

APPENDIX A NYTD XML SCHEMA DEFINITION

```

<?xml version="1.0" encoding="utf-8" ?>
<xs:schema xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:nytd="http://nytd.acf.hhs.gov" attributeFormDefault="unqualified" elementFormDefault="unqualified"
targetNamespace="http://nytd.acf.hhs.gov" xmlns:xs="http://www.w3.org/2001/XMLSchema" xsi:noNamespaceSchemaLocation="http://www.w3.org/2001/XMLSchema.xsd">
  <xs:element name="nytd_data_file">
    <xs:complexType>
      <xs:sequence>
        <xs:element name="file_id">
          <xs:simpleType>
            <xs:restriction base="xs:NMTOKEN">
              <xs:whiteSpace value="collapse" />
              <xs:minLength value="1" />
              <xs:maxLength value="255" />
            </xs:restriction>
          </xs:simpleType>
        </xs:element>
        <xs:element name="E1_state" type="nytd:stateFipsCodeType" />
        <xs:element name="file_generation_date" type="nytd:recentDateType" />
        <xs:element name="file_note" minOccurs="0" maxOccurs="512" type="nytd:varcharStringType" />
        <xs:element name="field_note" minOccurs="0" maxOccurs="512">
          <xs:complexType>
            <xs:simpleContent>
              <xs:extension base="nytd:varcharStringType">
                <xs:attribute name="element_id" type="xs:string" use="required">
                  <xs:annotation>
                    <xs:documentation>
                      This element_id must correspond to the element number (1-58) that the note corresponds to.
                    </xs:documentation>
                  </xs:annotation>
                </xs:attribute>
              </xs:extension>
            </xs:simpleContent>
          </xs:complexType>
        </xs:element>
        <xs:element name="file_category" type="nytd:fileCategoryType" />
      </xs:sequence>
    </xs:complexType>
  </xs:element>
</xs:schema>
    
```

```

<xs:element name="E2_report_date" type="nytd:reportDateType">
  <xs:annotation>
    <xs:documentation>
      corresponds with the end of the reporting period
    </xs:documentation>
  </xs:annotation>
</xs:element>
<xs:element name="record" minOccurs="1" maxOccurs="999999">
  <xs:complexType>
    <xs:sequence>
      <xs:element name="E3_record_number" type="nytd:recordNumberWithNoteType" />
      <xs:element name="record_note" minOccurs="0" type="nytd:varcharStringType" />
      <xs:element name="E4_date_of_birth" type="nytd:filteredDateWithNoteType" />
      <xs:element name="E5_sex" type="nytd:sexWithNoteType" />
      <xs:element name="E6_race_american_indian_alaska_native" type="nytd:noYesWithNoteType" />
      <xs:element name="E7_race_asian" type="nytd:noYesWithNoteType" />
      <xs:element name="E8_race_black_african_american" type="nytd:noYesWithNoteType" />
      <xs:element name="E9_race_hawaiian_pacific_islander" type="nytd:noYesWithNoteType" />
      <xs:element name="E10_race_white" type="nytd:noYesWithNoteType" />
      <xs:element name="E11_race_unknown" type="nytd:noYesWithNoteType" />
      <xs:element name="E12_race_declined" type="nytd:noYesWithNoteType" />
      <xs:element name="E13_hispanic_latino" type="nytd:noYesUnknownDeclinedWithNoteType" />
      <xs:element name="served_population" minOccurs="1" maxOccurs="1">
        <xs:annotation>
          <xs:documentation>
            This element may not be omitted.
          </xs:documentation>
        </xs:annotation>
      </xs:complexType>
      <xs:sequence>
        <xs:element name="E14_foster_care_status_services" type="nytd:noYesBlankWithNoteType" />
        <xs:element name="E15_local_agency" type="nytd:localAgencyWithNoteType" />
        <xs:element name="E16_federally_recognized_tribe" type="nytd:noYesBlankWithNoteType" />
        <xs:element name="E17_adjudicated_delinquent" type="nytd:noYesBlankWithNoteType" />
        <xs:element name="E18_educational_level" type="nytd:educationLevelWithNoteType" />
        <xs:element name="E19_special_education" type="nytd:noYesBlankWithNoteType" />
        <xs:element name="E20_independent_living_needs_assess" type="nytd:noYesBlankWithNoteType" />
      </xs:sequence>
    </xs:sequence>
  </xs:complexType>
</xs:element>

```

```

<xs:element name="E21_academic_support" type="nytd:noYesBlankWithNoteType" />
<xs:element name="E22_post_secondary_educ_support" type="nytd:noYesBlankWithNoteType" />
<xs:element name="E23_career_preparation" type="nytd:noYesBlankWithNoteType" />
<xs:element name="E24_employment_programs" type="nytd:noYesBlankWithNoteType" />
<xs:element name="E25_budget_financial_mgmt" type="nytd:noYesBlankWithNoteType" />
<xs:element name="E26_housing_educ_home_mgmt_training" type="nytd:noYesBlankWithNoteType" />
<xs:element name="E27_health_educ_risk_prevention" type="nytd:noYesBlankWithNoteType" />
<xs:element name="E28_family_support_healthy_marriage_educ" type="nytd:noYesBlankWithNoteType" />
<xs:element name="E29_mentoring" type="nytd:noYesBlankWithNoteType" />
<xs:element name="E30_supervised_independent_living" type="nytd:noYesBlankWithNoteType" />
<xs:element name="E31_room_board_financial_assist" type="nytd:noYesBlankWithNoteType" />
<xs:element name="E32_educ_financial_assist" type="nytd:noYesBlankWithNoteType" />
<xs:element name="E33_other_financial_assist" type="nytd:noYesBlankWithNoteType" />
</xs:sequence>
</xs:complexType>
</xs:element>
<xs:element name="baseline_followup_populations" minOccurs="1" maxOccurs="1">
<xs:annotation>
<xs:documentation>
    This element may not be omitted.
</xs:documentation>
</xs:annotation>
<xs:complexType>
<xs:sequence>
<xs:element name="E34_outcomes_reporting_status" type="nytd:outcomesReportingStatusWithNoteType" />
<xs:element name="E35_date_outcome_data_collection" type="nytd:recentDateBlankWithNoteType" />
<xs:element name="E36_foster_care_status_outcomes" type="nytd:noYesBlankWithNoteType" />
<xs:element name="baseline_followup_outcome_survey" minOccurs="1" maxOccurs="1">
<xs:annotation>
<xs:documentation>
    This element may not be omitted.
</xs:documentation>
</xs:annotation>
<xs:complexType>
<xs:sequence>
<xs:element name="E37_current_full_time_employment" type="nytd:noYesDeclinedBlankWithNoteType" />
<xs:element name="E38_current_part_time_employment" type="nytd:noYesDeclinedBlankWithNoteType" />
    
```

```

<xs:element name="E39_employment_related_skills" type="nytd:noYesDeclinedBlankWithNoteType" />
<xs:element name="E40_social_security" type="nytd:noYesDeclinedBlankWithNoteType" />
<xs:element name="E41_educ_aid" type="nytd:noYesDeclinedBlankWithNoteType" />
<xs:element name="E42_public_financial_assist" type="nytd:noYesDeclinedNABlankWithNoteType" />
<xs:element name="E43_public_food_assist" type="nytd:noYesDeclinedNABlankWithNoteType" />
<xs:element name="E44_public_housing_assist" type="nytd:noYesDeclinedNABlankWithNoteType" />
<xs:element name="E45_other_financial_support" type="nytd:noYesDeclinedBlankWithNoteType" />
<xs:element name="E46_highest_educ_certification" type="nytd:highestEducationCertificationWithNoteType" />
<xs:element name="E47_current_enrollment_attendance" type="nytd:noYesDeclinedBlankWithNoteType" />
<xs:element name="E48_connection_adult" type="nytd:noYesDeclinedBlankWithNoteType" />
<xs:element name="E49_homelessness" type="nytd:noYesDeclinedBlankWithNoteType" />
<xs:element name="E50_substance_abuse_referral" type="nytd:noYesDeclinedBlankWithNoteType" />
<xs:element name="E51_incarceration" type="nytd:noYesDeclinedBlankWithNoteType" />
<xs:element name="E52_children" type="nytd:noYesDeclinedBlankWithNoteType" />
<xs:element name="E53_marriage_at_childs_birth" type="nytd:noYesDeclinedNABlankWithNoteType" />
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<xs:element name="E55_other_health_insurance" type="nytd:noYesDeclinedNADKBlankWithNoteType" />
<xs:element name="E56_health_insurance_type_medical" type="nytd:noYesDeclinedNADKBlankWithNoteType" />
<xs:element name="E57_health_insurance_type_mental_health" type="nytd:noYesDeclinedNADKBlankWithNoteType" />
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```

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        </xs:documentation>
    </xs:annotation>
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    </xs:annotation>
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```

```
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      10th grade
    </xs:documentation>
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</xs:enumeration>
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    </xs:documentation>
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      Post secondary
    </xs:documentation>
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      Female
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```

```

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```

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```

APPENDIX B INSTRUCTIONS FOR COMPLETING THE NYTD STATE REGISTRATION FORM FOR FILE TRANSMISSION USING CYBERFUSION

The following information is required to connect and transmit to NIH:

DNS: titan.nih.gov
IP address: 128.231.64.34
Port #: 46464
File Transmission Account #*: VVG1JTF

*requires password from ACF. Please contact Alba Sierra, alba.sierra@acf.hhs.gov

1. Date: Date the form is faxed or emailed.
2. State: Name of the State requesting connection to NIH via Cyberfusion.
3. State NYTD Program Office Contact: The State person that is the primary NYTD contact.
4. State System Contact: State person responsible for setting up or maintaining Cyberfusion software. (ACF will contact this person if there is a connection problem such as an incorrect IP address.)
5. State Network Contact: The State person responsible for maintaining/updating VTAM network definitions. (ACF will contact this person if there is a network problem.)
6. Platform: Indicate the type of platform where Cyberfusion is hosted.
7. State IP address: State IP address used for establishing connection via Cyberfusion.
8. State PORT #: State PORT number.
9. State Compression (optional): Identify compression if used by the State.
10. Encryption: RJ.
11. State ID and Password: Check Yes or No if a State requires an ID/Password. If Yes, ACF will contact the System Contact Person listed above to obtain the information.
12. DSN for report files transmitted from ACF to the State.

The form must be signed by the primary NYTD State Program Office contact. Once the form is completed and signed, fax it to (202) 690-5550, Attention: Alba Sierra or email it to alba.sierra@acf.hhs.gov.

NOTE: Additional information may be required at the time the test is done with your State.

APPENDIX C NYTD STATE REGISTRATION FORM FOR FILE TRANSMISSION

NOTE: IF the State node information in items 6, 7, 8, 9, 10, and 11 below is the same as that which is used for AFCARS transmissions, simply write "AFCARS" in the corresponding blanks on this form.

Items 1-3 are to be completed by the primary State Program Office contact for NYTD.

- 1. DATE: ____/____/____
- 2. STATE: _____
- 3. STATE PROGRAM NYTD CONTACT: _____
- TELEPHONE: _____ EMAIL: _____

Items 4-12 are to be completed by a State system contact.

- 4. STATE SYSTEM CONTACT: _____
- TELEPHONE: _____ EMAIL: _____
- 5. STATE NETWORK CONTACT: _____
- TELEPHONE: _____ EMAIL: _____
- 6. CYBERFUSION PLATFORM (circle one or write in): MVS or UNIX or _____
- 7. IP ADDRESS: _____
- 8. PORT #: _____
- 9. COMPRESSION (optional): _____
- 10. ENCRYPTION: RJ
- 11. Does your State require ID and Password: YES_____ NO _____
- 12. DSN FOR REPORT FILES TRANSMITTED FROM ACF TO STATE:

Signature: State Program Contact _____

PLEASE FAX (202.690.5550) OR EMAIL (alba.sierra@acf.hhs.gov) THE SIGNED FORM.

FOR ACF USE ONLY

OIS CONTACT _____ REC'D DATE ____/____/____

APPENDIX F

TECHNICAL BULLETIN #2: NYTD COMPLIANCE STANDARDS



Technical Bulletin #2

National Youth in Transition Database
(NYTD) Compliance Standards

Issued: November 24, 2010

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1 INTRODUCTION

1.1 Purpose of the Technical Bulletin

The purpose of this Technical Bulletin is to provide States with information on the standards a NYTD data file must meet to comply with the provisions of the NYTD regulation found at 45 CFR 1356.85, including element-by-element details of the *error-free information standards* States must meet pursuant to 45 CFR 1356.85(a)(3) and 1356.85(b)(1). States that receive a final determination of non-compliance with the file submission or data standards are subject to penalties as defined in 45 CFR 1356.86.

The NYTD Data Review Utility¹ (NDRU) and NYTD Portal² will check and display information on a State data file's compliance with NYTD standards. A separate technical bulletin will describe where and how a data file's compliance information will be displayed in the NDRU and NYTD Portal.

1.2 Overview of the Technical Bulletin

In accordance with 45 CFR 1356.85, a State's NYTD data file must comply with both *file submission standards* and *data standards*. File submission standards found at 45 CFR 1356.85(a) ensure that the Administration for Children and Families (ACF) can process NYTD data files appropriately, while data standards found at 45 CFR 1356.85(b) ensure that ACF collects high quality data on youth in all NYTD reporting populations. There are three file submission standards and three data standards, for a total of six overall compliance standards. The six compliance standards are:

- File submission standard for timely data
- File submission standard for format
- File submission standard for error-free information (100 percent error-free)
- Data standard for error-free information (90 percent error-free)
- Data standard for outcomes universe
- Data standard for outcomes participation rate for both youth in foster care and youth who have been discharged from foster care

Descriptions of the types of data errors that will be detected for the two error-free information standards are detailed in Section 2.4. These errors include missing data, out-of-range data, and internally inconsistent data. The compliance checks used to detect internally inconsistent data are outlined in Appendix A. Appendix B includes element-by-element details of the 90 and 100 percent error-free information standards a State's NYTD data file must meet.

¹ The NDRU is a tool available to States for checking data file compliance and quality prior to transmitting files to the Federal NYTD system.

² The NYTD Portal is the online system that allows State staff to view compliance and quality information on transmitted data files and to select a data file for official submission to ACF.

1.3 NYTD Background

Public Law 106-169 established the John H. Chafee Foster Care Independence Program (CFCIP) at section 477 of the Social Security Act, providing States with flexible funding to carry out programs that assist youth in making the transition from foster care to self-sufficiency. The law requires ACF to develop a data collection system to track the independent living services States provide to youth and develop outcome measures that may be used to assess States' performance in operating their independent living programs. The law also requires ACF to develop reporting requirements and impose a penalty of between 1 and 5 percent of the State's annual allotment under CFCIP for noncompliance with these requirements.

To meet the law's mandate, ACF published a proposed rule in the Federal Register on July 14, 2006, and a final rule on February 26, 2008. The rule, codified into Federal regulation at 45 CFR 1356.80 (<http://edocket.access.gpo.gov/2008/pdf/E8-3050.pdf>), establishes the National Youth in Transition Database (NYTD) and requires that States engage in two data collection activities. First, the States must collect information on youth and the independent living services they receive that are paid for or provided by State agencies that administer the CFCIP. Second, the States must collect outcome information on certain youth in foster care and must follow these youth over time to collect additional outcome information. The regulation also outlines the compliance standards a State's NYTD data file must meet, including the penalties that may be imposed on States based on the area and degree of noncompliance. States must begin collecting NYTD data on October 1, 2010, (Federal fiscal year 2011) and must report data to ACF semiannually. The first report period data file must be submitted to ACF no later than May 15, 2011.

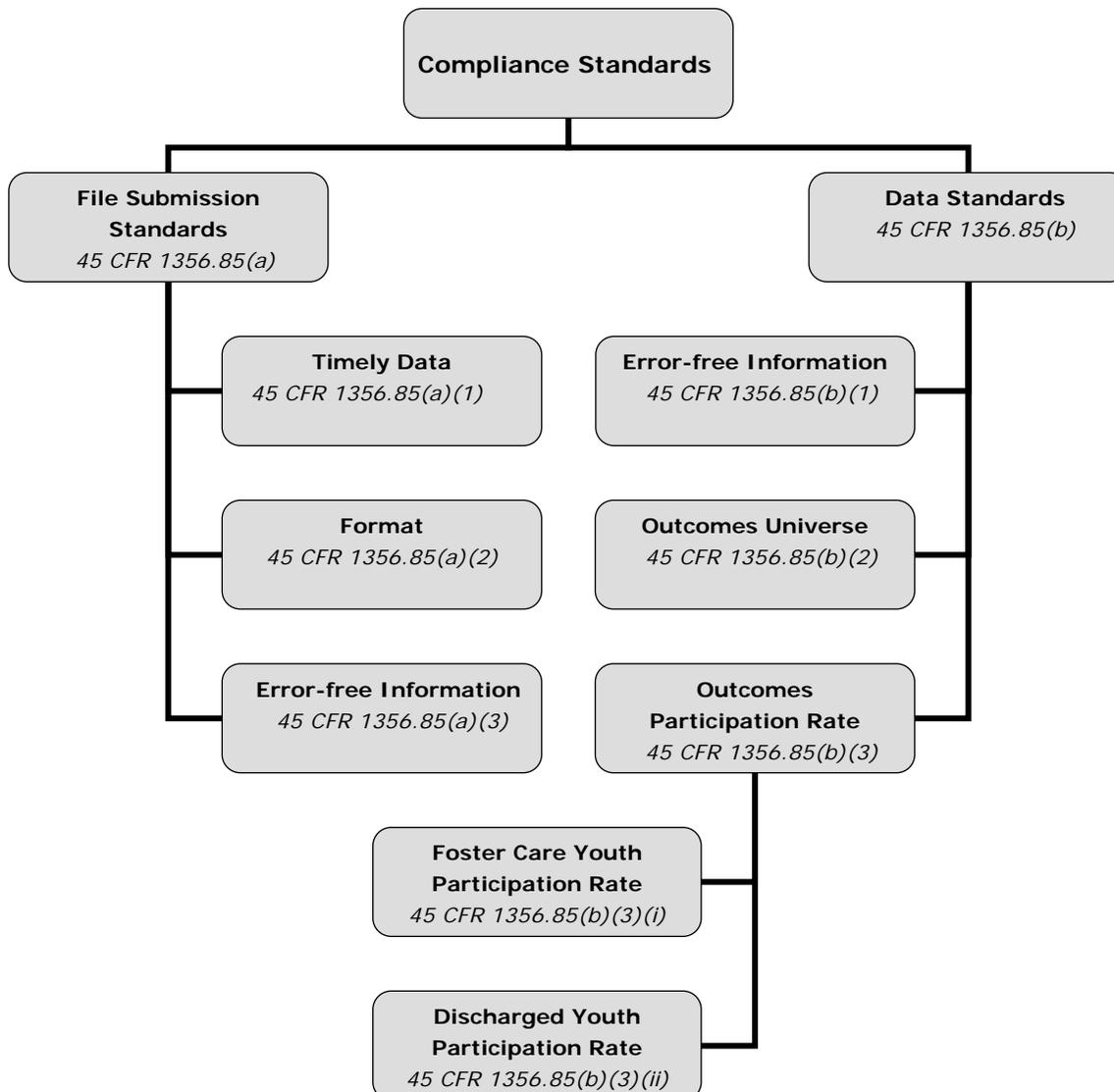
The collected information will allow ACF to track which independent living services States provide and assess the collective outcomes of youth. In addition, because a common identifier must be used for youth reported to both NYTD and the Adoption and Foster Care Analysis and Reporting System (AFCARS), ACF will also be able to analyze the information related to a youth's foster care experiences reported to AFCARS along with their service and/or outcomes information reported to NYTD.

2 COMPLIANCE STANDARDS

2.1 Overview of Compliance Standards

The six NYTD compliance standards are divided into two categories, *file submission standards* and *data standards*, as shown in Figure 1. The *file submission standards* are designed to ensure ACF can appropriately process a State's NYTD data file. The *data standards* are designed to ensure a minimum level of data integrity that will enable ACF to track which independent living services States provide and assess the collective outcomes of youth. Please note that when NYTD data elements are referenced in this technical bulletin, they are identified by number as they appear in the regulation at 45 CFR 1356.83(g). Further information on the NYTD data elements, including the definition of each element and response option can be found in regulation here: <http://edocket.access.gpo.gov/2008/pdf/E8-3050.pdf>.

Figure 1. Diagram of NYTD Compliance Standards (45 CFR 1356.85)



2.2 File Submission Standards

To meet the NYTD file submission standards, a State must achieve three standards as described in the sections below.

2.2.1 Timely Data

A State's data file must be submitted on time, no later than 45 days from the end of each six-month report period (e.g., by May 15 and November 14 of each year) (45 CFR 1356.85(a)(1)).

2.2.2 Format

A State's data file must be submitted in a format that meets ACF's specifications (45 CFR 1356.85(a)(2)). ACF published its specifications for file format in *Technical Bulletin #1: File Structure*, which can be accessed here: http://www.acf.hhs.gov/programs/cb/systems/nytd/technical_bulletins.htm. The requirements for file structure, including the associated XML Schema Definition can be found in Section 3 and Appendix A of *Technical Bulletin #1*, respectively.

In order to meet the compliance standard associated with file format, a file must be properly named. If a data file is named in accordance with the file name conventions specified in Section 6 of *Technical Bulletin #1*, it is considered to be properly named. Additionally, to meet the file format compliance standard, the State abbreviation, report period, and file type indicators which appear in the file name must correspond with the State FIPS code (data element 1), report date (data element 2), and file category, respectively, specified in the data file. For example, if a data file is named for the 2011B report period but the report date indicated in data element 2 in the data file corresponds to March 2011, then the file is non-compliant.

A transmitted data file with certain file format errors may not appear in the NYTD Portal for review, due to the nature of those errors. These particular errors include:

- A data file that is not a well-formed XML document
- A data file that is not properly named
- A data file for which data element 1 (State) is missing, out of range, or internally inconsistent with the State abbreviation in the file name.

To avoid transmitting a file that may not appear in the NYTD Portal due to this subset of file format errors, States are advised to use the NYTD Data Review Utility (NDRU) before transmitting the file. NDRU will identify each of the errors specified above.

In addition, as specified in Section 3.2 of NYTD *Technical Bulletin #1*, in order to meet the compliance standard associated with file format, **a data file must contain an acceptable and properly formatted value for each NYTD data element** exactly as that value appears in Table 1 (column labeled "NYTD XML Values") of NYTD *Technical Bulletin #1*.

Finally, it is important to note that the system will not allow the State to select a transmitted data file as the State's official submission if that data file fails to meet ACF specifications for file format.

2.2.3 Error-Free Information

A State's data file must include information on certain data elements that is 100 percent error-free (45 CFR 1356.85(a)(3)). The 100 percent error-free information standard applies to 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). Error-free information on these basic NYTD data elements is essential to ACF's capacity to analyze the data and to determine whether the State is in compliance with the remaining NYTD data standards. In particular, these elements are used to ascertain the reporting population(s) to which youth records in a data file belong. For example, accurate information on data elements 4 (date of birth) and 36 (foster care status—outcomes) enables users to determine whether a youth should be surveyed for outcomes as part of the baseline population because the youth is age 17 and in foster care. Section 2.4 describes the types of errors ACF will detect while Section 3 describes how ACF will determine compliance with this error-free information standard.

2.3 Data Standards

To meet NYTD *data standards*, States must comply with three standards as described in the sections below.

2.3.1 Error-Free Information

A State's data file must be at least 90 percent error-free for all other data elements not specified in Section 2.2 above (45 CFR 1356.85(b)(1)). This includes information on data elements related to youth demographics (6-13), services (20-33) and outcomes (34, 35, 37-58). Section 2.4 describes the types of errors ACF will detect while Section 4 describes how ACF will determine compliance with this error-free information standard.

2.3.2 Outcomes Universe

A State must submit outcomes information or a reason explaining why there are no outcomes data for each youth in the follow-up population. For a State that chooses to sample, the State must submit outcomes information or a reason explaining why there are no outcomes data for each youth in the follow-up population sample as described at 45 CFR 1356.85(b)(2).

2.3.3 Outcomes Participation Rate

A State must report outcomes information on each youth in the follow-up population at the rates indicated below. A youth has participated in outcomes data collection if the State collects and reports a valid response from the youth to at least one of the data elements that corresponds to the NYTD youth outcomes survey questions (data elements 37-58). ACF will exclude from the calculation of participation rate any youth in the follow-up population whose outcome reporting status (data element 34) is reported as "deceased," "incapacitated," or "incarcerated" at the time information on the follow-up population is required to be reported (45 CFR 1356.85(b)(3)).

2.3.3.1 FOSTER CARE YOUTH PARTICIPATION RATE

A State must report outcomes information on at least 80 percent of youth that are in foster care (45 CFR 1356.85(b)(3)(i)). For States that choose to sample, ACF will apply the foster care youth participation rate to the required follow-up population sample size for the State.

2.3.3.2 DISCHARGED YOUTH PARTICIPATION RATE

A State must report outcomes information on at least 60 percent of youth who are no longer in foster care (45 CFR 1356.85(b)(3)(ii)). For States that choose to sample, ACF will apply the discharged youth participation rate to the required follow-up population sample size for the State.

2.4 Errors

As noted in Section 2.2.3 and 2.3.1, the NYTD file submission standards and data standards each contain one error-free information standard. The error-free file submission standard specifies that data elements 1-5, 14, and 36 must contain information that is 100 percent error-free (45 CFR 1356.85(a)(3)) while the error-free data standard requires data elements 6-13, 15-35, and 37-58 to contain information that is at least 90 percent error-free (45 CFR 1356.85(b)(1)). To determine compliance with these error-free information standards, ACF will assess each State's data file for three types of errors as specified in 45 CFR 1356.85(c): *missing data*, *out-of-range data*, and *internally inconsistent data*. These errors are further described in the sections below.

2.4.1 Missing Data

Data elements that are blank when a blank is not a valid response option as described in 45 CFR 1356.83(g) are considered *missing data*. Please note that blank responses are valid when, for example, a youth is not in a NYTD reporting population to which a particular data element applies as described at 45 CFR 1356(g) (See Section 3.2.1 for more information).

- Example of a missing data error: A State submits a data file for the 2011A report period in which one youth's record contains no value for data element 5 (sex). This is a missing data error because "blank" is not an acceptable value for data element 5.

2.4.2 Out-of-Range Data

Out-of-range data are any data elements that contain a value that is not one of the response options for that data element.

- Example of an out-of-range data error: A State submits a data file for the 2011B report period in which one youth's record contains a value of "declined" for data element 12 (race—declined). This is an out-of-range data error because "yes" and "no" are the only acceptable values for data element 12.

2.4.3 Internally Inconsistent Data

Internally inconsistent data are any data elements that fail an internal consistency check

designed to evaluate the logical relationship between data elements within each youth record. Appendix A lists and describes each of these internal consistency checks.

- Example of an internally inconsistent data error: A State submits a data file for the 2012A report period in which a youth's record contains a value of "yes" for both data element 7 (race—Asian) and for data element 12 (race—declined). This is a data error because it is internally inconsistent to report a youth's race (Asian) and also to report that race information has been declined to be provided (race—declined). (See Appendix A, Internal Consistency Check #18).

3 REVIEW FOR COMPLIANCE

3.1 Overview of Review for Compliance

ACF determines whether a State agency's data file for each reporting period is in compliance with the file submission standards and data standards found at 45 CFR 1356.85. For State agencies that do not achieve the file submission standards or data standards, ACF will provide notice that they have an opportunity to submit a corrected data file by the end of the subsequent reporting period (i.e., by September 30 or March 31) as described at 45 CFR 1356.85(e). States that receive a final determination of noncompliance with the file submission or data standards are subject to penalties as defined in 45 CFR 1356.86.

3.2 Application of Compliance Checks

A NYTD data file is assessed for compliance with NYTD standards in a specific order. First, a data file is assessed for compliance with NYTD file submission standards for timely data, file format, and the 100 percent error-free information standard because meeting these minimal standards enables ACF to process the State's data appropriately. A State that does not submit a data file that meets these standards is subject to the maximum penalty for noncompliance unless a State submits a corrected file. Additionally, it is important to note that if a file format error is specified for the transmission due to improper formatting (see Section 2.2.2 above), then the file cannot be selected for official submission to ACF. For example, if the report period specified in the file name does not correspond to the report date in NYTD data element 2, then official submission of the file will not be allowed (the system will not attempt to resolve this inconsistency to allow submission).

If the State agency's data file achieves the NYTD file submission standards, ACF will determine whether the data file meets the NYTD data standards. In assessing compliance with NYTD data standards, ACF will first determine if there are records in the data file with missing data. If a data element for a particular youth record was found to contain missing data, then no further checks are conducted on that data element. If the data element passes the missing data standard, then the element is checked for out-of-range values. If the data element does not contain an out-of-range value, then the internal consistency checks are conducted for the data element. If a data element in a record fails an internal consistency check, no further internal consistency checks that involve that data element will be performed on that record.

If the State agency submits a data file for a Federal fiscal year for which they are required to submit outcomes information on the follow-up population youth at ages 19 or 21, then the system will perform additional checks to assess compliance on the outcomes universe and both outcomes participation rates (see Sections 2.3.2 and 2.3.3). For these data standards, the system compares the youth records in the follow-up data file with the corresponding baseline data to determine whether the data file is compliant with these standards.

3.2.1 Subject Records and Acceptable Values

To assess compliance with NYTD error-free information standards, it is first necessary to determine whether a youth record reported to NYTD was required to contain information on a specific data element. *Subject records* are the total number of records in a data file to

which a specific data element applies. The number of subject records for each data element will vary due to:

- A youth's membership in a reporting population
 - Example: In October 2010, a 15-year-old youth receives independent living services paid for by the State. In this scenario, the youth is in the served population and consequently, the youth's record in the State's 2011A data file is subject to the error-free information standards for data elements 1-33 as these data elements are required to contain a valid value for youth in the served population. The youth's record is *not* subject to the error-free information standards for data elements 34, 35 and 37-58, however, because the youth is not in the baseline or follow-up population and those data elements apply only to these reporting populations.
- The logical relationship between values in two or more data elements within a single youth's record.
 - Example: During the 2013A reporting period, a 19-year-old youth in the follow-up population is incapacitated and so the State is ultimately unable to collect outcomes information from the youth. In this scenario, the youth's record in the State's 2013A data file is subject to the error-free information standards for data elements 34 (outcomes reporting status) and 36 (foster care status—outcomes) because these data elements are required to contain valid values for all youth in the follow-up population. The youth's record is *not* subject to the error-free information standards for data elements 35 (date of outcomes data collection) and 37-58 (data elements related to the youth outcome survey questions) because these data elements contain only valid values for youth in the follow-up population *who participated in the youth outcome survey*.

As demonstrated in the examples above, not every data element is required to contain information within every youth's record. Consequently, data elements that are not required for a specific youth are to be left blank. In the first example above, for instance, the record of the 16-year-old youth in a State's served population is required to contain one of the acceptable responses described at 45 CFR 1356.83(g) for data elements 1-33 to describe the youth's demographics and independent living services received. The remaining data elements (34-58) apply only to youth in the baseline and follow-up population. Because the youth is not in the baseline or follow-up population, data elements 34-58 would be left blank in the youth's record.

It is important to note, however, that due to the critical importance of data element 14 (foster care status—services) and data element 36 (foster care status—outcomes) in determining a youth's membership in NYTD reporting populations, **all youth records will be subject to the error-free information standards for data elements 14 and 36.**

Appendix B contains three tables, one for each of the three NYTD reporting populations. These tables provide details for each element's subject records, acceptable values, and error-free information standards. The tables also shows when "blank" is an acceptable value for a specific data element within a specific youth record.

3.3 Calculation of Compliance

Calculation of error-free percentages for compliance is determined by the number of errors found in the subject records (see Section 3.2.1 above) divided by the total number of subject records in the data file. Errors in records that are not applicable are disregarded.

- Example: For the 2011A reporting period, a State submits a data file with 10 records, five of which are baseline population youth and five of which are youth who are only in the served population (they are not associated with the baseline population). Within the data file, data element 37 (current full-time employment) contains three errors, two of which occur in the records of baseline population survey participants and one of which occurs in a non-baseline, served population record. Because the error in the non-baseline served population record is not part of the calculation, the error-free percentage excludes this error, and the error-free rate for this data element is 60% (three error-free records of five applicable subject records).

ACF's assessment of State data files will identify one or more data elements involved in a particular check of internal consistency as in error, in accordance with an ordered set of prioritization guidelines:

- (1) Data element 2 (report date) which applies to the entire data file, are presupposed to be correct when inconsistent with other elements.
- (2) Data element 4 (date of birth), as well as variables which are derived from it in combination with element 2 (report date), is presupposed to be correct when internally inconsistent with other elements within a youth record. Date of birth and report date together establish the age of a youth.
- (3) Other data elements which must be 100% error-free in accordance with 45 CFR 1356.85(a)(3) of the file submission standards, as well as derived fields which are based on these data elements in combination with elements 2 (report date) and 4 (date of birth), are presupposed to be correct when internally inconsistent with other elements within a youth record. Derived fields include those which specify the population(s) to which a youth belongs. Data elements 14 (foster care status—services) and 36 (foster care status—outcomes) in particular are used together with Date of birth and Report date to establish these populations.
- (4) Data element 34 (outcomes reporting status) is presupposed to be correct when internally inconsistent with data element 35 (date of outcomes data collection) and data elements 37 through 58.

In association with these guidelines, the values specified for the prioritized data elements may indicate that the values of other elements are in error. The ordering of these guidelines is in accordance with the application of compliance checks (see Section 3.2), whereby data files are first assessed against file submission standards (45 CFR 1356.85(a)), and subsequently against data standards (45 CFR 1356.85(b)).

- Example: A State submits a data file for the 2011A report period containing a youth record with a value "1995-11-06" for element 4 (date of birth) corresponding to an age of 15 at the end of the report period. The record also provides a value of "yes" for element 36 (foster care status—outcomes). Because the youth is too young to be in the baseline or a follow-up population, element 36 is inconsistent with element 2 (report date) and element 4 (date of birth). Based on the prioritization guidelines, an error is

specified for element 36, while elements 2 and 4 are presumed to be correct.

In the event that a data element for a particular youth record was found to contain either missing or out-of-range data, no internal consistency checks that involve that element will be performed on the record³. Likewise, if an element has already failed one internal consistency check, no further internal consistency checks that involve that element will be performed on that record. Thus, in the example above, once data element 36 has been marked in error, no additional checks will be made based on the value of that element for that record.

Appendix A defines the specific internally inconsistent data errors that will be detected by the Federal NYTD system. The tables in Appendix B summarize how these internal consistency checks will be applied to relevant NYTD data elements.

³ Please see Section 3, Appendix A and Appendix B for more detail on the compliance checks and the detection of errors for missing, out-of-range and internally inconsistent data.

APPENDIX A. INTERNAL CONSISTENCY CHECKS

As specified in Section 2.4.3, internally inconsistent data are one type of error that ACF examines when determining compliance with NYTD error-free standards. Appendix A lists and describes each of these internal consistency checks. Internal consistency checks are ordered in accordance with the prioritization guidelines specified in Section 3.3.

- **Internal Consistency Check #1: *Check of the logical relationship between the date of birth and the report date.*** Element 4 (date of birth) must be prior to the month and year corresponding to the end of the report period as specified in element 2 (report date). If not, an internally inconsistent error is marked for data element 4. This check is performed if and only if all of elements 2 and 4 are not previously marked as erroneous for a record.
- **Internal Consistency Check #2: *Check of the reporting population membership of youth (youth not of baseline population age).*** If element 4 (date of birth) specified in a youth record is not consistent with belonging to the baseline population, then element 14 (foster care status – services) and element 36 (foster care status – outcomes) cannot both be blank. If they are both blank, an internally inconsistent error is marked for both data element 14 and data element 36. This check is performed if and only if all of elements 2, 4, 14 and 36 are not previously marked as erroneous for a record.
- **Internal Consistency Check #3: *Check of the reporting population membership of youth (youth of baseline population age).*** If element 4 (date of birth) is consistent with belonging to the baseline population, and element 4 corresponds to a birthday more than 45 days before the end of the reporting period as determined by element 2 (report date), then element 14 (foster care status – services) and element 36 (foster care status – outcomes) cannot both be blank. If they are both blank, an internally inconsistent error is marked for both data element 14 and data element 36. This check is performed if and only if all of elements 2, 4, 36 and 14 are not previously marked as erroneous for a record.
- **Internal Consistency Check #4: *Check of the logical relationship between a youth's membership in the served population and reported characteristics information (youth in served population).*** If element 14 (foster care status – services) is not blank, then elements 15 through 33 must not be blank. If so, an internally inconsistent error is marked for each blank data element 15 to 33. This check is performed if and only if elements 2 (report date) and 14 are not previously marked as erroneous for a record. If any element 15 through 33 is previously marked as erroneous, no additional check shall be made for that element.
- **Internal Consistency Check #5: *Check of the logical relationship between a youth's membership in the served population and reported independent living services information (youth in served population).*** If element 14 (foster care status – services) is not blank, then at least one of elements 20 through 33 must be “yes.” If not, an internally inconsistent error is marked for all data elements 20 to 33. This check is performed if and only if elements 2 (report date) and 14 are not previously marked as erroneous for a record. If any element 20 through 33 is previously marked as erroneous, no additional check shall be made for that element.

- **Internal Consistency Check #6: *Check of the logical relationship between the outcomes reporting status and the population (youth in baseline population).*** If a youth is in the baseline population (based on elements 2, 4, and 36) then element 34 (outcomes reporting status) must not be “not in sample.” If so, an internally inconsistent error is marked for data element 34. This check is performed if and only if all of elements 2, 4, 36 and 34 are not previously marked as erroneous for a record.
- **Internal Consistency Check #7: *Check of the logical relationship between the date of outcome data collection and the population (youth in baseline population).*** If a youth is in the baseline population (based on elements 2, 4, and 36) and element 34 (outcomes reporting status) is “participated” (youth participated), then the date specified for element 35 (date of outcome data collection) must be no later than 45 days after the youth's birthday which occurred during the reporting period (as determined by element 4). If not, an internally inconsistent error is marked for data element 35. This check is performed if and only if all of elements 2, 4, 36, 34 and 35 are not previously marked as erroneous for a record.
- **Internal Consistency Check #8: *Check of the logical relationship between the date of outcome data collection and the population (youth in follow-up population).*** If a youth is in a follow-up population (based on elements 2, 4, and 36) and element 34 (outcomes reporting status) is “participated” (youth participated), then the date specified for element 35 (date of outcome data collection) must occur within the six-month reporting period ending with the month and year indicated in element 2 (report date). If not, an internally inconsistent error is marked for data element 35. This check is performed if and only if all of elements 2, 4, 36, 34 and 35 are not previously marked as erroneous for a record.
- **Internal Consistency Check #9: *Check of the logical relationship between a youth's receipt of public assistance, foster care status, and outcomes reporting status (youth survey participants in foster care).*** If a youth is in the follow-up population (based on elements 2, 4, and 36), and the value of element 36 (foster care status—outcomes) is “yes” (corresponding to a youth in foster care) and element 34 is “participated” (youth participated) then elements 42 (public financial assistance), 43 (public food assistance), and 44 (public housing assistance) must be “not applicable.” If not, an internally inconsistent error is marked for each inconsistent data element 42 to 44. This check is performed if and only if all of elements 2, 4, 36, and 34 are not previously marked as erroneous for a record. If any element 42 through 44 is previously marked as erroneous, no additional check shall be made for that element.
- **Internal Consistency Check #10: *Check of the logical relationship between a youth's receipt of public assistance, foster care status, and outcomes reporting status (youth survey participants not in foster care).*** If a youth is in a follow-up population (based on elements 2, 4, and 36), and the value of element 36 (foster care status—outcomes) is “no” (corresponding to a youth not in foster care) and element 34 is “participated” (youth participated), then elements 42 (public financial assistance), 43 (public food assistance), and 44 (public housing assistance) cannot be “not applicable.” If not, an internally inconsistent error is marked for each inconsistent data element 42 to 44. This check is performed if and only if all of elements 2, 4, 36, and 34 are not previously marked as erroneous for a record. If any element 42 through 44 is previously marked as erroneous, no additional check shall be made for that element.

- **Internal Consistency Check #11: *Check of the logical relationship between reported outcomes information and the outcomes reporting status (youth in baseline or follow-up population who participate in the survey)***. If a youth is in the baseline population (based on elements 2, 4, and 36) and element 36 is “yes” (youth in foster care at the date of outcome data collection) or in the follow-up population, and the value of element 34 (outcomes reporting status) is “participated” (youth participated) then at least one of elements 37 through 58 (excluding elements 42-44 for baseline youth survey participants) must be other than “declined” or “not applicable.” If not, an internally inconsistent error is marked for all data elements 37 to 58. This check is performed if and only if all of elements 2, 4, 36, and 34 are not previously marked as erroneous for a record. If any element 37 through 58 is previously marked as erroneous, no additional check shall be made for that element.
- **Internal Consistency Check #12: *Check of the logical and corresponding response between the elements pertaining to whether a youth has children and whether the youth was married at the time of his/her child's birth (youth in baseline or follow-up population who participate in the survey who do not report having children)***. If a youth is in the baseline population or a follow-up population (based on elements 2, 4, and 36), and the value for element 34 (outcomes reporting status) is “participated” (youth participated), then if element 52 (children) is “no” (youth reports having not given birth to or not fathered any children that were born) or “declined,” then element 53 (marriage at child's birth) must be “not applicable.” If not, an internally inconsistent error is marked for both of data elements 52 and 53. This check is performed if and only if all of elements 2, 4, 36, 34, 52 and 53 are not previously marked as erroneous for a record.
- **Internal Consistency Check #13: *Check of the logical and corresponding response between the elements pertaining to whether a youth has children and whether the youth was married at the time of his/her child's birth (youth in baseline or follow-up population who participate in the survey who report having children)***. If a youth is in the baseline population or a follow-up population (based on elements 2, 4, and 36), and the value for element 34 (outcomes reporting status) is “participated” (youth participated), then if element 52 (children) is “yes” (youth reports having given birth to or fathered children that were born), then element 53 (marriage at child's birth) cannot be “not applicable.” If not, an internally inconsistent error is marked for both of data elements 52 and 53. This check is performed if and only if all of elements 2, 4, 36, 34, 52 and 53 are not previously marked as erroneous for a record.
- **Internal Consistency Check #14: *Check of the logical and corresponding responses among elements related to other health insurance coverage and health insurance types (youth in baseline or follow-up population who participate in the survey who report having no other health insurance coverage)***. If a youth is in the baseline population or a follow-up population (based on elements 2, 4, and 36), and the value for element 34 (outcomes reporting status) is “participated” (youth participated), then if element 55 (other health insurance coverage) is a valid response other than “yes” (e.g., “no”, “don't know” or “declined”), then elements 56 (health insurance type: medical), 57 (health insurance type: mental health) and 58 (health insurance type: prescription drugs) must be “not applicable.” If not, an internally inconsistent error is marked for data element 55 and each inconsistent data element 56 through 58. This check is performed if and only if all of elements 2, 4, 36, 34, and 55 are not previously marked as erroneous for a record. If any element 56

through 58 is previously marked as erroneous, no additional check shall be made for that element.

- **Internal Consistency Check #15: *Check of the logical and corresponding responses among elements related to other health insurance coverage and health insurance types (youth in baseline or follow-up population who participate in the survey who report having other health insurance coverage)*.** If a youth is in the baseline population or a follow-up population (based on elements 2, 4, and 36), and the value for element 34 (outcomes reporting status) is “participated” (youth participated), then if element 55 (other health insurance coverage) is “yes,” then element 56 (health insurance type: medical) cannot be “not applicable.” If so, an internally inconsistent error is marked for data element 55 and element 56. This check is performed if and only if all of elements 2, 4, 36, 34, 55 and 56 are not previously marked as erroneous for a record.
- **Internal Consistency Check #16: *Check of the logical and corresponding responses among elements related to health insurance types (youth in baseline or follow-up population who participate in the survey who report having no medical insurance)*.** If a youth is in the baseline population or a follow-up population (based on elements 2, 4, and 36), and the value for element 34 (outcomes reporting status) is “participated” (youth participated), then if element 56 (health insurance type: medical) is a valid response other than “yes” (e.g., “no”, “don’t know” or “declined”), then elements 57 (health insurance type: mental health) and 58 (health insurance type: prescription drugs) must be “not applicable.” If not, an internally inconsistent error is marked for data element 56 and each inconsistent data element 57 through 58. This check is performed if and only if all of elements 2, 4, 36, 34, 55 and 56 are not previously marked as erroneous for a record. If any element 57 through 58 is previously marked as erroneous, no additional check shall be made for that element.
- **Internal Consistency Check #17: *Check of the logical and corresponding responses among elements related to health insurance types (youth in baseline or follow-up population who participate in the survey who report having medical insurance)*.** If a youth is in the baseline population or a follow-up population (based on elements 2, 4, and 36), and the value for element 34 (outcomes reporting status) is “participated” (youth participated), then if element 56 (health insurance type: medical) is “yes,” then elements 57 (health insurance type: mental health) and 58 (health insurance type: prescription drugs) cannot be “not applicable.” If so, an internally inconsistent error is marked for data element 56 and each inconsistent data element 57 through 58. This check is performed if and only if all of elements 2, 4, 36, 34, 55 and 56 are not previously marked as erroneous for a record. If any element 57 through 58 is previously marked as erroneous, no additional check shall be made for that element.
- **Internal Consistency Check #18: *Check of the logical relationship between reported races and declined race information.*** If element 12 (race–declined) is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 (race elements) cannot be “yes.” If so, an internally inconsistent error is marked for data element 12 and any of data elements 6-11 with a value of “yes.” This check is performed if and only if element 12 is not previously marked as erroneous for a record. If any element 6 through 11 is previously marked as erroneous, no additional check shall be made for that element.

- **Internal Consistency Check #19: *Check of the logical relationship between unreported races and declined race information.*** If all of elements 6, 7, 8, 9, 10, and 11 (race elements) are "no," then element 12 (race—declined) cannot be "no." If so, an internally inconsistent error is marked for all data elements 6-12. This check is performed if and only if element 12 is not previously marked as erroneous for a record. If any element 6 through 11 is previously marked as erroneous, no additional check shall be made for that element.

APPENDIX B: ELEMENT-BY-ELEMENT DETAILS OF ERROR-FREE INFORMATION STANDARDS

Tables 3.1 – 3.3 provide at-a-glance details of the 58 NYTD data elements along with a description of how the two NYTD error-free information standards apply to each element per reporting population. The column labeled “Missing” lists when a value is required for each reporting population to which each element applies. Any data element left blank when that element requires a value would be considered in error. The column labeled “Out of Range” lists the valid response options for each data element, as specified in the NYTD regulation. Any data element containing a value outside of this list of responses would be considered in error. **It is important to note, however, that these valid values must first be formatted appropriately as specified in Table 1 (see column labeled “NYTD XML Values”) of NYTD Technical Bulletin #1** (See Section 2.2.2 of this document for more information). The column labeled “Internally Inconsistent” lists the logical relationships between data elements that ACF examines as part of its internal consistency checks (abbreviated “ICC’s” in the tables below) as described in Appendix A.

TABLE 3.1 SERVED POPULATION

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁴	Internally Inconsistent	
1. State	Required	2 digit FIPS code	None.	100% of records in a data file must be error-free.
2. Report date	Required	Month and year	None.	100% of records in a data file must be error-free.
3. Record number	Required	Encrypted, unique person identification number	None.	100% of records in a data file must be error-free.
4. Date of birth	Required	Month, day, year	ICC#1: The date of birth reported in element 4 must be prior to the month and year corresponding to the end of the report period as specified in element 2.	100% of records in a data file must be error-free.
5. Sex	Required	Male Female	None.	100% of records in a data file must be error-free.

⁴ All valid values must first be formatted appropriately as described in Table 1 of NYTD Technical Bulletin #1, which can be accessed here: http://www.acf.hhs.gov/programs/cb/systems/nytd/technical_bulletins.htm.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁴	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
6. Race: American Indian or Alaska Native	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.
7. Race: Asian	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.
8. Race: Black or African American	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.
9. Race: Native Hawaiian or Other Pacific Islander	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.
10. Race: White	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁴	Internally Inconsistent	
11. Race: unknown	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.
12. Race: declined	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.
13. Hispanic or Latino ethnicity	Required	Yes No Unknown Declined	None.	90% of records in a data file must be error-free.
14. Foster care status–services	Required	Yes No	<p>ICC#2: If element 4 is not consistent with belonging to the baseline population, then element 14 and element 36 cannot both be blank.</p> <p>ICC#3: If element 4 is consistent with belonging to the baseline population and element 4 corresponds to a birthday more than 45 days before the end of the reporting period, then element 14 and element 36 cannot both be blank.</p>	100% of subject records in a data file must be error-free.
15. Local agency	Required	FIPS code(s) Centralized unit	ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.	90% of subject records in a data file must be error-free.
16. Federally recognized tribe	Required	Yes No	ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁴	Internally Inconsistent	
17. Adjudicated delinquent	Required	Yes No	ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.	90% of subject records in a data file must be error-free.
18. Educational level	Required	Less than 6th grade 6th grade 7th grade 8th grade 9th grade 10th grade 11th grade 12th grade Post secondary education or training College	ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.	90% of subject records in a data file must be error-free.
19. Special education	Required	Yes No	ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.	90% of subject records in a data file must be error-free.
20. Independent living needs assessment	Required	Yes No	ICC#4: If element 14 is not blank, then elements 15-33 must not be blank. ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."	90% of subject records in a data file must be error-free.
21. Academic support	Required	Yes No	ICC#4: If element 14 is not blank, then elements 15-33 must not be blank. ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁴	Internally Inconsistent	
22. Post-secondary educational support	Required	Yes No	<p>ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.</p> <p>ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."</p>	90% of subject records in a data file must be error-free.
23. Career preparation	Required	Yes No	<p>ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.</p> <p>ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."</p>	90% of subject records in a data file must be error-free.
24. Employment programs or vocational training	Required	Yes No	<p>ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.</p> <p>ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."</p>	90% of subject records in a data file must be error-free.
25. Budget and financial management	Required	Yes No	<p>ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.</p> <p>ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."</p>	90% of subject records in a data file must be error-free.
26. Housing education and home management training	Required	Yes No	<p>ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.</p> <p>ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."</p>	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁴	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
27. Health education and risk prevention	Required	Yes No	<p>ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.</p> <p>ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."</p>	90% of subject records in a data file must be error-free.
28. Family support and healthy marriage education	Required	Yes No	<p>ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.</p> <p>ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."</p>	90% of subject records in a data file must be error-free.
29. Mentoring	Required	Yes No	<p>ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.</p> <p>ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."</p>	90% of subject records in a data file must be error-free.
30. Supervised independent living	Required	Yes No	<p>ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.</p> <p>ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."</p>	90% of subject records in a data file must be error-free.
31. Room and board financial assistance	Required	Yes No	<p>ICC#4: If element 14 is not blank, then elements 15-33 must not be blank.</p> <p>ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."</p>	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁴	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
32. Education financial assistance	Required	Yes No	ICC#4: If element 14 is not blank, then elements 15-33 must not be blank. ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."	90% of subject records in a data file must be error-free.
33. Other financial assistance	Required	Yes No	ICC#4: If element 14 is not blank, then elements 15-33 must not be blank. ICC#5: If element 14 is not blank, then at least one of elements 20 through 33 must be "yes."	90% of subject records in a data file must be error-free.
36. Foster care status–outcomes	None.	Yes No Blank	ICC#2: If element 4 is not consistent with belonging to the baseline population, then element 14 and element 36 cannot both be blank.	100% of subject records in a data file must be error-free.

TABLE 3.2 BASELINE POPULATION

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁵	Internally Inconsistent	
1. State	Required	2 digit FIPS code	None.	100% of records in a data file must be error-free.
2. Report date	Required	Month and year	None.	100% of records in a data file must be error-free.
3. Record number	Required	Encrypted, unique person identification number	None.	100% of records in a data file must be error-free.
4. Date of birth	Required	Month, day, year	ICC#1: The date of birth reported in element 4 must be prior to the month and year corresponding to the end of the report period as specified in element 2.	100% of records in a data file must be error-free.
5. Sex	Required	Male Female	None.	100% of records in a data file must be error-free.
6. Race: American Indian or Alaska Native	Required	Yes No	ICC#18: If element 12 is "yes," then any of elements 6, 7, 8, 9, 10, or 11 cannot be "yes." ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are "no," then element 12 cannot be "no."	90% of records in a data file must be error-free.

⁵ All valid values must first be formatted appropriately as described in Table 1 of NYTD Technical Bulletin #1, which can be accessed here: http://www.acf.hhs.gov/programs/cb/systems/nytd/technical_bulletins.htm.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁵	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
7. Race: Asian	Required	Yes No	<p>ICC#18: If element 12 is "yes," then any of elements 6, 7, 8, 9, 10, or 11 cannot be "yes."</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are "no," then element 12 cannot be "no."</p>	90% of records in a data file must be error-free.
8. Race: Black or African American	Required	Yes No	<p>ICC#18: If element 12 is "yes," then any of elements 6, 7, 8, 9, 10, or 11 cannot be "yes."</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are "no," then element 12 cannot be "no."</p>	90% of records in a data file must be error-free.
9. Race: Native Hawaiian or Other Pacific Islander	Required	Yes No	<p>ICC#18: If element 12 is "yes," then any of elements 6, 7, 8, 9, 10, or 11 cannot be "yes."</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are "no," then element 12 cannot be "no."</p>	90% of records in a data file must be error-free.
10. Race: White	Required	Yes No	<p>ICC#18: If element 12 is "yes," then any of elements 6, 7, 8, 9, 10, or 11 cannot be "yes."</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are "no," then element 12 cannot be "no."</p>	90% of records in a data file must be error-free.
11. Race: unknown	Required	Yes No	<p>ICC#18: If element 12 is "yes," then any of elements 6, 7, 8, 9, 10, or 11 cannot be "yes."</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are "no," then element 12 cannot be "no."</p>	90% of records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁵	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
12. Race: declined	Required	Yes No	ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.” ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”	90% of records in a data file must be error-free.
13. Hispanic or Latino ethnicity	Required	Yes No Unknown Declined	None.	90% of records in a data file must be error-free.
14. Foster care status—services	None.	Yes No Blank	ICC#3: If element 4 corresponds to a birthday more than 45 days before the end of the reporting period, then element 14 and element 36 cannot both be blank.	100% of subject records in a data file must be error-free.
34. Outcomes reporting status	Required except if youth's birthday occurred within 45 days of the end of the report period	Youth participated Youth declined Parent declined Youth incapacitated Incarcerated Runaway/Missing Unable to locate/invite Death Not in sample Blank	ICC#6: Element 34 must not be “not in sample.”	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁵	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
35. Date of outcome data collection	Required except if a youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Month, day, year Blank	ICC#7: If element 34 is "participated" (youth participated), then the date specified for element 35 must be no later than 45 days after the youth's birthday (element 4) which occurred during the reporting period.	90% of subject records in a data file must be error-free.
36. Foster care status—outcomes	Required except if youth's birthday occurred within 45 days of the end of the report period	Yes No Blank	ICC#3: If element 4 is consistent with belonging to the baseline population and element 4 corresponds to a birthday more than 45 days before the end of the reporting period, then element 14 and element 36 cannot both be blank.	100% of subject records in a data file must be error-free.
37. Current full-time employment	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Declined Blank	ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated) then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁵	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
38. Current part-time employment	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Declined Blank	ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.
39. Employment-related skills	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Declined Blank	ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.
40. Social Security	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Declined Blank	ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁵	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
41. Educational aid	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Declined Blank	ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.
45. Other financial support	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Declined Blank	ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.
46. Highest educational certification received	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	High school diploma/GED Vocational certificate Vocational license Associate's degree Bachelor's degree Higher degree None of the above Declined Blank	ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁵	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
47. Current enrollment and attendance	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Declined Blank	ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.
48. Connection to adult	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Declined Blank	ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.
49. Homelessness	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Declined Blank	ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁵	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
50. Substance abuse referral	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Declined Blank	ICC#11: If element is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.
51. Incarceration	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Declined Blank	ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.
52. Children	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Declined Blank	<p>ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p> <p>ICC#12: If element 34 is "participated" (youth participated) and element 52 is "no" or "declined," then element 53 must be "not applicable."</p> <p>ICC#13: If element 34 is "participated" (youth participated) and element 52 is "yes," then element 53 cannot be "not applicable."</p>	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁵	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
53. Marriage at child's birth	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Not applicable Declined Blank	<p>ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p> <p>ICC#12: If element 34 is "participated" (youth participated) and element 52 is "no" or "declined," then element 53 must be "not applicable."</p> <p>ICC#13: If element 34 is "participated" (youth participated) and element 52 is "yes," then element 53 cannot be "not applicable."</p>	90% of subject records in a data file must be error-free.
54. Medicaid	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Don't know Declined Blank	<p>ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p>	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁵	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
55. Other health insurance coverage	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Don't know Declined Blank	<p>ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p> <p>ICC#14: If element 34 is "participated" (youth participated) and element 55 is a valid response other than "yes," then elements 56, 57 and 58 must be "not applicable."</p> <p>ICC#15: If element 34 is "participated" (youth participated) and element 55 is "yes," then element 56 cannot be "not applicable."</p>	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁵	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
56. Health insurance type: Medical	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Don't know Not applicable Declined Blank	<p>ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p> <p>ICC#14: If element 34 is "participated" (youth participated) and element 55 is a valid response other than "yes," then elements 56, 57 and 58 must be "not applicable."</p> <p>ICC#15: If element 34 is "participated" (youth participated) and element 55 is "yes," then element 56 cannot be "not applicable."</p> <p>ICC#16: If element 34 is "participated" (youth participated) and element 56 is a valid response other than "yes," then elements 57 and 58 must be "not applicable."</p> <p>ICC#17: If element 34 is "participated" (youth participated) and element 56 is "yes," then elements 57 and 58 cannot be "not applicable."</p>	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁵	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
57. Health insurance type: Mental health	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Don't know Not applicable Declined Blank	<p>ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p> <p>ICC#14: If element 34 is "participated" (youth participated) and element 55 is a valid response other than "yes," then elements 56, 57 and 58 must be "not applicable."</p> <p>ICC#16: If element 34 is "participated" (youth participated) and element 56 is a valid response other than "yes," then elements 57 and 58 must be "not applicable."</p> <p>ICC#17: If element 34 is "participated" (youth participated) and element 56 is "yes," then elements 57 and 58 cannot be "not applicable."</p>	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard
Number & Name	Missing	Out of Range ⁵	Internally Inconsistent	45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
58. Health insurance type: Prescription drugs	Required except if youth did not participate in the survey, or because youth's birthday occurred within 45 days of the end of the report period	Yes No Don't know Not applicable Declined Blank	<p>ICC#11: If element 36 is "yes" and element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p> <p>ICC#14: If element 34 is "participated" (youth participated) and element 55 is a valid response other than "yes," then elements 56, 57 and 58 must be "not applicable."</p> <p>ICC#16: If element 34 is "participated" (youth participated) and element 56 is a valid response other than "yes," then elements 57 and 58 must be "not applicable."</p> <p>ICC#17: If element 34 is "participated" (youth participated) and element 56 is "yes," then elements 57 and 58 cannot be "not applicable."</p>	90% of subject records in a data file must be error-free.

TABLE 3.3 FOLLOW-UP POPULATION⁶

Data Elements 45 CFR 1356.83(g) Number & Name	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁷	Internally Inconsistent	
1. State	Required	2 digit FIPS code	None.	100% of records in a data file must be error-free.
2. Report date	Required	Month and year	None.	100% of records in a data file must be error-free.
3. Record number	Required	Encrypted, unique person identification number	None.	100% of records in a data file must be error-free.
4. Date of birth	Required	Month, day, year	ICC#1: The date of birth reported in element 4 must be prior to the month and year corresponding to the end of the report period as specified in element 2.	100% of records in a data file must be error-free.
5. Sex	Required	Male Female	None.	100% of records in a data file must be error-free.

⁶ States that opt to sample in accordance with 45 CFR 1356.84 are to report “not in sample” for element 34 for 19-year-old youth in the follow-up population who are not a part of the State’s sample and leave blank the other data elements that correspond with the youth outcome survey questions (data elements 37-58) for such youth. Please also note that no further information is required for the data elements applicable to the follow-up population for 21-year-old youth who are not in the State’s sample.

⁷ All valid values must first be formatted appropriately as described in Table 1 of NYTD Technical Bulletin #1, which can be accessed here: http://www.acf.hhs.gov/programs/cb/systems/nytd/technical_bulletins.htm.

Data Elements 45 CFR 1356.83(g) Number & Name	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁷	Internally Inconsistent	
6. Race: American Indian or Alaska Native	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.
7. Race: Asian	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.
8. Race: Black or African American	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.
9. Race: Native Hawaiian or Other Pacific Islander	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.
10. Race: White	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g) Number & Name	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁷	Internally Inconsistent	
11. Race: unknown	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.
12. Race: declined	Required	Yes No	<p>ICC#18: If element 12 is “yes,” then any of elements 6, 7, 8, 9, 10, or 11 cannot be “yes.”</p> <p>ICC#19: If all of elements 6, 7, 8, 9, 10, or 11 are “no,” then element 12 cannot be “no.”</p>	90% of records in a data file must be error-free.
13. Hispanic or Latino ethnicity	Required	Yes No Unknown Declined	None.	90% of records in a data file must be error-free.
14. Foster care status—services	None.	Yes No Blank	None.	100% of subject records in a data file must be error-free.
34. Outcomes reporting status	Required except if youth is age 21 and not in the State’s sample (see footnote #6)	Youth participated Youth declined Parent declined Youth incapacitated Incarcerated Runaway/Missing Unable to locate/invite Death Not in sample	None.	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g) Number & Name	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁷	Internally Inconsistent	
35. Date of outcome data collection	Required except if youth did not participate in the survey	Month, day, year Blank	ICC#8: If element 34 is “participated” (youth participated), then the date specified for element 35 must occur within the 6-month reporting period ending with the month and year indicated in element 2.	90% of subject records in a data file must be error-free.
36. Foster care status–outcomes	Required except if youth is age 21 and not in the State’s sample (see footnote #6)	Yes No	ICC#2: Element 14 and element 36 cannot both be blank.	100% of subject records in a data file must be error-free.
37. Current full-time employment	Required except if youth did not participate in the survey	Yes No Declined Blank	ICC#11: If element 34 is “participated” (youth participated), then at least one of elements 37 through 58 must be other than “declined,” “not applicable,” or blank.	90% of subject records in a data file must be error-free.
38. Current part-time employment	Required except if youth did not participate in the survey	Yes No Declined Blank	ICC#11: If element 34 is “participated” (youth participated), then at least one of elements 37 through 58 must be other than “declined,” “not applicable,” or blank.	90% of subject records in a data file must be error-free.
39. Employment-related skills	Required except if youth did not participate in the survey	Yes No Declined Blank	ICC#11: If element 34 is “participated” (youth participated), then at least one of elements 37 through 58 must be other than “declined,” “not applicable,” or blank.	90% of subject records in a data file must be error-free.
40. Social Security	Required except if youth did not participate in the survey	Yes No Declined Blank	ICC#11: If element 34 is “participated” (youth participated), then at least one of elements 37 through 58 must be other than “declined,” “not applicable,” or blank.	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g) Number & Name	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁷	Internally Inconsistent	
41. Educational aid	Required except if youth did not participate in the survey	Yes No Declined Blank	ICC#11: If element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.
42. Public financial assistance	Required except if youth did not participate in the survey	Yes No Not applicable Declined Blank	<p>ICC#9: If element 36 is "yes" and element 34 is "participated" (youth participated), then elements 42-44 must be "not applicable."</p> <p>ICC#10: If element 36 is "no" and element 34 is "participated" (youth participated), then elements 42-44 cannot be "not applicable."</p> <p>ICC#11: If element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p>	90% of subject records in a data file must be error-free.
43. Public food assistance	Required except if youth did not participate in the survey	Yes No Not applicable Declined Blank	<p>ICC#9: If element 36 is "yes" and element 34 is "participated" (youth participated), then elements 42-44 must be "not applicable."</p> <p>ICC#10: If element 36 is "no" and element 34 is "participated" (youth participated), then elements 42-44 cannot be "not applicable."</p> <p>ICC#11: If element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p>	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g) Number & Name	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁷	Internally Inconsistent	
44. Public housing assistance	Required except if youth did not participate in the survey	Yes No Not applicable Declined Blank	<p>ICC#9: If element 36 is “yes” and element 34 is “participated” (youth participated), then elements 42-44 must be “not applicable.”</p> <p>ICC#10: If element 36 is “no” and element 34 is “participated” (youth participated), then elements 42-44 cannot be “not applicable.”</p> <p>ICC#11: If element 34 is “participated” (youth participated), then at least one of elements 37 through 58 must be other than “declined,” “not applicable,” or blank.</p>	90% of subject records in a data file must be error-free.
45. Other financial support	Required except if youth did not participate in the survey	Yes No Declined Blank	<p>ICC#11: If element 34 is “participated” (youth participated), then at least one of elements 37 through 58 must be other than “declined,” “not applicable,” or blank.</p>	90% of subject records in a data file must be error-free.
46. Highest educational certification received	Required except if youth did not participate in the survey	High school diploma/GED Vocational certificate Vocational license Associate’s degree Bachelor’s degree Higher degree None of the above Declined Blank	<p>ICC#11: If element 34 is “participated” (youth participated), then at least one of elements 37 through 58 must be other than “declined,” “not applicable,” or blank.</p>	90% of subject records in a data file must be error-free.
47. Current enrollment and attendance	Required except if youth did not participate in the survey	Yes No Declined Blank	<p>ICC#11: If element 34 is “participated” (youth participated), then at least one of elements 37 through 58 must be other than “declined,” “not applicable,” or blank.</p>	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g) Number & Name	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁷	Internally Inconsistent	
48. Connection to adult	Required except if youth did not participate in the survey	Yes No Declined Blank	ICC#11: If element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.
49. Homelessness	Required except if youth did not participate in the survey	Yes No Declined Blank	ICC#11: If element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.
50. Substance abuse referral	Required except if youth did not participate in the survey	Yes No Declined Blank	ICC#11: If element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.
51. Incarceration	Required except if youth did not participate in the survey	Yes No Declined Blank	ICC#11: If element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.	90% of subject records in a data file must be error-free.
52. Children	Required except if youth did not participate in the survey	Yes No Declined Blank	<p>ICC#11: If element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p> <p>ICC#12: If element 34 is "participated" (youth participated) and element 52 is "no" or "declined," then element 53 must be "not applicable."</p> <p>ICC#13: If element 34 is "participated" (youth participated) and element 52 is "yes," then element 53 cannot be "not applicable."</p>	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g) Number & Name	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁷	Internally Inconsistent	
53. Marriage at child's birth	Required except if youth did not participate in the survey	Yes No Not applicable Declined Blank	<p>ICC#11: If element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p> <p>ICC#12: If element 34 is "participated" (youth participated) and element 52 is "no" or "declined," then element 53 must be "not applicable."</p> <p>ICC#13: If element 34 is "participated" (youth participated) and element 52 is "yes," then element 53 cannot be "not applicable."</p>	90% of subject records in a data file must be error-free.
54. Medicaid	Required except if youth did not participate in the survey	Yes No Don't know Declined Blank	<p>ICC#11: If element 34 is "participated" (youth participated) then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p>	90% of subject records in a data file must be error-free.
55. Other health insurance coverage	Required except if youth did not participate in the survey	Yes No Don't know Declined Blank	<p>ICC#11: If element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p> <p>ICC#14: If element 34 is "participated" (youth participated) and element 55 is a valid response other than "yes," then elements 56, 57 and 58 must be "not applicable."</p> <p>ICC#15: If element 34 is "participated" (youth participated) and element 55 is "yes," then element 56 cannot be "not applicable."</p>	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g) Number & Name	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁷	Internally Inconsistent	
56. Health insurance type: Medical	Required except if youth did not participate in the survey	Yes No Don't know Not applicable Declined Blank	<p>ICC#11: If element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p> <p>ICC#14: If element 34 is "participated" (youth participated) and element 55 is a valid response other than "yes," then elements 56, 57 and 58 must be "not applicable."</p> <p>ICC#15: If element 34 is "participated" (youth participated) and element 55 is "yes," then element 56 cannot be "not applicable."</p> <p>ICC#16: If element 34 is "participated" (youth participated) and element 56 is a valid response other than "yes," then elements 57 and 58 must be "not applicable."</p> <p>ICC#17: If element 34 is "participated" (youth participated) and element 56 is "yes," then elements 57 and 58 cannot be "not applicable."</p>	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g) Number & Name	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3) 45 CFR 1356.85(b)(1)
	Missing	Out of Range ⁷	Internally Inconsistent	
57. Health insurance type: Mental health	Required except if youth did not participate in the survey	Yes No Don't know Not applicable Declined Blank	<p>ICC#11: If element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p> <p>ICC#14: If element 34 is "participated" (youth participated) and element 55 is a valid response other than "yes," then elements 56, 57 and 58 must be "not applicable."</p> <p>ICC#16: If element 34 is "participated" (youth participated) and element 56 is a valid response other than "yes," then elements 57 and 58 must be "not applicable."</p> <p>ICC#17: If element 34 is "participated" (youth participated) and element 56 is "yes," then elements 57 and 58 cannot be "not applicable."</p>	90% of subject records in a data file must be error-free.

Data Elements 45 CFR 1356.83(g)	Errors 45 CFR 1356.85(c)			Compliance Standard 45 CFR 1356.85(a)(3)
Number & Name	Missing	Out of Range⁷	Internally Inconsistent	45 CFR 1356.85(b)(1)
58. Health insurance type: Prescription drugs	Required except if youth did not participate in the survey	Yes No Don't know Not applicable Declined Blank	<p>ICC#11: If element 34 is "participated" (youth participated), then at least one of elements 37 through 58 must be other than "declined," "not applicable," or blank.</p> <p>ICC#14: If element 34 is "participated" (youth participated) and element 55 is a valid response other than "yes," then elements 56, 57 and 58 must be "not applicable."</p> <p>ICC#16: If element 34 is "participated" (youth participated) and element 56 is a valid response other than "yes," then elements 57 and 58 must be "not applicable."</p> <p>ICC#17: If element 34 is "participated" (youth participated) and element 56 is "yes," then elements 57 and 58 cannot be "not applicable."</p>	90% of subject records in a data file must be error-free.

APPENDIX G

NYTD PILOT TEST FEEDBACK FORM



Feedback Form for NYTD Pilot Testing: December 20, 2010 – January 21, 2011

State:	
Contact Person:	<i>Name</i> <i>Email</i> <i>Role</i>

Section 1: NYTD Data Review Utility (NDRU)

1. Overall, what did you like about the NDRU?
2. Overall, what did you not like about the NDRU?
3. What specifically would you like to see improved or changed in the NDRU to make it more useful to you?
4. Did you encounter any system issues or bugs (things that didn't work or error messages you received) during your test of the NYTD Portal?
5. Is enough information provided in the six NDRU outputs that help you determine exactly what issues (data compliance, data quality, or file formatting issues) are and what might be needed to resolve them?
6. Please provide any additional comments regarding the NDRU that you would like to share:

Section 2: NYTD Portal

1. Overall, what did you like about the NYTD Portal?
2. Overall, what did you not like about the NYTD Portal?
3. What specifically would you like to see improved or changed in the NYTD Portal tool to make it more useful to you?
4. Did you encounter any issues or errors that prevented you from completing your tasks during your test of the NYTD Portal?
5. What reports are helpful to you and why? (e.g., cross-file, frequency, etc.)
6. Is the flow of screens logical? (e.g. are things linked in a way that makes sense?)
7. Key terms used in the NYTD Portal Screens contain descriptions visible when you mouse-over them. Do the terms used in the screens require any further clarification? If so, which terms?

8. Is enough information provided in the NYTD Portal that helps you determine exactly what the data compliance and data quality issues are and what might be needed to resolve them?
9. Please provide any additional comments regarding the NYTD Portal that you would like to share:

Section 3: Pilot Testing Process

1. Overall, what did you like about the NYTD pilot test process? Did you receive sufficient support from the Federal team and ICF team to complete the test?
2. Overall, what did you not like about the NYTD pilot test process? Were there aspects of NYTD reporting that you felt were not adequately tested through the pilot?
3. Did you encounter any difficulty in properly extracting the NYTD data file?
4. Did you encounter any difficulty in using CFI to transmit your data file?
5. Was the webinar/overview helpful?
6. Do you feel prepared for the first reporting period? If not, are there specific areas where support can be provided?

APPENDIX H

PRESENTATION FROM THE NYTD PILOT TEST WEBINAR (December 9, 2010)

A recorded version of the webinar is available on the NYTD Community of Practice (CoP) at: <http://nytdcommunity.acf.hhs.gov/node/241>



Introduction to the 52-State NYTD Pilot Test

**December 9, 2010
2:30 – 4:30 pm EDT**

Audio Information: 1-877-423-6338, participant passcode: 497205#

Overview of the NYTD Pilot Test



- The NYTD pilot test is a self-paced, voluntary opportunity available to all States to try out the complete file submission process they will use for NYTD data reporting
- Testing timeframe: December 20, 2010 – January 21, 2011

Goals of the Pilot Test



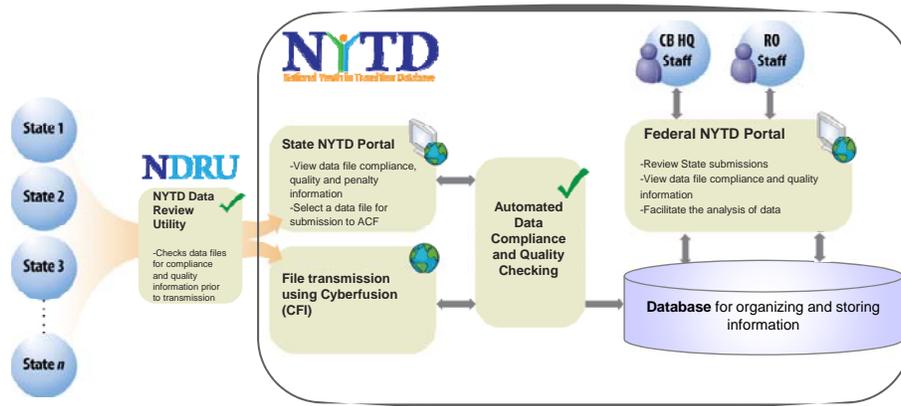
- Understand each State's process of extracting data from its child welfare information system to appropriately construct NYTD data files;
- Assist each State in using the NYTD Data Review Utility (NDRU) to better understand the data file and any possible errors;
- Assist each State in transmitting the constructed NYTD data file via Cyberfusion (CFI); and
- Verify that the NYTD web portal performs key functions, including displaying all necessary information on transmitted NYTD data files (e.g., data compliance and quality information) and allowing the State to select a data file for submission.

Success Factors for the Pilot Test



- Using the correct file format as outlined in NYTD Technical Bulletin #1
- Transmitting the NYTD data file via Cyberfusion (CFI)
- Viewing the transmitted data file in the NYTD portal
- Reviewing the data file's compliance and quality information in the NYTD portal
 - Re-transmitting data files as necessary to achieve success (no errors or compliance issues)
- Selecting a data file for “submission,” the process by which the State actually submits the data file that was checked for compliance to ACF
- Testing the features and functions that will be demonstrated today

Overview of the File Submission Process



Steps in the Testing Process

Step 1: States use the NYTD Data Review Utility (NDRU) to test their data file prior to transmission

NDRU

- States will use NDRU to test the data file for file format errors and other compliance problems
- Use of NDRU is required during the pilot test to give the States a compliance report to compare against the results in the NYTD portal
- Success: State reviews data file using NDRU and finds no file format errors or other compliance issues

Steps in the Testing Process



Step 2: States transmits data file via Cyberfusion (CFI)



- The States will transmit properly formatted and named data files via CFI
- Transmitted data files will be loaded into the NYTD portal
- States will receive NYTD portal credentials to view data files (*Please note: NYTD portal credentials are different than CFI credentials*)
- Success: State views data file's compliance and quality information in the NYTD portal

Steps in the Testing Process



Step 3: Use NYTD portal to review and select a data file for submission



- States review the results from the compliance and quality checks in the NYTD portal
- If there are no errors, States should "submit" data files by clicking the "submit" button
- If a data file contains errors that will not allow the State to submit it, the State should review the errors and then re-transmit an error-free data file
- Success: State selects an error-free data file for submission

Steps in the Testing Process



Step 4: Test NYTD portal features and functions

- Upon successful transmission and subsequent submission, States can then utilize the NYTD portal to see all information provided about the data files
- Success: State navigates through the NYTD portal and tests its various features, including:
 - Viewing and understanding system-generated potential penalties
 - Creating and understanding various reports (e.g., frequency reports)
 - Viewing notes included in a data file

Steps in the Testing Process



Step 5: Discuss your pilot test experience with your peer States and with the Federal NYTD Team



- The Federal NYTD Team will provide a short feedback form to States to document their experiences working with the NDRU and NYTD portal
- States are encouraged to visit the NYTD Community of Practice (CoP) at <http://nytdcommunity.acf.hhs.gov> during and after the pilot test to share thoughts on the pilot test or to communicate with other States also participating in the pilot test

Other Important Information



- In the event that a State is not yet prepared to transmit a properly formatted XML data file, the Federal NYTD team can supply a test data file to the State for the purposes of trying out the NDRU and completing the NYTD data file submission process using the NYTD portal (**Steps 1, 3 and 4**)
- ICF will provide all support for the pilot test, including technical assistance to help States understand file errors and the use of NDRU and the NYTD portal
- ICF will be available via email (nytd@icfi.com) and phone (**877-565-NYTD**) to provide technical assistance and support during the testing process

Other Important Information



- ICF will also provide the States a **testing guidebook** which contains:
 - A glossary of terms used in the NYTD portal and NDRU
 - Test scripts to assist States in navigating the NYTD portal
 - References to NYTD technical documentation
 - Slides from this PowerPoint presentation
 - Pilot test feedback form

Next Steps



- Testing will be phased over several weeks so that we can provide States with an appropriate level of technical assistance
- We will start by contacting States that have already successfully transmitted files via CFI
- We will then schedule other States once we receive notice of success with transmitting files via CFI from ACF
- ICF will contact States at least a week prior to the time they are to start testing to confirm information and answer any questions
- All States that are interested in pilot testing should plan on filling out the **NYTD Pilot Test Registration Form** and returning it by email to nytd@icfi.com

Testing Phases



- Phase 1 – December 20th - 31st

Alabama	California	Colorado	Connecticut
Georgia	Maryland	Missouri	Texas
West Virginia	Florida	Hawaii	Idaho
Iowa	Minnesota	Nebraska	Indiana
Louisiana	Montana		

- Phase 2 – January 3rd – 14th

New York	North Carolina	Pennsylvania	Puerto Rico
South Carolina	Tennessee	New Jersey	Wisconsin
Wyoming	Arkansas	Kansas	Kentucky
Mississippi	North Dakota	Ohio	Utah
Arizona	South Dakota		

- Phase 3 – January 10th – 21st

Alaska	Delaware	District of Columbia	Maine
Massachusetts	New Hampshire	Michigan	New Mexico
Oklahoma	Oregon	Rhode Island	Vermont
Virginia	Washington	Nevada	Illinois

Contact Information



For general questions about the pilot testing opportunity, contact Miguel Vieyra:

By email: nytdinfo@acf.hhs.gov

By phone: 202-205-7277

For technical questions about the pilot testing process or for technical assistance during the NYTD pilot test, contact the ICF team:

By email: nytd@icfi.com

By phone: 877-565-NYTD (877-565-6983, 10:00 am – 4:00 pm EDT, Monday-Friday)

