# Logo says "NYTD. National Youth in Transition Database." The "Y" is a person with uplifted arms.

# Children’s Bureau

# National Youth in Transition Database (NYTD) Review

# State NYTD Review Coordinator Checklist

The state’s NYTD Review Coordinator is responsible for leading the state team’s overall planning for the review and organizing onsite review activities, and may be responsible for coordinating the state’s improvement planning in the post-onsite phase. The NYTD Review Coordinator can be identified when the state is in communication with the Children’s Bureau (CB) Regional Office staff about scheduling the NYTD Review, or as soon as the state receives the official NYTD Review confirmation letter.

This checklist summarizes the activities and a proposed timeline for preparations that you as the NYTD Review Coordinator should lead before the NYTD Review and for which you should provide progress updates during the NYTD Review planning calls. The checklist also includes activities that take place during and after the onsite review. Federal tasks and timelines are described in this checklist to provide guidance and help you plan. **Tasks do not have to be completed in any particular order, and you can complete them sooner if able or requested by the CB**. You can add rows, activities, due dates, and checkboxes to meet the needs of your state’s NYTD Review.

**Figure 1. Overview of the NYTD Review Process**

|  |  |  |
| --- | --- | --- |
| **Pre-Onsite Phase** | **Onsite Phase** | **Post-Onsite Phase** |
| Planning conference callsSystem and survey documentationTest casesCase record review sampleRequirements workbook | Entrance conferenceSystem demonstrationSurvey methodologyCase record reviewStakeholder/partner interviewsYoung people focus groupsData Quality Assurance, Continuous Quality Improvement, and file reporting discussionFederal review team offsite preliminary findings meetingExit conference | Final ReportImprovement planDebrief conference call |
| **Duration:**Minimum 16 weeks | **Duration:**5 days | **Duration:**16 weeks, plus the time it takes to complete the improvement plan |

**Pre-Onsite Phase**

**Minimum 6 months before NYTD Review: Confirmation of NYTD Review**

The state receives a letter of confirmation from the Federal Review Coordinator (or designee) confirming the dates for the review.

| **Activity** | **Enter Due Date** | **Check Once Completed** |
| --- | --- | --- |
| Work with Federal Review Coordinator and CB Regional Office staff to determine a central location for NYTD Review onsite activities to be held; this is generally the state capital and the state office where most of the case record files that will be reviewed are held. |   |   |

**Minimum of 4 to 6 months before NYTD Review: Form State Review Team and Begin Logistical Planning**

| **Activity** | **Enter Due Date** | **Check Once Completed** |
| --- | --- | --- |
| Designate State Technical Lead. |   |   |
| Engage, recruit, and prepare 7 to 10 state young people to participate in young people focus group. |   |   |
| Identify state staff person to be Onsite Support Coordinator available during the young person focus group to provide follow-up services or support if urgent needs or issues of concern are disclosed. |   |   |
| Engage, recruit, train, and prepare 1 to 2 state young people as State Youth Ambassadors to support state review team and participate in:* Entrance and exit conferences
* System demonstration and survey methodology
* Case record review debrief

State can request 1 to 2 planning calls with the CB technical assistance providers for assistance with this. |   |   |
| Identify staff person to navigate through the state data system during the system demonstration on Day 1 of the onsite review. |   |   |
| Identify at least 5 to 8 staff (caseworkers or other staff who regularly access the child welfare information system) who can participate in case reviews. |   |   |
| Identify staff person to be available each day to assist with technical issues or research and troubleshoot technical issues. |   |   |
| Identify staff person to be available to assist stakeholders or troubleshoot if stakeholders/partners do not show for interviews on days with interviews. |   |   |
| Identify technical staff who work directly with the state child welfare system (e.g., state child welfare system IT specialist or data analyst) to participate in planning call with Federal Technical Lead and State Technical Lead. |   |   |
| Inform the federal review team of required security procedures for accessing state facilities and/or the state’s child welfare information system. |   |   |
| Participate in planning call #1 (kickoff) to walk through pre-onsite phase documentation requirements for onsite phase. |   |   |
| Begin planning for onsite logistical needs for the review, including meeting location and conference room use:* Secure one large conference room for entrance and exit conferences to allow enough space for the size of the review teams and materials, a large screen, projector, and wi-fi capabilities for guest users.
* Identify a secure room to be used for case record reviews to protect confidentiality, with tables for small teams to work, laptops to access state data system, adequate charging capabilities for laptops, and easel-size Post-it notes to hang with tips to help reviewers.
* Reserve separate rooms (number of rooms needed based on number of stakeholder/partner interviews scheduled) to conduct concurrent interviews, ensuring working telephone and/or computer in each room that supports conference or video calls if applicable (see NYTD Review Daily Agendas Template on NYTD Virtual Network).
* Set daily schedules (arrival and departure times), office hours, access to building.
 |   |   |
| Begin working on pre-onsite phase activities (see Section 4 of the *Guide to the NYTD Review*). |    |   |

**3 months before NYTD Review: Set Up and Hold Planning Calls**

| **Activity** | **Enter Due Date** | **Check Once Completed** |
| --- | --- | --- |
| Federal Technical Lead and federal technical staff, State Technical Lead, and state technical staff already identified participate in a planning call to orient the federal team to the state’s child welfare information system and to discuss the state’s technical preparations for the NYTD Review. |   |   |
| Federal Review Coordinator and State Review Coordinator (and select members of each review team) may host a conference call to check in on the state’s progress in preparing for the NYTD Review. |   |   |

**2 months before NYTD Review: Submit System Documentation and Related Tasks**

The Federal Review Coordinator (or designee) sends test case scenarios to the state to review and enter into its child welfare information system; provides the case record review sample; and generates NYTD data reports and analysis to identify and note areas of focus for the onsite phase.

| **Activity** | **Enter Due Date** | **Check Once Completed** |
| --- | --- | --- |
| State submits system demonstration and survey materials to federal team (see *Section 4.3.2 Survey Documentation* and Figure 7 of the *Guide to the NYTD Review*). |   |   |
| State submits the Requirements Workbook (see Appendices C-1 and C-2 of the *Guide to the NYTD Review*). |   |   |
| State receives test case scenarios from the federal team to review (see Section 4.5: Test Cases, and Figure 8 of the *Guide to the NYTD Review*). |   |   |
| State Review Coordinator identifies a staff member or members familiar with the system and/or case practice to enter the cases into the child welfare information system. A training or test environment that mirrors the production system may be used to enter the test cases. |   |   |
| State Review Coordinator (or designee) transmits the test file once it contains the test cases, notifies the Federal Review Coordinator by email that the test file has been submitted, and shares encrypted record numbers that correspond to each test case. |   |   |
| State receives the case record review sample from the federal team and begins compiling case record documentation (see Section 4.6 of the *Guide to the NYTD Review*). |   |   |
| Federal Technical Lead, State Technical Lead, and other state staff familiar with the child welfare information system meet to discuss the state’s pre-onsite phase system documentation and tasks. |   |   |
| Federal Review Coordinator and State Review Coordinator (and select members of each review team) may host conference call to check in on the state’s progress in preparing for the NYTD Review. |   |   |

**1 month before NYTD Review: Scheduling and Wrapping Up Tasks**

| **Activity** | **Enter Due Date** | **Check Once Completed** |
| --- | --- | --- |
| State confirms that at least 5 to 8 staff will participate in case record reviews. |   |   |
| State confirms that a technical staff person is available to handle issues during case record reviews. |   |   |
| Identify and confirm 1 to 3 state staff to support the NYTD Review daily onsite logistics (e.g., navigating through security, locating daily review activities by escorting federal review team members, stakeholders/ partners, and young people throughout the building); and making sure case records are available before the case record review day. These staff will also support the development and distribution of materials needed during the review week.  |   |   |
| State finalizes schedules with individuals, including young people, to participate in stakeholder/partner interviews and young people focus groups. |   |   |
| State and federal team finalize agenda for onsite review phase. |   |   |
| State submits test case scenarios. |   |   |
| State and federal teams host planning call to confirm that meeting logistics for onsite phase are ready and discuss results of state’s submitted test case scenarios. |   |   |

**Onsite Phase**

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| --- | --- | --- |
| **Activity** | **Due Date** | **Check Once Completed** |
| Ensure easy access to the building for NYTD Review teams, including staff person assigned to greet everyone, access to parking, sign-in/sign-out process, badges or key fobs. |   |   |
| Ensure conference room is set up for the entrance conference and a full day of activities: system demonstration, survey methodology, and debriefing. | Day 1 |   |
| Update and distribute to federal and state review teams daily agendas as they change. | Daily as needed |   |
| Ensure conference room is set up for a full day of case record reviews with tables for small groups, laptops to access state data system, and easel-size Post-it notes. | Day 2 |   |
| Ensure conference rooms are set up for a full day of stakeholder/ partner interviews with adequate tables and chairs and necessary equipment to accommodate conference calls and/or video conferencing. | Day 3 |   |
| Ensure state contact is available if needed, for timeframe identified by the federal review team. | Day 4 |   |
| Ensure conference room is set up for the half-day exit conference. | Day 5 |   |

**Post-Onsite Phase**

**Within 90 days after NYTD Review: Final Report**

The CB submits the NYTD Review Final Report and NYTD Improvement Plan template to the state. The CB holds a final debriefing call to discuss the Final Report and kick off the improvement plan process.

**Within 45 days of official NYTD Review Final Report: Improvement Plan Process**

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| --- | --- | --- |
| **Activity** | **Enter Due Date** | **Check Once Completed** |
| State submits initial NYTD improvement plan to CB to be approved. |   |   |