# [State] National Youth in Transition Database (NYTD) Review

**[Dates of Onsite Review in Month Day‒Day, Year]**

**State NYTD Review Team Chart and Information**

When your state’s NYTD Review has been officially confirmed, identify all state NYTD Review team members and their roles in the NYTD Review. The NYTD Review role is different from the person’s state title. A person may play more than one NYTD Review role (e.g., the State Review Coordinator may also be the Independent Living Coordinator). A description of the roles and responsibilities is in the chart below, and can also be found in the *Guide to the NYTD Review* located on the NYTD Virtual Network (NYTD V-NET) here: [Guide to the NYTD Review Version 1.1 (hhs.gov)](https://www.acf.hhs.gov/sites/default/files/documents/cb/nytd_review_guide.pdf)

Complete the full State NYTD Review Team Chart beginning on page 2, which includes contact information and types of planning calls in which state staff will participate. Add or delete rows based on your NYTD Review. Please share the completed State NYTD Review Team Chart with the Children’s Bureau Central Office NYTD Review Lead(s), Regional Office staff, and [cw@jbsinternational.com](mailto:cw@jbsinternational.com).

Following the State NYTD Review Team Chart is a request for logistics and information to help plan for the NYTD Review. If you have questions, please contact the Child Welfare Compliance Reviews Team at [cw@jbsinternational.com](mailto:cw@jbsinternational.com).

| **NYTD Review Role** | **Description of NYTD Review Responsibilities** |
| --- | --- |
| State Review Coordinator | Leads state team’s overall planning for the review, organizes onsite review activities, and coordinates the state’s improvement planning in the post-onsite phase.  Participates in NYTD Review kickoff and regular NYTD Review planning calls and is available onsite. |
| State Technical Lead | Leads the state’s effort to prepare and submit system documentation, conducts the system demonstration, and addresses all technical questions about the state’s system and data reporting processes.  Participates in NYTD Review kickoff, technical planning calls and is available onsite. |
| Agency Leadership (Child Welfare Administrator, Commissioner, Division Directors) | While senior leaders are not expected to participate in the entire review process, they should be informed of the NYTD Review, may participate in the NYTD Review kickoff, and should attend the entrance and exit conferences. |
| Independent Living (IL)/Chafee Program Coordinator and Staff | Participate in all phases of the NYTD Review. Provides insight into the state’s Chafee and Education and Training Voucher (ETV) programs, including IL services coordination and provision.  Participate in NYTD Review kickoff, regular NYTD Review planning calls, engagement of young people planning call(s), and is available onsite. |
| CCWIS or Other Information Technology Project Manager(s) | Participate in all phases of the NYTD Review. Assists with answering questions regarding how data are recorded in the system and how NYTD information is mapped and extracted for NYTD reporting. May also serve as the state’s technical lead.  Participate in NYTD Review kickoff, technical planning calls and is available onsite. |
| CQI Lead or Data Manager | Participates in the state’s preparations for the onsite phase with respect to the state’s data quality assurance, data analysis, and data usage efforts.  Participates in the CQI discussion during the onsite phase. |
| Foster Care Manager | Participates in the onsite phase of the NYTD Review. Provides insight into child welfare policies and practices that assist the federal team in assessing the state’s collection and reporting of NYTD data on youth in foster care.  Participates in NYTD Review kickoff, regular NYTD Review planning calls. |
| Caseworkers and other field staff, including supervisors and regional staff | Participate in the onsite phase of the NYTD Review, particularly the system demonstration and case record review. Caseworkers often play the role of state navigator of the state system during case record review day. Inform case planning, service coordination, and case data entry requirements for transitioning youth. |
| Young Adults (State Youth Ambassadors) | Participate in the entrance and exit conferences, system demonstration, and case record review debriefing during the onsite phase. If identified, participate in NYTD kickoff and regular NYTD Review planning calls. |
| Community-Based Service Providers | Participate in the onsite phase or, at state’s discretion, may participate in pre-onsite phase planning. Often provide IL services under contract, and offer valuable insights into the state’s service delivery approach, including needs assessment, service planning and provision, youth engagement, and surveying youth for their outcomes. If identified, may participate in a stakeholder interview. |

**State NYTD Review Team Chart**

**NOTE: Please indicate all calls to which the staff member should be invited to attend by typing Yes or No in the chart.**

| **NYTD Review Role** | **Full Name, Agency, Title** | **Contact Information**  **Email Address**  **Phone Number** | **NYTD Review Planning Calls (Monthly)**  **Yes/No** | **Engaging State Young People Call(s)**  **(1−2 or as needed)**  **Yes/No** | **Technical Calls 1−4 months before onsite review (Weekly)**  **Yes/No** |
| --- | --- | --- | --- | --- | --- |
| State Review Coordinator |  |  |  |  |  |
| State Technical Lead |  |  |  |  |  |
| Agency Leadership (Child Welfare Administrator, Commissioner, Division Directors) |  |  |  |  |  |
| Independent Living (IL)/Chafee Program Coordinator and Staff |  |  |  |  |  |
| CCWIS or Other Information Technology Project Manager(s) |  |  |  |  |  |
| CQI Lead or Data Manager |  |  |  |  |  |
| Foster Care Manager |  |  |  |  |  |
| Caseworkers and other field staff, including supervisors and regional staff |  |  |  |  |  |
| Young Adults (State Youth Ambassadors) |  |  |  |  |  |
| Community-Based Service Providers |  |  |  |  |  |

**Logistics**

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| --- | --- |
| **Item** | **Information** |
| Proposed dates and times for regular monthly NYTD Review Planning calls beginning the month after the kickoff |  |
| Proposed dates and times for engagement of young people call(s) |  |
| Proposed hotels close to NYTD Review site |  |