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

# Children’s BureauNational Youth in Transition Database (NYTD) ReviewPlanning Checklist for State Staff Engaging Young People

“Appendix A. Planning Checklist,” from the *Guide to the NYTD Review*, is a useful tool when planning a NYTD Review and engaging young people. This abbreviated version of the checklist helps state staff responsible for engaging young people guide their efforts for their NYTD Review. It provides recommended timelines for when to engage young people in their roles as State Youth Ambassadors and young people focus group participants. The checklist also references specific sections within the guide.

## 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.

| **State Efforts to Engage Young People** | **Guide Reference** | **`** | **Check Once Completed** |
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| State brainstorms the engagement of young people in their NYTD Review and begins to identify state young people for two roles:* State Youth Ambassador (at least 1, but preferably 2)
* Young People Focus Group participant (target 7−10, or more if state can accommodate)
 | Section 4.1 |  |  |

### Minimum of 4 to 6 months before NYTD Review: Form State Review Team and Host Kickoff Call

State and federal review team members are identified. State and federal review teams host a NYTD Review kickoff planning call to walk through pre-onsite phase documentation requirements for the onsite phase. Monthly planning calls follow.

| **State Efforts to Engage Young People** | **Guide Reference** | **Enter Due Date** | **Check Once Completed** |
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| State identifies at least 1 young person (preferably 2 but no more than 3) to participate as a State Youth Ambassador on the NYTD Review state team and invites them to attend the kickoff call and regular planning calls (except the separate technical calls with the state technical lead focused on information technology). | Section 3 |  |  |
| State begins process of identifying additional young people (target 7−10, or more if the state can accommodate) to participate in the NYTD young people focus group. These young people will be invited later in the planning process. (See “1 month before NYTD Review” section below.) The State Youth Ambassador(s) can be a participant or observer in the NYTD young people focus group. | Section 3 |  |  |
| State requests technical assistance call(s) on how to engage young people, as needed, through coordination with the federal review coordinator. | Section 3 |  |  |
| State invites the State Youth Ambassador(s) to the kickoff call. | Section 4.1 |  |  |
| State explores and may provide incentives for young people’s participation in the kickoff call. | Section 4.1 |  |  |

### 1 month before NYTD Review: Ongoing Engagement and Planning

State continues engagement of young people and planning for the NYTD Review. State and federal review teams host conference calls to confirm meeting logistics for the onsite phase and work to finalize the agenda for the NYTD Review.

| **State Efforts to Engage Young People** | **Guide Reference** | **Enter Due Date** | **Check Once Completed** |
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| State continues engagement of the State Youth Ambassador(s) on the state review team and invites them to attend planning calls (except for the technical calls with the state technical lead). | Section 4.7 |  |  |
| State requests separate technical assistance call(s) on how to engage young people, as needed, through coordination with the federal review coordinator, to orient the State Youth Ambassador(s) and plan for a meet-up with trained young members of the federal review team. State invites State Youth Ambassador(s) to participate in these calls to prepare for the onsite phase of the NYTD Review. | Sections 4.1 and 4.7 |  |  |
| State collaborates with State Youth Ambassador(s) to determine if they want to attend stakeholder/partner interviews as observers, and if they want to attend the state young people focus group as an observer or participant, and starts to plan with them.  | Section 4.7 |  |  |
| State collaborates with State Youth Ambassador(s) to structure their free time during case record reviews on Day 2 and the federal review team meeting only on Day 4. | Section 3.2 |  |  |
| State invites identified young people (7−10, or more if the state can accommodate) to participate in the NYTD young people focus group. | Section 4.7 |  |  |
| State shares the finalized agenda and State Team chart with contact information with the State Youth Ambassador(s). | Section 4.2 |  |  |

## Onsite Phase

| **State Efforts to Engage Young People** | **Enter Due Date** | **Check Once Completed** |
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| Support and facilitate participation of State Youth Ambassador(s) in meet-up with federal review team NYTD Reviewers, which usually occurs the day before the onsite review begins. | Day before onsite review |  |
| Permit access for the State Youth Ambassador(s) to the building for the NYTD Review by:* Informing them of the location, name of building, and address;
* Providing the contact name and number of the person to whom they can reach out with any issues; and
* Providing instructions on how to access the building and where to meet.
 | Day 1 |  |
| Provide or ensure that State Youth Ambassador(s) get updated daily agendas. | Daily as needed |  |
| Prepare State Youth Ambassador(s) for strategic introduction during the Entrance Conference. Helpful links include:* [https://www.fosterclub.com/strategic-sharing](https://www.fosterclub.com/strategic-sharing%22%20%5Co%20%22foster%20club%20for%20strategic%20sharing)
* <https://www.fosterclub.com/comment/3562>
 | Day 1 |  |
| Before Day 2, remind State Youth Ambassador(s) that they will not be participating in case record reviews because of confidentiality, but that they are invited to attend the case record review day debriefing if interested. Collaborate with State Youth Ambassador(s) on how to structure their day (e.g., engage them in other state young people meetings or activities with the state to use their expertise, give them time to fulfill other obligations). If they attend the debriefing, prepare and support them.  | Day 2 |  |
| Before Day 3, collaborate with State Youth Ambassador(s) to determine if they want to attend and observe stakeholder/partner interviews. Provide or ensure that they have the current stakeholder/partner interviews daily agenda. For the stakeholder/partner interviews they want to attend and observe, pair them with federal review team NYTD Reviewers and remind them of strict confidentiality during interviews. Before Day 3, collaborate with State Youth Ambassador(s) to determine if they want to attend the young people focus group as an observer or a participant. Provide or ensure that they have the current young people focus group daily agenda. Reiterate strict confidentiality during the young people focus group. Prepare and support State Youth Ambassador(s) for either role they play during the young people focus group.  | Day 3 |  |
| Before Day 4, remind State Youth Ambassador(s) that there are no NYTD Review activities for them to participate in on this day. As with the case record review day, collaborate with State Youth Ambassador(s) on how they can structure their day (e.g., engage them in other activities with the state to use their expertise, give them time to fulfill other obligations). | Day 4 |  |
| Before Day 5, prepare and support State Youth Ambassador(s) for the Exit Conference by providing them with the agenda, location, time to arrive, and logistical support. If a State Youth Ambassador is presenting during the Exit Conference, the NYTD Review federal team will support preparation efforts. | 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.

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| State invites the State Youth Ambassador(s) to participate in a debriefing call. | Section 6.1 |  |  |

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

State submits initial NYTD improvement plan to the CB to be approved.

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| State invites State Youth Ambassador(s) to join follow-up calls, meetings, or other post-onsite phase activities (except any separate NYTD Review technical calls focused solely on information technology). | Section 6.2 |  |  |