

## Children's Bureau

### National Youth in Transition Database Review

#### Quick Reference Guide:

#### Logistics and Meeting Space Considerations

This resource provides information to support planning the logistics for the successful execution of a National Youth in Transition Database (NYTD) Review. The State NYTD Review Coordinator can refer to this resource to assist in planning the daily activities of the NYTD Review onsite phase. An additional resource is Section 4, Pre-Onsite Phase, in the [Guide to the NYTD Review](#).

#### Meeting Space Considerations

When deciding on a location to host the NYTD Review, keep in mind that the site needs to accommodate both state and federal review teams. Things to consider include:

- A centralized location for state staff (states often consider the state capital, but another site may be mutually agreed upon).
- Building access and security requirements for the federal review team (e.g., IDs if required to enter the building, visitor name tags, badges, a sign-in/sign-out process, or a point person to support the team's entry into the building and access to assigned activities).
- Rooms, sizes, set-up, and technology, including access to power outlets and high-speed wireless internet connection (Wi-Fi) to accommodate a large number of review team members and support access to online materials or remote videoconferencing tools for different types of meetings:
  - In-person meetings, in which all participants attend in person
  - Hybrid meetings, which include both in-person and virtual participants
  - Virtual meetings, in which all participants are completely remote
- Different locations can be used to facilitate the daily review activities (e.g., a state training facility for Day 2, case record review day).

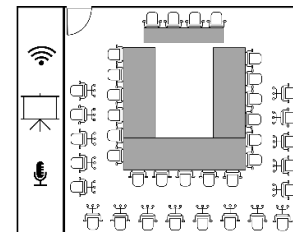
#### Daily Activities, Room Set-Ups, and Materials

Onsite daily review activities require different room sizes and set-ups. The following pages include tables that show the purpose and set-up for rooms used during each day of the NYTD Review, including the equipment, technology, materials needed, and example room layout images. Extra chairs are recommended for the main rooms to accommodate activities that have varying attendance levels and to allow for different comfort levels for proximity to others (e.g., social distancing).

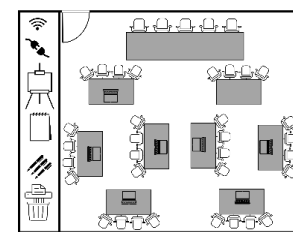
#### Additional Onsite Planning Tips

- ✓ Display signage in and around the review site to guide attendees to the various daily conference and meeting room locations.
- ✓ Provide name tags or badges for all attendees to ensure easy identification of the NYTD Review participants on site.

## Day 1 (Monday): Entrance Conference, System Demonstration, and Survey Methodology Review

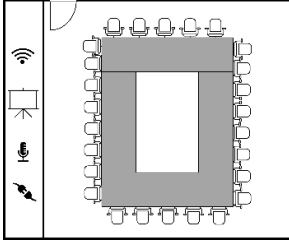
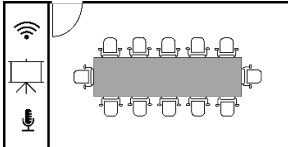
| Room Purpose and Set-Up   | Equipment, Technology, and Materials   | Room Layout   |
|---|--|---|
| <p>A large room is needed to accommodate all entrance conference participants, including the federal and state review teams and other state administration staff invited to Day 1 activities. This could include more than 35 participants.</p> <p>A U-shape set-up is recommended, with a small table at the front of the room for the State NYTD Review Lead, State Technical Lead, and Federal NYTD Review Lead.</p> <p>All three Day 1 activities can be held in this room.</p> | <p><b>In-Person Meetings</b></p> <ul style="list-style-type: none"> <li>• Wi-Fi</li> <li>• Audio-visual equipment <ul style="list-style-type: none"> <li>– Projector and large screen</li> <li>– Microphone/speaker phone</li> </ul> </li> <li>• Video or phone conference options (e.g., Zoom, Microsoft Teams, conference call line) for people who cannot attend in person</li> </ul> |  |

## Day 2 (Tuesday): Case Record Review Day

| Room Purpose and Set-Up   | Equipment, Technology, and Materials  | Room Layout  |
|---|---|--|
| <p>A large room is needed to accommodate all state and federal review team members supporting the case record review day. This room will also be used to debrief the case record review findings with the state.</p> <p>Seven to eight tables should accommodate three to five people, laptops, and case records. The tables can be rectangular, square, or round, depending on what the state has available.</p> <p>An easily accessible head table with four or more chairs is needed for review team members and for the Federal Review Coordinator and State NYTD Review Coordinator to assign and check in case records in a secure and organized way.</p> <p>A separate table is needed to accommodate the number of state technical staff.</p> | <p><b>In-Person Meetings</b></p> <ul style="list-style-type: none"> <li>• Wi-Fi</li> <li>• Access to electrical outlets (e.g., to charge laptops)</li> <li>• Large, easel-sized poster paper or similar highly visible surface to write on</li> <li>• Easel(s)</li> <li>• Markers</li> <li>• Designated trash can or shredder to dispose of confidential notes</li> </ul> |  |

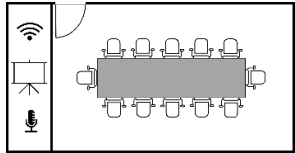
Day 3 requires several different meetings and activities to occur simultaneously, so communication and coordination is key to a successful day. It is recommended that a separate agenda be created for this day. Resources, including a sample agenda and template, are available on the NYTD Virtual Network: <https://nytdnetwork.jbsinternational.com/resources/nytd-review-materials>

### Day 3 (Wednesday): Continuous Quality Improvement (CQI) Meeting, File Reporting Discussion

| Room Purpose and Set-Up   | Equipment, Technology, and Materials   | Room Layout   |
|---|--|---|
| <p><b>CQI Meeting</b><br/>A large room is needed to accommodate 25 to 30 people (as well as virtual participants, if needed).</p> <p><b>File Reporting Discussion</b><br/>A room is needed to accommodate a subset of the federal and state teams to discuss any outstanding technical issues. This could include 5 to 10 people (as well as virtual participants, if needed).</p> <p>The file reporting discussion could take place in the same room used for the CQI meeting.</p> | <p><b>In-Person Meetings</b></p> <ul style="list-style-type: none"> <li>• Wi-Fi</li> <li>• Access to electrical outlets (e.g., to charge laptops)</li> <li>• Video or phone conference options (e.g., Zoom, Microsoft Teams, conference call line) for people who cannot attend in person</li> </ul> | <p><b>CQI Meeting (can also be used for File Reporting Discussion)</b></p>  <p><b>File Reporting Discussion (if different room from CQI Meeting)</b></p>  |

### Day 3 (Wednesday) *continued*: Community Partner Interviews

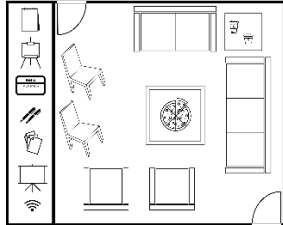
Interviews with community partners can be conducted individually or in groups (i.e., if partners have similar interests and involvement in NYTD). Community partner interviews can be in-person or virtual (e.g., via video or phone conference options such as Zoom, Microsoft Teams, or a conference call line).<sup>1</sup> A hybrid model is not recommended for community partner interviews. Additional virtual community partner interviews can be scheduled before or after the onsite review using video or phone conference options.

| Room Purpose and Set-Up  | Equipment, Technology, and Materials   | Room Layout   |
|--|--|---|
| <p>Several rooms are needed as more than one interview/meeting may occur at the same time.</p> <p>Each room should have a table and chairs to accommodate the number of interview participants. It may be possible to hold interviews in private offices (if available) if the number of participants in the interview is small.</p> <p>Ideally, an individual (someone other than the State NYTD Review Coordinator) should be designated to coordinate the community partner interviews. For in-person interviews, the coordinator will be the point of contact for review team members and community partners who need to know where and when the interviews will be held. For other types of interviews, the coordinator will also arrange IT support in the event of technology issues.</p> | <p><b>In-Person Meetings (Preferred)</b></p> <ul style="list-style-type: none"> <li>• Wi-Fi capabilities for interviewers to use laptops to take notes</li> </ul> <p><b>Virtual Meetings (Alternative)</b></p> <ul style="list-style-type: none"> <li>• A separate agenda for each interview. The agenda should include the type of interview group, the time, and the names, titles, and email addresses of attendees</li> <li>• Wi-Fi</li> </ul> |  |

<sup>1</sup> Community partner interviews that are conducted virtually during the onsite review will be set up by JBS International (a federal contractor used by the Children’s Bureau). JBS will coordinate the interviews using video or phone conference options (e.g., Zoom, Microsoft Teams, conference call line). The state is responsible for preparing the meeting agenda for each interview and providing it to JBS.

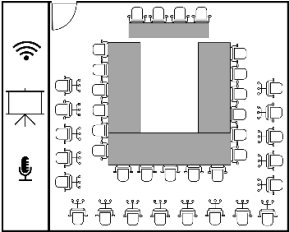
### Day 3 (Wednesday) *continued*: Young People Focus Group(s)

Young people focus groups can be conducted in person or using a hybrid model or completely virtual model<sup>2</sup>—whichever best accommodates the young people and will result in the most participation. The preferred option is to have at least one young people focus group with all participants in person. Additional virtual young people focus groups can be scheduled before or after the onsite review using video or phone conference options.

| Room Purpose and Set-Up  | Equipment, Technology, and Materials   | Room Layout   |
|--|--|---|
| <p>A large, private room is needed to accommodate 15 to 20 people (state young people and four federal review team members).</p> <p>The state can be creative in selecting a room location and using a set-up to help young people feel comfortable and encourage interaction and engagement. The room can be at a different location than the onsite review.</p> <p>The state should schedule the focus group at a time that works for the young people, such as late afternoon or evening. The state may also consider scheduling the focus group during other types of meetings the young people attend (e.g., a State Youth Advisory Board meeting or a state youth conference).</p> <p>The state should identify a point person available to work with a young person if needed (e.g., if sensitive information or concerns about well-being are disclosed, or resources/supports are identified).</p> <p>To support and thank the young people for their participation, states often provide compensation and a meal or snacks. The State Youth Ambassador(s) can play the role of a participant or an observer while maintaining confidentiality.</p> | <p><b>In-Person Meetings (preferred for at least one focus group)</b></p> <ul style="list-style-type: none"> <li>• Wi-Fi</li> <li>• Large, easel-sized poster paper or similar highly visible surface to write on</li> <li>• Easel(s)</li> <li>• Name tags</li> <li>• Markers, pens, pencils</li> <li>• Paper</li> </ul> <p><b>Virtual Meetings</b></p> <ul style="list-style-type: none"> <li>• Ensure that young people have access to the technology needed to participate</li> <li>• A separate agenda for each focus group, which includes young people who are participating remotely, should include the type of interview group, the time, and the names, titles, and email addresses of attendees</li> <li>• Wi-Fi</li> </ul> |  |

<sup>2</sup> Young people focus groups that are conducted using a hybrid model or virtually during the onsite review will be set up by JBS. JBS will coordinate the focus groups using video or phone conference options (e.g., Zoom, Microsoft Teams, conference call line). The state is responsible for preparing the meeting agenda for each focus group and providing it to JBS.

## Day 4 (Friday): Exit Conference

| Room Purpose and Set-Up   | Equipment, Technology, and Materials   | Room Layout   |
|---|--|---|
| <p>A large room (like the entrance conference room used on Day 1) is needed to accommodate all participants, including state staff, State Youth Ambassador(s), state administrators, and federal review team members.</p> | <p><b>In-Person Meetings</b></p> <ul style="list-style-type: none"> <li>• Wi-Fi</li> <li>• Audio-visual equipment <ul style="list-style-type: none"> <li>– Projector and large screen</li> <li>– Microphone/speaker phone</li> </ul> </li> <li>• Video or phone conference options (e.g., Zoom, Microsoft Teams, conference call line) for people who cannot attend in person</li> </ul> |  |