# This is a sample of working daily NYTD Review agendas to help states build the agendas for their onsite reviews.

# Sample State NYTD Review

August 7−11, 2023

Example State Department of Social Services Main Office

222 Pine Street, Sample City, Sample State 22222

Jane Doe, text/call 222-222-2222; [jdoe@dss.gov](mailto:jdoe@dss.gov)

**Day 1─Entrance Conference, System Demonstration Day**

Monday, August 7, 2023

| **Time/Location** | **Session Description** | **NYTD Review Team Participants (Includes Federal Review Team, State Review Team, State Leadership or Other State Staff, State Youth Ambassadors)** |
| --- | --- | --- |
| 8:30–9:30 a.m. ET  **Maple Conference Room** | **Entrance Conference**  *Introductions, overview of NYTD Review purpose, process, and agenda* | **Full Federal Review Team** (Arriving between 8 and 8:15 a.m.)  **State Agency Leadership:** Tina Johnson (Director), Tom Williams (Deputy Director), Mike Miller (Director of Operations)  **State NYTD Review Coordinators:** Jane Doe and Dave Smith  **State Foster Care Supervisors:** Sue Jones, Mary Brown  **State Independent Living Coordinators:** Jane Doe, Kate White, Matthew Johns  **State Technical Leads:** Thomas Hall, Gina Clark  **State CQI/Data Manager:** Matthew Lee  **State CCWIS/IT Manager:** Thomas Hall  **State Administrative Assistant:** Karen Walker  **State Navigators:** Bob Hall, Nicole Wilson, Katie Price, Alex Lopez, Tony Brown, Brandon Ball  **State Youth Ambassadors:** William Jones, Sarah James |
| 9:30–11:30 a.m. ET  **Maple Conference Room** | **System Demonstration:**  **Demographic Data Collection Practices**  *General Requirements 1, 2, and 3;*  *Data Elements 1−19 and 36* | **Full Federal Review Team**  **State NYTD Review Coordinators:** Jane Doe and Dave Smith (assists with navigating through data elements in state data system during demonstration)  **State Independent Living Coordinators:** Jane Doe, Kate White, Matthew Johns  **State Technical Leads:** Thomas Hall, Gina Clark  **State CQI/Data Manager:** Matthew Lee  **State Navigators:** Bob Hall, Nicole Wilson, Katie Price, Alex Lopez, Tony Brown, Brandon Ball  **State CCWIS/IT Manager:** Thomas Hall  **State Administrative Assistant:** Karen Walker  **State Youth Ambassadors:** William Jones, Sarah James |
| 11:30 a.m.–1 p.m. ET | **Lunch** | **All participants on own** |
| 1–2:30 p.m. ET  **Elm Conference Room** | **System Demonstration: Independent Living Services Collection Practices**  *General Requirement 1;*  *Data Elements 20−33* | **Full Federal Review Team**  **State NYTD Review Coordinators:** Jane Doe and Dave Smith (assists with navigating through data elements in state data system during demonstration)  **State Independent Living Coordinators:** Jane Doe, Kate White, Matthew Johns  **State Technical Leads:** Thomas Hall, Gina Clark  **State CQI/Data Manager:** Matthew Lee  **State CCWIS/IT Manager:** Thomas Hall  **State Navigators:** Bob Hall, Nicole Wilson, Katie Price, Alex Lopez, Tony Brown, Brandon Ball  **State Administrative Assistant:** Karen Walker  **State Youth Ambassadors:** William Jones, Sarah James |
| 2:30–2:45 p.m. ET | **Break** | **All participants on own** |
| 2:45–3:30 p.m. ET  **Elm Conference Room** | **System Demonstration:**  **Baseline Youth Outcomes Data Collection Practices**  *General Requirements 2 and 4;*  *Data Elements 34−58* | **Full Federal Review Team**  **State NYTD Review Coordinators:** Jane Doe and Dave Smith (assists with navigating through data elements in state data system during demonstration)  **State Independent Living Coordinators:** Jane Doe, Kate White, Matthew Johns  **State Technical Leads:** Thomas Hall, Gina Clark  **State CQI/Data Manager:** Matthew Lee  **State CCWIS/IT Manager:** Thomas Hall  **State Navigators:** Bob Hall, Nicole Wilson, Katie Price, Alex Lopez, Tony Brown, Brandon Ball  **State Administrative Assistant:** Karen Walker  **State Youth Ambassadors:** William Jones, Sarah James |
| 3:30–4:30 p.m. ET  **Elm Conference Room** | **System Demonstration:**  **Follow-Up Youth Outcomes Data Collection Practices**  *General Requirements 3 and 4;*  *Data Elements 34−58* | **Full Federal Review Team**  **State NYTD Review Coordinators:** Jane Doe and Dave Smith (assists with navigating through data elements in state data system during demonstration)  **State Independent Living Coordinators:** Jane Doe, Kate White, Matthew Johns  **State Technical Leads:** Thomas Hall, Gina Clark  **State CQI/Data Manager:** Matthew Lee  **State CCWIS/IT Manager:** Thomas Hall  **State Navigators:** Bob Hall, Nicole Wilson, Katie Price, Alex Lopez, Tony Brown, Brandon Ball  **State Administrative Assistant:** Karen Walker  **State Youth Ambassadors:** William Jones, Sarah James |
| 4:30–5:30 p.m. ET  **Elm Conference Room** | **Federal Review Team Debriefing** | **Full Federal Review Team** |

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Dave Smith, text/call 222-111-1111, [dsmith@dss.gov](mailto:dsmith@dss.gov)

**Day 2─Case Record Review Day**

Tuesday, August 8, 2023

| **Time/Location/ Conference Call Information Including Pass Code** | **Session Description** | **NYTD Review Team Participants (Includes Federal Review Team and Specific State Review Team Members)** |
| --- | --- | --- |
| Morning/Afternoon  **Each team will take lunch as needed based on team progress and preference.**  8 a.m.–3:30 p.m. ET  **Pine Conference Room** | **Case Record Review**  *The federal team, working in teams with a state staff member, targets reviewing 30 case files selected before the onsite review. Case reviews include both a review of the paper/electronic case record and discussions with the assigned caseworker and youth, if available.*  **Case Record Review Team Chart**  **Team 1:**  State Navigator: Bob Hall  Federal Team Member: Federal NYTD Reviewer  Federal Team Member: Federal NYTD Reviewer  **Team 2:**  State Navigator: Nicole Wilson  Federal Team Member: Federal NYTD Reviewer  Federal Team Member: Federal NYTD Reviewer  **Team 3:**  State Navigator: Katie Price  Federal Team Member: Federal NYTD Reviewer  Federal Team Member: Federal NYTD Reviewer  **Team 4:**  State Navigator: Alex Lopez  Federal Team Member: Federal NYTD Reviewer  Federal Team Member: Federal NYTD Reviewer  **Team 5:**  State Navigator: Tony Brown  Federal Team Member: Federal NYTD Reviewer  Federal Team Member: Federal NYTD Reviewer  **Team 6:**  State Navigator: Brandon Ball  Federal Team Member: Federal NYTD Reviewer  Federal Team Member: Federal NYTD Reviewer  **Other Attendees:** Not applicable | **Full Federal Review Team**  **State NYTD Review Coordinators:** Jane Doe and Dave Smith  **State Independent Living Coordinators:** Jane Doe, Kate White, Matthew Johns  **State CQI/Data Manager:** Matthew Lee  **State Navigators:** Bob Hall, Nicole Wilson, Katie Price, Alex Lopez, Tony Brown, Brandon Ball |
| 3:30–4:30 p.m. ET  **Pine Conference Room**  **Call in:**  888-111-1112  **Access Code:** 22222  **PIN:** 6666 | **Debriefing of Case Review Findings**  *The federal and state teams discuss key findings from the case reviews.*  ***State Youth Ambassadors are encouraged to attend.*** | **Full Federal Review Team**  **State NYTD Review Coordinators:** Jane Doe and Dave Smith  **State Independent Living Coordinators:** Jane Doe, Kate White, Matthew Johns  **State CQI/Data Manager:** Matthew Lee  **State Youth Ambassadors:** William Jones, Sarah James  **State Navigators:** Bob Hall, Nicole Wilson, Katie Price, Alex Lopez, Tony Brown, Brandon Ball |
| 4:30-5:30 p.m. ET  **Elm Conference Room** | **Federal Review Team Debriefing** | **Full Federal Review Team Only** |

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August 7−11, 2023

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**Day 3─Stakeholder Interview Day**

**Includes Federal Data Quality Assurance and Continuous Quality Improvement Meeting and File Reporting Meeting; Different Stakeholder Groups; Young People Focus Group**

Wednesday, August 9, 2023

**Note: States can coordinate with the Federal Review Team to schedule virtual stakeholder interviews the week before or the week after the onsite review to accommodate schedules and hold more stakeholder interviews. The agenda should be revised to reflect those virtual stakeholder interviews, or a separate agenda can be created.**

**Team members take breaks on their own as needed (including lunch) throughout the day.**

| **Time/Location/**  **Conference Call Information Including Pass Code** | **Type of Meeting** | **Attendees** | **Facilitator(s)**  **Note-Taker(s)** | **State Point of Contact Person, Text/Call Telephone Number, Email Address** |
| --- | --- | --- | --- | --- |
| 8:30–9 a.m. ET  **Maple Conference Room** | **Opening and team check-in to discuss any changes for the day, onsite review activities overview** | **Full Federal Review Team**  **State NYTD Review Coordinators (also points of contact for interviews):** Jane Doe and Dave Smith | Federal NYTD Review Lead Name | Jane Doe  Text/call 222-222-2222  [jdoe@dss.gov](mailto:jdoe@dss.gov) |
| 9−10 a.m. ET  **Oak Conference Room** | **DSS Director** | Tina Johnson | Federal Review Team Facilitator Name  Federal Review Team Notetaker Name | Dave Smith  Text/call 222-111-1111  [dsmith@dss.gov](mailto:dsmith@dss.gov) |
| 9−10 a.m. ET  **Elm Conference Room** | **File Reporting**  *General Requirements 5−7.*  *The state describes its file preparation, quality assurance, and submission procedures. This meeting is hosted concurrently with stakeholder interviews.* | **Federal Review Team:** [List names here]  **State NYTD Review Coordinators:** Jane Doe and Dave Smith  **State Independent Living Coordinators:** Jane Doe, Kate White, Matthew Johns  **State Technical Leads:** Thomas Hall, Gina Clark  **State CQI/Data Manager:** Matthew Lee  **State CCWIS/IT Manager:** Thomas Hall  **Foster Care Manager:** Pam Jones  **State Navigators:** Bob Hall, Katie Price, Brandon Ball  **State Youth Ambassadors:** William Jones, Sarah James | Federal NYTD Review Lead Name | Jane Doe  Text/call 222-222-2222  [jdoe@dess.gov](mailto:jdoe@dess.gov) |
| 10−11 a.m. ET  **Elm Conference Room** | **DSS Foster Care Supervisors** | Sue Jones, Mary Brown | Federal Review Team Facilitator Name  Federal Review Team Note-Taker Name | Dave Smith  Text/call 222-111-1111  [dsmith@dss.gov](mailto:dsmith@dss.gov) |
| 10−11 a.m. ET  **Willow Conference Room**  Microsoft Teams meeting  **Join on your computer, mobile app, or room device**  [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzQ4MGI4OGEtNWIwNy00ZWEyLThmMTQtYTU4MTk3ZWIxMjYz%40thread.v2/0?context=%7b%22Tid%22%3a%2250265338-cd9a-41ef-9f86-110fc45ce026%22%2c%22Oid%22%3a%22b3067bd4-d5cf-4077-8efb-5b44189720c0%22%7d)  Meeting ID: 21107411142  Passcode: 5AZax97  [Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)  **Or call in (audio only):**  [+1 301-453-5057, 463057734#](tel:+13014535057,,463057734# )  United States, Silver Spring  Phone Conference ID:  463067634# | **DSS Independent Living Coordinators** | Jane Doe, Kate White, Matthew Johns | Federal Review Team Facilitator Name  Federal Review Team Note-Taker Name | Dave Smith  Text/call 222-111-1111  [dsmith@dss.gov](mailto:dsmith@dss.gov) |
| 1−2 p.m. ET  **Maple Conference Room** | **Community Partners− Independent Living Coordinators** | **Pathways Program:** Don Young  **Youth Forward:** Diane King  **IL Transition:** Benjamin Taylor | Federal Review Team Facilitator Name  Federal Review Team Note-Taker Name | Jane Doe  Text/call 222-222-2222  [jdoe@dess.gov](mailto:jdoe@dess.gov) |
| 1−2 p.m.ET  **Ash Conference Room**  **Call in:** 888-111-1111  **Access Code:** 22222  **PIN:** 6666 | **Data Quality Assurance and Continuous Quality Improvement**  *General Requirement 7* | **All available Federal Review Team members**  **State NYTD Review Coordinators:** Jane Doe and Dave Smith  **State Independent Living Coordinators:** Jane Doe, Kate White, Matthew Johns  **State Technical Leads:** Thomas Hall, Gina Clark  **State CQI/Data Manager:** Matthew Lee  **State SACWIS/CCWIS/IT Manager:** Thomas Hall  **Foster Care Supervisor:** Pam Jones  **State Navigators:** Bob Hall, Katie Price, Brandon Ball  **State Administrative Assistant:** Karen Walker  **State Youth Ambassadors:** William Jones, Sarah James | Federal NYTD Review Team Lead Name  CB Regional Office NYTD Lead Name | Jane Doe  Text/call 222-222-2222  [jdoe@dess.gov](mailto:jdoe@dess.gov) |
| 3−4 p.m. ET  **Oak Conference Room** | **Juvenile Services and Family Services Judges** | Judge O’Connor  Judge Wright  Judge West | Federal Review Team Facilitator Name  Federal Review Team Note-Taker Name | Dave Smith  Text/call 222-111-1111  [dsmith@dss.gov](mailto:dsmith@dss.gov) |
| 4−5 p.m. ET  **Maple Conference Room**  Microsoft Teams meeting  **Join on your computer, mobile app, or room device**  [Click here to join the meeting](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzQ4MGI4OGEtNWIwNy00ZWEyLThmMTQtYTU4MTk3ZWIxMjYz%40thread.v2/0?context=%7b%22Tid%22%3a%2250265338-cd9a-41ef-9f86-110fc45ce026%22%2c%22Oid%22%3a%22b3067bd4-d5cf-4077-8efb-5b44189720c0%22%7d)  Meeting ID: 21107411142  Passcode: 5AZax97  [Download Teams](https://www.microsoft.com/en-us/microsoft-teams/download-app) | [Join on the web](https://www.microsoft.com/microsoft-teams/join-a-meeting)  **Or call in (audio only):**  [+1 301-453-5000, 461087734#](tel:+13014535057,,463057734# )  United States, Silver Spring  Phone Conference ID:  463067634# | **Foster Parents**  **(all remote Teams meeting)** | Jessica Bell  James Robert  Ray Hughes  Elizabeth and Daniel Davis  Rachel Carter | Federal Review Team Facilitator Name  Federal Review Team Note-Taker Name | Jane Doe  Text/call 222-222-2222  [jdoe@dess.gov](mailto:jdoe@dess.gov) |
| 5−6 p.m. ET  **Maple Conference Room** | **Federal Review Team Debrief** | Available Federal Review Team | Federal NYTD Review Lead Name | Jane Doe  Text/call 222-222-2222  [jdoe@dess.gov](mailto:jdoe@dess.gov) |
| 5–6 p.m. ET  **Ash Conference Room** | **Young People Focus Group**  *This is facilitated in part by federal NYTD Reviewers.* | State Youth Ambassador(s): Williams Jones  Sarah James  Michael Dee  Samantha Lee  Chrystal Hall  Lisa Hill  Tommy Harris  Susie May | Federal Review Team Facilitator(s) Names  Federal Review Team Note-Taker Names  Observer(s) Name | Dave Smith  Text/call 222-111-1111  [dsmith@dss.gov](mailto:dsmith@dss.gov)  **Also, onsite support person for state young people.** |

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**Day 4─Federal Review Team Only, Offsite Meeting**

Thursday, August 10, 2023

| **Time/Location/**  **Conference Call Information Including Pass Code** | **Session Description** | **NYTD Review Team Participants (Federal Review Team Only)** | **State Point of Contact Person (Only if Needed), Text/Call Telephone Number, Email Address** |
| --- | --- | --- | --- |
| 9–5 p.m. ET  **Hilton Hotel America Conference Room** | **Federal Review Team Meeting**  The full federal review team meets off site to discuss the onsite review and pull together preliminary findings to share with the state during the exit conference. | All Federal Review Team Members | Jane Doe  Text/call 222-222-2222  [jdoe@dess.gov](mailto:jdoe@dess.gov) |

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Jane Doe, text/call 222-222-2222, [jdoe@dss.gov](mailto:jdoe@dss.gov)

## Day 5─Exit Conference

Friday, August 11, 2023

| **Time/Location/Conference Call Information Including Pass Code** | **Session Description** | **NYTD Review Team Participants (Includes Federal Review Team, State Review Team, State Leadership or Other State Staff, State Youth Ambassadors)** |
| --- | --- | --- |
| 9–10 a.m. ET  **Maple Conference Room**  **Call in:** 888-111-1111  **Access Code:** 22310  **PIN:** 6332 | **Pre-Exit Conference debriefing (at state's option)**  *The state and federal review coordinators may determine that a pre-exit conference debriefing for select state program staff would be helpful to assist in framing the findings that will be shared with all state child welfare agency staff as part of the exit conference. This pre-exit debriefing may be requested by the state review coordinator if time permits during the onsite review week. This may also be a time to discuss policy- or practice-related questions associated with Chafee/Education and Training Vouchers and extended foster care.* | **Full Federal Review Team**  **State NYTD Review Coordinators:** Jane Doe and Dave Smith  **State Foster Care Managers:** Sue Jones, Mary Brown  **State Independent Living Coordinators:** Jane Doe, Kate White, Matthew Johns  **State Technical Leads:** Thomas Hall, Gina Clark  **State CQI/Data Manager:** Matthew Lee  **State SACWIS/CCWIS/IT Manager:** Thomas Hall  **State Administrative Assistant:** Karen Walker  **State Navigators:** Bob Hall, Nicole Wilson, Katie Price, Alex Lopez, Tony Brown, Brandon Ball  **State Youth Ambassadors:** William Jones, Sarah James |
| 10:30 a.m.–12 noon ET  **Maple Conference Room** | **Exit Conference**  *Federal team presents preliminary findings from the onsite review, including ratings on all general requirements and data elements.*  Please email [NYTDHelp@acf.hhs.gov](mailto:NYTDHelp@acf.hhs.gov) if you have any questions about information covered during this review. | **Full Federal Review Team**  **State Agency Leadership:** Tina Johnson (Director), Tom Williams (Deputy Director), Mike Miller (Director of Operations)  **State NYTD Review Coordinators:** Jane Doe and Dave Smith  **State Foster Care Managers:** Sue Jones, Mary Brown  **State Independent Living Coordinators:** Jane Doe, Kate White, Matthew Johns  **State Technical Leads:** Thomas Hall, Gina Clark  **State CQI/Data Manager:** Matthew Lee  **State SACWIS/CCWIS/IT Manager:** Thomas Hall  **State Administrative Assistant:** Karen Walker  **State Navigators:** Bob Hall, Nicole Wilson, Katie Price, Alex Lopez, Tony Brown, Brandon Ball  **State Youth Ambassadors:** William Jones, Sarah James |