

Pointers:

NYTD REVIEW DAILY AGENDAS TEMPLATE



These pointers provide ideas to help create your state's daily agendas using the National Youth in Transition Database (NYTD) Review daily agendas template provided by the Children's Bureau (CB) or designated technical assistance person. The text within the template brackets [] can be edited by your team to fit your specific NYTD Review schedule. Cells expand to allow for additional text, or you can delete text, rows, or columns to meet your state's needs. Below are helpful pointers for drafting the daily agendas during the NYTD Review planning process, keeping them updated during the onsite review phase, and what to include for each day and each activity during the onsite NYTD Review.

NYTD REVIEW PLANNING PROCESS

- Create draft daily agendas as early as possible and update them throughout the planning process.
- Schedule required onsite review activities on the following recommended days:

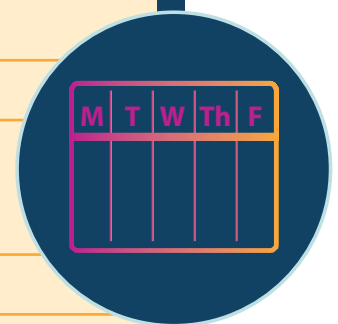
Day 1—Entrance conference (state leadership can attend); all system demonstration activities and survey methodology

Day 2—Case record reviews and daily debriefing

Day 3—Stakeholder/partner interviews, young people focus group(s), additional technical conversations (Data Quality Assurance (QA) and Continuous Quality Improvement (CQI) session), and File Reporting meeting)

Day 4—Federal Review Team offsite meeting, no activities for state review team

Day 5—Exit conference (state leadership can attend)



- Adjust start time for each activity to accommodate availability of state administration leadership, stakeholders, partners, and state young people, but follow the **duration** (amount of time) allotted in the sample daily agendas for each activity.

- Identify state young people early in the process to participate in the two roles in the NYTD Review:
State Youth Ambassador—Two to three state young people who participate in all review planning calls; all Day 1 activities; Day 2 case record review debriefing; Day 3 stakeholder/partner interviews as an observer; Day 3 young people focus group as an observer or a participant with other state young people; Day 3 daily debriefing; and all Day 5 activities.
NYTD Young People Focus Group participant—Five to 10 state young people who have taken the NYTD survey or who have been or are being served by the state’s John H. Chafee Foster Care Program for Successful Transition to Adulthood.
- Provide draft daily agendas before each planning call with the Children’s Bureau and update afterwards based on discussion.
- Share confirmed stakeholders/partners for interviews during planning calls.
- Email the final versions of the daily agendas by the Wednesday before the onsite review to the planning team members so they can be uploaded to the NYTD Virtual Network.



ONSITE NYTD REVIEW PHASE

- Print the final NYTD Review onsite daily agendas and provide them to the entire Federal Review Team at the **Entrance Conference**.
- Keep daily agendas updated and disseminate copies as things change (especially Day 3—stakeholder/partner interviews).

DAILY ONSITE REVIEW ACTIVITIES

DAY 1

Entrance Conference, System Demonstration Day

- Schedule the **Entrance Conference** when state leadership can attend.
 - » Use the suggested **duration** (amount of time) in the sample daily agendas template.
 - » Schedule a 1.5-hour lunch break based on the **Entrance Conference** start time and anticipated completion of the **System Demonstration: Demographic Data Collection Practices**.
 - » Have content experts in the room (e.g., frontline workers, State Youth Ambassador(s), technical team).
 - » Have staff who administer the NYTD Survey or enter the NYTD data into the state data system participate in the **survey methodology** conversations.
- Designate in the agenda the person who will **navigate** through the data elements during the **system demonstration** section (this is a different person from the state technical lead).
- Have an IT specialist on call during the **system demonstration** to address technical issues that may occur.

DAY 2 Case Record Review Day

- Assign **State Navigators** (state staff responsible for navigating the state's data system) to each case record review team.
- Do not pre-assign cases; they are handed out on site by the NYTD Review Coordinator(s).
- Inform **State Youth Ambassadors** that they do not attend the case record review portion of Day 2 due to confidentiality.
- Encourage **State Youth Ambassadors** to attend the debriefing of the case record review findings at the end of the day.
- Encourage attendance by the full state team for the debriefing of the case record review day.
- Consider options for state staff to participate remotely if unable to be present in person (e.g., conference call-in line, video call).
- Avoid scheduling stakeholder/partner interviews in the late afternoon on Day 2 when possible because the Federal Review Team is participating in the case record review debriefing and will not be available to conduct interviews.



DAY 3 Stakeholder/Partner Interview Day Including Young People Focus Group

- Update the specific **stakeholder/partner interviews** in the daily stakeholder/partner interviews agenda as they are scheduled or change.
- Consider **virtual stakeholder/partner interviews** if needed to accommodate schedules and complete more interviews. They can be scheduled the week before or the week after the NYTD Review in collaboration with the CB.
- Consider sending calendar invitations and reminders to stakeholder/partner interview participants to ensure the date and time work for them.
- Schedule interviews with stakeholders/partners who understand NYTD, how they fit into the bigger picture of what the state is capturing through NYTD surveys, and the various Chafee-funded services (e.g., foster parent payments, state-supported Independent Living services, community-based services funded through Chafee).
- Share the **state's data snapshot** and the **NYTD Review Overview** document available on the NYTD Virtual Network with stakeholders/partners once they are confirmed.
- Support **State Youth Ambassadors** who choose to co-facilitate or observe stakeholder/partner interviews (they are the only state team members who are allowed to listen in on interviews), and stress the importance of confidentiality.
- Identify an **administrative person**, not a subject-matter expert, to serve as a **State Team Stakeholder/Partner Interview Coordinator** for the Federal Review Team and state participants to text or call if/when stakeholders/partners do not show up for their interviews.
- Schedule the **Data Quality Assurance (QA) and Continuous Quality Improvement (CQI)** session (co-led by the CB Regional Office liaisons with the state), and the **File Reporting** meeting (last onsite technical meeting consisting of a subset of those who attended the technical planning calls) for any time during Day 3.



- Do not schedule any stakeholder/partner interviews or events during the **Data Quality Assurance (QA) and Continuous Quality Improvement (CQI)** session.
 - Identify a state person to be an **Onsite Support Coordinator** for the **young people focus group**, available for the Federal Review Team member to work with for follow-up support to young people during or after the focus group if they disclose an urgent need or issue of concern.
 - Identify a location and time for the **young people focus group** that is most convenient for the participants.
- Schedule a simultaneous interview in a separate room with individuals who transport the state young people to the focus group.
 - Support State Youth Ambassadors in deciding in advance if they want to observe or participate in the young people focus group, stressing strict confidentiality.
 - Do not assign state staff to participate in the young people focus group.



DAY 4 Federal Review Team Offsite Day

- In general, the state will have no federal activities scheduled. However, the state should identify a contact person available if the Federal Review Team has questions or needs clarification during the offsite meeting.

DAY 5 Exit Conference Day

- Schedule the **Exit Conference** when state leadership is available to attend.
- Do not schedule the **Exit Conference** before 10 a.m. or after 2 p.m. (ideal time is 10:30 a.m.), unless specific circumstances make this necessary.
- Identify a state staff member who is available to print the **Executive Summary and Preliminary Findings** on behalf of the Federal Review Team.



*If you experience issues, have questions about the pointers presented here, or need help building the NYTD Review daily agendas, please contact the **Child Welfare Compliance Reviews Team** at cw@jbsinternational.com.*