

NYTD DCFS Quick Reference Sheet

Surveys, Flyers, Informational Powerpoint, General Rules

- www.dcfslouisiana.gov/youthlink

Surveys must be submitted over the internet at website above. To submit survey one must complete survey through every page and click submit at the end. Surveys must be completed with the child and case manager together. If this is not possible, reference trouble-shooting slide in powerpoint. DCFS case managers must complete surveys for each child on their caseload that qualifies for a NYTD survey.

Surveys must be completed during each reporting period of the year. Two reporting periods a year: October 1st-March 31st and April 1st-September 30th. (Each child gets two surveys a year if they are with us during both reporting periods)

Please reference powerpoint on internet to determine which surveys to complete during which FFYs.

Independent living services considered had to have been paid for or provided (within the reporting period in question) by the agency regardless of the manner in which it is delivered (e.g., inclusive of services provided through a foster parent, relative caregiver, contracted service provider, other public agency, in some instances case manager, etc.) IL services are very broad. Must read full definitions in survey to determine what qualifies as a service.

Webfocus NYTD reports can be found under Foster Care Tab. Reports are still being verified but are up. State Office will notify when they are completely verified and ready.

Served Survey Population

All DCFS youth in FC status ages 14-17 and all DCFS youth in YAP status ages 18-21. This excludes baseline population youth for the reporting period that they qualify as baseline. All YAP children will have a served survey this FFY.

Examine caseloads and identify youth in October and April of each year. Once youth have been identified please complete survey during next home visit. As new youth come into care that meet age criteria or age into the population every month following October and April during the reporting periods, complete surveys during next home visits.

Baseline Survey Population

For FFY 2010-2011:

The 2010-2011 baseline population date of birth is on or between: 10/1/1993 and 9/30/1994.

Baseline youth get two surveys a year, one baseline and one served.

This means that for the current reporting period we are in (October - March), to have a baseline survey completed, the date of birth had to be on or between: 10/1/1993 and 03/31/1994. These children get a baseline survey during the October to March reporting period on or within 45 days after their birthday, not before birthday. All other children and all other dates of birth (even if it falls within baseline "year") get a served survey for the October-March reporting period.

For the next reporting period that we have (which will be April 1, 2011-September 30, 2011), to have a baseline survey completed, the date of birth had to be on or between: 4/1/1994 and 9/30/1994. These children get a baseline survey during the April to September reporting period on or within 45 days after their birthday, not before birthday. All other children and all other dates of birth (even if it falls within baseline "year") get a served survey for the April-September reporting period.

As always when considering baseline please remember that even with dates of birth, the child had to be in care on or within 45 days after their birthday. Even if they were in care before they reached their 17th birthday, as long as they were in care on their birthday or within 45 days after their birthday, they can have the baseline survey. If they entered care 46+ days after their 17th birthday, they do not get a baseline survey, they get a served survey.

If Baseline youth exits care before 17th birthday is reached, served survey must be done upon exit.