

Completing the NYTD Element 18 and 19 Reporting Process



Knowledge Base Article

Completing the NYTD Element 18 and 19 Reporting Process

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Completing the NYTD Element 18 and 19 Reporting Process

Overview

This Knowledge Base Article discusses how to enter information for the **NYTD (National Youth in Transition Database) Element 18 Education Level** and **Element 19 Special Education**.

It's important to note that both Element 18 and Element 19 apply to the NYTD served population.

The served population includes all youth who receive an independent living service that is paid for or provided by a state agency during the reporting period.

An independent living (IL) service is provided by a state agency if it is delivered by State/County agency staff or an agent of the State/County, including a foster parent, group home staff, or child-care institution staff. Additionally, an IL service is provided pursuant to a contract between the State or County agency and a provider, agency, or any other entity, regardless of whether the contract includes funding for that service.

In other words, Element 18 and Element 19 apply when any independent living service with a status of **Provided** has been documented within the youth's case plan.

Important: If the youth's case is **closed**, you will not be able to add this information into Ohio SACWIS. Therefore, you are strongly encouraged to **confirm that the required data has been entered prior to closing the youth's case.**

Locating the Appropriate Child for NYTD

To view case service information, complete the following steps:

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link.

Note: If you know the **Case ID** number, you can also use the **Search** link at the top of the **Home** screen and navigate to the **Case Overview** screen.

4. On the **Case Overview** screen, click the **Provider Information** link.

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Home Intake Case **Provider** Financial Administration

Workload **Provider Search** Provider Match Recruitment Inquiry Training Contracts Agency Certifications

KCCP Pre-Screening Tool

< >

Provider Overview
[Activity Log](#)
[Inquiries](#)
[KPIP History](#)
[KCCP Pre-Screening Tool](#)
[Forms/Notices](#)
[Skills](#)
[Training](#)
[Acceptance Criteria](#)
[Description of Home](#)
[Description of Family](#)
[Foster to Adopt \(1692\) Home Study](#)

PROVIDER NAME / ID:
 Test, Provider / 123

CATEGORY / STATUS:
 Home / Active

PRIMARY ADDRESS:
 Test Address, Test Oh, 12345

PRIMARY CONTACT:
 Cell: (123) 456-7899

Provider Actions

[Provider Information](#) | [Linked 1692 Providers](#) | [Associated Providers](#)

Approval/Certification Spans

The **Assignment Information** screen appears.

5. Click the **Members** tab. The **Case Members** screen appears.
6. Click the **Name** link for the appropriate person.

Basic Address **Members** Relationships Caregivers Capacity

Current Active Members

[View Member History](#)

	Name / ID	Gender	DOB	Age	Role	Effective Date
view	Test, Adult / 1111	FEMALE	04/14/1980	43	Applicant 1	11/16/2016
view	Test Adult 2 / 2222	MALE	02/23/1982	41	Applicant 2	11/16/2016
view	Test, Adult 3 / 3333	FEMALE	09/22/1998	24	Adult Household Member	07/14/2023
view	Test, Child / 1234	FEMALE	09/03/2014	9	Child Household Member	08/13/2020
view	Test, Child 2 / 5678	FEMALE	01/29/2016	7	Child Household Member	08/13/2020

The youth's **Person Information** screen appears.

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▶ **Person Overview**

[Profile](#)

[Education](#)

[Medical](#)

[Employment](#)

[Military](#)

[Background](#)

[Delinquency](#)

[SACWIS History](#)

[Relationships](#)

PERSON NAME / ID:
Test, Child / 1234
Female Age 9, DOB 09/03/2014

RACE: *White*
HISPANIC / LATINO: *No*
HAIR COLOR:
EYE COLOR:

ENVIRONMENTAL HAZARDS:

PROVIDER

AKA Names

Prefix	First Name	Middle Name	Last Name	Suffix	AKA Type

Safety Hazards

Hazard Type	Begin Date	Narrative

Other Addresses

Type	Address	Hazard

ICWA

Date Family Was Asked	Possible Tribal Affiliation	Tribe Name	Response/Outcome

Close

7. Click the **Education** link at the top of the screen.

▶ **Person Overview**

[Profile](#)

[Education](#)

[Medical](#)

[Employment](#)

[Military](#)

[Background](#)

[Delinquency](#)

[SACWIS History](#)

[Relationships](#)

PERSON NAME / ID:
Test, Child / 1234
Female Age 9, DOB 09/03/2014

RACE: *White*
HISPANIC / LATINO: *No*
HAIR COLOR:
EYE COLOR:

ENVIRONMENTAL HAZARDS:

PROVIDER

The **Financially Responsible School District** screen appears displaying the **School Profile** tab.

School Profile	Performance	Special Education
Name: Test, Child	PROVIDER Person ID: 1234	DOB: 09/03/2014
Financially Responsible School District		

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Confirming the Youth is Eligible for NYTD Element 18

To map the **Element 18 Education Level**, first look at the youth's **Academic Evaluation** record. If that is blank (no data), check for a completed **School History** record.


Important: Ohio SACWIS requires that school information be entered on the **School Profile** tab prior to recording the child's academic history on the **Performance** tab.

For NYTD reporting purposes, "complete" means the last grade level completed.

Example: For a youth currently in 11th grade, "10th grade" is the highest education level completed.

Viewing the Youth's Academic Evaluation Record

1. From the **Financially Responsible School District** screen, click the **Performance** tab.



The screenshot shows the 'Performance' tab selected in the SACWIS interface. The header includes 'School Profile', 'Performance', and 'Special Education'. Below the header, the 'Name' is 'Test, Child', 'Person ID' is '1234', and 'DOB' is '09/03/2014'. The 'School Records' section is highlighted, showing 'Availability of Education Record: *' set to 'Available' and a 'Reason(s) for Unavailable Record:' field.

The **School Records** screen appears.

2. In the **Academic Evaluation History** section, verify whether or not information exists.

Important: If this section is **blank** (no data), check the youth's **School History Record** to see if it's complete. Steps on how to do so are discussed later.

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The screenshot shows the 'Academic Evaluation History' section of the NYTD reporting interface. The interface has three tabs: 'School Profile', 'Performance', and 'Special Education'. The 'Performance' tab is active. At the top, the user information is displayed: Name: Test, Child; PROVIDER; Person ID: 1234; DOB: 09/03/2014. Below this is the 'School Records' section, which includes a dropdown for 'Availability of Education Record' (set to 'Available') and a text area for 'Reason(s) for Unavailable Record'. The 'Academic Evaluation History' section is highlighted with a green box. It shows a table with columns for 'Evaluation Date', 'Grade Level', and 'If N/A, Reason'. The table contains three rows of data, each with 'edit' and 'copy' links. The first two rows show evaluations for Pre-Kindergarten on 07/01/2019 and 01/02/2019. The third row shows an evaluation on 12/13/2017 with a grade level of 'N/A' and a reason of 'Not of School Age'. Below the table are radio buttons for 'Created in Error' with options 'Exclude' (selected) and 'Include'.

	Evaluation Date	Grade Level	If N/A, Reason
edit copy	07/01/2019	Pre-Kindergarten	
edit copy	01/02/2019	Pre-Kindergarten	
edit copy	12/13/2017	N/A	Not of School Age

Viewing the Youth's School History Record

If the **Academic Evaluation History** section contains no information, navigate to the **School History Record** by completing the following steps:

1. From the **School Records** screen, click the **School Profile** tab.

The screenshot shows the 'Financially Responsible School District' section of the NYTD reporting interface. The 'School Profile' tab is active. The user information at the top is the same as in the previous screenshot. Below this is the 'Financially Responsible School District' section, which includes a table with columns for 'Name', 'Start Date', and 'End Date'. The table is currently empty.

Name	Start Date	End Date
------	------------	----------

The **Financially Responsible School District** screen appears.

2. In the **School History** section, verify that the most recent school year has been completed.

Example: For a youth currently in 11th grade, “10th grade” is the highest education level completed.

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3. If the most recent school year has **not** been entered, click the **Add School** button.

School Profile Performance Special Education

Name: Test, Child PROVIDER Person ID: 1234 DOB: 09/03/2014

Financially Responsible School District

Name	Start Date	End Date
------	------------	----------

The child is incapable of attending school on a full-time basis due to the medical condition of the child as documented in person characteristics.

Preschool To Grade Twelve School History ⓘ

Created in Error: Exclude Include

edit	School Name	Type	District Name	Beginning Grade	Start Date	End Date	Source System Code
	Test PreSchool	Primary	TEST LOCAL	Pre-Kindergarten	09/04/2018		SACWIS

Add School

The **School Details** screen appears.

4. Enter information into the mandatory fields and other fields as needed.
5. Click the **Save** button.

School Details

School District: * [dropdown] OR
Other District: [text]
School Name: * [text]
Category: * [dropdown]
Type: * [dropdown] ⓘ
Start Date: * [calendar] ⓘ
Beginning Grade: * [dropdown]

End Date: [calendar] ⓘ
Ending Grade: [dropdown]

Address: [text] **Search Address**

School Contact: [text]
Phone: [text] Ext.: [text]

Reason for Withdrawal/Transfer: [text]

Spell Check **Clear** 500

Source System Code: [text]

Created Date: [text] Created By: [text]
Modified Date: [text] Modified By: [text]

Save **Cancel**

The **Financially Responsible School District** screen appears displaying the new information.

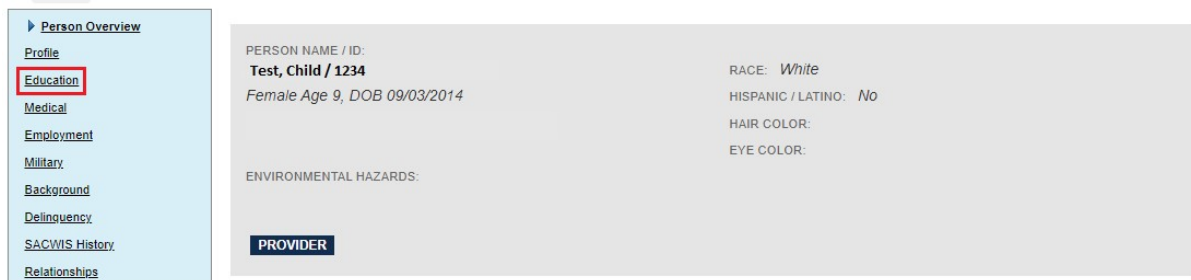
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Mapping Element 18 Education Level

To enter Element 18 information on the **Academic Evaluation** screen, complete the following steps:

1. From the youth's **Person Information** screen, click the **Education** link.

Note: The steps to navigate to this screen are listed at the beginning of this Knowledge Base Article.



The screenshot shows a user interface for a person's information. On the left is a sidebar with a 'Person Overview' section containing links for Profile, Education (highlighted with a red box), Medical, Employment, Military, Background, Delinquency, SACWIS History, and Relationships. The main content area displays personal details: PERSON NAME / ID: Test, Child / 1234; RACE: White; HISPANIC / LATINO: No; HAIR COLOR: ; EYE COLOR: ; and ENVIRONMENTAL HAZARDS: . A PROVIDER button is visible at the bottom left of the main area.

The **Financially Responsible School District** screen appears displaying the **School Profile** tab.

2. Click the **Performance** tab.



The screenshot shows a tabbed interface with three tabs: School Profile, Performance (selected and highlighted in blue), and Special Education. Below the tabs, the following information is displayed: Name: Test, Child; PROVIDER; Person ID: 1234; DOB: 09/03/2014. A section titled 'School Records' contains a field for 'Availability of Education Record: *' with a dropdown menu set to 'Available', and a text area for 'Reason(s) for Unavailable Record:'.

The **School Records** screen appears.

3. In the **Academic Evaluation History** section, click the **Add Evaluation** button.

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The screenshot shows a table titled "Academic Evaluation History" with a header row containing "Evaluation Date", "Grade Level", and "If N/A, Reason". There are three data rows. The first row has "07/01/2019" and "Pre-Kindergarten". The second row has "01/02/2019" and "Pre-Kindergarten". The third row has "12/13/2017" and "N/A" with "Not of School Age" in the "If N/A, Reason" column. Each row has "edit" and "copy" links. Below the table is a red-bordered "Add Evaluation" button.

	Evaluation Date	Grade Level	If N/A, Reason
edit copy	07/01/2019	Pre-Kindergarten	
edit copy	01/02/2019	Pre-Kindergarten	
edit copy	12/13/2017	N/A	Not of School Age

Add Evaluation

The **Academic Evaluation** screen appears.

4. In the **Academic Evaluation** section, complete the **Evaluation Date** field.
5. In the **Grade Level** field, choose the appropriate grade from the drop-down list.

Note: These two fields are marked with a mandatory red asterisk (*), but the system also requires the three narrative fields be completed as discussed below.

The screenshot shows the "Academic Evaluation" form. At the top, it says "Part 1 | Part 2". Below that, it shows "Name: Test, Child", "PROVIDER", "Person ID: 1234", and "DOB: 09/03/2014". The form has a blue header "Academic Evaluation". The "Evaluation Date: *" field is a date picker, and the "Grade Level: * @" field is a dropdown menu. The "If N/A, Reason:" field is a dropdown menu. There are two checkboxes: "Child has repeated this grade" and "Child's educational needs require further assesment". Below these is an "Explain:" text area. At the bottom, there are "Spell Check", "Clear", and "1000" buttons.

6. Complete the following three narrative fields: **Performance Details**, **Behavior Problems / Social Adjustment**, **Describe Child's Attendance** and **Educational Setting**.

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Child is a high achiever
 Child makes good grades
 Child desires post-secondary education

Child achieves at grade level
 Child likes School

Child achieves below grade level
 Child struggles with school

Cognitive Functioning:

Performance Details: *

Spell Check Clear 3000

School Problems: Behavior: Academic:

Behavior Problems / Social Adjustment: *

Spell Check Clear 3000

School age child misses school (or has missed school) for prolonged periods
 Academically behind due to poor attendance

Describe Child's Attendance: *

Spell Check Clear 3000

Describe how the current educational setting is appropriate for the child's needs, or what actions are being taken to arrange for immediate enrollment in an appropriate educational setting: *

Spell Check Clear 4000

Created Date: _____ Created By: _____
Modified Date: _____ Modified By: _____

Apply **Save** Cancel

7. Complete any additional fields, as needed.

8. Click the **Save** button at the bottom of the screen.

The **School Records** screen appears displaying the new information.

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Mapping Element 19 Special Education

Important: These steps are not required if the child does not participate in special education programs.

1. Using the steps earlier in this Knowledge Base Article, navigate to the **Financially Responsible School District** screen.
2. Click the **Special Education** tab. The **Multi-Factor Evaluation (MFE) History** screen appears.
3. In the **Special Education Designation** section, put a check mark in the **Child Enrolled in Special Education** field.

Important: If this box is not checked, the youth will be reported as 'No' for not in receipt of Special Education Services.

4. Complete any other fields, as needed.
5. Click the **Save** button at the bottom of the screen.

Special Education Designation

Child enrolled in special education Child eligible but not enrolled in special education Child not eligible for special education

Enrollment Date: Achievement Level With Special Education:

Explain:

Spell Check Clear 3000

Basis for Special Education Eligibility Determination

Available Categories: Add

- Autism
- Blind
- Deaf
- Developmentally Delayed
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities

Selected Categories: Remove

Explain: (expand full screen)

Spell Check Clear 10000

Created Date: 09/09/2020 04:27:38 PM Created By:

Modified Date: 09/09/2020 04:27:38 PM Modified By:

Apply Save Cancel

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A message appears at the top of the screen saying your data has been saved.



The screenshot shows a web interface with a light blue sidebar on the left containing a 'Person Overview' menu with sub-items: Profile, Education, Medical, Employment, Military, Background, Delinquency, SACWIS History, and Relationships. At the top of the main content area, a green notification bar states 'Your data has been saved'. Below this, a grey box displays the following information:

PERSON NAME / ID: Test, Child / 1234	RACE: <i>White</i>
<i>Female Age 9, DOB 09/03/2014</i>	HISPANIC / LATINO: <i>No</i>
	HAIR COLOR:
	EYE COLOR:
ENVIRONMENTAL HAZARDS:	

At the bottom of the grey box, there is a dark blue button labeled 'PROVIDER'.

The reporting process for including NYTD Element 18 and 19 reporting requirements is complete.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov .