# Managing IL and NYTD Information



# Knowledge Base Article

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## Overview

This Knowledge Base Article discusses how to enter information for both IL (Independent Living) and the NYTD (National Youth in Transition Database). It also discusses how to edit an existing IL record, create a new IL record, as well as how to enter data so a youth can complete the NYTD survey.

This Knowledge Base Article focuses on viewing or modifying an existing IL Plan.
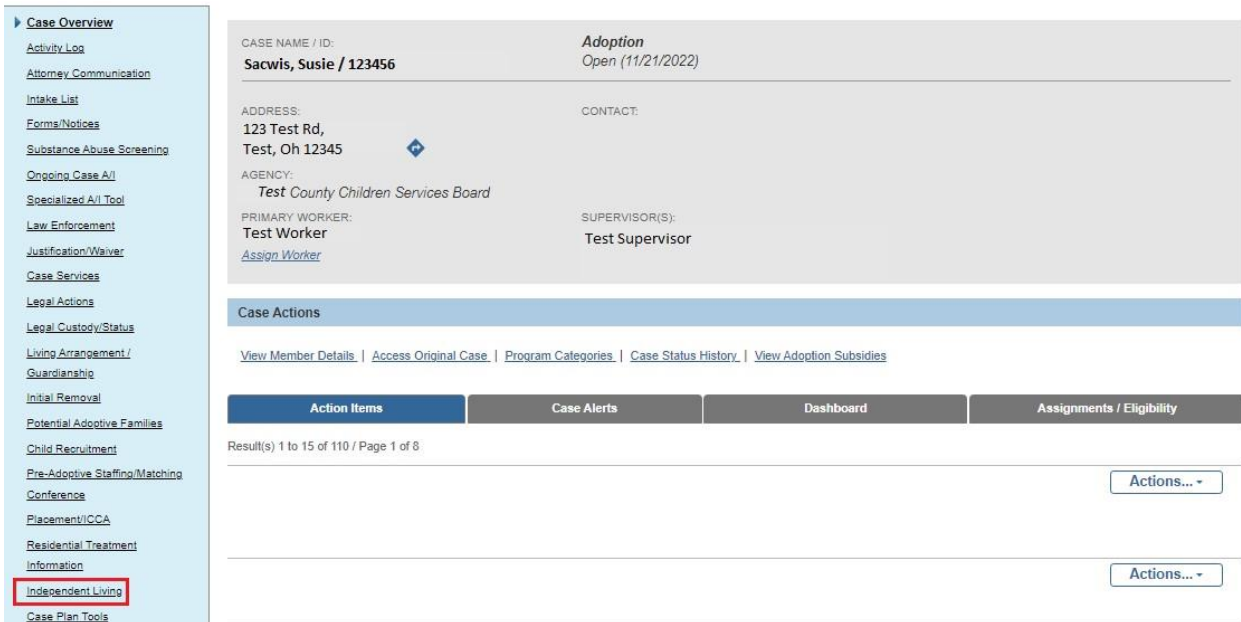
## Navigating to an Independent Living Plan

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate case workload number.



The **Case Overview** screen appears.

4. Click the **Independent Living** link in the **Navigation** menu.

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**If no IL Plan has already been created for the youth**, the **Independent Living Records** screen appears displaying the field below. See the steps in **Adding a New IL Plan** section at the end of this Knowledge Base Article for more information.

| Plan Type: * | ⌄ | Youth Name: * | ⌄ | Add Plan |
|---|---|---|---|---|

# Modifying an Existing IL Plan

1. **If an IL Plan has already been created for the youth**, click the **Edit** link next to the child's name.

| | Youth Name | Plan Type | Plan Developed Date | Plan Closed Date | Agency | | |
|---|---|---|---|---|---|---|---|
| edit | Sacwis, Susie | Independent Living Plan | 08/29/2023 | | Test County Children Services Board | 📄 | 🗑 |

The **Independent Living** screen appears displaying numerous tabs. The system defaults to the **Independent Living** tab.

2. Complete each tab as discussed below.

**Important:** To save an Independent Living Plan and allow the youth to take the NYTD survey, **all required fields** on the **Independent Living** screens must be completed.

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## Independent Living Tab

1. Complete the fields on the **Independent Living** tab, as needed. Many of the fields are mandatory.

| Independent Living | Goals | Readiness Review | Contact Directory | Signatures |

**Independent Living**

| Agency: | Test County Children Services Board | Plan Type: | Independent Living Plan |

**Assessment Information**

| IL Skills Assessment Completed: * | [ ⌄ ] | Date Assessment Completed: | [ 🗓 ] |

## Goals Tab

1. Click the **Goals** tab. It shows all of the IL goals that have previously been selected.
2. View (or edit) the goals by clicking the appropriate link on the left.
3. To add a new goal or link a service, check mart the appropriate goal and click the **Add Requirement** button.

| Independent Living | Goals | Readiness Review | Contact Directory | Signatures |

**Independent Living Goals**

Add Topics to Current Plan ⌃

☐ Academic Support
☐ Budget and Financial Management
☐ Career Preparation
☐ Employment Programs or Vocational Training
☐ Family Support and Healthy Marriage Education
☐ Health Education and Risk Prevention
☐ Housing, Educational and Home Management Training
☐ Mentoring
☐ Post Secondary Educational Support
☐ Room and Board Financial Assistance
☐ Supervised Independent Living

**Add Selected Goals to Current Plan**

Click the **Edit** button next to the newly added goal.

| Current Plan | | |
|---|---|---|
| | **Goal Topic** | **Goal Effective Date** |
| edit | Career Preparation | 09/19/2023 |

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The **Goal Details** screen appears.

4. To add a new goal, complete the mandatory fields shown below.
5. To link a service, click the **Link Services** button.

**Note:** This links a service from the case to the youth's IL goal.

| Goal Details | |
|---|---|
| Goal Topic: | Academic Support |
| Goal Effective Date: * | 09/19/2023 📅 |

| Program and Life Skills Details |
|---|

**Link Service**

The **Case Services Filter Criteria** screen appears displaying the **Case Services** section.

1. Add case services as needed. You must add at least one case service to save the **Goal Details** record.

| Case Services |
|---|
| Service: [        ⌄]  **Add Case Services** |
| Result(s) 0 / Page 0 of 0 |
| **OK** Cancel |

The **Service Information** screen appears.

2. Select the **Effective Date**.
3. Make a selection from the **Service Category** drop-down menu.
4. Make a selection from the **Service Type** drop-down menu.
5. Select the **Case Member Name** from the drop-down menu.
6. Click **Add Status/Provider**

| Service Information | |
|---|---|
| Agency: | Test County Children Services Board |
| Risk Contributors: | None |

| Effective Date: * | 08/23/2023 📅 | Estimated Service End Date: | 📅 |
|---|---|---|---|
| Service Category: * | Education & Training ⌄ | Service Type: * | After School Services ⌄ |

**Member Service Status History**

● Current Status  ○ All Statuses

| Case Member | Status | Provider | Service Description | Provider Address | Status Begin Date/End Date | Created in Error |
|---|---|---|---|---|---|---|

| Case Member Name: * | Sacwis. Susie ⌄ | **Add Status / Provider** |
|---|---|---|

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1. Make a selection from the **Status** drop-down menu.
2. Select the **Status Begin Date**.
3. Click the **Link Provide**r button.



The **Search For Provider Match** screen appears.

If you know the **Provider ID,** you may insert it on this screen. You may search for the Provider by **Name, School District** and by **County**.

4. To search by County, Add the appropriate **County** by selecting the county and clicking the **Add** button. This moves the county into Selected Counties.



5. Click **Search** at the bottom on the screen.

The **Search Results** screen appears.

6. Select the appropriate **Provider**.

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The **Status Details** screen appears.

The **Provider** you selected is now with in the **Provider Information** grid.

> 7. Click the **Save** button at the bottom on the screen.



The **Service Information** screen appears.

The **Service** is saved within the **Member Service Status History** grid.

> 8. Click the **Save** button.

The **Goal Details** screen appears.

9.  Click **Save** at the bottom of the screen to be returned to the Independent Living screen.

## Readiness Review Tab

1.  Click the **Readiness Review** tab.

**Important: For youth who are emancipating, their transition plan should be captured on this screen.** See additional information about this below.

2.  To add a transition plan or readiness review details, click the **Add Readiness Review** button.



The **Readiness Review Details** screen appears.

3.  Enter data into the appropriate fields.
4.  When complete, click the **Save** button.

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Readiness Review Details

Review Date: *

Have you reviewed/updated the Youth's Contact Directory? *

Are the Youth's Permanent Adult Connection(s) the same? *

Narrative: * (expand full screen)

✔ ABC

10000

Save    Cancel

The **Independent Living Readiness Review** screen appears displaying the new information.

Independent Living    Goals    Readiness Review    Contact Directory    Signatures

Independent Living Readiness Review

| | Review Date | Narrative | |
|---|---|---|---|
| view<br>edit | 09/19/2023 | TEST | 🗑 |

# Important Information Regarding the Transition Plan

The transition plan should be developed **90 days prior** to a youth's emancipation from custody. The plan is to be youth-driven and will include options for receiving post-emancipation services as well as health care items, such as:

- Obtaining health insurance
- Acquiring power of attorney and options to execute a power of attorney
- Finding employment services
- Receiving secondary and post-secondary education and training
- Locating and paying for housing
- Budgeting living expenses
- Obtaining a credit report
- Males registering for selective service
- Determining if any court fees exist

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- Providing information regarding if the youth have any other existing benefits and how to apply for continuation of those benefits

When creating a transition plan, your agency will coordinate with other agencies to assist the youth in obtaining their birth certificate, social security card, and state identification. The youth will also be given their health and education records, as well as a letter from the agency verifying that the youth was in custody.

A copy of the transition plan will then be given to the youth.

## Contact Tab

1. Click the **Contact** tab. As shown below, the **Contact Information** screen appears displaying any previously entered contact information.

**Important:** This contact information is being captured for youth who are required to take the **NYTD survey**. The agency can use this information to contact the youth at age 19, and again at age 21, to remind them of the survey.

2. To edit existing contact information, click the **Edit** link.

**Note:** You can also click the **View** link to view existing information.



The **Contact Details** screen appears.

3. Edit the contact information, as needed.
4. When complete, click the **Save** button.

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The **Contact Information** screen appears

5. To add new contact information, click the **Add Contact Info** button.



The **Contact Details** screen appears. Follow the two previous steps (above) to complete.

6. When complete, click the **Save** button on the **Contact Information** screen so the contact information gets saved for the NYTD survey.



The Independent Living Filter Criteria screen appears.

# NYTD Survey

1. Select the NYTD link within the appropriate Independent Living Plan.



The **NYTD Account Details** screen appears.

**Important:**

- Many fields on the **NYTD Account** tab pre-populate with the youth's current information from other screens in Ohio SACWIS, such as from the youth's person record. If a required field on the **NYTD Account Details** screen is blank, you must go to the person record and enter the needed information there.

- **All of the required screen fields must be populated with data so the record can be saved and the child can take the NYTD survey.**

- Upon completing this record, select the **Generate NYTD Account**.

## Adding a New IL Plan

1. Navigate to the **Independent Living Records** screen by completing the steps at the beginning of this Knowledge Base Article.

2. Select the appropriate name in the **Child Name** field.

3. Click the **Add Independent Living** button.



The **Independent Living** screen appears displaying numerous tabs. The system defaults to the **Independent Living** tab.

4. On each tab, complete the fields as described in this Knowledge Base Article.

5. On the **Goals** tab, click the **Add Requirements** button and complete the fields or link services as needed.

6. On the **Readiness Review** tab, click the **Add Readiness Review** button and complete the fields as needed.

7. On the **NYTD Account** tab, complete the required fields and verify that all required fields have data entered so the youth can take the survey.

8. When complete, click the **Save** button.

# To Have the Youth Complete the NYTD Survey

1. Navigate to the following website: https://nytd.ohio.gov/nytd/login.do



The web site shown above appears.

2. To access the survey, the youth will be required to enter the following information exactly as it appears on their **NYTD Account** tab:

   - Last name
   - First name
   - DOB (date of birth)
   - SSN (last 4 digits)

**Important:**

- The youth can save the survey without completing it and then finish it at a later date.
- For a survey to count, the youth must mark the survey as complete.

3. The youth will complete the NYTD Survey.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).

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