

Managing IL and NYTD Information



Knowledge Base Article

Managing IL and NYTD Information

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Managing IL and NYTD Information

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.

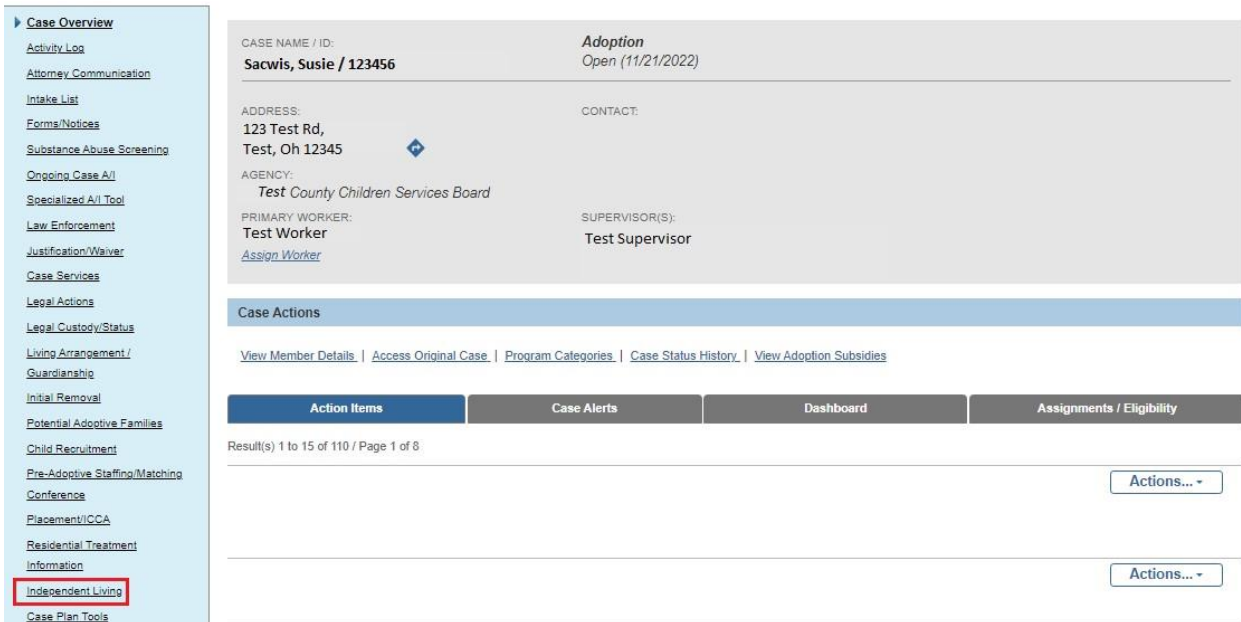
Navigating to an Independent Living Plan

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.

Independent Living Records

	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: * [Dropdown] Date Assessment Completed: [Date Picker]

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: [dropdown] Add Case Services

Results: 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: [calendar icon]

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 Provider** button.

Status Details

Case Member Name: Sacwis, Susie
Service Category: Education & Training
Service Type: After School Services

Status: * **Provided**
Status Begin Date: * 08/23/2023

End Reason:
Secondary End Reason:
* The following end information will only be saved if an end date is entered

Participation Frequency

Expected Participation Frequency	How Long	Start Date	End Date
Add Frequency			

Provider Information

Provider	Provider Address
Link Provider	

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.

Search For Provider Match

Service Category: Education & Training
Service Type: After School Services

Search Date: 08/23/2023

With Available Vacancies
 Child has a kinship relationship with the provider

Available Counties:

- Blue County
- Green County
- Red County
- Pink County
- Yellow County
- Purple County
- Orange County

Add

Selected Counties:

Remove

Test County

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

The **Search Results** screen appears.

6. Select the appropriate **Provider**.

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Search Results

View Results in Map Collapse Services Expand Services

Result(s) 1 to 11 of 11 / Page 1 of 1 Results per page: 15 Go

	Provider Name / ID	Provider Category	Provider Status	Current Primary Address	Current Vacancies
view	Test, Provider 456789	NONODJFS	ACTIVE		

[View Services ^](#)

Test County Children Services Board:

[select](#), Family Counseling

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.

Status Details

Case Member Name: Sacwis, Susie

Service Category: Counseling Service Type: Family Counseling

Status: * Scheduled ⓘ

Status Begin Date: * 08/01/2023 ⓘ

Status End Date: ⓘ ⓘ

End Reason: ⓘ Secondary End Reason: ⓘ

* The following end information will only be saved if an end date is entered

Participation Frequency

Expected Participation Frequency	How Long	Start Date	End Date
----------------------------------	----------	------------	----------

Add Frequency

Provider Information

Provider	Provider Address
view Test, Provider / 456789	unlink

Link Provider

Service Goal History

Service Goal	Effective Date
--------------	----------------

Add Service Goal

Comments:

Spell Check Clear 4000

Created in Error

Apply to Other Members

Save Cancel

The **Service Information** screen appears.

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

8. Click the **Save** button.

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Service Information

Agency: Test County Children Services Board
Risk Contributors: None

Effective Date: * 08/23/2023
Service Category: * Counseling
Estimated Service End Date:
Service Type: * Family Counseling

Member Service Status History

Current Status All Statuses

	Case Member	Status	Provider	Service Description	Provider Address	Status Begin Date/End Date	Created in Error
edit	Sacwis, Susie / 123456	Scheduled	Test, Provider	Family Counseling		08/23/2023	

Case Member Name: * Sacwis, Susie

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.

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

Independent Living Readiness Review


Review Date	Narrative
-------------	-----------

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: * [\(expand full screen\)](#)

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 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 screenshot shows a navigation bar with tabs: Independent Living, Goals, Readiness Review, Contact Directory (highlighted with a red box), and Signatures. Below the navigation bar is a 'Contacts' section with a blue header. A contact entry is shown with the following details: 'Test Adult' (with a red box around the 'edit' link), '- Sibling', 'Unknown Address', 'Primary Contact:', and 'Permanent Adult Connection'. To the right of the contact entry is a green 'ACTIVE' button. Below the contact entry is a dropdown menu labeled 'Case Members/Associated Persons/Family & Permanency Team Members:' with a search box and a dropdown arrow. To the right of the dropdown menu are two buttons: 'Add' and 'Create New Contact'.

The **Contact Details** screen appears.

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

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Contact Details

Contact Name: * [Test, Adult](#)

Relationship to Youth: * Sibling

This contact is a Permanent Adult Connection ⓘ

Youth Support Person ⓘ

Contact Address: Unknown Address

Contact Type: Cell: (123)456-7899

Cell:

This person is an active Family & Permanency Team Member

Other Contact Information: [\(expand full screen\)](#)

Created By: Created Date: 08/29/2023

Modified By: XXXXXXXXXX [Save](#) [Cancel](#) [Delete](#) 08/29/2023

The **Contact Information** screen appears

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

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

Contacts

[edit](#) Test Adult - Sibling ACTIVE

Unknown Address
Primary Contact:
Permanent Adult Connection

Case Members/Associated Persons/Family & Permanency Team Members: [Add](#) -or- [Create New Contact](#)

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

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

Status: [Apply](#) [Save](#) [Cancel](#)

The Independent Living Filter Criteria screen appears.

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NYTD Survey

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

Independent Living Records						
	Youth Name	Plan Type	Plan Developed Date	Plan Closed Date	Agency	
edit	Sacwis, Susie	Independent Living Plan Status: Active	09/19/2023		Test County Children Services Board	

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**.

NYTD Account Details			
Effective Date:	09/19/2023		
First Name:	Susie	DOB:	07/03/2009
Last Name:	Sacwis	SSN:	XXX-XX-XXXX
NYTD ID:			
Youth was informed that they may be a part of the NYTD cohort study: * <input type="text" value="Yes"/>			
NYTD Survey Log In:	https://nytd.ohio.gov/nytd/login.do		
Note: This Youth has been adopted therefore the youth may have a different name than what is displayed on this record. For further assistance please contact the youth's Adoption Worker.			
		<input type="button" value="Generate NYTD Account"/>	<input type="button" value="Close"/>

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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 screenshot shows the 'Independent Living Records' interface. At the top, there is a blue header with the text 'Independent Living Records'. Below this is a table with the following columns: 'Youth Name', 'Plan Type', 'Plan Developed Date', 'Plan Closed Date', and 'Agency'. There are two rows of data. The first row shows an 'Independent Living Plan' with a status of 'Active', developed on 09/19/2023, and managed by 'County Children Services Board'. The second row shows a 'Final Transition Plan' developed on 08/29/2023, also managed by 'County Children Services Board'. To the right of the table, there are icons for 'edit', 'NYTD', and a trash can. Below the table is a form to add a new plan. It includes a 'Plan Type' dropdown menu set to 'Independent Living Plan', a 'Youth Name' dropdown menu, and an 'Add Plan' button.

	Youth Name	Plan Type	Plan Developed Date	Plan Closed Date	Agency	
edit	[Redacted]	Independent Living Plan Status: Active	09/19/2023		[Redacted] County Children Services Board	NYTD
edit	[Redacted]	Final Transition Plan	08/29/2023		[Redacted] County Children Services Board	edit trash

Plan Type: * Youth Name: *


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.

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To Have the Youth Complete the NYTD Survey

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



The screenshot shows the NYTD login page. On the left is a blue sidebar with the NYTD logo and the slogan "IT'S YOUR VOICE!". The main content area is white and contains a login form with the following fields: "First Name: *" with a text input box, "Last Name: *" with a text input box, "Date of Birth: *" with a date picker, "SSN (Last 4 Digits) *" with a text input box, "OR", and "NYTD ID: *" with a text input box. Below the form is a green "Log In" button. At the bottom of the sidebar, it says "Required Fields are marked by an asterisk (*)". To the right of the form is a photograph of a person's hands typing on a laptop keyboard and holding a smartphone. Below the photograph is a "Contact" section with the following information: "Office of Families and Children", "P.O. Box 183204", "Columbus, Ohio 43218-3204", "Phone: (800) 686-1580 (choose option 3, then option 5)", and "Fax: (614) 728-9678".

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:

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- 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](#).