

# **Completing the NYTD Element 18 and 19 Reporting Process**



**Knowledge Base Article**

# Completing the NYTD Element 18 and 19 Reporting Process

## Table of Contents

<b>Overview .....</b>	<b>3</b>
<b>Locating the Appropriate Child for NYTD .....</b>	<b>3</b>
<b>Confirming the Youth is Eligible for NYTD Element 18 .....</b>	<b>6</b>
<b>Viewing the Youth’s Academic Evaluation Record .....</b>	<b>6</b>
<b>Viewing the Youth’s School History Record .....</b>	<b>7</b>
<b>Mapping Element 18 Education Level .....</b>	<b>9</b>
<b>Mapping Element 19 Special Education .....</b>	<b>12</b>

## 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.

## Completing the NYTD Element 18 and 19 Reporting Process

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
<a href="#">view</a>	Test, Adult / 1111	FEMALE	04/14/1980	43	Applicant 1	11/16/2016
<a href="#">view</a>	Test Adult 2 / 2222	MALE	02/23/1982	41	Applicant 2	11/16/2016
<a href="#">view</a>	Test, Adult 3 / 3333	FEMALE	09/22/1998	24	Adult Household Member	07/14/2023
<a href="#">view</a>	Test, Child / 1234	FEMALE	09/03/2014	9	Child Household Member	08/13/2020
<a href="#">view</a>	Test, Child 2 / 5678	FEMALE	01/29/2016	7	Child Household Member	08/13/2020

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

## Completing the NYTD Element 18 and 19 Reporting Process

▶ **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	<span style="background-color: #333; color: white; padding: 2px 5px;">PROVIDER</span> Person ID: 1234	DOB: 09/03/2014
<b>Financially Responsible School District</b>		

## Completing the NYTD Element 18 and 19 Reporting Process

### 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 11<sup>th</sup> grade, "10<sup>th</sup> 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. At the top, there are three tabs: 'School Profile', 'Performance' (highlighted in blue), and 'Special Education'. Below the tabs, the user information is displayed: 'Name: Test, Child', 'PROVIDER', 'Person ID: 1234', and 'DOB: 09/03/2014'. The main content area is titled 'School Records' and contains a dropdown menu for 'Availability of Education Record: \*' set to 'Available'. Below this is a text input field for 'Reason(s) for Unavailable Record:'.

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.

## Completing the NYTD Element 18 and 19 Reporting Process

The screenshot shows the 'Performance' tab of the NYTD reporting interface. At the top, there are three tabs: 'School Profile', 'Performance' (selected), and 'Special Education'. Below the tabs, the user information is displayed: 'Name: Test, Child', 'PROVIDER', 'Person ID: 1234', and 'DOB: 09/03/2014'. The 'School Records' section is visible, with 'Availability of Education Record: \*' set to 'Available'. Below this, there is a text area for 'Reason(s) for Unavailable Record:'. The 'Created Date' and 'Modified Date' are both '09/09/2020 04:27:38 PM', and the 'Created By' and 'Modified By' fields are empty. 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:

	Evaluation Date	Grade Level	If N/A, Reason
<a href="#">edit</a> <a href="#">copy</a>	07/01/2019	Pre-Kindergarten	
<a href="#">edit</a> <a href="#">copy</a>	01/02/2019	Pre-Kindergarten	
<a href="#">edit</a> <a href="#">copy</a>	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 'School Profile' tab of the NYTD reporting interface. At the top, there are three tabs: 'School Profile' (selected), 'Performance', and 'Special Education'. Below the tabs, the user information is displayed: 'Name: Test, Child', 'PROVIDER', 'Person ID: 1234', and 'DOB: 09/03/2014'. The 'Financially Responsible School District' section is visible, with a table that has columns for 'Name', 'Start Date', and 'End Date'. The table is currently empty.

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 11<sup>th</sup> grade, “10<sup>th</sup> grade” is the highest education level completed.

## Completing the NYTD Element 18 and 19 Reporting Process

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] End Date: [calendar]  
Beginning Grade: \* [dropdown] 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.

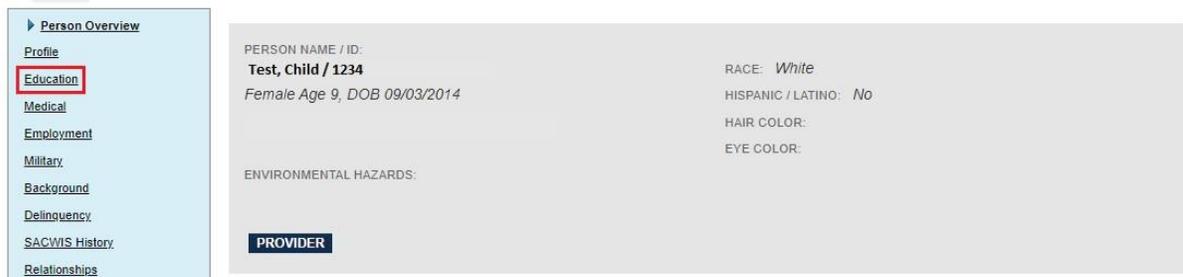
## Completing the NYTD Element 18 and 19 Reporting Process

### 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; Female Age 9, DOB 09/03/2014; HAIR COLOR:; EYE COLOR:; ENVIRONMENTAL HAZARDS:; and a PROVIDER button.

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 with a red box), and Special Education. Below the tabs, the following information is displayed: Name: Test, Child; PROVIDER; Person ID: 1234; DOB: 09/03/2014. A 'School Records' section is visible, containing a dropdown menu for 'Availability of Education Record: \*' 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.

## Completing the NYTD Element 18 and 19 Reporting Process

Academic Evaluation History <sup>a</sup>			
Created in Error: <input checked="" type="radio"/> Exclude <input type="radio"/> Include			
	Evaluation Date	Grade Level	If N/A, Reason
<a href="#">edit</a> <a href="#">copy</a>	07/01/2019	Pre-Kindergarten	
<a href="#">edit</a> <a href="#">copy</a>	01/02/2019	Pre-Kindergarten	
<a href="#">edit</a> <a href="#">copy</a>	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.

Part 1 | [Part 2](#)

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

### Academic Evaluation

**Evaluation Date: \***  

**Grade Level: \* <sup>a</sup>**  

If N/A, Reason:  

Child has repeated this grade  Child's educational needs require further assesment

Explain:

[Spell Check](#) [Clear](#) 1000

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

## Completing the NYTD Element 18 and 19 Reporting Process

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.

## Completing the NYTD Element 18 and 19 Reporting Process

### 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

## Completing the NYTD Element 18 and 19 Reporting Process

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

The screenshot displays a web interface for a 'Person Overview'. On the left is a sidebar with a blue header and several menu items: Profile, Education, Medical, Employment, Military, Background, Delinquency, SACWIS History, and Relationships. The main content area has a light green notification bar at the top that says 'Your data has been saved' with a close button. Below this, the personal information for 'Test, Child / 1234' is shown, including 'Female Age 9, DOB 09/03/2014', 'RACE: White', 'HISPANIC / LATINO: No', 'HAIR COLOR:', and 'EYE COLOR:'. There is also a section for 'ENVIRONMENTAL HAZARDS:' and a 'PROVIDER' button at the bottom.

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

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