If your Agency is having difficulty obtaining Credit Reports, please contact:

Sonia Tillman [Sonia.Tillman@jfs.ohio.gov](mailto:Sonia.Tillman@jfs.ohio.gov)

If your Agency has additional questions pertaining to National Youth in Transition Database (NYTD), please contact:

Karen McGormley [Karen.Mcgormley@jfs.ohio.gov](mailto:Karen.Mcgormley@jfs.ohio.gov)

Elaine Hall [Elaine.Early-Hall@jfs.ohio.gov](mailto:Elaine.Early-Hall@jfs.ohio.gov)

Jenni Watson [Jennifer.Watson@jfs.ohio.gov](mailto:Jennifer.Watson@jfs.ohio.gov)

If your Agency has questions pertaining to the Independent Living Module functionality in SACWIS, please feel free to contact:

SACWIS Helpdesk SACWIS\_HELP\_DESK@jfs.Ohio.gov 1-800-686-1580

Note: The State of Ohio Office of Children and Families (OFC) is currently not meeting the federal requirement for the percentage of youth who need to respond to this survey. Please take measures to assist youth who are in the sample population (see the SACWIS Admin NYTD Statistical Report for population) with completing this survey timely. The reporting period ends March 31, 2016.

**Question:** When will these changes be effective and roll out in SACWIS?

**Answer:**  These changes will go into the system in late summer or early fall.

**Question:** Are these plans required for IV-E Courts or just for PCSAs?

**Answer:**  The IL, FT, and EY Plans are required for both IV-E Courts and for PCSAs.

**Question:** All of the families have to have a Case Plan, even with Emancipated Youth. Typically we have an IL objective in the Case Plan, but we have not been providing the Youth the IL Plan itself.

**Answer:** Emancipated Youth cases are not required to have a Case Plan. An EY Plan is the only requirement on these cases. The IL Plan is required to be provided to the Youth and is different than the Case Plan.

**Question:** What is the difference between the 3 plans?

**Answer:**  The IL Plan is to document the goals that were identified in the IL Skills Assessment for youth in custody older than 14 years old. The Plan then documents the services provided to reach that goal as well as the progress for the IL Plan. The Final Transition Plan is to assist the youth in preparing for emancipating. It is to be completed no later than 90 days prior to the youth emancipating. The Emancipated Youth Plan is for those youth that come back to the agency/court requesting services after they emancipate and prior to their 21st birthday.

**Question:** Will we have to create new IL Plans for youth that already have an active IL Plan or will the current plans transfer over?

**Answer:**  The existing IL Plans will be converted to the new format when the new functionality goes live.

**Question:** As an IV-E Court, we do not take custody, we take care and control. Would we need to do this?

**Answer:**  Yes, IL Plans are required for all youth that are 14 or older and in custody or care and control of an IV-E Court or PCSA.

**Question:** What will happen to the Goal Topics that are currently identified as “N/A” once the build is released (i.e. if N/A will no longer be permitted)?

**Answer:** The N/A Goal Topics will display in the Completed Goal grid of the Goal Tab on the IL Plan.

**Question:** Do we have to link a service to each goal?

**Answer:** Yes, you will have to link a service to any goal that has been added to the IL Plan.

**Question:** Can a Goal Topic have more than one completion? For example, add a goal for youth to improve grades, gets an A completed? Add the same goal again for graduation?

**Answer:** Yes, users will be able to mark a Goal complete, and then add that same Goal Topic with a Goal Effective Date after the Completion Date of that prior Goal. The user can do this multiple times.

**Question:** If you don’t have to capture all 11 goals, can the IL Plan still be marked as “Active”?

**Answer:**  Yes, the requirement to mark an IL Plan as “Active” is to record at least 1 Goal Topic.

**Question:** Where do you record the 90 Day Review of the IL Plan?

**Answer:** This is recorded through the Readiness Review tab on the IL Plan.

**Question:** There have been certain Service Category/Type combinations identified for use within each Goal Topic. Is the new design going to allow for only those Service Category/Type combinations for that Goal Topic to be linked?

**Answer:** No, this was discussed with policy, and the project wanted to allow for more flexibility to the user.

**Question:** What is the Readiness Review?

**Answer:** The Readiness Review is the mechanism of reviewing the IL Plan that is required every 90 days.

**Question:** Can the date of the readiness review be corrected when it is entered incorrectly? Currently it requires a help desk ticket to get them corrected.

**Answer:**  The user will be able to edit and delete all Readiness Review records when the Independent Living Plan is in ‘Pending’ Status. All Readiness Review Records that are linked to an Approved Case Review or Semiannual Review will be in view mode only. If the Readiness Review is linked to an Approved Case Review or Semiannual Review then it will require a help desk ticket.

**Question:** Since there will be flexibility with linking services, is there a way to ensure services that affect the 4281 be identified?

**Answer:** Since we are not changing how agencies create Independent Living Case Services, there should be no impact on the 4281. Currently in the IL Plan, a user is able to link non-Independent Living Services to the IL Plan. This is not changing the functionality therefore this will not be identified on the IL Plan.

**Question:** Will the signature page auto populate with the youth, worker, and supervisor?

**Answer:**  The Signature page will auto populate with the Youth’s name since the worker and supervisor might not always be the worker completing the IL Plan.

**Question:** Do most counties provide the IL Plan to their youth in addition to the Case Plan?

**Answer:** Per rule, it is required to provide the IL Plan to the youth. The IL Plan is different than the Case Plan in that it outlines the goals that have been identified for that youth only.

**Question:** Does the plan have to be in Active Status in order for it to transfer over?

**Answer:** No. The Plans will convert to the new format when the functionality goes live.

**Question:** Does the Final Transition Plan replace the IL Plan?

**Answer:** No. It is a separate plan that needs to be completed.

**Question:** At what point in time does the Transition Plan need to be created?

**Answer:**  Per rule, the Final Transition Plan needs to be created 90 days prior to the youth emancipating from agency custody.

**Question:**  Can you activate/create the Final Transition Plan prior to 6 months before the Youth turns 18?

**Answer:** The FT Plan will be available for anyone under the age of 21.

**Question:** What does the ‘highest grade the youth will complete prior to emancipation’ refer to?

**Answer:**  This refers to what grade the youth will complete at the time of emancipation (possibly in the future).

**Question:** Why isn’t FAFSA completed have a dropdown option of N/A?

**Answer:**  This will be incorporated into the plan.

**Question:** Is an ETV (Education Training Voucher) addressed anywhere in this?

**Answer:** This was mentioned in the webinar, and we are able to incorporate this information on the Youth Information tab (1st tab) of the Final Transition Plan where Education Information is captured. This will also print the website on the Final Transition Plan Report that is provided to the youth.

**Question:** Please clarify housing needs: does that mean does their housing use gas verses electric or does it mean after resources are used does the youth still need help with items?

**Answer:** After discussing with the development team, we will change the question to “Which housing items have been requested by the youth?” to assist in clarifying intent here.

**Question:** In Necessary Documents, can you add that youth was provided with ETV information?

**Answer:** We are adding this information to the Education area on the Final Transition Plan along with the FAFSA information. The items on the Necessary Documents tab are all required by rule, and the ETV information is not a requirement.

**Question:**  Does that mean the date the Agency provided the Youth with those documents?

**Answer:** On the Necessary Documents tab, all labels have been changed to “Date Youth received …”. This is the date the youth received that document from the Agency.

**Question:** Will JFS allow youth to sign up for benefits prior to turning 18 since you have a link there to apply?

**Answer:** No. The JFS process is not changing. The link is to be able to give the youth information on what they will need to do.

**Question:** How far in advance should the FT Plan be completed? We may not have all the information mentioned 3-6 months prior to emancipation.

**Answer:** The FT Plan is required to be completed 90 days prior to a youth emancipating from custody. There are only 2 required fields in order to save the FT Plan. These are the “Youth would like to receive post emancipation services provided or arranged by the PCSA or PCPA from which the youth emancipated” and Start Date. The plan is editable until the user enters an End Date.

**Question:**  Can furniture be added as a need for housing?

**Answer:**  Yes, this will now display in the list of needed items.

**Question:** For youth that have a driver’s license, is there a spot to record that the youth has car insurance?

**Answer:** There will be a field added to a tab on the Final Transition Plan to capture this information.

**Question:** What is the Verification of County Wardship letter?

**Answer:** This is a letter generated from SACWIS that states that the youth was in custody and the timeframe that they were in custody. This is to show that the child emancipated from agency custody.

**Question:** Isn’t the birth certificate one of the mandatory documents that the youth should obtain?

**Answer:** Yes, this was a mock-up issue. It has been added to that screen.

**Question:** What if the court doesn’t have original SS Card or birth certificate?

**Answer:**  Per rule, the court/agency has to assist the youth in obtaining a SS card and birth certificate. This can be completed through Vital Statistics and the Social Security Administration offices.

**Question:** How many days after the FINS opens is the EY Plan due?

**Answer**: In OAC, there is no specific timeline specified. If a youth is asking for rent or financial assistance for gas it won’t take 30 days to assess the need. The EY plans should not take long to create, agree and sign.

**Question:** According to resent OAC descriptor, plans are supposed to be created at inception, yes?

**Answer:** Yes, if you are still talking about EY plans.

**Question:** Could we just do IL Plans with Emancipated Youth instead of a case plan? The case plans are not suited well for EY Cases?

**Answer:** Case Plans and IL Plans will not be required for Emancipated Youth Cases. The only required plan on these cases will be the Emancipated Youth Plan.

**Question:** How will EY Plans be reviewed? Our Agency reviews EY Plans every 90 Days. Could a Readiness Review functionality be added as an option?

**Answer:** A review is not required of these plans. The functionality will have comment boxes within the Support Topics to be able to add progress information for those topics in the EY Plan.

**Question:** What is a NYTD Account?

**Answer:**  The Foster Care Independence Act of 1999 requires the Administration for Children and Families to develop and implement a data collection system, in consultation with various stakeholders, to perform two functions: (1) Track the independent living services States provide to youth; and, (2) develop outcome measures that may be used to assess State performance in operating their independent living programs. With regard to services, the Act requires ACF to identify data elements to track the number and characteristics of children receiving services under section 477 of the Act and the type and quantity of services States provide. With regard to outcomes, section 477(f)(1) of the Act requires that we develop outcome measures, including measures of educational attainment, receipt of a high school diploma, employment, avoidance of dependency, homelessness, non-marital childbirth, incarceration, and high-risk behaviors, and the data elements to track States' performance on the outcome measures. The law also requires that ACF impose a penalty in an amount that ranges from one to five percent of the State's annual allotment on any State that fails to comply with the reporting requirements. ACF must base a State's penalty amount on the degree of noncompliance (section 477(e)(2) and (3) of the Act).

**Question:** Are ALL 17 year olds required to do NYTD?

**Answer:** Not every 17 year old is required to participate in NYTD. Agencies can find their sample population through the NYTD Statistical Report. Some Agencies survey ALL 17 years old, so SACWIS did not want to restrict the population.

**Question:** Is NYTD something that is mandated for all 17 year olds who are receiving IL services? If so, is it possible for me to find out if the 17 year olds that I work with completed it?

**Answer:**  Those that need to complete the survey depend on the population NYTD is surveying at that time. In order to find out if a youth is part of the population needing to be surveyed, please run the Admin>Reports>NYTD Statistical Report and review the Sample column. Those youth with a Yes in the Sample column are part of the sample population. This will tell you the children that are part of the sample population.

**Question:** We received ticklers that certain youth needed to complete a NYTD survey, but we had not entered an IL Plan yet. Does SACWIS automatically tell you to complete the NYTD based on the Youth’s DOB?

**Answer:** Yes, the tickler is based on the Youth’s DOB and custody status not based on the IL Plan. The link between the IL Plan and NYTD Survey is just for generating the NYTD Account to log in to the survey.

**Question:** For 19 and 21 year olds, will SACWIS only show the sample size that needs completed or the baseline group?

**Answer:**  The NYTD Statistical Report will show the children that are part of the sample size for 19 and 21 year olds. The NYTD screens will display all children, not just those that are part of the sample size.

**Question:** Is it possible to have the NYTD due dates populate on this screen?

**Answer:** There is an information icon that provides information on when the survey needs to be completed for 17, 19, and 21 year olds.

**Question:** Can developmental disability be added for a reason that NYTD was not completed?

**Answer:**  The values in the Outcome Response dropdown come from the federal government, and we are unable to change these values. Incapacitated would be the value you would choose if your Youth is unable to complete the survey due to disability.

**Question:** If the NYTD is only visible on IL Plans who do we aid the youth in planning for the completion of the survey at 19 and 21?

**Answer:** The NYTD survey will be editable on all cases (closed or opened) depending on your security profile. This will allow users to record Outcome Responses for those Youth who are no longer on an open case. The NYTD Statistical Report will assist agencies in planning for those youth that need to complete the survey at 17, 19, and 21. The NYTD letter that is sent to youth is generated from the IL Plan reports link, and this can be done at any time.

**Question:** How is the “year” determined for requesting credit reports annually? Is it each calendar year or one year from the last request?

**Answer:**  It is 1 year from the last requested credit report. If you requested a TransUnion Credit Report on 5/1/15, it will need to be requested again from TransUnion by 5/1/16.

**Question:** What makes the Reviewed Date populate?

**Answer:** On the Case Review screen for Credit Report, the label of Reviewed Date has been changed to Provided Date. This is the Date that the Credit Report was Provided to the Youth.

**Question:** What are other county’s procedure for gathering credit reports from Experian? This is one we have the most trouble with.

**Answer:**  For counties who are having difficulties with requesting credit reports from any of the reporting agencies, please contact Sonia Tillman at [Sonia.Tillman@jfs.ohio.gov](mailto:Sonia.Tillman@jfs.ohio.gov).

**Question:** How long can the Date Inconsistency Reported to AG be updated? These activities don’t all happen at the same time.

**Answer:** This field is not required until the user selects “Yes from the “Were Inconsistencies Found” dropdown. The date is always editable.

**Question:**  We are supposed to have been able to check through the three credit reporting sources but only one has been working and the responses get back so untimely. Is it possible to add a different source for reporting say freecredit.com or if they received a free credit report from a credit card?

**Answer:** Per Policy, it has to be from the three credit reporting agencies, Experian, TransUnion, and Equifax. If you are having issues, please contactSonia Tillman at [Sonia.Tillman@jfs.ohio.gov](mailto:Sonia.Tillman@jfs.ohio.gov).

**Question:** Do you have to gather the credit report from all 3 reporting centers?

**Answer:** Agencies have to request credit reports from all 3 credit reporting agencies every year.

**Question:** The Forms do not print the right information and do not allow for changes in some areas. We have been using letters with agency logo. Is that ok?

**Answer:** If there are issues with the forms/letters being generated through SACWIS, please contact the Help Desk at SACWIS\_HELP\_DESK@jfs.ohio.gov

**Question:**  Will there be a hard copy of this plan?

**Answer:** There will not be a blank copy of these plans. The user will be able to generate the plans when they create an IL, FT, or EY Plan.

**Question:** In the Emancipated Youth case, the original IL Plan will pull into it so it can be reviewed to see what was done? Rather than going back and forth to the Ongoing case.

**Answer:** Yes, the user will be able to see all Plans (IL, FT, and EY) from any case where that Person is an Active or Inactive Case/Adoption Member. The user will just have to use the filter to display Inactive Person Plans. The user will not be able to edit those plans that were not created in that case.

**Question:** Will there be an Independent Living Worker role added to SACWIS?

**Answer:**  Yes, there will be an Assignment Role of “IL Worker”.

**Question:** Will there be a “Closed Case IL Worker” AND an “IL Worker” role?

**Answer:** After discussing with the development team, the decision has been made to create 3 roles/securities. One will be an Assignment Role of “IL Worker”. This would allow Agencies to assign staff to cases with this Role. The second will be an “Unassigned IL Worker” role/security that will allow users to edit the Independent Living module (3 Plans, NYTD, and Credit Reporting) in SACWIS without being assigned to the case. If the case is restricted or sealed, then those securities would take priority. The third will be the “Closed Case IL Worker” role/security that will allow users to add and edit NYTD information and edit Credit Reporting information through the Independent Living module on both closed and sealed cases. They would only have access to the Case Overview screen and Independent Living module on sealed cases.

**Question:**  Will the Case Number where the plan was created by listed so if the worker wants to find the original case or needs to edit that plan, this can be done easily?

**Answer:** We will display the Case information on the Independent Living Plan.