



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**

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Governor

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Contract Correspondence Transmittal (CCT)

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Division/Branch: Protection and Permanency	
Key Words/Phrases: National Youth in Transition Database (NYTD)	
Attachments/Forms: NYTD Checklist	

Dear PCC/PCP Provider,

Pursuant to federal regulation as of October 1, 2010, Chafee Independent Living Services provided in Kentucky are being documented in a federal National Youth in Transition Database (NYTD). NYTD will be used to evaluate the Chafee services provided by each state. Private child-caring/placing (PCC/PCP) agencies will play a critical role in providing accurate documentation. The information provided will be entered in our database by the independent living coordinators. It is vital to enter accurate information on all services provided to youth in out of home care as these federal regulations focus on service provision for transitioning youth. A lack of documented service provision will adversely impact the funding received for Chafee Independent Living Services.

A checklist of NYTD elements has been created to document the services that have been provided by each agency. This checklist should be used as a guide for PCC/PCP staff as they record services being provided to youth. PCC/PCP staff need to e-mail the completed checklist quarterly on youth age (16) sixteen and older to Chafee.ILP@ky.gov. The first reporting period ended on March 31, 2011. The checklist for the first reporting period needs to be returned by May 31, 2011. Our second reporting period began April 1, 2011 and will last through September 20, 2011. When submitting information, please ensure the services being reported fall within the dates of the appropriate reporting period. However, any changes in services should continue to be updated as new services are provided to the youth. Please submit updated service changes bi-monthly. It is very important to provide an accurate picture of the ongoing services youth are receiving in order to be compliant with federal guidelines.

We anticipate that this expectation is only an interim solution. As we move forward in meeting the new federal guidelines of the NYTD, we will continue to update you on technological changes that may occur to expedite the flow of information.



As a reminder, PCC/PCPs are responsible, per the PCC agreement, for teaching independent living classes to youth 16 and older, thus it is very important to submit the stipend requests to the regional independent living coordinator (ILC) who will then submit the appropriate paperwork to central office.

We appreciate this opportunity to partner with you to reflect the services provided for these youth. If you have any questions, please feel free to contact Paula Saenz at paula.saenz@ky.gov or Shelley Brown at shelley.brown@ky.gov.

Thank you for your continued commitment to serve our youth.

Sincerely,


Michael Cheek
Director



Reporting Period

Youth Name:

October 1st to March 31st

April 1st to September 30th

SSN: - -

DOB: - -

Email:

Sex: Male Female

Hispanic: Yes No

Recognized Tribe: Yes No

Race: American Indian/Alaskan Native

Asian

Black or African American

Multiracial

Native Hawaiian or Other Pacific Islander

White

Has Youth Received Foster Care Services From Another State? Yes State: No

Was Youth Adopted From Another State? Yes No

Is Youth Living in a Supervised Independent Living Arrangement? Yes No

Supervised independent living means that the youth is living independently under a supervised arrangement that is paid for or provided by the State agency. A youth in supervised independent living is not supervised 24 hours a day by an adult and often is provided with increased responsibilities, such as paying bills, assuming leases, and working with a landlord, while under the supervision of an adult. Indicate whether the youth was living in a supervised independent living setting that was paid or provided by the State agency during the reporting period with a "yes" or "no" as appropriate.

Has the State or Federal Court Adjudicated Youth as Delinquent? Yes No

Has Youth Received or Currently Receiving Services From Department of Juvenile Justice? Yes No

Did the Youth Receive Special Education? Yes No Last Grade Completed?

Date the Youth Last Completed the Independent Living Needs Assessment? - -



Has the Youth Received Any of the Following Services in the Current Reporting Period?

Academic Support

- Academic Counseling
- Help Accessing Educational Resources
- Help With Homework
- Literacy Training
- Prep for GED
- Study Skills Training

Post-Secondary Educational Support

- Classes for Test Prep (SAT, ACT)
- Counseling About College
- Help Completing College or Loan Apps
- Info about Financial Aid & Scholarships
- Tutoring While in College

Career Preparation Services

- Assistance in Writing Resumes, Completing Job Applications
- Assistance with Interview Skills
- Guidance in Setting and Assessing Vocational and Career Interest and Skills
- Help in Matching Interests and Abilities with Vocational Goals
- Job Seeking and Job Placement Support
- Job Shadowing
- Learning How to Work With Employers and Other Employees
- Receiving Job Referrals
- Retention Support
- Securing Work Permits
- Understanding Authority and Customer Relationships
- Understanding Employee benefits and Coverage
- Understanding Workplace Values (Timeliness and Appearance)
- Using Career Resource Libraries
- Vocational and Career Assessment



Employment Programs or Vocational Training

- Participation in Apprenticeship, Internship or Summer Employment
- Participation in Vocational or Trade Programs
- Receipt of Training in Occupational Classes Such As Cosmetology, Auto Mechanics, Nursing, Computer Science, Etc

Budget and Financial Management Training

- Accessing Information about Credit
- Balancing a Checkbook
- Completing Tax Forms
- Developing Consumer Awareness & Smart Shopping Skills
- Loans and Taxes
- Opening and Using a Checking and Savings Account
- Training and Practice of Living within a Budget

Housing / Home Management Training

- Basic Maintenance & Repairs
- Filing out Rental Applications & Acquiring a Lease
- Handling Landlord Complaints
- Handling Security Deposits & Utilities
- Living Cooperatively
- Meal Planning, Grocery Shopping & Meal Prep
- Understanding Practices for Keeping a Healthy & Safe Home
- Understanding Tenant's Rights & Responsibilities

Health / Risk Prevention Training

- First Aid
- Health Care Resources & Insurances
- HIV & Other Sexually Transmitted Disease Prevention
- Medical & Dental
- Info about Hygiene, Nutrition, Fitness, & Exercise
- Pregnancy Prevention & Planning
- Received Info about a Health Care Power of Attorney
- Sex Education & Abstinence
- Received Info about Designating a Health Care Proxy
- Received Info about Options for Health Insurance
- Substance Abuse Avoidance, Prevention and Intervention



Healthy Marriage Training

- Childcare Skills and Teen Parenting
- Education and Info on Safe & Stable Families
- Healthy Marriages & Spousal Communication
- Domestic & Family Violence Prevention
- Parenting & Responsibility Parenthood

- Did Youth Receive Mentoring Assistance? Yes No
- Did Youth Receive Room/Board Assistance, Rent, Deposits, and Utilities? Yes No
- Did Youth Receive Educational Financial Assistance? Yes No
- Did Youth Receive Other Financial Assistance (IL Skills Stipend)? Yes No

Form Completed By:

Date: - -

Agency:

Relationship to Youth: