**Contract Correspondence Transmittal (CCT)**

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| **CCT Number:** 13-04 | **Date of Issue:** May 9, 2013 |
| **Division/Branch:** Protection and Permanency | |
| **Key Words/Phrases:**  NYTD | |

Dear PCC/PCP Provider,

As previously referenced in CCT 11-04, pursuant to federal regulation Chafee Independent Living Services provided in Kentucky are being documented in a federal National Youth Transition Database (NYTD). NYTD will be used to evaluate the Chafee services provided by each state including Kentucky. Private Child Caring/Placing (PCC/PCP) agencies play a critical role in providing comprehensive and timely information about the services that are being provided. In response to this requirement, private agencies have responded by completing and submitting paper checklists to the independent living coordinators for entry into NYTD.

On May 20th, a new link ‘NYTD’ will be added to the PCC Tracking System. The link from PCC Tracking to NYTD (National Youth Transitional Database) allows the PCC Admin/User to record the independent living services and enter comments. This system will replace the previous paper checklist process and the need to prepare paper checklists should be minimal. The ‘current’ PCC Admins/Users have the security access to directly record the services/checklists into NYTD. All new user requests to PCC Tracking will need to request access to PCC Tracking through their normal process. The cabinet is finalizing a training plan which will be released at a later date.

We appreciate the opportunity to partner with you to reflect the services your agency is providing to youth. If you have any questions, please feel free to contact Shelley Brown or Paula Saenz at [Chafee.ILP@ky.gov](mailto:Chafee.ILP@ky.gov) if you have questions.