

The following NYTD-related information must be entered/updated in a timely manner for all ILP-eligible clients and EFC eligible clients with open CWS/CMS cases:

- a) The client's Race/Ethnicity;
- b) The client's Hispanic or Latino Origin status;
- c) Whether or not the client is an Adjudicated Delinquent;
- d) The client's Education Level;
- e) Whether or not the client is receiving Special Education;
- f) Whether or not the client has attended Postsecondary Education or Vocational Training;
- g) Whether or not the client has completed at least one semester of college; and
- h) All ILP services delivered to the client.
- i) Items a) through e) will primarily be entered by the Case Carrying CSW or can be entered by any staff authorized to do so. Items f) through h) will primarily be entered by the ILP Transition Coordinator but can be entered by any staff authorized to do so.

To satisfy the federal Department of Health and Human Services (DHHS) regulations requiring data collection and reporting for the Chafee National Youth in Transition Database (NYTD), CWS/CMS has been updated to include:

- 1) 'Other Race Unknown' was added to the Ethnicity Type dropdown on the ID page of the Client Notebook.
- 2) Three new options: 'Unable to Determine-abandonment', 'Unable to Determine-incapacitation' and 'Unable to Determine- individual does not know' were added to the Race/Ethnicity frame on the ID page of the Client Notebook.
- 3) The Ethnicity frame on the Client ID page of the Client notebook, the Ethnicity frame of the Client notebook in Zippy Referral and the Ethnicity label on the Substitute Care Provider page of the Placement Home notebook were changed to Race/Ethnicity.
- 4) Four new option buttons: 'Declines to State', 'Unable to Determine-abandonment', 'Unable to Determine-incapacitation' and 'Unable to Determine- individual does not know' were added to the Hispanic or Latino Origin field on the Client ID page and the Placement Home Substitute Care Provider page. The value: 'Undetermined' in the Hispanic or Latino Origin field on the Client ID page and the Placement Home Substitute Care Provider page will no longer be available for selection. This option button will only display if it was previously selected.
- 5) Users are able to indicate whether a client has ever been an Adjudicated Delinquent on the Demographics page of the Client Notebook.
- 6) Users are able to indicate on the Enrollment Information page of the Education Notebook that a client has completed at least one semester of college; that a client has attended postsecondary education or vocational training or the client has received Special Education. This information will display in the Health and Education Passport (HEP) document for the Client.
- 7) ILP services must be documented in CWS/CMS for ILP-eligible youth whose cases *are no longer open* in CWS/CMS. Once ILP services are documented for this "after-care" population, all NYTD data fields mentioned in 7) above must be entered/updated in a timely manner by the ILP Transition Coordinator or can be entered by any staff authorized to do so.

- 8) All NYTD data elements are highlighted green in both the CWS/CMS application and Navigation Tool. Those fields already highlighted yellow due to being mandatory, or those that are always read-only, will not be modified. However those fields that are currently highlighted periwinkle, but are also NYTD data elements, will be changed to green.
- 9) The AFCARS Navigation Tool is in the 'Federal Reporting' section for Navigation Tools. A new NYTD Navigation Tool is in the Federal Reporting section. The NYTD Navigation Tool displays NYTD data elements.
- 10) The Service Type of 'ILP Other' in the Contact and Case Plan Notebooks has been disabled to prevent further selection.
- 11) Users with Closed Case/Referral Update privilege are able to enter NYTD data in closed cases for clients.
- 12) On the Contact Notebook Associated Services Page and the Case Plan Notebook Planned Client Services and Case Management Services pages, 'Substitute Care Provider' (SCP) has been added as a potential provider of any delivered service (same as Staff Person, Service provider, and Collateral). SCP information displays in any reports where those providers currently populate. The user has the optional ability to search for SCPs.
- 13) The Service provider Search has been updated by adding three items to the Service provider search criteria: a) Service provider Category; b) City; and c) ZIP Code. In addition, if the search exceeds the maximum hit limit, only the first 50 rows will be returned.
- 14) Three new values have been added to the Service provider Category drop-down on the ID page of the Service provider notebook: 'Group Home Staff', 'ICPC - Social Worker', and 'FFA – Social Worker'.

NOTE: Probation Access to CWS/CMS

The federal Department of Health and Human Services (DHHS) has notified states that Chafee National Youth in Transition Database (NYTD) regulations require that counties and the California Department of Social Services (CDSS) collect additional data for both Child Welfare Services and Probation cases beyond what is already being captured. For children in IV-E funded out of home placements, it is necessary that county probation staff have full access to CWS/CMS in order to enter required NYTD information.

- 1) In numerous places in CWS/CMS, a visual cue (pink highlighting) indicates whether a case is a Non-Child Welfare Department (Non-CWD) case (e.g., Probation, Kin GAP, Mental Health, etc.) or a CWD-CWS case. In the case title bar for a Non-CWD case, the title bar will display as NON-CWD.
- 2) For secondary assignments on the Assignment page of the Case and Referral notebooks, the Role Type drop-down includes: 'Probation' and 'ICWA'.
- 3) On the ID page of the Case and Referral Notebooks, users are able to identify which agency owns the case or referral in the 'Primary Agency Responsible' field.
- 4) Additional Client Disposition Closure Reasons have been added: 'Open New Non-CWD Case' and 'Child Already in a Non-CWD Case'. The value of 'Open New Non-CWD Case' **should not be selected until further notice.**

- 5) The Client Disposition Closure Reason of 'Open New Case' has been revised to 'Open New CWD-CWS Case'.
- 6) The Client Disposition Closure Reason of: 'Child Already in a Case' has been revised to 'Child Already in a CWD-CWS Case'.
- 7) An additional Case Closure reason has been added that can be used when closing a Non-CWD case- 'Change from 601/602 to 300 Dependency'.