

March 11, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 24-15

This All County Letter is being issued by the California Department of Social Services to provide guidance on administering the National Youth in Transition Database survey for the 21-year-old population of the fourth cohort. The National Youth in Transition Database survey is a federal survey designed to measure independent living services delivered to current and former foster youth, beginning with a baseline population at age 17, followed by two subsequent surveys at ages 19, and 21.



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

March 11, 2024

ALL COUNTY LETTER NO. 24-15

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL INDIAN TRIBES WITH A TITLE IV-E AGREEMENT
ALL INDEPENDENT LIVING PROGRAM MANAGERS
ALL INDEPENDENT LIVING PROGRAM COORDINATORS
ALL FOSTER CARE MANAGERS
ALL TRANSITIONAL HOUSING COORDINATORS

SUBJECT: **NATIONAL YOUTH IN TRANSITION DATABASE SURVEY:
21-YEAR-OLD FOLLOW-UP POPULATION OF THE FOURTH
COHORT**

REFERENCE: [ALL COUNTY LETTER \(ACL\) 23-27](#), [ACL 22-30](#), [ACL 21-10](#),
[ACL 19-109](#), [ACL 18-126](#), [ACL 17-103](#), [ACL 16-81](#), [ACL 15-79](#),
[ACL 14-69](#), [ACL 13-84](#), [ACL 12-52](#), [ACL 11-27](#), AND [ACL 08-31](#);
[ALL COUNTY INFORMATION NOTICE \(ACIN\) I-07-10](#) AND
[ACIN I-21-18](#); [COUNTY FISCAL LETTERS \(CFL\) 09/10-19](#) AND
[CFL 00/01-46](#); [SENATE BILL \(SB\) 1013 \(CHAPTER 35,](#)
[STATUTES OF 2012\)](#); [WELFARE AND INSTITUTIONS CODE](#)
[\(WIC\) SECTION 10609.4](#) AND [WIC SECTION 10553.1](#);
[45 CODE OF FEDERAL REGULATIONS \(CFR\) PART 92](#) AND
[CFR SECTION 1356.83](#)

PURPOSE

The purpose of this ACL is to provide updated information and direction regarding the follow-up survey of the 21-year-old population from the fourth cohort of the National Youth in Transition Database (NYTD) survey. This survey is for Federal Fiscal Year (FFY) 2024 that begins October 1, 2023, through September 30, 2024. The fourth cohort consists of all current and former foster youth who participated in the survey at age 17 in FFY 2020 (October 1, 2019, to September 30, 2020) and are now turning age 21 during FFY 2024. This is the third and final survey of the fourth cohort. Tribes with Title IV-E Agreements ([WIC section 10553.1](#)), hereafter "Participating Tribes" may survey youth who were under Tribal jurisdiction and were

previously interviewed by the Tribe at age 17 as part of the first cohort. Counties are encouraged to include local Tribes when surveying Tribal youth.

Counties and participating Tribes must contact the fourth cohort's NonMinor Dependents (NMDs) and/or former foster youth to request that they complete the follow up survey, during the same review period in which their 21st birthday falls. In FFY 2024, the first review period for the 21-year-old follow-up population is October 1, 2023, to March 31, 2024. The second review period is April 1, 2024, to September 30, 2024.

BACKGROUND

Every six-months, the California Department of Social Services (CDSS) must collect and transmit to the Administration for Children and Families (ACF) outcomes data for current and former foster youth (the NYTD survey), which is intended to measure six outcomes: financial self-sufficiency, educational attainment, connections with adults, homelessness, high-risk behavior, and access to health insurance. In addition to the survey data, the CDSS is required to transmit data extracted from the Child Welfare Services/Case Management System (CWS/CMS) on the Independent Living Program (ILP) services provided to current and former foster youth. The primary goal of these activities is to obtain data that will help make informed decisions to improve service provision and outcomes for current youth in foster care and those young adults formerly in foster care.

Federal rules require states to survey youth in foster care. Each group of 17-year-olds comprises a cohort and is referred to as the baseline population. The current youth in each baseline population that have participated in their first NYTD survey are subsequently re-surveyed on or around their 19th and 21st birthdays; these are referred to as the follow-up populations. Every three years the cycle starts again with a new cohort of 17-year-olds. A timeline of the staggered reporting periods for the cohorts and follow-up populations is included as Attachment A within this ACL.

States are also required to submit data twice a year regarding ILP services provided to eligible current or former foster youth; this is referred to as the served population. The timeline for submission of this data is also included in the above-referenced attachment. The ILP services for which the data is collected are those provided to current and former foster youth related to a needs assessment, education, post-secondary education, career/job guidance, employment/vocational training, money management, consumer skills, time management; home management; housing options; health care; interpersonal/social skills, parenting skills, mentoring, and transitional housing. Please refer to NYTD [ACL 16-81](#) for more information about this requirement.

LEGISLATION REGARDING NYTD

The [WIC Section 10609.4](#) requires counties to:

- Ensure timely and accurate data entry in CWS/CMS for all current and former foster youth receiving any ILP services.
- Ensure that eligible current and former foster youth continue to receive information about, and are provided with an opportunity to complete, the NYTD survey.
- Provide opportunities for current and former eligible foster youth to take the NYTD survey online at child welfare services and probation offices.

Participating Tribes should refer to the Tribe's Intergovernmental Agreement for their specific requirements.

PREPARATION FOR THE SURVEY

County child welfare agencies, probation departments, and participating Tribes are required to provide the information about the survey to those youth who are part of the fourth cohort. This information should include how to access the survey, where to take it and how to collect the incentive payment. Counties have the discretion to determine how this information is provided; however, the information about the survey must be provided to the youth within 60 days from the beginning of the review period in which they are eligible to take the survey. The beginning dates of the two review periods for FFY 2024 are October 1, 2023, and April 1, 2024.

Counties should actively collaborate with Tribes regarding NYTD preparation, so that eligible Tribal youth can be made aware of and engage in the survey process. Examples of collaboration may include working with Tribes to initiate NYTD outreach, establishing a joint effort on the NYTD survey process, and allowing Tribes to provide the survey to their youth.

Counties are encouraged, when determining the methods of providing information in advance, to see and use this opportunity to effectively practice engagement behaviors to involve participants authentically in the survey process, whether using phone calls, text messages, postcards, letters or emails, and social media (Note: current and former foster youth confidentiality must be ensured if using social media messaging). Contact with the youth/former foster youth can be made by any representative including the county social worker, ILP worker, ILP coordinator, probation officer, Title IV-E agreement, and all other tribal social workers. Documentation of the efforts made to

inform current and former youth about the NYTD survey in advance should be maintained to verify compliance. The documentation may include a copy of the notice sent to current and former youth, inserted in their electronic or hard copy case file, or any other method the county or Tribe chooses to document the advanced notice requirement.

The follow-up population of 21-years-olds is a defined group of NMDs or former foster youth who participated in the survey at age 17. Therefore, counties and participating Tribes will rely on Safe Measures reports and the CDSS-provided NYTD Contact List to determine who is eligible to take the survey. The Cohort 4 NYTD Contact List is a spreadsheet of the 21-year-old population in each county and the contact information the NMDs and former foster youth provided on their previous surveys. The list contains all eligible NMDs and former foster youth, for both review periods, and was sent to counties in July 2023. The early distribution of this list was intended to give counties time to familiarize themselves with their list and strategize how to survey the most individuals.

For those counties and participating Tribes who do not have regular access to SafeMeasures®, please contact support@safemeasures.org to submit a request to access the NYTD report. Probation departments interested in accessing SafeMeasures® reports, may contact support@safemeasures.org to submit a request to have a free account created to view the NYTD report.

WHO MAY TAKE THE SURVEY: 21-YEAR-OLD FOLLOW-UP POPULATION

The survey process for the 21-year-old follow-up population is similar to the 19-year-old survey process described in [ACL 18-126](#). A NMD or former foster youth whose birthdate falls within the review period can take the survey any time WITHIN that review period. The NMDs and former foster youth, turning 21 during the first six-month review period of October 1, 2023, to March 31, 2024, can take the survey anytime during the period, but only during this time. For example, an NMD/former foster youth with a birthdate of October 1st or March 31st would have the period from October 1, 2023, to March 31, 2024, to take the survey. It is the same for NMDs/former foster youth whose birthdate falls in the second review period of April 1, 2024, to September 30, 2024. If the NMD/former foster youth's birthdate is at the END of the review period, they may still take the survey anytime during the review period, including before their actual birthday. This is different from the 17-year-old baseline population survey in which current foster youth were only eligible to take the survey within 45 days after their birthday. It is important to note that all 21-year-olds who participated in the survey at age 17 (in FFY 2020) are eligible and need to have the opportunity to take the survey even if they did not take it at age 19.

ADMINISTERING THE SURVEY

Current and former foster youth may take the survey on the Internet within the six-month review period in which their birthdate falls. The survey is available on the [CDSS NYTD webpage](#) by clicking on the [Take the California NYTD Survey for 21-Year-Olds](#) link. Login instructions to enter the survey are provided at this link (see [ACL16-81](#), page 5).

The county social worker or probation officer is required to offer current and former foster youth the opportunity to take the survey in their offices and to ensure that group homes, Short-Term Residential Treatment Program (STRTP), and foster family agencies are also offering current and former foster youth the ability to complete the survey by computer or by hard copy. Counties who elect to continue offering this method, should ensure that all current COVID-19 health and safety guidelines are followed. Alternative methods would be to utilize the monthly caseworker visit while the youth is still in care by bringing a hard copy of the survey or laptop to their monthly visit, or to utilize a computer in the foster home to facilitate the survey completion.

If the current and former foster youth prefers not to self-administer the survey, the social worker, probation officer or other staff may verbally administer the survey to them on the telephone or in person by using a hard copy of the survey and then enter in the survey data online (email NYTDdata@dss.ca.gov for a hard copy of the survey). As the surveys vary for each age group, it is important that only the current version of the survey be used for this population.

Regarding current and former foster youth self-administering the survey, or county personnel filling in the survey with responses from the youth, the CDSS recommends logging into the survey only when the survey data is ready to be entered in its entirety as there is not a stop and restart option. Under no circumstance may the social worker or probation officer take the survey in lieu of the youth. The survey results should be entered electronically as soon as possible within the required time period in order to be acceptable and to allow the current and former youth to receive the incentive. The CDSS recommends checking SafeMeasures' NYTD report frequently to see who has completed the survey in order to initiate further contact to those showing as not completed. Technical issues with SafeMeasures may be sent to support@safemeasures.org for assistance.

UTILIZING THE INTEGRATED CORE PRACTICE MODEL TO IMPROVE THE QUALITY OF THE NATIONAL YOUTH IN TRANSITION DATABASE

On May 18, 2018, the CDSS in conjunction with the Department of Health Care Services released "The California Integrated Core Practice Model (ICPM) for Children,

Youth, and Families Guide” via [All County Information Notice \(ACIN\) I-21-18](#). This guide provides practical guidance and direction to support county child welfare, juvenile probation, participating Tribes and behavioral health agencies to improve delivery of timely, effective, and integrated services to children, youth, and families. The thoughtful and planned use of these practice elements, and the guiding principles which form their theoretical base, will help to further develop the NYTD. Utilizing ICPM methodology will enhance the quality and interpretation of the extracted NYTD survey data, as well as the outcomes associated with the ILP. While this letter contains ICPM derived guidance, the ICPM Guide itself is far more comprehensive in its practice content, and county staff are encouraged to consult it as part of their implementation of this letter’s guidance.

THE INTEGRATED CORE PRACTICE MODEL BEHAVIORS AND PRACTICES APPLICATION IN THE NATIONAL YOUTH IN TRANSITION DATABASE

The NYTD tracks and measures the outcomes of independent living services provided to current and former foster youth. This means that ILP, along with social workers, Probation officers, all participating Tribes, service providers, and guardians, play an integral role in ensuring that current and former foster youth achieve self-sufficiency prior to and after exiting foster care. Through thoughtful implementation of ICPM, ILP and related services will be strengthened potentially improving outcomes for youth. In addition, use of the ICPM’s practice behaviors will allow those delivering ILP services to be more effective in both delivery and documentation of ILP services to help improve NYTD data collection.

1. **Engagement-** Since NYTD measures the outcome of ILP services, and those services provide the foundation for self-sufficiency, it is important that current and former foster youth be properly engaged. This means that a positive environment that supports relationship building, as well as cultural engagement, should be utilized, so that current and former foster youth can be properly educated on the expectations surrounding ILP services. The ICPM Practice Behaviors which may be most helpful in developing engagement include:
 - Utilizing the Child and Family Team (CFT) to build relationships and trust concerning ILP expectations, while explaining the significance of the NYTD survey and how it may benefit current and former foster youth who are eligible to take it.
 - Using the CFT meetings as an opportunity to involve important individuals within the youth’s life, which must include members of the youth’s Tribe to be afforded the opportunity to participate in the ILP service delivery process.

- Ensuring that the youth have their voice heard, and that their perspective along with those of relevant support individuals are taken into consideration during the needs assessment process and identify if eligible current and former youth need assistance in taking the NYTD survey.
 - Demonstrating active and authentic listening during ILP classes and one on one work, so that the content and topic can be well understood, and that any concerns current and former youth may have regarding these services or the NYTD survey may be addressed.
2. **Assessment-**The NYTD survey collects information about the outcomes of current and former foster youth. To gain meaningful information from the youth so outcomes can be improved, the county social worker, tribal representative, and/or probation officer, must be involved in the assessment process. Furthermore, the needs assessment also forms the foundation of ILP delivered services, which means youth's input is vital in order to ensure positive outcomes and self-sufficiency. The ICPM Practice Behaviors which may be most helpful in supporting assessment activity will include:
- Utilizing a CFT or meeting to explain the NYTD survey, followed by the needs assessment process, so that current and former youth, their team members, and their individual support systems can be educated on the expectations associated with each assessment.
 - Work to identify the youth's needs and strengths and any specific areas of concern, where the youth can benefit from additional resources that support ILP delivered services.
3. **Teaming-** Establishing a supportive team will not only ensure that current and former foster youth receive ILP services that fit their needs and developmental level but will create an active network that will support and guide the individual following care. In addition, the team environment will help explain the purpose of the NYTD survey, which will aid in an improved NYTD survey process and may improve participation rates. The ICPM practices and behaviors that support teaming throughout the ILP program and NYTD process might include:
- Actively facilitate the sharing of ILP and NYTD related information to all approved parties, so that current and former foster youth can best be supported in achieving their goals.

- Develop and modify plans, while assigning specific goals to the team to ensure that current and former youth have the support to overcome ILP and NYTD survey taking challenges.
 - Communicate on a consistent basis, while creating opportunities for the youth and team support networks to share their family history and goals, so that ILP delivered services can be appropriately modified to ensure better outcomes, while preparing eligible current and former youth to take the NYTD survey.
4. **Initial service planning and delivery**-This will provide an opportunity to establish a plan regarding how ILP services should be delivered to best fit the needs of the youth. Service planning should begin with engaging the youth, and Tribe in the case of an Indian youth, and be an ongoing conversation to ensure youth's participation in services and their understanding of their future goals and how that relates to their outcomes. The ICPM practices and behaviors that support planning and delivery within ILP and NYTD engagement:
- Engage current and former foster youth and their support network in ongoing discussions regarding their ILP service delivery progress, challenges, and goals. Help prepare eligible youth for the NYTD survey.
 - Provide current and former foster youth alternative resources and assistance to help achieve ILP delivery goals and to better understand the NYTD survey process.
 - Create opportunities for current and former foster youth to share ideas, create their own goals and work with them to incorporate that information into their ILP plans when appropriate.
 - Engage in culturally sensitive collaboration*, services, and supports that address youth, their team, and family members' unique underlying needs regarding ILP and the NYTD survey.
**For tribal youth this might be engaging with tribal services and events, including encouraging connections with extended family members and the tribal community.
5. **Monitoring and Adapting**-In order to ensure a smooth NYTD survey process, and an increase in ILP positive outcomes, it is important to consistently monitor current and former foster youth's ILP related progress. In addition, if the individual is having challenges either meeting ILP goals or taking the NYTD survey, the CFT should be encouraged to formulate a plan that adapts to their

needs. The ICPM practices and behaviors that are useful within ILP and the NYTD survey process include:

- If progress has not been made, assure the youth and family challenges are addressed by the teaming and service delivery process and that adjustments can be made to the plan to help them be successful. In addition, if a Tribal youth is experiencing challenges regarding NYTD and ILP, the county should be working in partnership with the youth's Tribe to develop a solution. This demonstrates problem solving and creative alternatives. This is a skill for the youth to develop. It also demonstrates to them that they are supported. All of this encourages the youth to meet their ILP goals and feel better prepared to take the survey.
- Offer to convene a CFT meeting to mobilize the team's resources in amending the service plan, address new needs or eliminate barriers to better fit ILP delivered services to the needs of the youth.
- Follow up on identified behavior health needs and/or educational needs, in order to eliminate any barriers that may hinder a current and former foster youth's ability to achieve their ILP goals or to take the NYTD survey. Monitor services for effectiveness.

6. **Transition**-The purpose of ILP delivered services are to ensure that current and former foster youth feel prepared and have the proper support in place to prepare them to leave foster care. The goal is that that they can successfully experience self-sufficiency and independence. It is vital that necessary structures be put in place to support a smooth, intentional transition from care to self-sufficiency and independence. The ICPM practices and behaviors that support ILP transition include:

- Inquire about the consistency and effectiveness of any ILP delivered services or NYTD methodology utilized to encourage current and former youth participation in the NYTD survey and ensure better ILP outcomes.
- Offer resources and supports to assure access to those interventions if needed. Consider natural and community-based support systems that will be intact after the individual leaves foster care.
- Coordinate with the youth, and their support system, to help find solutions and provide on-going community-based and culturally relevant supports, after the child welfare agency is no longer involved so that the former foster youth can

continue to strive for independence. This may include collaborating with the Tribe or community partners to establish culturally relevant and trauma informed services pertaining to ILP. Examples of this include forming and sustaining partnerships in the areas of NYTD training, coaching, and feedback forums.

- Identify if other types of transition services are needed in order to ensure that the former foster youth is fully capable of living independently once ILP services are terminated.

CONSIDERATION FOR SPECIAL NEEDS CURRENT AND FORMER FOSTER YOUTH

Counties should ensure that survey-eligible individuals with special needs or limited English proficiency are offered the NYTD survey. It is important for counties to include current and former foster youth with a diagnosed disability reported in the Adoption and Foster Care Analysis and Reporting System in order to prevent a bias in the survey. Reviewing administrative data and the records of current foster youth in the baseline population would be helpful to determine accommodation needs ahead of time. Counties may also query caseworkers as to whether they believe an accommodation is required in order for the individual to complete the survey. Counties may find that querying caseworkers is the most cost-effective means of establishing the size of its special needs populations and identifying which youth need accommodations. Counties need to accommodate youth with visual impairments, learning disabilities, cognitive disabilities, hearing impairments, speech impairments, physical disabilities, and limited English proficiency. A Spanish survey is available upon request, by contacting NYTDdata@dss.ca.gov. Current and former foster youth who are incapacitated, such as those with a severe mental or physical disability that prevents them from answering the survey questions, are not required to be surveyed.

INCENTIVES

Incentives are offered to participating current and former foster youth by their county or Tribe to increase participation rates, as research has indicated that response rates to surveys are increased when incentives are utilized. The CDSS recommends that NMDs/former foster youth in the 21-year-old follow-up population participating in the survey receive a \$100 incentive payment.

Incentives may be issued for former foster youth who take the survey past their 21st birthday even though eligibility for ILP services ends at age 21. The CDSS has confirmed with ACF that an incentive payment paid for with Chafee ILP funds for a

former foster youth who took the survey after their 21st birthday is allowable. Counties should share this information with their fiscal departments.

Participating NMDs/former foster youth should be clearly informed about the incentive payment in the advance notification process. While an incentive payment issued immediately after completion of the survey may be effective in motivating the NMDs/former foster youth; counties have various fiscal policies and may require incentives to be mailed only after verification of survey completion. Probation departments may contact the ILP coordinator in their counties to find out the process for incentive distribution.

As part of the advance notice to the NMD/former foster youth about the survey; counties should provide them with specific instructions about claiming the incentive, such as whether the youth may collect it in person and where, or how to receive the incentive by mail. In addition, the survey includes a question inquiring as to their preference of receipt of incentive payment (by mail or by picking it up at the county's offices).

Beginning in November 2023, CDSS will provide counties with a monthly report of the participating NMDs/former foster youth who have completed the survey and elected to receive their incentive payment by mail. This report will include the date the survey was completed, the incentive preference of each youth, and the mailing address provided by them when responding to the survey. The CDSS will upload this spreadsheet to each county's Secure File Transfer site and inform them by email when it is available for download.

SURVEY OUTCOME DETERMINATIONS AND DOCUMENTATION

A "determination" must be made for each current and former youth eligible to take the survey. The county child welfare agency, probation department, and participating Tribes are responsible for ensuring that a participation determination is completed for each NMD/former foster youth in the 21-year-old follow-up population. A determination will identify one of the following survey outcomes:

- Participated – The NMD/former foster youth participated in the survey either fully or partially. The completion of at least one question will result in a "participated" status.
- Declined – The NMD/former foster youth was located successfully and was invited to participate but declined to participate. A written or verbal decline by them to the opportunity to take the survey will be counted as a "not participated" status.

- Incapacitated – The NMD/former foster youth have a permanent or temporary mental or physical condition that prevents survey participation. This category may not be used for individuals who can complete the survey with accommodations/assistance. An “incapacitated” status is exempt from calculation of the participation completion rate.
- Incarcerated – The NMD/former foster youth is unable to participate because of their incarceration. If they complete the survey while incarcerated, the survey will count as a “participated” status. If the survey-eligible individual is unable to participate due to incarceration, an “incarcerated” determination is entered and will be exempted in the calculation of the participation completion rate. Counties must attempt to contact survey-eligible NMDs/former foster youth who were incarcerated to inform them of the survey before choosing the category “incarcerated” as a determination. The ACF has encouraged states to work with its correctional facilities to gain access to locked facilities in order to offer the survey to an incarcerated individual. Without data from this population, California’s NYTD data may be inconclusive. In addition, some states are offering incarcerated youth and young adult’s incentives by depositing the funds in their grocery or commissary accounts. The CDSS encourages county probation officers to work with Tribes and follow any Tribal protocols to access Tribal incarcerated youth.
- Runaway/missing – The NMD/former foster youth is known to have run away or be missing from their foster care placement. This determination will be counted as a “not participated” status.
- Unable to Locate/Invite – Could not locate the NMD/former youth or otherwise invite their participation (for example, no current address or telephone number on file; no forwarding address available; mail was returned). This determination will be counted as a “not participated” status.
- Death – The former foster youth died prior to participation. This determination is exempted from the calculation of the participation completion rate.

Note that these determination terms have been established as a federal survey requirement and must be entered verbatim. Do not use other terms.

Also, a determination date will need to be provided, and this date must fall with the six-month review period in which the birthdate occurs.

The CDSS will collect these determinations of each NMD/former foster youth not completing the survey by providing counties with a list of their 21-year-old follow-up population at the end of each six-month review period. Counties will enter in one of the appropriate determinations listed above for any of the former foster youth that did not participate in the survey. These lists are to be returned to CDSS at NYTDdata@dss.ca.gov. Additional guidance will be sent to counties via email from the Child Welfare Data Analysis Bureau and questions regarding the spreadsheet may be sent to NYTDdata@dss.ca.gov.

COMPLIANCE WITH FEDERAL PARTICIPATION REQUIREMENTS

The CDSS is required to send NYTD outcomes survey data with participation rates of at least 80 percent of youth in foster care and at least 60 percent of youth out of foster care to the ACF twice a year reflecting each review period. These participation rates are only specified in federal regulation for the follow-up populations.

Regarding any possible penalties, [Government Code section 30026.5\(e\)\(3\)](#) provides that any monetary penalty that results from an administrative order is shared equally between the counties and the State. However, if the State determines that counties failed to perform a ministerial duty, failed to perform a legal obligation in good faith, or acted in a reckless or negligent manner; counties could pay 100 percent of the penalty. Failure to comply with the federal NYTD requirements including administering the NYTD survey or failing to meet required participation rates could result in counties paying either 50 percent or 100 percent of any monetary penalty imposed by the federal government. The distribution methodology for any penalty amongst the counties will be determined in consultation with the County Welfare Directors Association.

RETAINING OF COMPLETED SURVEY INSTRUMENTS

The record retention provisions at [45 Code of Federal Regulations \(CFR\) part 92](#) apply to NYTD and require that counties retain all data collected for NYTD, including the hard copies of the surveys, for three years following the submission of the financial Chafee Foster Care Independence Program (CFCIP) report. The CFCIP report is submitted one year and three months following the end of the survey period (the December 30 following the end of the FFY in September). For example, the FFY 2023 ends September 30, 2023, and the CFCIP report is submitted on December 30, 2024. Thus, the NYTD data collected for the 21-year-old survey of the fourth cohort would need to be retained until December 30, 2027.

Per [45 CFR part 92.42\(b\)\(2\)](#), the record retention period may be extended if “any litigation, claim, negotiation, audit or other action involving the records” has been started before the expiration of the retention period. These actions include any scheduled NYTD Assessment Reviews. If the state is notified by ACF of such an action, CDSS will notify counties and the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the regular retention period, whichever is later.

ONGOING TECHNICAL ASSISTANCE

A steering committee of the CDSS, participating Tribes and counties will be meeting as needed throughout FFY 2024 to resolve any issues that may arise during the surveying of the 21-year-old follow-up population of the fourth cohort.

If there are any data or technical questions or concerns, please send an email to NYTDdata@dss.ca.gov; otherwise, please send an email to the NYTD policy box at NYTD@dss.ca.gov.

Sincerely,

Original Document Signed By

ANGIE SCHWARTZ
Deputy Director
Children and Family Services Division

cc: All Federally Recognized Tribes

Attachment

NYTD Survey Cohorts and Reporting

Submission Date to ACF by CDSS	Reporting Period	ILP Services Data	Survey Data Age 17*	Survey Data Age 19**	Survey Data Age 21**
15-May-20	Oct 1, 2019 - Mar 31, 2020	X	Cohort 4	–	–
14-Nov-20	Apr 1, 2020 - Sep 30, 2020	X	Cohort 4	–	–
15-May-21	Oct 1, 2020 - Mar 31, 2021	X	–	–	Cohort 3
14-Nov-21	Apr 1, 2021 - Sep 30, 2021	X	–	–	Cohort 3
15-May-22	Oct 1, 2021 - Mar 31, 2022	X	–	Cohort 4	–
14-Nov-22	Apr 1, 2022 - Sep 30, 2022	X	–	Cohort 4	–
15-May-23	Oct 1, 2022 - Mar 31, 2023	X	Cohort 5	–	–
14-Nov-23	Apr 1, 2023 - Sep 30, 2023	X	Cohort 5	–	–
15-May-24	Oct 1, 2023 - Mar 31, 2024	X	–	–	Cohort 4
14-Nov-24	Apr 1, 2024 - Sep 30, 2024	X	–	–	Cohort 4
15-May-25	Oct 1, 2024 - Mar 31, 2025	X	–	Cohort 5	–
14-Nov-25	Apr 1, 2025 - Sep 30, 2025	X	–	Cohort 5	–
15-May-26	Oct 1, 2025 - Mar 31, 2026	X	Cohort 6	–	–
14-Nov-26	Apr 1, 2026 - Sep 30, 2026	X	Cohort 6	–	–
15-May-27	Oct 1, 2026 - Mar 31, 2027	X	–	–	Cohort 5
14-Nov-27	Apr 1, 2027- Sep 30, 2027	X	–	–	Cohort 5
15-May-28	Oct 1, 2027 - Mar 31, 2028	X	–	Cohort 6	–
14-Nov-28	Apr 1, 2028 - Sep 30, 2028	X	–	Cohort 6	–

*Survey data collection within 45 days following the current foster youth's birthday.

**Survey data collection within the reporting period of the former foster youth's birthday.