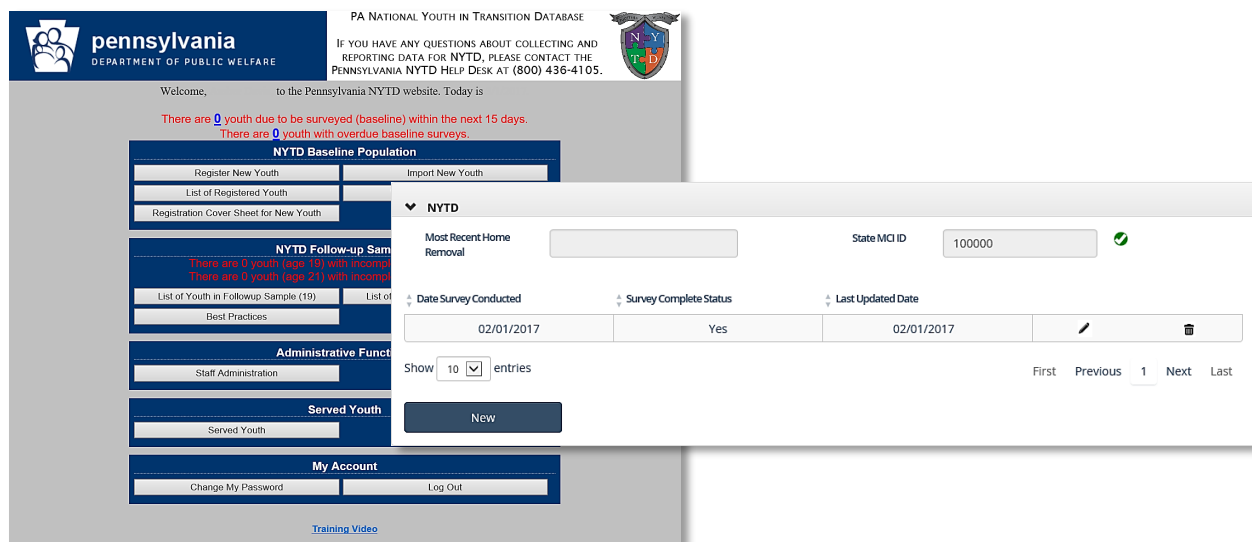




## NYTD – IL Job Aid

Youth who require an NYTD (National Youth in Transition Database) Survey must be registered at **www.getNYTD.org** before the Survey can be completed and documented. The information needed to register the Youth with NYTD can be found on the *Youth Information* screen in Synergy. Survey completion is also documented on the *Youth Information* screen.

### National Youth in Transition Database



### Navigation

1. In Synergy: From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
  - a. Click on the **Youth Info** tile.
2. NYTD website: Open **www.GetNYTD.org** in a separate Internet Explorer or Chrome window.
  - a. Click on the **I am a caseworker** hyperlink in the bottom right corner of the page.
  - b. Log in to GetNYTD using the NYTD issued user ID and password.
  - c. Click **Register New Youth**

**TIP:** If you do not already have an active GetNYTD.org login, contact your Independent Living Synergy Specialist to get registered or to reset a password.



## Registering a Youth in GetNYTD.org

**Youth Information**

**Youth Information - Details**

Prefix: [ ] First Name: **A** [Susie] Middle Name: [ ] Last Name: **B** [Sunshine] Suffix: [Select-] [v]

Birth Date: **D** [01/02/2001] Legal Gender: **E** [Female] [v] SSN: [ ] Race: **G** [None selected -] Ethnicity: **H** [Select-] [v]

Save Cancel

**Youth Information**

Client Name	Legal Gender	Birth Date	SSN	MCI ID
Susie Sunshine	Female	01/02/2001		1000859106

Show 10 entries First Previous 1 Next Last

Add Client

**NYTD**

Most Recent Home Removal: [ ] State MCI ID: 100000

**pennsylvania**  
DEPARTMENT OF PUBLIC WELFARE

PA NATIONAL YOUTH IN TRANSITION DATABASE

IF YOU HAVE ANY QUESTIONS ABOUT COLLECTING AND REPORTING DATA FOR NYTD, PLEASE CONTACT THE PENNSYLVANIA NYTD HELP DESK AT (800) 436-4105.

**Add New Youth**

\*First Name: **A** [ ] \*Last Name: **B** [ ] \*MCI Record Number: **C** [ ] Local Record Number: [ ]

\*County: Allegheny \*Gender: **E** [ ] \*Date of Birth: **D** [ ] Date of Most Recent Removal: **F** [ ]

MM/DD/YYYY format MM/DD/YYYY format

Youth's Email: [ ] Phone Number (including Area Code): [ ]

(###) ###-#### format

\*Race (check all that apply):

<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> White
<input type="checkbox"/> Asian	<input type="checkbox"/> Unknown
<input type="checkbox"/> Black/African American	<input type="checkbox"/> Declined
<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	

\*Hispanic/Latino Ethnicity: **H** [ ] \*Required fields

Save Youth List of Registered Youth

English Survey Spanish Survey

Reset Return to Menu


1. Information on the *Youth Information* screen in Synergy that is required in order to register the Youth on GetNYTD.org:
  - a. *First Name* – Synergy Location:  
▼ Youth Information tab → Edit Icon [ ] → *First Name* field
  - b. *Last Name* – Synergy Location:  
▼ Youth Information tab → Edit Icon [ ] → *Last Name* field
  - c. *MCI Record Number* – Synergy Location:  
▼ NYTD tab → *State MCI ID* field
    - i. If there is no ID in the *State MCI ID* field, the Youth's State MCI ID must be cleared.  
**See Page 6 of this Job Aid for instructions on how to clear a State MCI ID.**

See **Page 7** of this Job Aid for instructions on how to State MCI Clear a Youth.

- d. *Date of Birth* – Synergy Location:  
▼ Youth Information tab → Edit Icon [ ] → *Birth Date* field




e. *Gender* – Synergy Location:

▼ Youth Information tab → Edit Icon [  ] → *Legal Gender* field


f. *Date of Most Recent Removal* – Synergy Location:

▼ NYTD tab → *Most Recent Home Removal* field. Note: The most recent home removal date is entered by CYF staff in the Youth's **KIDS → Removal** screen and is displayed in Synergy.


g. *Race* – Synergy Location:

▼ Youth Information tab → Edit Icon [  ] → *Race* drop-down

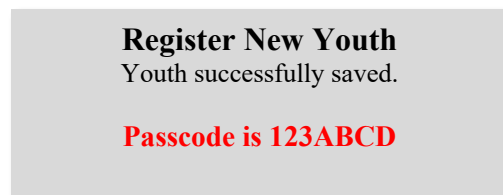
h. *Ethnicity* – Synergy Location:

▼ Youth Information tab → Edit Icon [  ] → *Ethnicity* drop-down

2. If known, also enter the *Youth's Email* and *Phone Number* in GetNYTD.org; the Local Record Number is not required or needed. Note: If the youth's email is entered an email reminder to complete the survey can be sent to the youth from the GetNYTD.org site.

3. Once all information is entered click  to complete the registration.

- a. A message with the Youth's Survey Passcode will appear upon successful registration:



- b. This is the Passcode that the Youth will use to access their Survey on GetNYTD.org. This Passcode must also be recorded in Synergy.



4. The Youth can now access their Survey on GetNYTD.org.

a. The Youth will be asked to *Please select a language*

English	Español
---------	---------

b. The Youth will then be asked to *Enter your passcode* and click

Enter
-------

c. The Youth will then be asked to verify their name before continuing by clicking

This is me
------------

**pennsylvania**  
DEPARTMENT OF PUBLIC WELFARE

PA NATIONAL YOUTH IN TRANSITION  
DATABASE

[TRAINING VIDEO](#) - [VIDEO DE ENTRENAMIENTO](#)

Each year thousands of youth are discharged from foster care across the nation because they reach the age at which they are no longer eligible for foster care. Research indicates that many youth who are emancipated from foster care experience difficulties in their attempts to be self-sufficient. Beginning in October 2010, the US government is requiring all states to track the independent living services provided to youth in out-of-home care.

Youth input is very important to understanding the extent to which young adults are prepared to live independently, as they exit foster care. Your feedback, along with foster youth from other states, will help states and the nation as a whole learn what changes need to be made to help youth be successful young adults, as they transition from being in foster care to being self-sufficient. We need your help!

There are only 35 questions in this survey, and it shouldn't take longer than 10 or 15 minutes to complete. If at any time during the survey you need to exit, be sure to save your responses, then close your browser. Until you choose to submit your answers on the final page of the survey, you can log in again at any time to change your responses.

Susie Sunshine  
Please verify your name

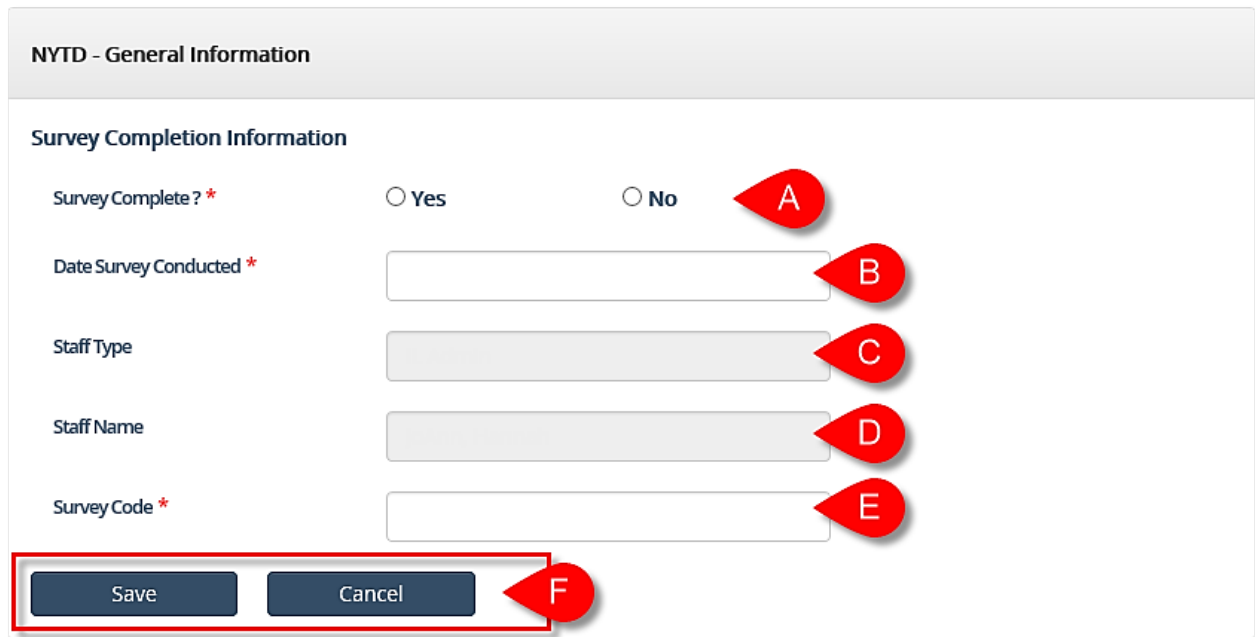
d. The NYTD Survey will then open. At the end of the Survey the Youth will receive the message:

Survey Complete. Thank you for participating.



## Documenting the NYTD Survey in Synergy

1. In Synergy: From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
  - a. Click on the **Youth Info** tile.
2. Click **New** in the **NYTD** tab to open the *NYTD General Information* pop-up:



- a. *Survey Complete?*: Answer using the ☐ Yes or ☐ No radio buttons.
- b. *Date Survey Conducted*: Enter the date the Youth completed the Survey.
- c. *Staff Type*: The user's role in Synergy will automatically be entered here.
- d. *Staff Name*: The name of the user completing the pop-up will automatically be entered here.
- e. *Survey Code*: Enter the NYTD Survey code here. Note: The Survey code is also stored in the GetNYTD.org website and can be accessed by clicking **List of Registered Youth** on the Main Page.
- f. Click **Save** to enter the *Survey Completion Information*. Clicking **Cancel** will close the *NYTD General Information* pop-up without saving any information.



3. Once the Survey Information has been entered it will appear in the *NYTD* grid. To view or edit a specific NYTD Information line, click the Edit Icon [ ] to the right of the desired Survey. Clicking the Delete Icon [ ] to the right of a Survey will delete that Survey Information line.

Date Survey Conducted	Survey Complete Status	Last Updated Date		
02/01/2017	Yes	02/01/2017		

## Documenting an incomplete Survey on GetNYTD.org

1. The NYTD Survey is an important state requirement and all efforts should be made to reach out to the Youth to complete the Survey. If the Survey cannot be completed due to one of the following reasons, this information can be documented on the GetNYTD.org site.

- *Youth Declined*
- *Parent Declined*
- *Youth Incapacitated*
- *Youth Incarcerated*
- *Runaway/Missing*
- *Unable to locate/invite*
- *Death*

2. From the Main Menu of the GetNYTD.org site click [List of Registered Youth](#) and locate the desired youth.
- a. Click the [Unanswered](#) hyperlink to document the reason the Survey could not be completed. Note that the reason cannot be documented until day 46.

New YouthReturn to Menu

Filter by Date

The eligible youth list is sorted into two periods for each year. The date period is defaulted to the current period. When viewing lists from previous periods, please note that the "Days Since 17th Birthday" field will be calculated using the last day of the given period.

Select date period: Change Date Range

Color Key:

Light Gray - No action required

White - No action required; Youth answered after 45 days

Light Blue - Waiting for youth response

Light Pink - Requires a reason for why a survey was not completed

Instructions:

Click on the youth's name to edit the youth's registration information.

Click on the youth's survey status to set the outcome reporting status.

Click on the youth's email to send a reminder email.

Note: 'Days Since 17th Birthday' is calculated until the date the survey was completed, rescinded, or its outcome was reported. Unanswered/Incomplete surveys are calculated as of the current date.

List of Eligible Youth for period: 10/01/2016 - 03/31/2017

Youth Name	Survey Status (Unanswered Only)	Days Since 17th Birthday	Phone Number	Email	Passcode	MCI Number	Local Record ID
Susie Sunshine	Unanswered	46+			123ABCD	100000000	
	Completed	1					
	Completed	5					
	Completed	6					



- b. Select the reason why the Survey could not be completed from the *Outcomes reporting status* drop-down and click [Update Status](#).

Please use the list below to report on any youth who has not completed the Survey within the 45 day time frame. If the youth left care prior to their 17th birthday, and did not return to care within 45 days of their 17th birthday, they are not to be reported in the Baseline Population. Please contact the NYTD helpdesk at 1-800-436-4105 and ask them to remove the youth from NYTD.

SUSIE SUNSHINE

34. Outcomes reporting status:

[Update Status](#)

[Return to List](#)



[Return to Menu](#)




## State MCI (Master Client Index) Clearing in Synergy

*It is important to note that the State MCI ID is a separate number from the MCI ID in the Youth Information pane and is assigned by Pennsylvania.*

*The Youth cannot be registered for the NYTD survey without a State MCI ID.*




1. Individuals who have a state MCI (Master Client Index) will have a  to the right of the *State MCI ID* field. If there is no State MCI ID, there will be a  to the right of the *State MCI ID* field.

To open the *State MCI Search* pop-up, click on the  to the right of the *State MCI ID* field.

### State MCI Search

**Person Search Results**

*To create a new State MCI Individual with the entered information, click "Create".*

Prefix	First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select- 
Gender	DOB	SSN	Race	
	<input type="text"/>	<input type="text"/>	None selected 	

Create

**Potential Matches**

*To select an existing State MCI Individual, click on the table row and then "Select".*

MCI ID	Prefix	First	Middle	Last	Suffix	Gender	DOB	SSN	% Match

Show  entries

First Previous **1** Next Last

Select

**Detail Information**

Client Information

MCI ID	Name	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN	Gender	Race
<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel





2. The *Person Search Results* section contains the information that has been entered in this Referral for this individual. Compare this information to the *Potential Matches* section.

**Person Search Results**

*To create a new State MCI Individual with the entered information, click "Create".*

<b>Prefix</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Suffix</b>
<input type="text"/>	<input type="text" value="Susie"/>	<input type="text"/>	<input type="text" value="Sunshine"/>	<input type="text" value="-Select-"/>
<b>Gender</b>	<b>DOB</b>	<b>SSN</b>	<b>Race</b>	
<input type="text" value="Female"/>	<input type="text" value="01/02/2001"/>	<input type="text"/>	<input type="text" value="None selected"/>	
<input type="button" value="Create"/>				

- a. The *Potential Matches* section contains a grid of all possible matches. Note the *% Match* column. This percentage refers to how likely it is that the desired individual is this person based on the demographic data entered.

**Potential Matches**

*To associate an existing mci member to the selected household member, click on Select.*

MCI ID	Prefix	First	Middle	Last	Suffix	Gender	DOB	SSN	% Match
1000579079		October		November		Female	05/01/1999		91
1000579115		October	J	November		Female	05/06/1991		72

Show  entries

First Previous  Next Last


- i. To view more information on the Potential Match, click on the person's name in the grid. The *Detail Information* tab will update to include that person's information.

**Detail Information**



Client Information

<b>MCI ID</b>	<b>Name</b>	<b>DOB</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>SSN</b>	<b>Gender</b>	<b>Race</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>



3. After reviewing the *Person Search Results*, determine whether the individual is one of the potential matches.
  - a. If the desired individual is one of the potential matches, select that Potential Match in the grid and click .

**Note:** *If there is a Potential Match with a % Match of 95% or higher in the Person Search Results that Potential Match must be selected in order to State MCI Clear the individual. Synergy will not allow a new State MCI ID to be created.*

- b. If the desired individual is NOT one of the potential matches click  to create a new State MCI ID for this individual.
  - c. To close the *State MCI Search* pop-up without creating or selecting a State MCI ID, click .

### For more information...

For assistance, please contact the Allegheny County Service Desk at [ServiceDesk@AlleghenyCounty.US](mailto:ServiceDesk@AlleghenyCounty.US) or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>