



**New Jersey Department of Children and Families Policy Manual**

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	VI	Administrative	
Chapter:	B	Information Management	9-19-2011
Subchapter:	1	Communications and Public Statements	
Issuance:	200	<b>National Youth in Transition Database</b>	

**Purpose 10-12-2010**

The Federal Administration for Children and Families (ACF) requires each State receiving Federal Chafee Funds to:

1. Collect and report demographic and educational information regarding the youth receiving any independent living service provided by the State child welfare agency that administers Chafee funds (CP&P, in New Jersey);
2. Collect outcomes information (Survey) on certain youth who are in care and aging out of foster care; and
3. Report on independent living services paid for, or provided by, the State child welfare agency that administers Chafee funds (i.e., CP&P).

**Authority 10-12-2010**

John H. Chafee Foster Care Independence Program (CFCIP) at Section 477 of the Social Security Act.

**Demographic Information 10-12-2010**

CP&P Caseworkers are responsible for entering certain demographic and certain educational information in NJS:

- Demographic information is entered or updated in the Person Management window. The information necessary for NYTD purposes is: date of birth, sex, race, ethnicity, tribal membership, and adjudicated delinquent.
- Educational information is updated in the Create Casework - Education - Maintain Education History. The information necessary for NYTD purposes is: last grade completed, and special education, if any.

## **Surveys 9-19-2011**

In order to collect and report youth outcomes, Caseworkers conduct two different types of surveys, available in both English and Spanish:

- The "Baseline Survey," which is given to youth who were in an out-of-home placement when they turned 17 years of age; and,
- A "Follow-up Survey," which is given to a sample of those youth who participated in the Baseline Survey. A sample from those youth taking the Baseline Survey receives and completes the Follow-Up Survey at 19 and 21 years of age.

## **Baseline Survey 10-12-2010**

The "Baseline Survey" is given to all youth who are in an out-of-home placement on their 17th birthday. Youth who are placed within 45 days after their 17th birthday are also surveyed, according to NYTD guidelines. In both instances, the survey must be completed prior to 45 days following the youth's 17th birthday. The survey cannot be conducted prior to the youth turning 17.

The survey is given to youth in a designated time period who are:

- In an out-of-home placement on their 17th birthday; or,
- Placed in an out-of-home placement on any day within the first 45 days after turning age 17.

Any youth in a detention facility for the entire 45 days after turning 17 years of age is excluded from taking the survey.

The designated time periods are every three years starting with October 1, 2010 and ending September 30, 2011 (FFY 2011). Subsequent designated time periods occur every three (3) years thereafter (FFY 2014, FFY 2017, etc.).

The Worker will be responsible for collecting and inputting survey responses in NJ SPIRIT. Safe Measures reports and/or NJ SPIRIT ticklers will alert Workers when surveys and/or deadlines are approaching.

Click here to go to the "Baseline Survey" instructions at [CP&P-X-A-1-5.69](#)

Click here to go to the "Baseline Survey" form (CP&P Form [5-69](#)).