



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	10-12-2010
Subchapter:	1	Forms	
Issuance:	5.70	CP&P Form 5-70, National Youth in Transition Database (NYTD) Follow Up Survey	

Click here to view or print CP&P Form [5-70](#).

WHEN TO USE IT

The NYTD Follow-Up Survey is used to collect information for the Administration for Children and Families (ACF) National Youth in Transitions Database (NYTD). The survey is given to a pre-selected "sample" of youth who have previously taken the Baseline Survey, when they are age 19 and again at age 21.

HOW TO USE IT

The survey must be completed by the youth, and all responses must be those of the youth. The youth has the option to complete the whole survey or to decline to answer any/all question(s) as he or she may choose. Questions the youth has chosen not to answer should be checked "declined," to note the question was not skipped by mistake.

TIPS FOR DATA ENTRY INTO NEW JERSEY SPIRIT (NJS)

All NYTD window screens are accessed through the NJS Utilities-NYTD menu. The NYTD Survey tab in NJS is enabled once the youth is determined to be a part of the baseline population. Once the youth completes his or her survey, the CP&P Worker must ensure that the responses are entered in NJS. The information in the "BASIC" tab is populated from the Person Management screens. If the information displayed does not correspond to the youth's response in items #5 through #13 and #16 through #18, the information must be changed in Person Management.

The CP&P Worker enters two items in the NYTD Survey tab that are not self reported by the youth: 1) the outcome reporting status, which indicates if the youth participated or the reason the youth could not be surveyed; and 2) the survey completion date. Record all other items as reported by the youth.

Direct questions regarding the survey, or data entry into NJS to CP&P Central Office, Office of Adolescent Practice and Permanency (OAPP).

DISTRIBUTION

Original	Completed by youth
	Entered into NJ SPIRIT by Case Worker
	File in youth's Case Record