



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	2-5-2018
Subchapter:	1	Forms	
Issuance:	5.69	<b>CP&amp;P Form 5-69, National Youth in Transition Database (NYTD) Baseline Survey</b>	

Click here to view or print CP&P Form [5-69](#), National Youth in Transition Database (NYTD) Baseline Survey.

Click here to view or print this form in Spanish, CP&P Form [5-69\(S\)](#).

### WHEN TO USE IT

The survey is used to collect information for the Administration for Children and Families (ACF) National Youth in Transition Database (NYTD). The survey is given to all 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.

A youth may not be surveyed before he or she turns 17 years of age. 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.)

### 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," which notes the question was not skipped by mistake.

### TIPS FOR COMPLETING THE FORM

A list of definitions of key terms used in questions #37 through #58 is attached at the end of the survey.

### **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 the survey, the CP&P Worker must ensure that the responses are entered into 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, if applicable. Record all other items as reported by the youth.

Direct any 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 Case Record
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