

**Scope of Work**  
**National Youth in Transition Database**  
**Outcome Survey & Youth Engagement Activities**

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**Attachment A**

The Contractor shall provide the following service relative to this Contract:

This contract serves as a method to ensure the Indiana Department of Child Services meets the National Youth in Transition Database (NYTD) outcomes survey participation response rates of at least **60 percent** for members of the 19- and 21-year-old follow up population who are no longer in foster care.

Specifically, the Contractor shall:

- A. Comply with the NYTD Outcomes Survey and Data Collection – Indiana Protocol and Strategic Plan
- B. Be responsible for administering the NYTD outcomes survey to all youth / young adults who are identified as members of the 19- and 21-year-old follow-up population who are no longer in foster care.
- C. Be responsible for contacting each member of the NYTD outcomes survey 19- and 21-year-old, follow up population for the purpose of engaging the youth / young adult in participating and completing the NYTD outcomes survey.
- D. Serve as the administrator of incentive dollars to be distributed to youth / young adults who participate in the NYTD outcomes survey 17-year-old baseline population and the 19- and 21-year-old follow up population.
- E. Be responsible for youth information gathering and locating youth who are apart of the NYTD outcomes survey 17-year-old baseline population and the 19- and 21-year-old follow up population.
  1. The contractor shall be responsible for developing and maintain a locating or contact database to ensure all NYTD outcome survey participants contact information is current and up to date.
  2. Utilize locating services such as BMV. white pages social media, DOC search, My Case.in.gov and other paid locating services to search for youth / young adults who are a part of the 19- and 21-year-old follow up population.
  3. Maintain contact with DCS staff and older youth services providers
  4. Develop ongoing information gather and locating strategies for youth / young adults who are a part of the NYTD outcomes survey 17-year-old baseline population and the 19- and 21-year-old follow up population.
- F. Engage all youth / young adults who have participated and / or are members of the NYTD outcomes survey population.
  1. Engage the 17-year-old baseline population from the time such youth have been identified as members of the 19-year-old follow – up population through the NYTD random sample process.
  2. Engage members of the 19-year-old follow up population from such time the youth / young adults have been identified, during the 19-year-old survey period and through the NYTD cohort cycle.

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3. Engage identified members of the 21-year-old follow – up population through the NYTD cohort cycle, during and through the NYTD of the 21-year-old survey period.
- G. Oversee and facilitate all youth engagement activities for youth / young adults who have participated and / or are members of the NYTD outcomes 17-year-old baseline population and the 19- and 21-year-old follow up population.
    1. Develop youth / young adult engagement strategies and a Youth Engagement Plan
    2. Oversee the NYTD Youth Ambassador’s Program
    3. Use technology and social media to engage youth / young adults through the 17-, 19- and 21-year-old cohort NYTD outcomes survey period.
  - H. Develop and maintain a NYTD website / technology that is accessible on the Internet through a secure server according to DCS guidelines. The database tracks NYTD surveys and information, disbursement of incentives, DCS and Community related links, and other resources.
  - I. Work closely with the NYTD Coordinator or designee and NYTD team
  - J. Work closely with current and former foster youth included in the survey population as well as case managers, current/former foster parents, and other contractors with DCS who may be providing services to the older youth.
  - K. Maintain a physical office in the State of Indiana.
  - L. Submit monthly and annual reports to the state in a timely manner.

**Contractor Essential Duties and Responsibilities:**

- A. Maintain meaningful contact with youth who participate in taking the baseline NYTD survey at age 17.
- B. Continue meaningful contact with youth from the time such youth are identified as being a member of the 19-year-old follow-up population through the end of the report period in which the youth turn 21 years of age.
- C. Use communication and outreach methods that are confidential, trauma informed and consistent with the tenants of authentic youth engagement and youth/adult partnerships.
- D. Administer incentives dollars to youth who participate in taking the NYTD surveys. This includes youth in the baseline and follow-up populations.
- E. Ensure the survey response rates for youth who are in and out of foster care placement as defined in the final federal rule meets the minimum response rates of 19- and 21-year-old follow up population as defined by NYTD rule.
- F. Maintain records of engagement efforts, contact information and percentage of surveys completed. Must be able to provide such records to DCS contact upon request.
- G. Enter completed surveys through the DCS online portal.
- H. Connect youth with community/state resources as needed.