

# Job Aid for the NYTD Dashboard and NYTD Service Log

## HELPFUL HINTS



It is best to use Chrome or Firefox when working in the NYTD Dashboard and NYTD Service Log.



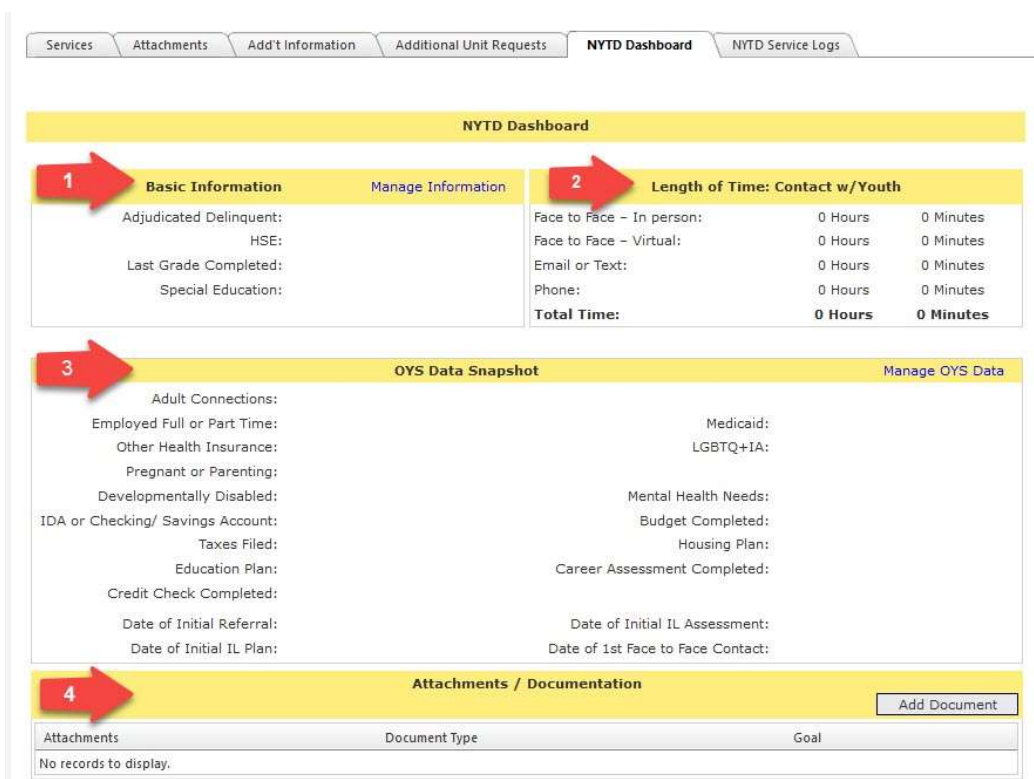
Save often, as KidTraks will time out after 15 minutes.

## NYTD Dashboard

The NYTD Dashboard is broken up into 4 Sections.

New

1. Basic Information
2. Length of Time: Contact with Youth
3. OYS Data Snapshot
4. Attachments/Documentation



The screenshot shows the NYTD Dashboard interface with the following sections:

- Section 1: Basic Information** (Manage Information)
 

Adjudicated Delinquent:	
HSE:	
Last Grade Completed:	
Special Education:	
- Section 2: Length of Time: Contact w/Youth**

Face to Face - In person:	0 Hours	0 Minutes
Face to Face - Virtual:	0 Hours	0 Minutes
Email or Text:	0 Hours	0 Minutes
Phone:	0 Hours	0 Minutes
<b>Total Time:</b>	<b>0 Hours</b>	<b>0 Minutes</b>
- Section 3: OYS Data Snapshot** (Manage OYS Data)
 

Adult Connections:	Medicaid:
Employed Full or Part Time:	LGBTQ+IA:
Other Health Insurance:	Mental Health Needs:
Pregnant or Parenting:	Budget Completed:
Developmentally Disabled:	Housing Plan:
IDA or Checking/ Savings Account:	Career Assessment Completed:
Taxes Filed:	
Education Plan:	
Credit Check Completed:	
Date of Initial Referral:	Date of Initial IL Assessment:
Date of Initial IL Plan:	Date of 1st Face to Face Contact:
- Section 4: Attachments / Documentation**

Add Document

Attachments	Document Type	Goal
No records to display.		

Let's look at the sections with changes and improvements.

## 2. Length of Time: Contact with Youth

Length of time: Contact with Youth has been updated to:

- Face to Face – In Person
- Face to Face – Virtual
- Email or Text
- Phone

- Hours and Minutes will reflect time from approved service logs.

Length of Time: Contact w/Youth		
Face to Face – In person:	0 Hours	0 Minutes
Face to Face – Virtual:	0 Hours	0 Minutes
Email or Text:	0 Hours	0 Minutes
Phone:	0 Hours	0 Minutes
<b>Total Time:</b>	<b>0 Hours</b>	<b>0 Minutes</b>

## 3. OYS Data Snapshot

- To answer the Questions in this section, click “Manage OYS Data” on the NYTD Dashboard.

OYS Data Snapshot

Adult Connections: No

Employed Full Time: No

Medicaid: No

Manage OYS Data

- You will need to answer all Items with a Red Asterisk.
- Additional fields will show if you select **YES** to:
  - **Adult Connections**
    - If you select **YES**, then an additional question, “**If Yes, # of Supports**” will display to input a numeric value.
  - **Pregnant or Parenting**
    - If you select **YES**, then an additional question, “**If Yes, # of Children**”, will display to input a numeric value.
  - **Credit Check Completed**
    - If **YES** is selected for the Credit Check Completed, three Credit Bureaus will display.
      - At least one Credit Bureau must be selected.
      - For every option selected, a corresponding date of completion must be entered using the date picker field.



## Manage OYS Data Snapshot

Adult Connections:*	<input type="button" value="Yes"/>	→	If Yes, # of Supports:*	<input type="text"/>
Employed Full or Part Time:*	<input type="button" value="v"/>		Medicaid:*	<input type="button" value="v"/>
Other Health Insurance:*	<input type="button" value="v"/>		LGBTQ+IA:*	<input type="button" value="v"/>
Pregnant or Parenting:*	<input type="button" value="Yes"/>	→	If Yes, # of Children:*	<input type="text" value="0"/>
Developmentally Disabled:*	<input type="button" value="v"/>		Mental Health Needs:*	<input type="button" value="v"/>
IDA Checking / Savings Account:*	<input type="button" value="v"/>		Budget Completed:*	<input type="button" value="v"/>
Taxes Filed:*	<input type="button" value="v"/>		Housing Plan:*	<input type="button" value="v"/>
Education Plan:*	<input type="button" value="v"/>		Career Assessment Completed:*	<input type="button" value="v"/>
Credit Check Completed:*	<input type="button" value="Yes"/>			
<input type="checkbox"/> TransUnion*	→	TransUnion Date:*	<input type="text"/>	<input type="button" value="calendar"/>
<input type="checkbox"/> Experian*	→	Experian Date:*	<input type="text"/>	<input type="button" value="calendar"/>
<input type="checkbox"/> Equifax*	→	Equifax Date:*	<input type="text"/>	<input type="button" value="calendar"/>

**HINT:** It's best to click through the options rather than tab.

## 4. Attachments/Documentation

- There is one location from which to upload attachments: the NYTD Dashboard
  - You will no longer be able to upload attachments from the service log.
- After selecting the file to be uploaded you will need to identify the **Type** of file that is being uploaded.
  - The list of file upload types has been updated.
  - Select "Other Collateral Information" if the document being uploaded does not match any of the listed file upload options.

### Document Upload

Select File: \*

Type: \* 

Life Skills Assessment ▼  
 Life Skills Assessment  
 Successful Adulthood Learning Plan  
 Monthly Report  
 Budget  
 Credit Report  
 Vital Documents  
 Resume  
 Career Assessment  
 Curriculum  
 Transportation Documents  
 Records  
 Other Collateral Information

Completion Date: \*

How is this related to the service log? \*

## NYTD Service Log

When creating a new service log select one of the below options for **Contact with Youth**.

Service Log Information

* NYTD Service Log Type: <input type="text" value="OYS Provider"/>	* Referred Person: <input type="text" value="Nolan Lock"/>	
* Date of Service: <input type="text" value="4/4/2024"/>	* Service Worker: <input type="text" value="Select"/>	
Client Transportation Provided: <input type="text" value="Select"/>	* Location of Service: <input type="text" value="Select"/>	
* Type of Contact: <div style="border: 1px solid gray; padding: 2px;">         Select ▼          Select          Face to Face – In person          Face to Face - Virtual          Email or Text          Phone       </div>	Date of Initial IL Assessment: <input type="text"/>	
Date of Initial Referral: <input type="text"/>	Date of 1st Face to Face Contact: <input type="text"/>	
* Notes: <div style="border: 1px solid gray; height: 30px;"></div>		

UPDATED

If there is more than one type of **Contact with Youth**, you will need to create a new **Service Log** for the additional type of contact(s) with youth and select the corresponding services for the additional type of contact(s).

The four date fields are new. Once the dates are entered, they cannot be changed unless it is within the **5-day Grace Period**. (See **Five Day Grace Period** section in this job aid for more information.)

NEW

- Date of Initial Referral
- Date of Initial Assessment
- Date of Initial IL Plan
- Date of 1<sup>st</sup> Face to Face Contact

- The date fields will be available for entry on the **NYTD Service Log** until you input a date for each field.
- Once you input the date(s) in the **NYTD Service Log**, the date(s) will auto-populate onto the NYTD Dashboard in the OYS Data Snapshot section.

To edit a date in the Service Log Information, you must go back to the original **Service Log** that the specific date was entered, and it must be within the **5-Day Grace Period**. Otherwise, it will not be editable.

The screenshot shows the 'Service Log Information' form in the MaGIK | KidTraks system. The form includes the following fields:

- \* NYTD Service Log Type: OYS Provider (dropdown)
- \* Date of Service: (date picker)
- Client Transportation Provided: Select (dropdown)
- \* Type of Contact: Select (dropdown)
- Date of Initial Referral: (date picker) with a red arrow pointing to it.
- Date of Initial IL Plan: (date picker) with a red arrow pointing to it.
- \* Notes: (text area)
- \* Referred Person: Nolan Lock (dropdown)
- \* Service Worker: Select (dropdown)
- \* Location of Service: Select (dropdown)
- Date of Initial IL Assessment: (date picker) with a red arrow pointing to it.
- Date of 1st Face to Face Contact: (date picker) with a red arrow pointing to it.

## Older Youth Services Outcome Measures

*Please remember that all the services you choose must be for the contact type that is chosen.*

1. You can select multiple **OYS Outcome Measures** as needed as long as the Outcome Measure is under the same type of contact.
  - a. At least one OYS Outcome Measure must be selected.
  - b. Checkboxes can be deselected if any are chosen by accident.
2. When an OYS Outcome Measure is selected, you will then need to select at least one sub-category for the OYS Outcome Measure.
  - a. You can select as many sub-categories that are appropriate.
3. By hovering over the sub-category checkbox, you will be able to see a short description of the item.
4. After selecting a sub-category, you may then select any appropriate sub-activities.
  - a. This list is not all-encompassing, therefore selecting a sub-activity is NOT required.

5. If a sub-activity was done but it is not in the list, include details about it in the **Notes** section of the Service Log.
  - a. The **Notes** section is expandable to show more of the entered text.
6. **Start Time** and **End Time** fields are available and must be entered for each sub-category selected.
  - a. You can utilize the time picker field to enter the time or can type in the time and tab to the next selection.
7. **Amount** fields are present when a dollar amount can be entered.
  - a. All amount fields are under the Financial Assistance OYS Outcome Measure
  - b. The amount field should only be entered if the services were paid for by the provider.
  - c. You can enter a full number such as 120 for \$120 or
  - d. You can enter 120.14 for \$120.14.

*If something is missed such as a date or a sub-category an error message will display.*

The screenshot displays the MaGIK | KidTraks interface. At the top, there is a search bar and two date pickers: "Date of Initial IL Plan" (03/27/2024) and "Date of 1st Face to Face Contact" (04/01/2024). Below this is a large text area for "Notes" with a red circle 5 next to it. The main section is titled "Older Youth Services Outcome Measures" and contains several categories of checkboxes:

- Activities of Daily Living
- Education
- Employment
- Financial and Asset Management (checked, with red circle 1)
  - Budget and Financial Management (checked, with red circle 2)
    - Budget & Finance Curriculum (checked, with red circle 2)
    - Bill Tracker
  - Financial Assistance (checked)
    - Education Financial Assistance (checked)
      - Education Program/Vocational Training (checked, with red circle 4)
        - TASC Exam
        - Tutoring (checked, with red circle 4)
        - Computer
      - Other Financial Assistance (EG&S, Transportation)
      - Room and Board
      - Supervised Independent Living
- Housing (checkbox, with red circle 3)
 

(Apartment/Shared Apartment setting). A supervised independent living arrangement is a placement that is paid through extended foster care. A youth in supervised independent living is not supervised 24 hours a day by an adult and has increased responsibilities, such as paying bills, assuming leases, and working with a landlord.
- Physical
- Youth Budget 2/Collaborative Care Only

Time pickers are visible for "Start Time" and "End Time" for the selected categories. For example, the first "Start Time" is 10:00 AM (with red circle 6) and "End Time" is 11:00 AM. The "Financial Assistance" section has three "Amount" input fields (with red circle 7) containing the values 50.00, 75.34, and 250.00. At the bottom, there are "Save" and "Close" buttons.

- The following screen capture shows all OYS Outcome Measures, Sub-categories, and Sub-activities.

MaGIK | KidTraks
Search 🔍

---

**Older Youth Services Outcome Measures**

- Activities of Daily Living**
  - Independent Living Assessment**

\* Start Time: 7:00 AM ⌵
\* End Time: 7:00 AM ⌵

    - Creating a Successful Adulthood Learning Plan
    - Complete IL Curriculum
  - Family Support/Health Marriage Education**

\* Start Time: 7:00 AM ⌵
\* End Time: 7:00 AM ⌵

    - Connections to an adult
    - Prevention Services
  - Mentoring**

\* Start Time: 7:00 AM ⌵
\* End Time: 7:00 AM ⌵

    - Referred to a paid mentor program
- Education**
  - Academic Support**

\* Start Time: 7:00 AM ⌵
\* End Time: 7:00 AM ⌵

    - Tutoring
    - JAG Enrollment
    - TASC Enrollment
    - Accessing Educational Resources
    - TASC Exam Preparation
    - Create an Education Plan
  - Post-Secondary Academic Support**

\* Start Time: 7:00 AM ⌵
\* End Time: 7:00 AM ⌵

    - FASFA
    - 21 Century Scholar Enrollment and Task
    - Education and Training Voucher Program Enrollment
- Employment**
  - Career Preparation**

\* Start Time: 7:00 AM ⌵
\* End Time: 7:00 AM ⌵

    - Career Preparation Curriculum
    - Career/Vocational Assessment
    - Connected to DWD
  - Employment Programs or Vocational Training**

\* Start Time: 7:00 AM ⌵
\* End Time: 7:00 AM ⌵

    - Connected to DWD
    - Apprenticeship
    - Internship
    - Career Certification Course
    - Trade/Vocational School
- Financial and Asset Management**
  - Budget and Financial Management**

\* Start Time: 7:00 AM ⌵
\* End Time: 7:00 AM ⌵

    - Budget & Finance Curriculum
    - Bank Account
    - Transportation Plan
    - Budget
    - Credit Reporting
- Financial Assistance**
  - Education Financial Assistance**

\* Start Time: 7:00 AM ⌵
\* End Time: 7:00 AM ⌵

    - Education Program/Vocational Training
    - TASC Exam
    - Tutoring
    - Computer
  - Other Financial Assistance (EG&S, Transportation)**

\* Start Time: 7:00 AM ⌵
\* End Time: 7:00 AM ⌵

    - Emancipation of Goods and Services
    - Driver's ED
    - Uber
    - Car Insurance
    - Groceries
    - Transportation
    - Bus Pass
    - Purchase of Vehicle
    - Car Maintenance
    - Cell Phone
  - Room and Board**

Amount: 
\* Start Time: 7:00 AM ⌵
\* End Time: 7:00 AM ⌵

    - Startup Cost
    - Ongoing Assistance
    - Emergency Assistance
  - Supervised Independent Living**

Amount: 
\* Start Time: 7:00 AM ⌵
\* End Time: 7:00 AM ⌵

    - Startup Cost
    - Rent
    - Utilities
    - Renter's Insurance
    - Incidentals



Housing

- Housing Education
  - Housing Curriculum
  - Housing Plan
  - Apartment Search
  - Acquiring Apartment
- Home Management Training
  - Housing Curriculum
  - Food Preparation
  - Basic Apartment Living
  - Grocery Shopping

Physical and Mental Health

- Health Education
  - Reproductive Education/Hygiene Curriculum
  - Medicaid Benefits
  - Medical Records
- Risk Prevention
  - Sexual Education and Prevention Curriculum
  - Drug and Substance Abuse Education and Curriculum

Youth Engagement

- Events
- Activities
- Leadership

\* Start Time: 7:00 AM      \* End Time: 7:00 AM

\* Start Time: 7:00 AM      \* End Time: 7:00 AM

\* Start Time: 7:00 AM      \* End Time: 7:00 AM

\* Start Time: 7:00 AM      \* End Time: 7:00 AM

\* Start Time: 7:00 AM      \* End Time: 7:00 AM

\* Start Time: 7:00 AM      \* End Time: 7:00 AM




## Five Day Grace Period

After you create a Service Log, you will have a **5-business day Grace Period**, beginning on the Create Date, to edit the service log.

Knowing where to locate the **Create Date** will help you easily determine if it is within the **5-Day Grace Period**.

- There is a new **Create Date** column located in the grid on the NYTD Service Logs tab.

Services Attachments Add't Requests NYTD Dashboard **NYTD Service Logs**

Add New Log Entry From: To:   

Page size: 20 15 items in 1 pages

Service Log ID	Service Date	Create Date	Duration	Contact Type	Activity	Service Worker	Status	Service Log Type	
1200189	02/28/2024	02/29/2024	07:00AM - 09:00PM	Face to Face - In person	Youth Engagement	mike baber	Open	OYS Provider	✗
1200166	02/20/2024	02/20/2024	07:00AM - 09:00AM	Face to Face - Virtual	Youth Engagement	Thea Strand	Open	OYS Provider	✗
1200146	02/08/2024	02/08/2024	07:00AM - 07:45AM	Face to Face - Virtual	Youth Engagement	Thea Strand	Open	OYS Provider	✗
1200167	02/07/2024	02/20/2024	07:00AM - 07:00AM	Face to Face - In person	Financial Assistance	Thea Strand	Open	OYS Provider	✗



- There is a new **Service Log Create Date** field that will display the create date and time once the service log has been saved.

Service Log Information

\* NYTD Service Log Type: OYS Provider

\* Date of Service: 4/1/2024

Client Transportation Provided: No

\* Type of Contact: Face to Face – In person

\* Referred Person: Nolan Lock

\* Service Worker: Kristi Barber

\* Location of Service: DCS Office

Service Log Create Date: 4/8/2024 11:58:08 AM

5-Day Grace Period from this Entry

To edit any of the four date fields (Date of Initial Referral, Date of Initial IL Assessment, Date of Initial IL Plan, Date of 1<sup>st</sup> Face to Face Contact), you must go back to the original service log in which the date was originally entered to change it.

- The date field will be disabled if it is outside of the 5-Day Grace Period.

Service Log Information

\* NYTD Service Log Type: OYS Provider

\* Date of Service: 4/1/2024

Client Transportation Provided: No

\* Type of Contact: Face to Face – In person

Date of Initial Referral: [disabled]

Date of Initial IL Plan: [disabled]

\* Referred Person: Nolan Lock

\* Service Worker: Kristi Barber

\* Location of Service: DCS Office

Service Log Create Date: 4/8/2024 11:58:08 AM

Date of Initial IL Assessment: [disabled]

Date of 1st Face to Face Contact: 4/1/2024

The Date of the 1st Face to Face Contact is not editable because it is passed the 5-Day Grace Period.

The Service Log can be deleted without sending a request to the administrator as long as it is within the 5-day Grace Period.

- If you try to delete the service log entry after the **5-Day Grace Period**, a pop up will appear which will require a justification be sent to the administrator to complete the deletion.

**Delete Service Log:**

Are you sure you want to delete this Service Log? If yes, enter a justification for the delete and an email request will be sent to an administrator to complete the deletion.

Justification: [text area]

OK Cancel

# NYTD Dashboard

- The Date of Initial Referral, Date of Initial IL Plan, Date of Initial IL Assessment and Date of 1<sup>st</sup> Face to Face Contact will display on the NYTD Dashboard after they have been entered from the Service Log.

NYTD Dashboard			
<b>Basic Information</b>		<b>Manage Information</b>	
Adjudicated Delinquent:		Face to Face – In person:	3 Hours 0 Minutes
HSE:		Face to Face – Virtual:	3 Hours 30 Minutes
Last Grade Completed:		Email or Text:	0 Hours 0 Minutes
Special Education:		Phone:	0 Hours 0 Minutes
		<b>Total Time:</b>	<b>6 Hours 30 Minutes</b>
OYS Data Snapshot			
		<b>Manage OYS Data</b>	
Adult Connections:	No	Medicaid:	No
Employed Full or Part Time:	No	LGBTQ+IA:	No
Other Health Insurance:	No	Mental Health Needs:	Yes
Pregnant or Parenting:	No	Budget Completed:	No
Developmentally Disabled:	Yes	Housing Plan:	Yes
IDA or Checking/ Savings Account:	Yes	Career Assessment Completed:	No
Taxes Filed:	No		
Education Plan:	Yes		
Credit Check Completed:	Yes		
Experian Completed Date:	4/1/2024		
Date of Initial Referral:	03/25/2024	Date of Initial IL Assessment:	03/25/2024
Date of Initial IL Plan:	03/27/2024	Date of 1st Face to Face Contact:	04/01/2024
Attachments / Documentation			
			<a href="#">Add Document</a>