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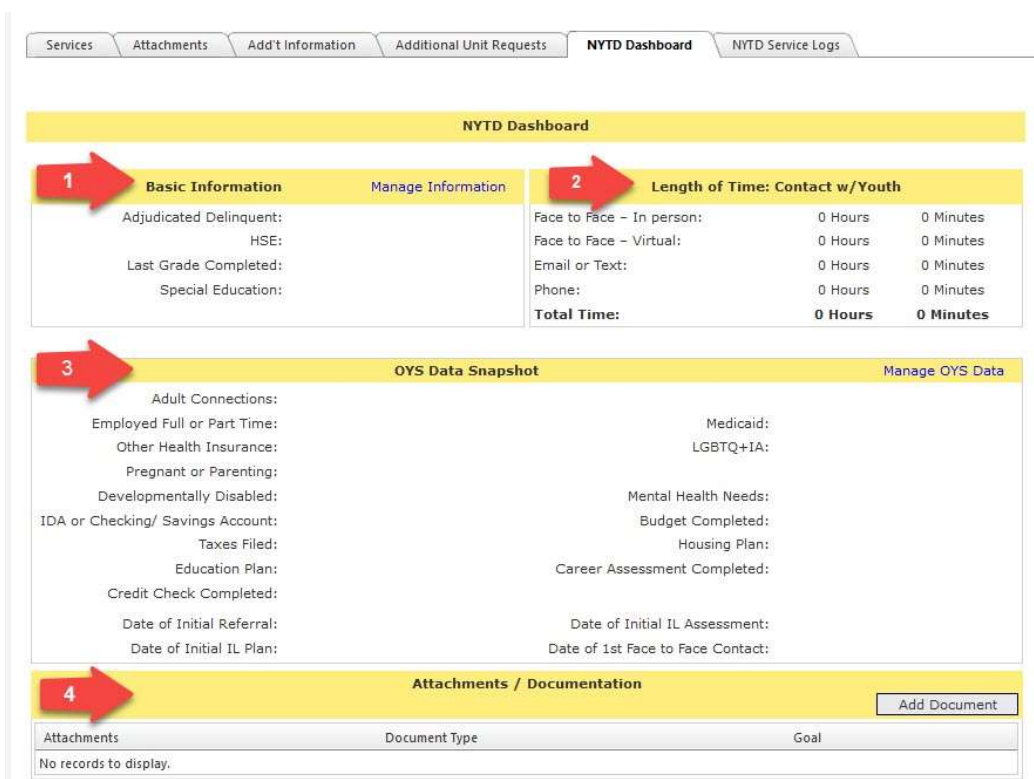
⚠️ Save often, as KidTraks will time out after 15 minutes.

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

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
Total Time:	**0 Hours**	**0 Minutes**

3. OYS Data Snapshot

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

OYS Data Snapshot		Manage OYS Data
Adult Connections:	No	
Employed Part Time:		Medicaid No

- ➢ You will need to answer all Items with a Red Asterisk.
- ➢ Additional fields will show if you select **YES** to:

- **Adult Connections**
  - o If you select **YES**, then an additional question, "**If Yes, # of Supports**" will display to input a numeric value.
- **Pregnant or Parenting**
  - o If you select **YES**, then an additional question, **"If Yes, # of Children"**, will display to input a numeric value.
- **Credit Check Completed**
  - o 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.

NEW

Manage OYS Data Snapshot

Adult Connections:*	Yes ▾	If Yes, # of Supports:*	
Employed Full or Part Time:*	▾	Medicaid:*	▾
Other Health Insurance:*	▾	LGBTQ+IA:*	▾
Pregnant or Parenting:*	Yes ▾	If Yes, # of Children:*	0
Developmentally Disabled:*	▾	Mental Health Needs:*	▾
IDA Checking / Savings Account:*	▾	Budget Completed:*	▾
Taxes Filed:*	▾	Housing Plan:*	▾
Education Plan:*	▾	Career Assessment Completed:*	▾
Credit Check Completed:*	Yes ▾		

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

☐ TransUnion* → TransUnion Date:*

☐ Experian* → Experian Date:*

☐ Equifax* → Equifax Date:*

[Save] [Cancel]

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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.

NYTD Service Log

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

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 1st 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.

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

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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   ☐ TASC Enrollment   ☐ TASC Exam Preparation
    ☐ JAG Enrollment   ☐ Accessing Educational Resources   ☐ 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   ☐ Budget
    ☐ Bill Tracker   ☐ Transportation Plan   ☐ 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   ☐ Transportation
    ☐ Driver's ED   ☐ Bus Pass
    ☐ Uber   ☐ Purchase of Vehicle
    ☐ Car Insurance   ☐ Car Maintenance
    ☐ Groceries   ☐ 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

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.

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

To edit any of the four date fields (Date of Initial Referral, Date of Initial IL Assessment, Date of Initial IL Plan, Date of 1st Face to Face Contact), you must go back to the original service log in which the date was originally entered to change it.
  - o   The date field will be disabled if it is outside of 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.

NYTD Dashboard

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