

I. NYTD MONTHLY REPORT

The National Youth in Transition Database (NYTD) Outcomes Survey Monthly Report must be submitted by the 10th of each month. The vendor must report the following information on all members of the survey population. The monthly report will include a detailed description of the survey activities for the federal NYTD follow-up survey population for 19- and 20-year-old participants during the report period. The monthly report should include the following:

- NYTD youth outcomes survey reporting data
- NYTD incentive data
- Youth location and contact efforts
- Youth engagement activities

Note: The monthly report template is Attachment I

II. NYTD ANNUAL REPORT

The NYTD annual report will be submitted after the end of each survey period, **November 1st**. The vendor must report information for the previous NYTD outcomes survey period. The annual report shall include the following:

1. NYTD youth outcomes survey reporting data
 - a. Number of youths in the total survey population per federal fiscal year
 - Total number of youths in population A
 - Total number of youths in population B
 - b. Number of youths in the 19- or 21-year-old follow up population who are reported as in care or out of care.
 - Total number of youths in population A who are reported as in care / out of care
 - Total number of youths in population B who are reported as in care / out of care
 - c. Number and percentage of youth in the 19- or 21-year-old follow up population who successfully completed the NYTD outcomes survey population per federal fiscal year.
 - Number and percentage of youth who are reported as out of care who successfully completed the survey for population A and B
 - Number and percentage of youth reported as in care who successfully completed the survey for population A and B
 - d. Number and percentage of youth in the total survey population that reported the following:
 - Declined
 - Incapacitated
 - Incarcerated
 - Deceased
 - Unable to Locate
 - Total number of youths in population A and B reported the following:
 - Declined
 - Incapacitated
 - Incarcerated

- Deceased
- Unable to Locate

2. Incentives

- a. Number of youths who received an incentive and total cost during the survey period
 - Total number of youths and total cost in Population A and B
- b. Total cost Breakdown associated with each incentive type
 - Total cost breakdown associated with each incentive type for population A and B
- c. Total number and percentage of youth who completed the survey and did not receive an incentive
 - Total number and percentage of youth who completed the survey and did not receive an incentive for population A and B

3. Locating and Contacting

- a. Total number of youths contacted during the survey period for the purpose of conducting the NYTD survey (complete survey, inform to take survey, mailed survey packet, emails packet)
 - Total number telephoned
 - Total number emailed
 - Total number text messaged
 - Total number Face Book / Instagram Messenger
 - Total number U.S Mail
 - Total number face to face
- b. Total number of youths contacted in population A and B during the survey period for the purpose of conducting the NYTD survey (complete survey, inform to take survey, mailed survey packet, emails packet)
 - Total number telephoned
 - Total number emailed
 - Total number text messaged
 - Total number Face Book / Instagram Messenger
 - Total number U.S Mail
 - Total number face to face
- c. Average number of hours spent contacting youth for the purpose of conducting the NYTD survey (complete survey, inform to take survey, mailed survey packet, emails packet)
 - Average number hours spend contacting youth for population A and B
- d. Give Summary of overall efforts to survey youth throughout the survey period include notable trends

4. Youth Engagement & Outreach Services

- a. Total contacts made with youth throughout the report period for the purpose of youth engagement and outreach services. (Example: NYTE events, newsletter, webpage, birthday, Christmas event etc.)
- b. Total number of engagement activities and total # of youth participants in each activity
- c. Description of youth ambassador activities including total # of meetings
- d. Total number of youths that received a referral for older youth services or was connected to services

- e. Description of any acute issues identified through the survey period. (Ex: 2 youth reported homelessness, 1 youth reported significant health issue...)
- 5. Youth Engagement social media /Website/App
 - a. Description and total of youth engaged via social media and website
 - Public interaction through website and social media (FAQs, Requests for information, visits, document downloads, etc.)
 - Updates and purposes of such updates (link updates, contact information updates, etc.)
 - b. Description and total youth engaged via of app
 - Public interaction through website
 - Updates and purposes of such updates
 - c. Any notable trends
- 6. Other Pertinent Information