NYTD SERVICES FILE

CODE BOOK

Revised November 1, 2014

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Adapted from the NYTD Guide to the Data Elements
(http://www.nrccwdt.org/resources/nytd/docs/NYTD_Guide_to_Elements_06_01_09FINAL.pdf)
<table>
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<tr>
<th>Page</th>
<th>Variable Name</th>
<th>Variable Label</th>
<th>Element</th>
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<td>LclFIPSsv</td>
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</table>
NYTD ELEMENT #1: STATE (StFIPS)

Definition

The Federal Information Processing Standard (FIPS) code for the State submitting the report to ACF.

Corresponding AFCARS Element (if applicable)

- Foster Care Element #1 – State
- Adoption Element #1 – State

Data Type

Numeric

Values

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<td>72</td>
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### STATE ABBREVIATION
*(St)*

**Definition**

The two-letter U.S. Postal Service code for the state.

**Data Type**

String

**Values**

<table>
<thead>
<tr>
<th>State</th>
<th>Abbreviation</th>
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</table>
| Alabama | AL  
| Alaska | AK  
| Arizona | AZ  
| Arkansas | AR  
| California | CA  
| Colorado | CO  
| Connecticut | CT  
| Delaware | DE  
| District of Columbia | DC  
| Florida | FL  
| Georgia | GA  
| Hawaii | HI  
| Idaho | ID  
| Illinois | IL  
| Indiana | IN  
| Iowa | IA  
| Kansas | KS  
| Kentucky | KY  
| Louisiana | LA  
| Maine | ME  
| Maryland | MD  
| Massachusetts | MA  
| Michigan | MI  
| Minnesota | MN  
| Mississippi | MS  
| Missouri | MO  
| Montana | MT  
| Nebraska | NE  
| Nevada | NV  
| New Hampshire | NH  
| New Jersey | NJ  
| New Mexico | NM  
| New York | NY  
| North Carolina | NC  
| North Dakota | ND  
| Ohio | OH  
| Oklahoma | OK  
| Oregon | OR  
| Pennsylvania | PA  
| Rhode Island | RI  
| South Carolina | SC  
| South Dakota | SD  
| Tennessee | TN  
| Texas | TX  
| Utah | UT  
| Vermont | VT  
| Virginia | VA  
| Washington | WA  
| West Virginia | WV  
| Wisconsin | WI  
| Wyoming | WY  

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NYTD ELEMENT #2: REPORT DATE (REPDATE)

Definition

The report date corresponds with the end of the current reporting period. Indicate the last month and the year of the reporting period.

Corresponding AFCARS Element (If applicable)

- Foster Care Element #2 – Report Period Ending Date
- Adoption Element #2 – Report Period Ending Date

Data Type

String

Values

NYTD Response Options:

- mm = 03 or 09
- yyyy = Four-digit year

Values:

- yyyyymm [where “yyyy” and “mm” correspond to the last month and year of a reporting period]
NYTD ELEMENT #3: RECORD NUMBER  
(RECNUMBR)

Definition
The record number is the encrypted, unique person identification number for the youth. The State agency must apply and retain the same encryption routine or method for the person identification number across all reporting periods. The record number must be encrypted in accordance with ACF standards.

Corresponding AFCARS Element (if applicable)
- Foster Care Element #4 – Record Number
- Adoption Element #3 – Record Number

Data Type
String

Values
NYTD Response Options:  
- Encrypted, unique, person identification number.

Values
- Any ASCII character except “@”, “$”, “#”, or “%”. For information on encrypting the record number see AFCARS Technical Bulletin #4, Encryption Guidance and Algorithms for State Use.
NYTD ELEMENT #4: DATE OF BIRTH (DOB)

Definition

The youth’s date of birth. Indicate the year, month, and day of the youth’s birth. The day part of all DOBs has been set to the 15th of the month to reduce the possibility of identification of individuals.

Corresponding AFCARS Element (if applicable)

- Foster Care Element #6 – Date of Birth
- Adoption Element #5 – Child’s Date of Birth

Data Type

Date

Values

NYTD Response Options:

- Year, Month, Day

Values:

- [Date] [mm/dd/yyyy] schema date type where:
  - YYYY is the year
  - MM is the month (0 – 12)
  - DD is the day (01 – 31)
NYTD ELEMENT #5: SEX
(SEX)

Definition
The youth’s gender.

Corresponding AFCARS Element (If applicable)
- Foster Care Element #7 – Sex
- Adoption Element #6 – Sex

Data Type
Numeric

Values

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<th>NYTD Response Options</th>
<th>Values</th>
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<tr>
<td>Female</td>
<td>2</td>
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</table>
NYTD ELEMENT #6:
RACE – AMERICAN INDIAN OR ALASKAN NATIVE
(AMIAKN)

Definition

In general, a youth’s race is determined by the youth or the youth’s parent(s). An American
Indian or Alaska Native youth has origins in any of the original peoples of North or South
America (including Central America), and maintains tribal affiliation or community attachment.

“Yes” means this racial category applies for this youth.

Corresponding AFCARS Element (if applicable)

• Foster Care Element #8a – American Indian
• Adoption Element #7a – American Indian

Data Type

Numeric

Values

NYTD Response Options: Values

• Yes • 1
• No • 0
**NYTD ELEMENT #7:**
**RACE – ASIAN**
*(ASIAN)*

**Definition**

In general, a youth’s race is determined by the youth or the youth’s parent(s). An Asian youth has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

“Yes” means this racial category applies for this youth.

**Corresponding AFCARS Element (If applicable)**

- Foster Care Element #8b – Asian
- Adoption Element #7b – Asian

**Data Type**

Numeric

**Values**

**NYTD Response Options:**

<table>
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<tbody>
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<tr>
<td>No</td>
<td>0</td>
</tr>
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</table>
NYTD Element #8:
Race – Black or African American
(BLKA FRAM)

Definition
In general, a youth’s race is determined by the youth or the youth’s parent(s). A Black or African American youth has origins in any of the black racial groups of Africa.

“Yes” means this racial category applies for this youth.

Corresponding AFCARS Element (if applicable)
- Foster Care Element #8c – Black or African American
- Adoption Element #7c – Black or African American

Data Type
Numeric

Values

NYTD Response Options:                      Values:

- Yes                      • 1
- No                       • 0
NYTD ELEMENT #9:  
RACE – NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER  
(HAWAIIPI)

**Definition**

In general, a youth’s race is determined by the youth or the youth’s parent(s). A Native Hawaiian or Other Pacific Islander youth has origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

“Yes” means this racial category applies for this youth.

**Corresponding AFCARS Element (if applicable)**

- Foster Care Element #8d – Native Hawaiian or Other Pacific Islander
- Adoption Element #7d - Native Hawaiian or Other Pacific Islander

**Data Type**

Numeric

**Values**

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<tr>
<th>NYTD Response Options</th>
<th>Values</th>
</tr>
</thead>
<tbody>
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<td>1</td>
</tr>
<tr>
<td>No</td>
<td>0</td>
</tr>
</tbody>
</table>
NYTD ELEMENT #10:
RACE – WHITE
(WHITE)

Definition

In general, a youth’s race is determined by the youth or the youth’s parent(s). A White youth has origins in any of the original peoples of Europe, the Middle East, or North Africa.

“Yes” means this racial category applies for this youth.

Corresponding AFCARS Element (if applicable)

• Foster Care Element #8e – White
• Adoption Element #7e - White

Data Type

Numeric

Values

NYTD Response Options: Values:

• Yes • 1
• No • 0
**NYTD ELEMENT #11: RACE – UNKNOWN (RACEUNKN)**

**Definition**

“Yes” means the race, or at least one race of the youth is unknown, or the youth and/or parent is not able to communicate the youth’s race.

**Data Type**

Numeric

**Values**

*NYTD Response Options:*

- Yes
- No

*Values:*

- 1
- 0
NYTD ELEMENT #12:
RACE – DECLINED
(RACEDCLN)

Definition

“Yes” means the youth or parent has declined to identify a race.

Data Type

Numeric

Values

NYTD Response Options: Values:

- Yes  •  1
- No   •  0
NYTD ELEMENT #13:
HISPANIC OR LATINO ETHNICITY
(HISORIGIN)

Definition
In general, a youth’s ethnicity is determined by the youth or the youth’s parent(s). A youth is of Hispanic or Latino ethnicity if the youth is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

“Yes” means the youth self-identifies or is identified by a parent as being of Hispanic or Latino ethnicity.

“Unknown” means that the youth and/or parent is unable to communicate the youth’s ethnicity.

“Declined” means that the youth or parent has declined to identify the youth’s Hispanic or Latino ethnicity.

Corresponding AFCARS Element (if applicable)
• Foster Care Element #9 – Hispanic or Latino Origin
• Adoption Element #8- Hispanic or Latino Origin

Data Type
Numeric

Values

NYTD Response Options:  
Values:

• Yes  
  • 1
• No  
  • 0
• Unknown  
  • 3
• Declined  
  • 2
NYTD ELEMENT #14:  
Foster Care Status – Services  
(FCSTATSV)

**Definition**

The youth receiving services is or was in foster care during the reporting period if the youth is or was in the placement and care responsibility of the State title IV–B/IV–E agency in accordance with the definition of foster care in 45 CFR 1355.20.

“Yes” means the youth received services and was in foster care at some point during the reporting period.

“No” means the youth received services, but was not in foster care during the reporting period.

**Data Type**

Numeric

**Values**

*NYTD Response Options:*  
- Yes
- No
- Blank

*Values:*  
- 1
- 0
- 77
NYTD ELEMENT #15: 
LOCAL AGENCY 
(LCLFIPSSV)

Definition

The local agency is the county or equivalent jurisdictional unit that has primary responsibility for placement and care of a youth who is in foster care consistent with the definition in 45 CFR 1355.20, or that has primary responsibility for providing services to a youth who is not in foster care. Indicate the five-digit Federal Information Processing Standard (FIPS) code(s) that corresponds to the identity of the county or equivalent unit jurisdiction(s) that meets these criteria during the reporting period. If a youth who is not in foster care is provided services by a centralized unit only, rather than a county agency, indicate “centralized unit.”

Corresponding AFCARS Element (if applicable)

- Similar to AFCARS #3, Local Agency (FIPS Code). NYTD allows reporting of “centralized unit” while AFCARS does not.

Data Type

Numeric

Values

NYTD Response Options:

- FIPS code(s)
- Centralized unit
- Blank

Values:

- “[FIPS Code(s)]”
- 99999
- 77

FIPS (Federal Information Processing Standards) codes for States and counties can be accessed through the FIPS home page at http://www.itl.nist.gov/fipspubs/. A plain text file of all the FIPS codes can also be obtained from the Census Bureau website http://www.census.gov/datamap/fipslist/AllSt.txt.
NYTD ELEMENT #16:  
ENROLLED IN A FEDERALLY-RECOGNIZED TRIBE  
(TRIBESV)

**Definition**

The youth is enrolled in or eligible for membership in a federally recognized tribe. The term “federally recognized tribe” means any Indian tribe, band, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation, as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C 1601 et seq.,) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians pursuant to the Indian Self-Determination and Educational Assistance Act (25 U.S.C. 450 et seq.).

“Yes” means the youth is enrolled in a federally-recognized tribe.

**Data Type**

Numeric

**Values**

*NYTD Response Options:*

- Yes
- No
- Blank

*Values:*

- 1
- 0
- 77
NYTD ELEMENT #17:  
ADJUDICATED DELINQUENT  
(DELINQNTSV)  

**Definition**  
Adjudicated delinquent means that a State or Federal court of competent jurisdiction has ever adjudicated the youth as a delinquent.

**Data Type**  
Numeric

**Values**  

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</table>
**NYTD Element #18: Educational Level (EDLEVLSV)**

**Definition**

The highest educational level completed by the youth. For example, for a youth currently in 11th grade, “10th grade” is the highest educational level completed.

- **Postsecondary education** or training refers to any post-secondary education or training, other than an education pursued at a college or university.
- **College** refers to completing at least a semester of study at a college or university.

**Data Type**

Numeric

**Values**

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<td>• College</td>
<td>• 14</td>
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</table>
NYTD Element #19: 
Services: Special Education 
(SPECEDSV)

**Definition**

The term “special education,” means specifically designed instruction, at no cost to parents, to meet the unique needs of a child with a disability.

“Yes” means the youth has received special education instruction **during the reporting period**.

**Data Type**

Numeric

**Values**

*NYTD Response Options:*

1. Yes
2. No
3. Blank

*Values:*

1. 1
2. 0
3. 77
NYTD ELEMENT #20:
SERVICES: INDEPENDENT LIVING NEEDS ASSESSMENT
(ILNASV)

Definition

An independent living needs assessment is a systematic procedure to identify a youth’s basic skills, emotional and social capabilities, strengths, and needs to match the youth with appropriate independent living services. An independent living needs assessment may address knowledge of basic living skills, job readiness, money management abilities, decision-making skills, goal setting, task completion, and transitional living needs.

“Yes” means the youth received an independent living needs assessment that was paid for or provided by the State agency during the reporting period.

Data Type

Numeric

Values

NYTD Response Options:        Values:

• Yes         • 1
• No          • 0
• Blank       • 77
NYTD ELEMENT #21:
SERVICES: ACADEMIC SUPPORT
(ACSUPPSV)

Definition

Academic supports are services designed to help a youth complete high school or obtain a General Equivalency Degree (GED). Such services include the following:

- Academic counseling;
- preparation for a GED, including assistance in applying for or studying for a GED exam;
- tutoring;
- help with homework;
- study skills training;
- literacy training; and
- help accessing educational resources.

Academic support does not include a youth’s general attendance in high school.

“Yes” means the youth received academic supports during the reporting period that were paid for or provided by the State agency.

Data Type

Numeric

Values

NYTD Response Options: Values:

- Yes 1
- No 0
- Blank 77
NYTD ELEMENT #22:
SERVICES: POST-SECONDARY EDUCATIONAL SUPPORT
(PSEDSUPPSV)

Definition

Post-secondary educational support are services designed to help a youth enter or complete a post-secondary education and include the following:

- Classes for test preparation, such as the Scholastic Aptitude Test (SAT);
- counseling about college;
- information about financial aid and scholarships;
- help completing college or loan applications; or
- tutoring while in college.

“Yes” means the youth received post-secondary educational support during the reporting period that was paid for or provided by the State agency.

Data Type

Numeric

Values

NYTD Response Options: Values:

- Yes 1
- No 0
- Blank 77
NYTD ELEMENT #23:
SERVICES: CAREER PREPARATION
(CAREERSV)

Definition

Career preparation services focus on developing a youth’s ability to find, apply for, and retain appropriate employment. Career preparation includes the following types of instruction and support services:

- Vocational and career assessment, including career exploration and planning, guidance in setting and assessing vocational and career interests and skills, and help in matching interests and abilities with vocational goals;
- Job seeking and job placement support, including identifying potential employers, writing resumes, completing job applications, developing interview skills, job shadowing, receiving job referrals, using career resource libraries, understanding employee benefits coverage, and securing work permits;
- Retention support, including job coaching;
- Learning how to work with employers and other employees;
- Understanding workplace values such as timeliness and appearance;
- Understanding authority and customer relationships.

“Yes” means the youth received career preparation services during the reporting period that was paid for or provided by the State agency.

Data Type

Numeric

Values

NYTD Response Options: Yes, No, Blank

Values: 1, 0, 77
**NYTD Element #24: Services: Employment Programs or Vocational Training (EMPLYTRSV)**

**Definition**

Employment programs and vocational training are designed to build a youth’s skills for a specific trade, vocation, or career through classes or on-site training. Employment programs include a youth’s participation in an apprenticeship, internship, or summer employment program and do not include summer or after-school jobs secured by the youth alone. Vocational training includes a youth’s participation in vocational or trade programs and the receipt of training in occupational classes for such skills as cosmetology, auto mechanics, building trades, nursing, computer science, and other current or emerging employment sectors.

“Yes” means the youth attended an employment program or received vocational training **during the reporting period** that was **paid for or provided by the State agency**.

**Data Type**

Numeric

**Values**

*NYTD Response Options:*  
- Yes  
- No  
- Blank

*Values:*  
- 1  
- 0  
- 77
Definition

Budget and financial management assistance includes the following types of training and practice:

- Living within a budget;
- opening and using a checking and savings account;
- balancing a checkbook;
- developing consumer awareness and smart shopping skills;
- accessing information about credit, loans and taxes; and
- filling out tax forms.

“Yes” means the youth received budget and financial management assistance during the reporting period that was paid for or provided by the State agency.

Data Type

Numeric

Values

NYTD Response Options: Values:

- Yes  •  1
- No   •  0
- Blank •  77
NYTD ELEMENT #26:  
SERVICES: HOUSING EDUCATION AND HOME MANAGEMENT TRAINING  
(HOUSEDSV)

Definition

**Housing education** includes assistance or training in locating and maintaining housing, including filling out a rental application and acquiring a lease, handling security deposits and utilities, understanding practices for keeping a healthy and safe home, understanding tenant’s rights and responsibilities, and handling landlord complaints.

**Home management** includes instruction in food preparation, laundry, housekeeping, living cooperatively, meal planning, grocery shopping and basic maintenance and repairs.

“Yes” means the youth received housing education or home management training **during the reporting period** that was **paid for or provided by the State agency**.

Data Type

Numeric

Values

**NYTD Response Options:**

- Yes
- No
- Blank

**Values:**

- 1
- 0
- 77
NYTD ELEMENT #27: SERVICES: HEALTH EDUCATION AND RISK PREVENTION (HLTHEDSV)

**Definition**

Health education and risk prevention includes providing information about:

- Hygiene, nutrition, fitness and exercise, and first aid;
- Medical and dental care benefits, health care resources and insurance, prenatal care and maintaining personal medical records;
- Sex education, abstinence education, and HIV prevention, including education and information about sexual development and sexuality, pregnancy prevention and family planning, and sexually transmitted diseases and AIDS;
- Substance abuse prevention and intervention, including education and information about the effects and consequences of substance use (alcohol, drugs, tobacco) and substance avoidance and intervention.

Health education and risk prevention does not include the youth’s actual receipt of direct medical care or substance abuse treatment.

“Yes” means the youth received these services **during the reporting period** that were paid for or provided by the State agency.

**Data Type**

Numeric

**Values**

*NYTD Response Options:*

- Yes
- No
- Blank

*Values:*

- 1
- 0
- 77
NYTD ELEMENT #28: SERVICES: FAMILY SUPPORT AND HEALTHY MARRIAGE EDUCATION (FAMSUPPSV)

**Definition**

Family support and healthy marriage education. Such services include education and information about safe and stable families, healthy marriages, spousal communication, parenting, responsible fatherhood, childcare skills, teen parenting, and domestic and family violence prevention.

“Yes” means the youth received these services that were paid for or provided by the State Agency during the reporting period.

**Data Type**

Numeric

**Values**

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NYTD ELEMENT #29:  
SERVICES: MENTORING  
(MENTORSV)

Definition

Mentoring means that the youth has been matched with a screened and trained adult for a one-on-one relationship that involves the two meeting on a regular basis. Mentoring can be short-term, but it may also support the development of a long-term relationship. While youth often are connected to adult role models through school, work, or family, this service category only includes a mentor relationship that has been facilitated, paid for or provided by the State agency or its staff.

“Yes” means the youth received mentoring services that were paid for or provided by the State agency during the reporting period.

Data Type

Numeric

Values

NYTD Response Options:  

<table>
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NYTD Response Options:  

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NYTD Element #30:
Supervised Independent Living
(SILSV)

Definition

Supervised independent living means that the youth is living independently under a supervised arrangement that is paid for or provided by the State agency. A youth in supervised independent living is not supervised 24 hours a day by an adult and often is provided with increased responsibilities, such as paying bills, assuming leases, and working with a landlord, while under the supervision of an adult.

“Yes” means the youth was living in a supervised independent living setting that was paid or provided by the State agency during the reporting period.

Data Type

Numeric

Values

NYTD Response Options:  
Values:

- Yes  
  - 1
- No  
  - 0
- Blank  
  - 77
NYTD ELEMENT #31:  
SERVICES: ROOM AND BOARD FINANCIAL ASSISTANCE  
(RMBRDFASV)

Definition

Room and board financial assistance is a payment that is **paid for or provided by the State agency** for room and board, including rent deposits, utilities, and other household start-up expenses.

“Yes” means the youth received financial assistance for room and board **during the reporting period**.

Data Type

Numeric

Values

*NYTD Response Options:*

- Yes
- No
- Blank

*Values:*

- 1
- 0
- 77
NYTD ELEMENT #32:
SERVICES: EDUCATION FINANCIAL ASSISTANCE
(EDUCFINASV)

Definition

Education financial assistance is a payment that is paid for or provided by the State agency for education or training, including:

- allowances to purchase textbooks, uniforms, computers, and other educational supplies;
- tuition assistance;
- scholarships;
- payment for educational preparation and support services (i.e., tutoring), and
- payment for GED and other educational tests

This financial assistance also includes vouchers for tuition or vocational education or tuition waiver programs paid for or provided by the State agency.

“Yes” means the youth received education financial assistance during the reporting period.

Data Type

Numeric

Values

NYTD Response Options: Values:

- Yes • 1
- No • 0
- Blank • 77
NYTD ELEMENT #33:
SERVICES: OTHER FINANCIAL ASSISTANCE
(OTHRFINASV)

**Definition**

Other financial assistance includes any other payments made or provided by the State agency to help the youth live independently.

“Yes” means the youth received any other financial assistance that was paid for or provided by the State agency during the reporting period.

**Data Type**

Numeric

**Values**

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<td>0</td>
</tr>
<tr>
<td>Blank</td>
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</table>
**DERIVED VARIABLE: STATE / RECNUMBR COMBINATION (StChID)**

**Definition**

Since the child identifier (RecNumbr) is only guaranteed to be unique within a state, the combination St+RecNumbr must always be used when seeking distinct children. To make working with the combination easier, this variable combines the two. The value of this variable is a unique child identifier.

**Data Type**

String (14)