



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Administration on Children, Youth and Families
330 C Street, SW
Washington, DC 20201

November 20, 2017

Dear State Child Welfare Director:

The Children's Bureau is announcing the re-issuance of three technical bulletins that provide important information on constructing, transmitting and conducting quality assurance on files reported to the National Youth in Transition Database (NYTD) system at the Administration for Children and Families (ACF). The revisions to these documents, while minor, offer clarifications that we hope will assist states in better understanding the NYTD reporting requirements, compliance standards and data quality advisories. Following is a description of each technical bulletin and a summary of the changes made to each document:

- *NYTD Technical Bulletin #1: File Structure* outlines ACF's requirements for the NYTD data file structure, including specifications for data file format in accordance with 45 CFR 1356.83(h) and electronic transmission of NYTD data to ACF in accordance with 45 CFR 1356.85(a)(2).

Changes made to NYTD Technical Bulletin #1	Relevant sections and page numbers
<ul style="list-style-type: none">• Clarifies the use of Federal Information Processing Series (FIPS) codes, including that only one code is to be reported for "local agency" (element 15) for each youth in the served population.	Section 3.3, page 10
<ul style="list-style-type: none">• Adds a new registration form for file transmission that states are to submit when requesting a connection to the National Institutes of Health (NIH) Center for Information Technology (CIT).	Appendix B, pages 48-49

- *NYTD Technical Bulletin #2: Compliance Standards* provides information on the standards a data file must meet to comply with the provisions of the NYTD regulation found at 45 CFR 1356.85. The document also describes how ACF will apply the compliance checks to a data file and how error percentages will be calculated. Please note that no changes were made to the compliance standards or internal consistency checks.

Changes made to NYTD Technical Bulletin #2	Relevant sections and page numbers
<ul style="list-style-type: none">• Includes new examples of the data error types flagged by the NYTD system.• Includes new examples to describe how compliance standards are applied to subject records.	Section 2, pages 7-8 Section 3, pages 10-13

- *NYTD Technical Bulletin #3: Data Quality Advisories* provides and explains the checks of data quality that will be conducted on data files transmitted to the NYTD system. Please note that no changes have been made to the list of data quality advisories.

Changes made to NYTD Technical Bulletin #3	Relevant sections and page numbers
<ul style="list-style-type: none">• Includes more information regarding how states should interpret and address data quality advisories.	Section 2, pages 4-7

If you have questions about these revised technical bulletins, please contact NYTDhelp@acf.hhs.gov.

Sincerely,

/s/

Jerry Milner
Associate Commissioner
Children’s Bureau

Enclosure: NYTD Technical Bulletin #1-#3

cc: CB Regional Offices