

STATE OF INDIANA

Indiana Department of Child Services

Indiana Youth Advisory Board

Service Standards

10/1/2024

Contents

| | | |
|-------|---|----|
| I. | Chafee Older Youth Services: Youth Development & Engagement | 3 |
| A. | Authentic Youth Engagement..... | 3 |
| B. | Leadership | 3 |
| II. | Indiana Youth Advisory Board | 4 |
| A. | IYAB Program Objectives..... | 4 |
| III. | IYAB Program Eligibility Requirements..... | 5 |
| IV. | Administrative Duties of IYAB..... | 6 |
| A. | Youth Access to IYAB Participation & Membership | 7 |
| V. | IYAB Program Description..... | 8 |
| A. | IYAB Meetings & Registration Process | 9 |
| B. | IYAB Members Orientation & Leadership Training..... | 10 |
| C. | IYAB Conference | 10 |
| D. | Professional Leadership Activities..... | 11 |
| E. | Youth Expenses & IYAB Stipends / Compensation | 11 |
| VI. | IYAB Program Goals | 12 |
| VII. | Minimum Qualifications | 13 |
| VIII. | Billing Components..... | 13 |
| IX. | Case Record Documentation | 15 |
| X. | Reports | 15 |

I. Chafee Older Youth Services: Youth Development & Engagement

The John H. Chafee Foster Care Program for Successful Transition to Adulthood requires states that receive grant funding to ensure youth participation in leadership activities promoting youth development and engagement by directly designing their program activities. Formalized youth advisory boards form collaborative relationships and develop additional local, state, and national strategic alliances. These relationships strengthen the overall child welfare system by improving support and services available to older youth involved in foster care. Youth should be involved in the decision-making regarding activities and events, including conferences, youth speakers, recruitment, volunteering, and other youth servicing opportunities.

A. Authentic Youth Engagement

Youth should be able to participate in activities that promote positive growth and development. These activities should allow youth to shape their lives and communities. Authentic youth engagement is the framework in which the Indiana Department of Child Services (DCS) engages youth 14 – 23. The following pillars: youth voice, youth-adult partnership, relational permanency, teachable moments, healthy risk-taking, trauma-informed care, and adolescent brain development are the programmatic foundation of DCS Older Youth Initiatives. These foundational pillars will allow foster youth to practice problem-solving, build self-esteem, and increase their influence and personal stake in the community. The Youth Advisory Board (IYAB) shall provide authentic youth engagement by empowering youth to use their voice by expressing ideas, opinions, experiences, and knowledge in planning and decision-making. The Youth Advisory Board shall consider a youth's unique strengths, skills, interests, and needs (Jim Casey Youth Opportunities Initiative, 2014).

B. Leadership

Youth participating in IYAB will develop the knowledge and skills needed to become youth leaders, advocates, and mentors. Youth should engage in leadership opportunities, taking primary responsibility for strategic planning, decision-making, and problem-solving.

Youth leadership is part of the youth development process and supports the young person in developing:

1. The ability to analyze their strengths and weaknesses, set personal and vocational goals, and have the self-esteem, confidence, motivation, and abilities to carry them out (including the ability to establish support networks to participate in community life and effect positive social change fully); and
2. The ability to guide or direct others on a course of action, influence the opinions and behaviors of others, and serve as a role model (National Alliance for Secondary Education and Transition, NASET).

IYAB participation will allow young people to develop the ability to serve others in their communities and the ability to identify and use community resources. By engaging youth through teachable moments and healthy risk-taking, youth will be able to learn self-management techniques and successful adulthood skills. IYAB initiatives and activities should promote experiential learning, build social capital, and increase well-being (Jim Casey Youth Opportunities Initiative, 2014).

II. Indiana Youth Advisory Board

The Indiana Department of Child Service (DCS) Older Youth Initiatives Programs and Services supports authentic youth engagement and positive youth development by formally establishing the Indiana Youth Advisory Board (IYAB). The IYAB is a youth-led advisory board. It provides a forum for Indiana's foster youth to become involved in issues facing youth in care and aging out of foster care on a local, state, and national level. IYAB members will enhance their leadership, advocacy, and life skills through various activities, including public speaking, providing feedback to DCS systems, strategic planning, community engagement, social events, and activities promoting youths' successful adulthood transition.

A. IYAB Program Objectives

The overall program objective of IYAB is to provide Indiana youth and young adults with lived foster care experience and the opportunity to advocate and work on issues to improve systems, raise public awareness, and provide peer support to other current and former foster youth (Foster Club, 2023). The IYAB program should:

1. Be organized and structured with developed by-laws, rules, and procedures.
2. Have leadership training to increase knowledge and understanding of strategic sharing and advocacy.
3. Increase involvement and partnership with community stakeholders to promote youth in civic engagement and increase social capital.
4. Develop and host an annual IYAB conference.
5. Develop a work plan with annual goals and outcomes.
6. Participate in various DCS-approved speaking engagements.
7. Facilitate and co-facilitate training.
8. Meet with DCS administrative staff and other DCS internal stakeholders.
9. Advocate on behalf of foster youth needs.
10. Active involvement in workgroups, committees, and forums.
11. Build capacity for statewide active IYAB participation of all eligible current and former foster youth.

Youth who participate in IYAB will gain personal and professional developmental skills that will:

1. Increase their social capital support and develop relational permanency.
2. Increase their leadership, advocacy, and self-empowerment.
3. Develop youth-led local, state, and national initiatives.

4. Provide broad consultation to state child welfare administrators on initiatives, plans, policies, etc.
5. Demonstrate a clear and concrete understanding of their contributions to the child welfare system on a local, state, and national level.

III. IYAB Program Eligibility Requirements

IYAB is an inclusive environment for all current and former foster youth regardless of race, ethnicity, gender, religion, creed, nationality, disability, sexual orientation, sexual identity, or gender identity. The following youth are eligible to participate in the Indiana Youth Advisory Board.

1. Youth between the ages of 14 and 21 who have been legally adjudicated a Child in Need of Services (CHINS), who are in Indiana extended foster care program, Collaborative Care, or who have an adjudicated juvenile delinquent/juvenile status.
2. Former foster youth ages 18 up to 23 who were formerly in foster care for a period of six (6) months with a case plan identifying a need for older youth services.
3. Youth receiving Education and Training Voucher funds may serve on the IYAB until age 23.

Target Population

1. Youth ages 14 to 21 in foster care, including CHINS, Collaborative Care, and Probation youth, with a case plan establishing the need for Older Youth Services.
2. Youth ages 18 to 23 who were formerly in foster care, including CHINS, Collaborative Care, and Probation youth, between the ages of 14-18 that were returned to their own homes and remained a CHINS or adjudicated a delinquent with a case plan establishing the need for older youth services.
3. Youth aged 18 to 23 who were formerly in foster care (including CHINS, Collaborative Care, and Probation youth) for a minimum of 6 months between the ages of 16-18 and had a case plan establishing the need for older youth services.
4. Youth who are 18 to 21 who would otherwise meet the eligibility criteria above and who were in the custody of another state or were a "ward of another state" will be eligible if, through the Interstate Compact for the Placement of Children, there is a verification of wardship and all eligibility criteria from the state of jurisdiction.

5. Youth adopted on or after age 16 from the child welfare system have not reached the age of 23.

IV. Administrative Duties of IYAB

The administration of Indiana IYAB will be provided through a single service provider with oversight by the DCS Older Youth Initiatives Manager and Independent Living Specialist. The service provider shall employ an adult facilitator to engage and promote Indiana's current and former foster youth locally, state, and nationally.

The adult facilitator will utilize an authentic youth engagement approach by formalizing youth-adult partnerships, promoting youth voice, building social capital, and supporting relational permanency. The adult facilitator is responsible for the daily function of IYAB through:

1. Assisting the boards with their strategic plan, goals, and agenda
2. Scheduling and locating meeting sites.
3. Co-development / planning of events, activities, and IYAB conference
4. Promote advocacy on the local, state, and national levels.
5. Build capacity for leadership opportunities.
6. Facilitate public speaking skills training and other leadership training.
7. Assisting the board with developing and maintaining IYAB meeting procedures, by-laws, IYAB brochures, newsletters, flyers, and presentations.
8. Monitoring outcomes and progress of the youth board members.
9. Act as a liaison between IYAB members and DCS to coordinate events and activities.
10. Ensure IYAB members are given a stipend for their work.

The Service Provider shall

1. Provide technical leadership skills training to assist youth in assuming roles traditionally reserved for adults, for which they have no prior experience, such as advocating for the needs of youth in foster care, developing a "youth in foster care" handbook, developing a speakers group to educate community organizations on the needs of youth in foster care, serve as presenters at conferences, etc.
2. Encourage participation in annual child welfare conferences and training such as The Adoption Forum, Foster Parenting Training, The Juvenile Judges Symposium, and other educational forums.
3. Allow consistent opportunities to give structured feedback regarding the quantity and quality of services and supports provided to them in care and after they have aged out.
4. Ensure youth voice in the planning and implementation of IYAB meetings and activities.

5. Initiate opportunities for youth leadership and service development.
6. Provide ongoing opportunities for community stakeholders to learn from youth.
7. Assist with the opportunity to develop or change public policy to improve the lives of individuals involved in the child welfare system.

Marketing and Media

IYAB will have a youth-focused marketing strategy to enhance growth, awareness, and the goals of IYAB. The service provider is responsible for developing and operating the IYAB website. The website should focus on participation, membership, recruitment, planned initiatives, and events. IYAB members must be involved in creating the IYAB website, and DCS must approve the website.

The Service Provider shall:

1. Develop a DCS-approved website created with youth that focuses on the IYAB, board members, initiatives, and events.
2. A visual year in review that is image-heavy and can be used to advance advocacy efforts.
3. DCS-approved press release on any significant events or action items that portray the board's goals, activities, or photos of the members.
4. Any media request related to IYAB must be sent to DCS for approval and management.

Note: All youth must sign a consent and media release to have their name, face, and likeness used on behalf of IYAB. Youth under the age of 18 may need parental approval by the court. The Service Provider should seek permission directly from the youth case manager.

A. Youth Access to IYAB Participation & Membership

All eligible Indiana current and former foster youth should be able to participate in IYAB and become an IYAB member. The service provider is responsible for ensuring all IYAB participants are engaged and encouraged to become active members.

Application Process

The IYAB application process should be youth-friendly, with clearly defined terms and IYAP members and leadership responsibilities. Youth should be allowed to apply in multiple ways, such as online or via paper. All IYAB participants or members must have their current/former foster youth, foster care status, and eligibility verified before attendance.

The Service Provider shall:

1. Implement and maintain a clearly defined application process by which all eligible youth can apply for IYAB membership through a formal procedure approved by the Older Youth Initiatives Manager or designee.
2. Ensure to verify all submitted applications before the scheduled meeting dates and send correspondence to new IYAB members.
3. Ensure there is a membership and verification process for all eligible youth.

Recruitment and Retention

It is essential to recruit and retain IYAB members and participants continually. The service provider should make efforts to increase and sustain IYAB membership and participation.

The Service Provider shall:

1. Have a recruitment and retention plan with strategies and processes for youth boards.
2. Creates opportunities for all eligible foster youth in Indiana.
3. Nurtures leadership qualities by creating opportunities for involvement on the local, state, and national levels.
4. Utilizes social media (i.e., IYAB website, Instagram, Facebook).
5. Notifies all DCS local offices, area group homes, residential facilities, probation agencies, and licensed childcare facilities of upcoming meetings.
6. Assists IYAB members in creating an IYAB membership description that includes roles, expectations, responsibilities, IYAB by-laws, and time commitments (brochure, flyers, presentation, etc.).
7. Document all recruitment and retention efforts.

V. IYAB Program Description

The IYAB program will host meetings for youth and young adults with lived experience. IYAB will provide leadership and volunteer opportunities for all participants and members. IYAB will allow participants and members to practice leadership skills and learn to be advocates for themselves and others.

Enhancing partnerships between youth and adults will directly result from a successful board. The goals of IYAB are to provide an avenue whereby youth in care

can inform DCS staff, placement facilities, foster parents, policymakers, and the public about the issues that impact teens and young adults in the foster care system.

Fostering IYAB development and youth participation will further enhance collaboration, cultural competence, and permanent connections with other youth and adults as they engage in the IYAB process.

IYAB will also assist with preparing youth as they transition from adolescence to adulthood by recognizing and accepting personal responsibility, increasing well-being, and developing leadership skills.

A. IYAB Meetings & Registration Process

IYAB will host quarterly meetings for all members and youth to participate. IYAB meetings will be youth-led with the adult facilitator's oversight. IYAB meetings can provide a hybrid option of online and in-person. A hybrid IYAB meetings involves technology and transportation support for those who need it, and the hybrid model enables youth to connect with their peers and adult partners most comfortably and conveniently (Casey Family Programs, 2023). IYAB meetings will be structured and have a formalized agenda and scribe. The meeting topics may discuss the following:

1. The IYAB annual work plan and ways to implement this plan.
2. Older youth services and system improvements.
3. Service projects, activities, and events.

The Service Provider shall:

1. Host all IYAB meetings.
2. Planning and preparation for all IYAB meetings
3. Ensure agenda items and tasks are communicated.
4. Provide meeting options for all IYAB participants and members.
5. Assist with providing transportation options for in-person meetings.
6. Ensure meeting attendance is maintained.
7. Share resources and opportunities to all IYAB participants and members.
8. Correspond with the local older youth services provider within 72 hours before the board meeting if there are less than five (5) registered attendees to confirm the number of attendees before IYAB meeting cancellations.
9. Ensure all cancellations occur 48 hours prior to the IYAB meeting date.

Youth must register for IYAB meetings before the scheduled meeting dates. The registration process must be convenient, secure, and user-friendly. The Service Provider can link technology to the registration by monitoring attendees and evaluating the program.

The Service Provider shall:

1. Create, implement, and maintain a clearly defined and accessible youth-friendly registration process.
2. Create, implement, and maintain a formalized receipt mechanism ensuring youth registration has been received.
3. Create an attendance sheet including each participant's name, contact phone number, and address.

B. IYAB Members Orientation & Leadership Training

All current and new IYAB members will receive orientation and leadership training. New IYAB members will attend an orientation meeting that reviews the goals, mission, vision, and values of IYAB. The adult facilitator will provide information on IYAB responsibilities and leadership growth and development opportunities. Current members may attend orientation as a co-facilitator and as a refresher.

IYAB members will receive leadership training that provides skill development in strategic sharing, advocacy, advisory board/committee participation, training, interpersonal relationships, and peer mentoring.

The Service Provider shall:

1. Provide orientation, training, information, and resources necessary for IYAB members to gain leadership and advocacy skills to assist with their successful transition into adulthood.

C. IYAB Conference

IYAB will host a statewide annual conference that allows IYAB members, participants, and foster youth to network and learn. The conference will provide opportunities for youth to offer input and feedback regarding service delivery, authentic youth engagement, and normalcy and its implication in DCS practice and policies. The IYAB conference provides a forum to exchange best practice views of current and former foster youth.

The Service Provider shall:

1. Assist IYAB members with the logistical planning for the IYAB conference. Logistical planning includes location coordination, hotels, travel, marketing, etc.

2. Assist IYAB members with the development of the content for the IYAB conference. Content development includes agenda items, topics, speakers, etc.
3. Developed statewide accessible registration, monitored attendance, assisted with coordinating conferences, and provided record keeping, evaluation, and all other matters involving conference setup, support, and planning.

D. Professional Leadership Activities

IYAB members may have opportunities to participate in professional leadership activities to offer their voice and time in partnership with DCS and other stakeholders by participating as professionals with foster care experience. These activities may include,

1. Facilitating or Co-facilitating local, state, and national trainings or conferences.
2. Participating in local, state, and or committees
3. Participating in local, state, or national workgroups
4. Participating in local, state, or national forums
5. Participating in local, state, or federal policy advocacy work.

The Service Provider shall

1. Ensure all IYAB members are notified of leadership activities.
2. Ensure all IYAB members are prepared for such leadership activities.
3. Assist in the facilitation and planning to attend such leadership activities.
4. Coordinate or act as a liaison between the youth and the point person for such leadership activities.
5. Coordinate all travel plans/arrangements for approved out-of-state leadership activities.

E. Youth Expenses & IYAB Stipends / Compensation

IYAB members and participants may incur expenses for attending IYAB meetings, events, or activities. Expenses may include the following:

1. Childcare Allowance: A childcare allowance will be available for any participating IYAB member who requires childcare assistance for their children. For those with multiple children, additional amounts may be approved by DCS.
2. Food: Food or food allowance will be available for participating IYAB members.

3. Transportation & Hotel: The State mileage and hotel rate will be available to transport the youth to the meetings, activities, or events. These rates cannot exceed the state's maximum cost.

Note: Adult caregivers or transporters must pay for food, transportation, and hotel expenses.

IYAB members and participants will receive a \$40 monetary incentive or compensation for participating in IYAB meetings. Registered youth must be in attendance and attend for at least an hour to be eligible for the incentive or stipend. IYAB members offering their lived experience in advocacy work and leadership activities will be paid a stipend for their work.

The Service Provider shall:

1. Develop a pay scale and process for IYAB members participating in Leadership activities.
 - a. Youth cannot be double paid for participating in IYAB meetings or Leadership activities. If an outside source or stakeholder reimburses or pays an IYAB member for their leadership activity, the service provider will not pay the IYAB member for their time. The service provider may pay for the IYAB member's unmet cost.
2. Implement and maintain a formalized disbursement process to ensure funding is distributed timely and accurately to each IYAB member.
3. Monitor the disbursement of youth funding through a fiscal reporting system that provides timely accounting for all funds spent in each youth funding category to ensure compliance with state and federal regulations.

VI. IYAB Program Goals

The goal of the IYAB program is listed below, which identifies areas the service providers shall use as a guide for delivering IYAB services within the program. The Service Provider is responsible for ensuring the program goals are accomplished.

1. Youth Participation
 - a) IYAB members will attend and actively participate in IYAB meetings each quarter.
 - b) IYAB members will participate in at least one community event or activity during the year.
2. Youth engage in positive youth development.
 - a) IYAB members will increase understanding and advocacy of older youth within the child welfare system.
 - b) IYAB members will increase in academic achievement by the end of the year.

3. Youth will engage in leadership activities.
 - a) IYAB members will have demonstrated bonding with members of their peer group.
 - b) IYAB members will establish at least one adult connection.
 - c) IYAB members will have increased interpersonal skills
4. Youth well-being
 - a) IYAB members will have demonstrated bonding with members of their peer group.
 - b) IYAB members will establish at least one adult connection.
 - c) IYAB members will have increased interpersonal skills.
5. Youth satisfaction with services
 - a) All IYAB members or youth participants will complete an IYAB satisfactory survey to measure service delivery, outcomes, and potential improvements for the board.
 - b) Increase IYAB services by increasing youth satisfaction survey results during the year.
6. Recruitment and Retention
 - a) IYAB members will be invited to participate in recruitment and retention activities.
 - b) IYAB members will demonstrate the ability to articulate IYAB's mission and goals.
 - c) Youth participants will return to the next meeting within their service area each quarter.
 - d) Youth participants will join IYAB within their service area during the year.

VII. Minimum Qualifications

- A. The Service Provider providing Youth Advisory Board services must have experience working with youth ages 14 to 23 and knowledge of the child welfare system.
- B. Personnel providing Youth Advisory Board services as a facilitator must hold a bachelor's degree in social work or a comparable human service field and have a minimum of 3 years' experience in service related to youth.
- C. Personnel providing facilitation must be supervised by someone with a master's degree in social work or a comparable human service field.
- D. Personnel assisting the facilitator regarding transportation must provide proof of a valid driver's license and minimum car insurance coverage.

VIII. Billing Components

- A. Facilitated Activities include:
 1. Planning and preparation for IYAB meetings
 2. Training, workshops, and conferences
 3. Recruitment and youth engagement activities
 4. Arranging transportation for youth and

5. Other activities related to facilitating IYAB meetings and events.

B. Youth Compensation and Travel Expenses include hotels, meal expenses, and mileage. These costs are reimbursed at actual cost, which provides for hotels for youth and adult transporters for overnight stays and millage for youth and adult transporters. The billable units are as follows:

1. Youth Stipend \$40
2. Adult Transporter/Millage: \$0.49 per mile
3. Hotel Rate: Standard State Rate \$91.00 per night
4. Meal Per Diem: The subsistence allowance for meal per diem in-state is \$26.00 per day standard rates, and out-of-state is \$32.00 per day standard rates. (See chart below)

| | In-State | Out-of-State |
|------------------|-----------------|---------------------|
| Full Day | \$26.00 | \$32.00 |
| Breakfast | \$6.50 | \$8.00 |
| Lunch | \$6.50 | \$8.00 |
| Dinner | \$13.00 | \$16.00 |

Note: Mileage and hotel rates are subject to change based on the DCS state rate or the youth's needs.

Types of Youth Compensation

| Stipend | Per Diem | Honorarium | Contract |
|---|--|--|--|
| <ul style="list-style-type: none"> • A limited amount of compensation is provided to youth who voluntarily participate in meetings or work an event. • Stipends are limited and cannot exceed \$500 per year. | <ul style="list-style-type: none"> • An allowance for lived experience expenses. • Reimbursement rates for IYAB members who participate in professional leadership activities. | <ul style="list-style-type: none"> • A token of payment made in consideration for the services offered in a volunteer capacity. • Predicted on the amount time the IYAB member participated in the professional leadership activity. | <ul style="list-style-type: none"> • A compensation agreement between the youth and the IYAB provider to negotiate monetary payment for the time IYAB members participated in professional leadership activities. |

C. Childcare allowance (\$25 per youth per meeting)

- D. The IYAB Conference budget is included in the total amount of the contract.
- E. Interpretation Translation and Sign Language Services
Services include translation for youth who are non-English language speakers or hearing impaired and must be provided by a non-family member of the client (actual cost).

The location and cost of interpretation, translation, and sign language services are the service provider's responsibility. If the service is needed in the delivery of OYS services, DCS will reimburse the service provider for the cost of the interpretation, translation, or sign language service at the actual cost of the service to the service provider. If the agency utilizes its staff to provide interpretation, it can only bill for the interpretation services. The agency cannot bill for performing two services at one time.

- The Service Provider can use DCS contracted agencies and request that they be given the DCS contracted rate, but this is not required.
- The Service Provider is free to use an agency or persons of their choosing if the service is provided accurately, competently, and billed at a fair market rate.

IX. Case Record Documentation

- A. The Service Provider shall be required to maintain the following documentation for billing and case review:
1. Application form for each youth participating in the IYAB from each region.
 2. Sign-in sheets from each meeting and documentation, including Minutes of each meeting, Proof of license, and insurance for staff providing transportation for IYAB members.
 3. All receipts related to actual reimbursement.

X. Reports

- A. Quarterly Reports
1. The Service Provider shall submit a quarterly report due the 10th day of the following month:

October, January, April, July

Reports shall include:

- a. IYAB meeting agenda
- b. Sign-in / Attendance sheet
- c. Number of current IYAB members
- d. Number of participants
- e. Number of new IYAB members
- f. Board meeting report/minutes: Minutes should include a summary of agenda item notes, the names of guest speakers, and an attachment to the presentation.

- g. Work plan: The work plan should include the goal, task, outputs, outcomes, and progress toward meeting the goal.
- h. Conference or Speaking Engagement reports containing a summary of conference planning detailing all speaking engagements, including host or invitation, presenting board member names, attachment of the presentation, and any participant feedback if written documentation has been supplied. The conference report should detail the total cost of each event.
- i. An events/activities planning summary must be submitted to DCS that describes events and activities held during the quarter, including recruitment events. The planning summary should detail the type and focus of activity or event, who hosted, attached media or marketing tools, planning documentation, and who participated.
- j. An itemized financial report contains each youth participating in IYAB meetings receiving board meeting expenses: stipend, travel, hotel, and childcare. The report should have a facility rate per meeting.
- k. IYAB Data Snapshot
- l. Other documentation as requested by DCS.

B. IYAB Conference Report:

1. The IYAB provider will provide an IYAB conference report detailing the planning, implementation, and execution of the conference. The report is due 30 days before the event. The report shall contain the following:
 - a. A summary of each conference planning meeting/agenda, perspective speakers, participating IYAB board members, and drafted IYAB conference agenda.
 - b. Drafted budget detailing the perspective cost of the IYAB conference, including facility cost, stipends, cost of presenters, food cost, supplies, etc.
2. The Service Provider shall complete a follow-up IYAB conference report due 30 days after the event.
 - a. The report shall contain the following:
 - A summary of final planning meetings/agenda, definitive list of speakers, participating IYAB members and conference role(s), final IYAB conference agenda
 - Total number of conference attendees
 - Number of IYAB members
 - Number of non-IYAB member
 - DCS staff
 - Service providers
 - Foster Parents
 - Community Stakeholders
 - Final Budget, detailing the facility cost, stipends, cost of presenters, food cost, supplies, etc.

- Youth demographics
- Results of conference evaluation

C. Annual Report

The annual report is due on the 2nd Monday of August each year. The report shall include collected data, which consists of the number and percentage of:

1. IYAB participants with demographics (race, age, sex, marital status, parenting, etc.)
2. IYAB participants per the super regions and statewide board
3. Data and summary of IYAB meetings.
4. Data and Summary of Unduplicated Applications
 - Eligible Applications
 - Eligible /youth not participating.
 - Eligible youth participating
5. Data and summary of collaborations, activities, accomplishments, and successes.
6. Data and summary of local, state, and national youth leadership events.
7. Data and summary of recruitment events and outcomes
8. IYAB participants who are in post-secondary institutions and receive ETV funding.
9. IYAB participants in high school or participating in a high school equivalency program.
10. IYAB conference data and summary
 - Total number registered
 - Total number of participants
 - Demographics of participants
 - Status of participants (i.e., youth, DCS staff, provider, foster parent, etc.)
 - Agenda
 - Summary of conference
11. Financial information/statement containing IYAB meeting expenses: stipend, travel, hotel, and childcare. The report should have a facility rate per meeting.
12. Work Plan and Outcomes
13. Website summary
14. Future goals

D. The National Youth in Transition Database (NYTD)

Data must be reported monthly regarding Older Youth services provided to youths 16 and older. Due to IYAB providing a youth service, the service provider must mark which service elements were provided to every youth during a reporting period. The information regarding service elements required for Chafee OY service providers to submit are in compliance with the Chafee National Youth in Transition Database, Final Rule, and all technical documents supporting the information described in this rule. Service Providers can be assigned usernames and passwords through the DCS NYTD helpdesk email (dc snytd@dc s.in.gov). The

<http://www.in.gov/dcs/2793.htm> Service Provider will design a monthly report template approved by DCS. Please upload monthly reports on time or through the NYTD web portal to avoid denying all claims submitted for each reporting period, missing a monthly report.