

## Instrument 2: Administrative Data List

### Instructions:

This information is being collected to inform the evaluation of the LifeSet program being conducted by a research team at the Urban Institute, Chapin Hall at the University of Chicago and Child Trends. This information will be used to inform the US Department of Health and Human Services Administration for Children and Families (HHS ACF) to improve the evidence base for programs relevant to the child welfare population. All the information you provide will be kept private to the extent permitted by law.

To conduct the evaluation, we would like to collect the following administrative data for young people involved in the evaluation of LifeSet in New Jersey: public child welfare agency (DCF) data, LifeSet provider agency data, Youth Villages agency data, homeless management information system data, National Student Clearinghouse data, unemployment insurance data, National Directory of New Hires data, criminal justice agency data, and public benefits agency data. We understand that not all items may be available in the formats described below. The data may be delivered in any format.

Specifically, we would like to collect the following data elements:

<b>Public Child Welfare Agency (DCF)</b>	
<b>Sample</b>	Every young person involved in the study
<b>Years</b>	[4 years before first youth randomized] – [2 years after last youth randomized]
<b>Data Element</b>	<b>Notes</b>
<i>Demographics</i>	<i>For each youth:</i>
Child Welfare ID	For linking
Research ID	For linking
Name	For linking
Date of Birth	For linking
Race/Ethnicity	
Sex	
County Code	i.e. County FIPS Code or County Name
<i>Out of home placement data</i>	<i>For each out-of-home placement:</i>
Foster care entry date	Date first removed
Out of home placement start date	Date out-of-home placement started for each out-of-home placement episode
Removal reason	e.g. abuse, neglect, etc.
Placement setting	e.g. foster care, group home, etc.
Out of home placement end date	End date for each out-of-home placement episode
Date of discharge from foster care	Date removal ended
Discharge reason	e.g. reunification, guardianship, etc.
Total removals	Lifetime total number of placement episodes
<i>Transition services data</i>	<i>For each youth:</i>
Voluntary services agreement dates	Start and end dates for VSA
Aftercare case dates	Start and end dates for aftercare case management
Transitional living placement dates	Start and end date for each placement
Transitional living placement type	For each placement (e.g. SIL, housing hub, permanent supportive

	housing)
Independent living stipend dates	Start and end date
Independent living stipend amount	Amount of stipend received
<i>Education and Training Vouchers (ETV)</i>	<i>For each youth:</i>
Awarded voucher	Binary: yes-no
Year	School year of voucher award
Categories of voucher use	
School name and campus	
Accepted financial aid	
Credits signed up for that year	
Credits completed that year	
<i>Other</i>	
TPR Date	Date of the Termination of Parental Rights (TPR)
TPR Parent	Which parent the TPR was for
Ever TPR	For each parent, whether the parent has ever had a TPR

	<b>LifeSet Provider Agency</b>
<b>Sample</b>	Every young person involved in the study
<b>Years</b>	[date first youth randomized] – [2 years after last youth randomized]
<b>Data Element</b>	<b>Notes</b>
<i>Demographics</i>	<i>For each youth:</i>
Child Welfare ID	For linking
Research ID	For linking
Name	For linking
Date of Birth	For linking
<i>LifeSet case data</i>	<i>For each youth:</i>
Enrollment date	Date(s) youth enrolled in program
Discharge date	Date(s) youth exited program
<i>Assessment data</i>	<i>For each assessment:</i>
Pre-Enrollment assessment date	Date completed
Eligibility determination	Appropriateness item from PEA
Initial psychosocial date	Date completed
Comprehensive psychosocial date	Date completed
<i>Service plan data</i>	<i>For each service plan:</i>
Date started	Date service plan created
Treatment issue	Listed treatment issues
Desired outcome	For each treatment issue
Treatment goal	For each treatment issue
<i>Session data</i>	<i>For each session:</i>
Session date	
Cancelation reason	e.g. youth not home, youth canceled, specialist canceled, etc.
NYTD services addressed in session	
Session location	
<i>Serious Incident data</i>	<i>For each reported incident:</i>
Date of incident	

Date reported	
Incident type	
<i>Exit summary data</i>	<i>For each summary:</i>
Date summary completed	
Duration of services	
Circumstances for program exit	Reason youth exited the program
Educational attainment	Highest level of education completed
Educational enrollment	Enrollment status
Employment status	
Living arrangement at exit	
Stable living arrangement	Binary: yes-no; plan to remain in current arrangement for foreseeable future
Next planned arrangement	If applicable, next planned living arrangement
Social connections	Number of supportive adults at exit
Relationship strength	Strength of supportive adult relationships
Presence of caring adult	Binary: yes-no; at least 1 supportive adult who expressed care for the youth
Presence of growth adult	Binary: yes-no; at least 1 supportive adult who challenged youth's growth
Presence of supportive adult	Binary: yes-no; at least 1 supportive adult who provided support for the youth
Presence of respectful adult	Binary: yes-no; at least 1 supportive adult who treated youth with respect
Presence of connective adult	Binary: yes-no; at least 1 supportive adult who connected youth to other people

<b>Criminal Justice Agency</b>	
<b>Sample</b>	Every young person involved in the study
<b>Years</b>	[4 years before first youth randomized] – [2 years after last youth randomized]
<b>Data Element</b>	<b>Notes</b>
<i>Demographics</i>	<i>For each youth:</i>
Research ID	For linking
Date of Birth	
Race/Ethnicity	
Sex	
<i>Arrest Data</i>	<i>For each arrest:</i>
Date of arrest	
Offense type	Type of offense(s) charged at arrest
Felony	Binary: yes-no
<i>Conviction Data</i>	<i>For each conviction:</i>
Date of conviction	
Offense type	Type of offense(s) convicted for
Felony	Binary: yes-no
<i>Incarceration Data</i>	<i>For each period of incarceration:</i>
Entry date	Date youth entered incarceration
Release date	Date youth released from incarceration
Incarceration setting	e.g. juvenile detention, jail, state prison, federal prison
<i>Probation/Supervision Data</i>	<i>For each probation period:</i>
Date entered probation	
Date released probation	
Offense type	Type of offense(s) on probation for
Felony	Binary: yes-no

<b>Public Benefits Agency</b>	
<b>Sample</b>	Every young person involved in the study
<b>Years</b>	[4 years before first youth randomized] – [2 years after last youth randomized]
<b>Data Element</b>	<b>Notes</b>
<i>Demographics</i>	<i>For each youth:</i>
Research ID	For linking
Date of Birth	
Race/Ethnicity	
Sex	
<i>Benefit Data</i>	
SNAP dates	Start and end dates of SNAP receipt
SNAP amount	Amount of SNAP benefit
WorkFirst NJ/TANF dates	Start and end dates of TANF receipt
WorkFirst NJ/TANF amount	Amount of WorkFirst NJ/TANF
WIC dates	Start and end dates of WIC receipt
WIC amount	Amount of WIC benefit

<b>Sample</b>	Every young person involved in the study
<b>Years</b>	[4 years before first youth randomized] – [2 years after last youth randomized]
<b>Data Element</b>	<b>Notes</b>
<i>Demographics</i>	<i>For each youth:</i>
Child Welfare ID	For linking
Research ID	For linking
Date of Birth	
Disability	Whether they have a disability
Race/Ethnicity	
Sex	
<i>Program Data</i>	<i>For each homeless spell:</i>
Program entry date	Date individual entered the program
Program exit date	Date individual exited the program
Program type	e.g. emergency shelter, transitional housing, etc.
Housing status at entry	e.g. literally homeless, unstably housed, imminently losing their housing, etc.
Prior night's residence	e.g. rental by client, staying or living with family member, substance abuse treatment facility or detox center, etc.
Zipcode	Zipcode of last permanent address where client lived for at least 90 days
Assistance Provided	Types of assistance provided (e.g. back rent, move-in/security deposit)
Assistance Amount	Dollar amount of assistance provided
Exit Destination	e.g. rental by client, permanent supportive housing, emergency shelter

#### National Student Clearinghouse

<b>Sample</b>	Every young person involved in the study
<b>Years</b>	[4 years before first youth randomized] – [2 years after last youth randomized]
<b>Data Element</b>	<b>Notes</b>
Research ID	For linking
<i>School attendance data</i>	<i>For each school enrollment:</i>
College code	
College name	
College state	
Type of college	e.g. 2-year, 4-year, or < 2-year
Public or private	
Enrollment begin date	
Enrollment status	
Graduated	Binary: yes-no
Graduation date	
Degree title	
Major	
College sequence	

#### National Directory of New Hires

<b>Sample</b>	Every young person involved in the study
<b>Years</b>	[4 years before first youth randomized] – [2 years after last youth randomized]
<b>Data Element</b>	<b>Notes</b>

Research ID	For linking
<i>New Hire File</i>	<i>For each hire:</i>
Employer name	
Date of hire	
<i>Unemployment Insurance File</i>	<i>For each UI claim:</i>
Benefit amount	
Reporting period	

<b>State Wage Records</b>	
<b>Sample</b>	Every young person involved in the study
<b>Years</b>	[4 years before first youth randomized] – [2 years after last youth randomized]
<b>Data Element</b>	<b>Notes</b>
Research ID	For linking
<i>Wages data</i>	<i>For each youth:</i>
Reporting period	Year and quarter
Employer name	
Employer NAICS code	
Wage amount	Quarterly wages paid

*The Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to evaluate the effectiveness of the LifeSet Program.<sup>[3]</sup> Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for this collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including*