

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:

| Public Child Welfare Agency (DCF) | |
|-------------------------------------|---|
| Sample | Every young person involved in the study |
| Years | [4 years before first youth randomized] – [2 years after last youth randomized] |
| Data Element | Notes |
| <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 |

| | |
|------------------------------------|---|
| | LifeSet Provider Agency |
| Sample | Every young person involved in the study |
| Years | [date first youth randomized] – [2 years after last youth randomized] |
| Data Element | Notes |
| <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 |

| Criminal Justice Agency | |
|-----------------------------------|---|
| Sample | Every young person involved in the study |
| Years | [4 years before first youth randomized] – [2 years after last youth randomized] |
| Data Element | Notes |
| <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 |

| Public Benefits Agency | |
|-------------------------------|---|
| Sample | Every young person involved in the study |
| Years | [4 years before first youth randomized] – [2 years after last youth randomized] |
| Data Element | Notes |
| <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 |

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

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

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

| | |
|------------------------------------|---------------------------|
| 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 | |

| State Wage Records | |
|---------------------------|---|
| Sample | Every young person involved in the study |
| Years | [4 years before first youth randomized] – [2 years after last youth randomized] |
| Data Element | Notes |
| 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.^[3] 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