

AFCARS Assessment Review Improvement Plan: Foster Care Data Elements

State: District of Columbia

AFCARS Reporting Period: April 1, 2004 - September 30, 2004 (2004B)

AFCARS Data Element	Rating Factor	Findings	Tasks	Estimated/Completed Date	State/ACF's Comments/Notes ACF's Sign-off Notes
<p>#10 Has the child been clinically diagnosed as having a disability(ies)?</p> <p>1=Yes 2=No 3=Not yet Determined</p> <p>If yes, indicate each type of a disability with a "1."</p>	2	<p>Program Code: Paragraph 50000, LN 1434 - 1563 Screen: General Information, Other tab</p> <p>1) There is no alert to the worker if the response to this question is either "no" or "not yet determined," and a disability condition applies in elements #11 - 15.</p> <p>2) The case file review findings indicate that the data reported in AFCARS for elements #10 - 15 are under-reported and for this element, misrepresented. There were several error cases that were reported as "no" instead of "yes."</p> <p>3) The District corrected the program code to evaluate the responses entered onto the screen and maps them accordingly.</p>	<p>1) Implement a "tickler" to alert workers that there is an inconsistency in the information entered into the system.</p> <p><u>Supervision/Training</u> 2a) Implement a process to ensure the timely and accurate entry of this information. 2b) Implement training and supervisory oversight to ensure workers enter and update this information.</p> <p>3) ACF will review the data to ensure accuracy based on the program code changes.</p>		
<p>Foster care and adoption elements #11 – 15, Diagnosed Medical Conditions or Mental, Physical or Emotional Disabilities</p> <p>[0 = Does not apply]</p>	2	<p>Program Code: Paragraph 50000, LN 1434 - 1563 Screen: General Information, Other tab</p> <p>1) There are several incorrectly mapped conditions: 1a) some of the conditions</p>	<p>1a) Review guidance for disability codes on the Children's Bureau's web site</p>		

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1 = Applies #11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Diagnosed Condition		need to be removed from the mapping; 1b) some are mapped to the wrong AFCARS category; and 1c) acute conditions are incorrectly included. 2) The program code will extract and map information that is entered as a diagnosed condition regardless of the answer to element #10. 2a) There is no alert to the worker if any one of the conditions is marked as "applies" and the response to child diagnosed with a disability is not "yes." 2b) In the case file review, there were cases reported to AFCARS as having a condition coded as "applies," but the answer to element #10 was "no."	(www.acf.hhs.gov/programs/cb/d is/afcars) 1b) Contact the Children's Bureau or the NRC-CWDT for additional assistance on mapping the disability information. 1c) Revise and submit revised program code to ACF. 2) Implement a "tickler" to alert workers that there is an inconsistency in the information entered into the system. <u>Supervision/Training</u> 3a) Implement a process to ensure the timely and accurate entry of this information. 3b) Implement training and supervisory oversight to ensure workers enter and update this information. 4) ACF will review the data to ensure accuracy based on the program code changes.		
#8 Child's Race a. American Indian or Alaska Native b. Asian c. Black or African	3	1) The number of records indicating multi-racial information appears to be low compared to the 2000 Census data. Race is information that is to be self-reported by the	1) Provide training to workers that race information is to be self-reported by the child or his/her parents. 2) Train workers to select all		

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American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine		client or his/her parents.	appropriate races. 3) Implement training and supervisory oversight to ensure workers enter and update this information. 4) ACF will review the data to assess it for accuracy.		
#9 Hispanic/Latino Origin 1 = Yes 2 = No 3 = Unable to Determine	3	The number of records reported as "yes" appears to be underreported. The District needs to focus on training of workers to ask clients their race and ensure that case workers are recording all races for an individual.	1) Provide training to workers that ethnicity information is to be self-reported by the child or his/her parents. 2) ACF will review the data to assess it for accuracy.		
#16 Has this child ever been adopted? 1 = Yes 2 = No 3 = Unable to Determine #17 If yes, how old was the child when the adoption was legalized? [0 = Not Applicable] 1 = less than 2 years old 2 = 2-5 years old 3 = 6-12 years old 4 = 13 years or older 5 = Unable to Determine	3	Paragraph 50000, LN1410. 1) The program code was modified by removing the section that maps "no" and "unable to determine" to "not applicable" for element #17. 2) There is no alert to the worker if the answer to the question "has this child been previously adopted" is "yes," and the response to the age field is "not applicable" or "unable to determine." 2a) There was an inconsistency in the number of records reported as having been previously adopted and	1) Implement a "tickler" to alert workers when there is an inconsistency in the information entered into the system. 2) Ensure that workers understand the correct meaning and use of "unable to determine." 3) If the age at time of a previous adoption is unknown, workers must leave the age field blank. 4) Implement a process to ensure the timely and accurate entry of this information.		

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		<p>the number of records reported indicating an age category.</p> <p>2b) The reported number for "no" in element #16 did not match the number of "not applicable" for element #17.</p> <p>3) Data accuracy must be assessed based on changes made to the screen and the program code.</p>	<p>5) Implement training and supervisory oversight to ensure workers enter and update this information.</p> <p>6) Resubmit the 2004B AFCARS data in order for ACF to assess changes to program code.</p> <p>7) ACF will review the data to assess its accuracy.</p>		
<p>#18 Date of First Removal from Home</p> <p>____(mo) ____ (day)____(year)</p>	<p align="center">3</p>	<p>1) Based on the case file review, the accuracy and quality of the data needs to be improved. If the incorrect dates are due to data conversion issues, the workers need to clean up the data in the system and the State needs to resubmit the data files.</p> <p>2) Incorrect use of the date of the court order instead of the actual removal date.</p>	<p>1) Implement a process to ensure the timely and accurate entry of this information.</p> <p>2) Implement training and supervisory oversight to ensure workers enter this information.</p> <p>3) Ensure that workers understand that the date of the actual removal from home is to be entered as the date of removal.</p> <p>4) Review all open cases and have workers correct the information regarding date of first removal.</p> <p>4a) Once data has been entered, re-submit the data to the Children's Bureau.</p> <p>5) Re-submit the 2004B</p>		

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			<p>AFCARS data in order for ACF to assess changes to program code.</p> <p>6) ACF will review the data to assess its accuracy.</p>		
#19 Total Number of Removals from Home	3	<p>1) Based on the case file review, the accuracy and quality of the data needs to be improved. If the incorrect dates are due to data conversion issues, the workers need to clean up the data in the system.</p> <p>1a) Errors were identified that reflect inaccuracies in the actual number of removals from home.</p> <p>2) The meaning and interpretation of "conditional release" affects the number of removals. If the agency actually retained care and placement responsibility, then the re-entry would have been a continuation of the original removal order and would not have been a new removal from home.</p> <p>3) Use of "protective supervision." It was not clear if the agency also had care and</p>	<p>1a) Implement a process to ensure the timely and accurate entry of removal information.</p> <p>1b) Review all open cases and have workers correct the information regarding removals from home.</p> <p>1c) Once data has been entered, re-submit the data to the Children's Bureau.</p> <p>2/3) Provide ACF with the District's policy on "conditional release" and "protective supervision."</p> <p>2/3a) ACF and the District will schedule a follow-up conversation regarding the use of these terms and whether the children are to be reported to AFCARS.</p> <p>2/3b) Additional tasks are dependent on the outcome to 3a.</p> <p>3) Re-submit the 2004B</p>		

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		placement responsibility.	AFCARS data in order for ACF to assess changes to program code. 4) ACF will review the data to assess its accuracy.		
#20 Date Child was Discharged from last foster care episode (if applicable) ____(mo) ____ (day)____(year)	3	In general, the dates reported to AFCARS were not the actual dates of discharge from the previous removal episode. It is likely this is a data conversion issue. The program code that extracts the data for this element is correct.	1) Implement a process to ensure the timely and accurate entry of discharge information. 2) Implement training and supervisory oversight to ensure workers enter this information. 4) Review all closed cases and have workers correct the information regarding date of discharge. 4a) Once data has been entered, re-submit the data to the Children's Bureau. 5) ACF will review the data to assess its accuracy.		
#21 Date of Latest Removal ____(mo) ____ (day)____(year)	3	1) Based on the case file review, the accuracy and quality of the data needs to be improved. If the incorrect dates are due to data conversion issues, the workers need to clean up the data in the system. 2) See the findings for element	1) Implement a process to ensure the timely and accurate entry of this information. 2) Implement training and supervisory oversight to ensure workers enter this information. 3) Ensure that workers understand that the date of the		

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		#18.	<p>actual removal from home is to be entered as the date of removal.</p> <p>4) Review all open cases and have workers correct the information regarding date of first removal.</p> <p>4a) Once data has been entered, re-submit the data to the Children's Bureau.</p> <p>5) Re-submit the 2004B AFCARS data in order for ACF to assess changes to program code.</p> <p>6) ACF will review the data to assess its accuracy.</p>		
<p>#23 Date of Placement in Current Foster Care Setting</p> <p>#41 Current Placement Setting</p> <p>1 = Pre-Adoptive Home 2 = Foster Family Home-Relative 3 = Foster Family Home-Non-Relative 4 = Group Home 5 = Institution 6 = Supervised Independent</p>	3	<p>1) There were a significant number of records missing dates of current placement and the current placement setting. In some instances, there was a number reported for element #24, placement count.</p> <p>2) Based on the case file review, there were errors in the actual placement dates.</p>	<p>1) Review all open cases and have workers correct the information regarding placements.</p> <p>1a) Once data has been entered, re-submit the data to the Children's Bureau.</p> <p>2) Develop a means to ensure all data regarding placements with contracted providers is entered into the system.</p> <p>3) Implement a process to ensure the timely and accurate entry of</p>		

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Living 7 = Runaway 8 = Trial Home Visit			this information. 4) Implement training and supervisory oversight to ensure workers enter and update this information.		
#24 Number of Previous Placement Settings in This Episode	3	The case file review identified several errors in the number of placements. Mostly, the errors indicated that there were more placements than what were reported to AFCARS.	1) Implement a process to ensure the timely and accurate entry of this information. 2) Implement training and supervisory oversight to ensure workers enter and update this information. 3) ACF will review the data to assess its accuracy.		
#25 Manner of Removal From Home for Current placement Episode 1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined	3	1) The program code was modified to map "voluntary relinquishment" to "not yet determined." 2) The program code was modified to map "administrative hold" and "police hold" to "not yet determined." 3) The program code was modified by removing the values "3038," "19539, non-committed child of teen," and "22788, conditional release, 3 rd party" from the program code.	1) Re-submit the 20004B data. 2) ACF will assess the 2004B and the 2005A data files for changes.		

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		4) Data accuracy must be assessed based on changes made to the screen and the program code.			
Actions or Conditions Associated With Child's Removal (Indicate all that apply with a "1".) [0-Does not Apply] 1-Applies #26 Physical Abuse #27 Sexual Abuse #28 Neglect #29 Parent Alcohol Abuse #30 Parent Drug Abuse #31 Child Alcohol Abuse #32 Child Drug Abuse #33 Child Disability #34 Child's Behavior Problem #35 Death of Parent #36 Incarceration of Parent #37 Caretaker Inability to Cope Due to Illness or Other Reasons #38 Abandonment #39 Relinquishment #40 Inadequate Housing	3	The case file review findings indicate that in general this information is being under - reported.	1) Train staff to include all contributing reasons that lead to the child being "removed from home" and placed into foster care. 2) Utilize management reports to assess the completeness of this information and whether it is reflective of the reasons for children entering foster care. 3) Implement a process to ensure the timely and accurate entry of this information. 4) Implement training and supervisory oversight to ensure workers enter and update this information. 5) ACF will review the data to assess it for accuracy.		
#42 Is Current Placement Out-of-State? 1=Yes (Out of State placement) 2=No (In-State placement)	3	The program code was modified by initializing this field to spaces, and to assess all zip codes.	ACF will review 2004B and 2005A ACF to ensure accuracy based on the program code changes.		

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<p>#43 Most recent case plan goal</p> <p>1 = Reunify With Parent(s) Or Principal Caretaker(s) 2 = Live With Relative(s) 3 = Adoption 4 = Long-Term Foster Care 5 = Emancipation 6 = Guardianship 7 = Case Plan Goal Not Yet Established</p>	3	<p>1) The District corrected the program code to assess the time since the date of removal and the length of time before a response of "case plan goal not yet established" is valid.</p> <p>2) The District may issue new policy regarding the use of "alternative planned living arrangement."</p> <p>3) Based on the case file findings, there were error cases that the data was missing in AFCARS. Also, there were errors in what the goal should have been versus what was reported in AFCARS.</p>	<p>1a) Re-submit the 2004B data.</p> <p>1b) ACF will review the data to ensure accuracy based on the program code changes.</p> <p>2) Implement a process to ensure the timely and accurate entry of this information.</p> <p>3) Implement training and supervisory oversight to ensure workers enter and update this information.</p> <p>4) ACF will review the data to assess its accuracy.</p> <p>5) If the District issues new policy regarding case plan goals, submit the final version to ACF with the proposed mapping of the new goal(s).</p>		
<p>#44 Caretaker Family Structure</p> <p>1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male 5 = Unable to Determine</p>	3	<p>1) The program code was modified to map "2268, divorced female" to "single female" and to map "2267, divorced male" to "single male."</p> <p>2) The program code was modified to map "18945, unmarried couple with one parent present" to "unmarried couple."</p>	<p>1) Re-submit the 2004B data.</p> <p>2) ACF will review the data to ensure accuracy based on the program code changes.</p> <p>3) Implement a process to ensure the timely and accurate entry of this information.</p> <p>4) Implement training and supervisory oversight to ensure workers enter and update this</p>		

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		3) There were a significant number of records with the value "unable to determine" reported in AFCARS and either the reviewers found the information, or in some instances, there was information on one or both caretakers' dates of birth.	information.		
#45 1 st Primary Caretaker's Birth Year #46 2 nd Primary Caretaker's Birth Year (if applicable) ____(mo) ____ (day)____(year)	3	Based on the case file review, there were errors in the dates of birth and errors related to issues identified in element #44.	1) Implement a process to ensure the timely and accurate entry of this information. 2) Provide training to workers to ensure accurate use of "unable to determine." 3) Implement training and supervisory oversight to ensure workers enter and update this information. 4) ACF will review the data to assess it for accuracy.		
#47 Mother's Date of TPR #48 Legal or Putative Father's TPR ____(mo) ____ (day)____(year)	3	DC needs to check what the purpose is for paragraph 82000, non client parent.	1) Implement a process to ensure the timely and accurate entry of this information. 2) Implement a process to ensure the timely and accurate entry of this information. 3) Implement training and supervisory oversight to ensure workers enter and update this		

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			information. 4) ACF will review the data to assess it for accuracy. 5) Provide feedback to ACF regarding the purpose for paragraph 82000.		
#49 Foster Family Structure 0 = Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male	3	1) The District modified program code to map "divorced" to "unable to determine," and added "349, unknown" and mapped it to spaces. 2) There were several error cases in the case file review in which this element was reported as missing data but element #41 indicated the child was in a foster home. Some of these were identified as being cases placed with contracted placement agencies. 3) Data accuracy must be assessed based on changes made to the screen and the program code.	1) Re-submit the 2004B data. 2a) Implement a process to ensure the timely and accurate entry of this information. 2b) Ensure the accurate entry of information on providers that the agency has contracted with for services. 3) Implement a process to ensure the accurate and timely receipt of foster parent information from the contracted child placing agencies. 4) ACF will review the data to assess it for accuracy.		
#50 1 st Foster Caretaker's Birth Year	3	1) Based on the case file review, there was an issue with missing data. Children	1) Implement a process to ensure the timely and accurate entry of this information.		

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#51 2 nd Foster Caretaker's Birth Year		<p>were in a foster home, and the reviewers found the information in the case file.</p> <p>2) The issues in element #49 also relate to this element. There were situations in which this element was reported as blank, but there was a marital status reported in element #49. Also, there were data reported for this element, but element #49 was blank.</p>	<p>2) Ensure the accurate entry of information on providers that the agency has contracted with for services.</p> <p>3) Implement a process to ensure the accurate and timely receipt of foster parent information from the contracted child placing agencies.</p> <p>4) ACF will review the data to assess it for accuracy.</p>		
<p>#52 1st Foster Caretaker's Race</p> <p>#54 2nd Foster Caretaker's Race (if applicable)</p> <p>a. American Indian or Alaska Native</p> <p>b. Asian</p> <p>c. Black or African American</p> <p>d. Native Hawaiian or Other Pacific Islander</p> <p>e. White</p> <p>f. Unable to Determine</p>	3	<p>There were issues related to missing data in #49 and this element.</p>	<p>1) Provide training to workers that race information is to be self-reported by the foster parents.</p> <p>2) Train workers to select all appropriate races.</p> <p>3) Implement a process to ensure the timely and accurate entry of this information.</p> <p>4) Ensure the accurate entry of information on providers that the agency has contracted with for services.</p> <p>5) Implement a process to ensure</p>		

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			the accurate and timely receipt of foster parent information from the contracted child placing agencies. 6) ACF will review the data to assess it for accuracy.		
#53 1 st Foster Caretaker's Hispanic or Latino Origin #55 2 nd Foster Caretaker's Hispanic Origin 1 = Yes 2 = No 3 = Unable to Determine	3	1) The number of records indicating Hispanic/Latino information appears to be low. The District needs to focus on training for workers to ask clients their ethnic origin and ensure that case workers are recording the information. 2) There were issues related to missing data in #49 and this element.	1) Provide training to workers that ethnicity information is to be self-reported by the foster parents. 2) Implement a process to ensure the timely and accurate entry of this information. 3) Ensure the accurate entry of information on providers that the agency has contracted with for services. 4) Implement a process to ensure the accurate and timely receipt of foster parent information from the contracted child placing agencies. 5) ACF will review the data to assess it for accuracy.		
#58 Reason for Discharge	3	1) The District corrected the	1A) Implement a process to		

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<p>[0 = Not Applicable] 1 = Reunification with Parent(s) or Primary Caretaker(s) 2 = Living with Other Relative(s) 3 = Adoption 4 = Emancipation 5 = Guardianship 6 = Transfer to Another Agency 7 = Runaway 8 = Death of Child</p>		<p>program code to map "third party, non-relative" to "guardianship." 2) The District corrected the program code by removing "other."</p>	<p>ensure the timely and accurate entry of this information. 1b) Implement training and supervisory oversight to ensure workers enter and update this information. 2) ACF will review the data to ensure accuracy based on the program code changes.</p>		
<p>#62 Title IV-D (Child Support)</p>	<p align="center">3</p>	<p>1) The District corrected the program code to check for payments, not eligibility, during the report period. 2) Program code was added to check for an income type code of 1145-child support, if one is found and it is within the report period, this element is set to "applies." 3) The District is addressing issues related to implementing the Child Support interface.</p>	<p>1a) Implement a process to ensure the timely and accurate entry of this information. 1b) Implement training and supervisory oversight to ensure workers enter and update this information. 2) ACF will review the data to ensure accuracy based on the program code changes. 3) Complete the Statewide Automated Child Welfare Information System (SACWIS) Assessment Review action plan item regarding the interface.</p>		

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#65 None of the Above	3	The District modified this section of the program code by adding logic to check for other sources of income. If there is an amount that is paid during the report period, this element will be set to "applies."	1) Train staff to select all sources of income available to the child. 2) ACF will monitor the State's data submissions to assess the quality of the data. 3) ACF will review the frequencies for the 2004B data in order to determine if the data reflect the change.		

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<p>#7 Child Race</p> <p>a = American Indian or Alaskan Native b = Asian c = Black or African American d = Native Hawaiian Pacific Islander e = White f = Unable to Determine</p>	2	<p>Program code: Paragraphs 50000, Line number (LN) 1097 - 1137.</p> <p>During the post-site visit review of documentation and notes, an error in this element was found. This field is initialized to zeros. If no race information is found then this element is mapped to "unable to determine" (LN 1135).</p>	<p>1) Initialize this field to blanks.</p> <p>2) Map missing data to blanks.</p> <p><u>Supervision/Training</u></p> <p>3a) Implement a process to ensure the timely and accurate entry of this information.</p> <p>3b) Implement training and supervisory oversight to ensure workers enter and update this information.</p> <p>4) Provide training to workers that race information is to be self-reported by the child or his/her parents.</p> <p>5) Train workers to select all appropriate races.</p> <p>6) ACF will review the data to ensure accuracy based on the program code changes.</p>		
<p>#18 Mother Married at Time of Birth</p> <p>1 = Yes</p>	2	<p>Paragraph 50500, LN 1498 Screens: Adoption General Information and Cohab</p>	<p>1) Modify the program code to</p>		

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<p>2 = No 3 = Unable to Determine</p>		<p>1) "Unknown" is mapped to "unable to determine."</p> <p>2) This question needs to be added to a foster care case management screen or the client general information screen. If this question is left on the adoption screen, it should be populated by the response from the case management screen.</p> <p>3) The program code was corrected to initialize this field to spaces.</p> <p>Case file review findings: 3 (100%) of the records analyzed did not match what was reported in AFCARS. In every record the response for AFCARS was "unable to</p>	<p>map "unknown" to blank.</p> <p>1a) Provide the District's definition of "unknown." If it is the same as the AFCARS definition for "unable to determine," then modify the wording on the selection field.</p> <p>1b) Submit revised program code to ACF.</p> <p>2) Make corrections to the system screens.</p> <p>2a) Submit a screen print of the revised screen.</p> <p><u>Supervision/Training</u></p> <p>3a) Implement a process to ensure the timely and accurate entry of this information.</p> <p>3b) Implement training and supervisory oversight to ensure workers enter and update this information.</p> <p>4) Provide training to workers</p>		

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		determine.” It seems unlikely that all the children adopted in this report period had been abandoned children. In three records the reviewer was clearly able to determine the mother’s marital status.	on the correct use of “unable to determine.” 5) ACF will review the data to ensure accuracy based on the program code changes.		
#8 Child Hispanic Origin 1 = Yes 2 = No 3 = Unable to Determine	3	The program code was modified and “other” was changed to “5004” and is mapped to “blank.”	1) Provide training to workers that ethnicity information is to be self-reported by the child or his/her parents. 2) ACF will review the data to assess it for accuracy.		
#9 Has Agency Determined Special Needs? 1 = Yes 2 = No	3	The program code was revised by removing the mapping of “other.”	1) Implement a process to ensure the timely and accurate entry of this information. 2) Implement training and supervisory oversight to ensure workers enter and update this information. 3) ACF will review the data to assess it for accuracy.		
#10 Primary Basis for Determining Special Needs 0 = Not Applicable 1 = Racial/Original Background	3	1) The program code was corrected in regard to the mapping of “other” to spaces. 2) The program code was modified to map this element to “not applicable” when	1) Implement a process to ensure the timely and accurate entry of this information. 2) Implement training and supervisory oversight to ensure workers enter and update this		

AFCARS Assessment Review Improvement Plan: Adoption Data Elements
State: District of Columbia
AFCARS Reporting Period: April 1, 2004 - September 30, 2004 (2004B)

AFCARS Element	Rating Factor	Findings	Tasks	Estimated/Completed Date	ACF/State's Comments/ACF's Sign-off Comments
2 = Age 3 = Membership in a Sibling Group 4 = Medical Conditions or Mental, Physical or Emotional Disabilities 5 = Other State Defined Special Needs		element #9 is "no." 3) The program code was corrected to map this element to blank if the response to element #9 is missing.	information. 3) ACF will review the data to assess it for accuracy.		
#17 Father's Birth Year	3	Based on the case file review the data was not reported to AFCARS, however the reviewers were able to find the information in the paper file.	1) Implement a process to ensure the timely and accurate entry of this information. 2) Implement training and supervisory oversight to ensure workers enter and update this information. 3) ACF will review the data to assess it for accuracy.		
#19 Date of Mother's TPR #20 Date of Father's TPR	3	The case file review indicates inconsistencies between the dates reported in AFCARS and the case file.	1) Implement a process to ensure the timely and accurate entry of this information. 2) Implement training and supervisory oversight to ensure workers enter and update this information. 3) ACF will review the data to assess it for accuracy.		
#22 Adoptive Family Structure	3	1) The program code was modified to map "legally separated" to "married couple."	1) Implement a process to ensure the timely and accurate entry of this information.		

AFCARS Assessment Review Improvement Plan: Adoption Data Elements
State: District of Columbia
AFCARS Reporting Period: April 1, 2004 - September 30, 2004 (2004B)

AFCARS Element	Rating Factor	Findings	Tasks	Estimated/Completed Date	ACF/State's Comments/ACF's Sign-off Comments
1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male		1a) The case file review errors reflect the error in the program code. 2) There were errors related to a change in marital status of the adoptive parent prior to the finalization of the adoption.	2) Implement training and supervisory oversight to ensure workers enter and update this information. 3) Re-submit the 2004B AFCARS data. 4) ACF will review the data to assess it for accuracy.		
#24 Adoptive Father's Year of Birth	3	There were a significant number of records reported with invalid data.	1) Implement a process to ensure the timely and accurate entry of this information. 2) Implement training and supervisory oversight to ensure workers enter and update this information. 3) ACF will review the data to assess it for accuracy.		
#25 Adoptive Mother's Race #27 Adoptive Father's Race a = American Indian or Alaskan Native b = Asian	3	1) The program code has been modified so that after evaluating the field for all race options, if the response is still all zeros, the program code will map them to spaces. 2) The case file review	1) Implement a process to ensure the timely and accurate entry of this information. 2) Implement training and supervisory oversight to ensure workers enter and update this information.		

AFCARS Assessment Review Improvement Plan: Adoption Data Elements
State: District of Columbia
AFCARS Reporting Period: April 1, 2004 - September 30, 2004 (2004B)

AFCARS Element	Rating Factor	Findings	Tasks	Estimated/Completed Date	ACF/State's Comments/ACF's Sign-off Comments
c = Black or African American d = Native Hawaiian Pacific Islander e = White f = Unable to Determine		identified issues related to missing data related to the issue identified in element #22.	3) ACF will review the data to assess it for accuracy.		
#26 Adoptive Mother's Hispanic Origin #28 Adoptive Father's Hispanic Origin 0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine	3	1) There appears to be an underreporting of Hispanic/Latino origin information. 2) The case file review identified issues related to missing data which were also identified in element #22.	1) Implement a process to ensure the timely and accurate entry of this information. 2) Implement training and supervisory oversight to ensure workers enter and update this information. 3) ACF will review the data to assess it for accuracy.		
#29 Relationship of Adoptive Parent to Child – Stepparent #30 Relationship of Adoptive Parent to Child - Other Relative #31 Relationship of Adoptive Parent to Child - Foster Parent #32 Relationship of Adoptive Parent to Child - Other Non-Relative	3	The system allows for the entry of more than one relationship, but the workers are not selecting all that apply.	1) Implement training to ensure that workers know they can enter more than one of the relationships. 2) Implement training and supervisory oversight to ensure workers enter and update this information. 3) ACF will review the data to assess it for accuracy.		

AFCARS Assessment Review Improvement Plan: Adoption Data Elements
State: District of Columbia
AFCARS Reporting Period: April 1, 2004 - September 30, 2004 (2004B)

AFCARS Element	Rating Factor	Findings	Tasks	Estimated/Completed Date	ACF/State's Comments/ACF's Sign-off Comments
0 = Does not Apply 1 = Applies					
#33 Child Was Placed from 1 = Within State 2 = Another State 3 = Another Country	3	There is a need for clarification and training on the meaning of "another state" and "another country."	1) Implement training to ensure that workers know the correct use of "another state" and "another country." 2) Implement training and supervisory oversight to ensure workers enter and update this information. 3) ACF will review the data to assess it for accuracy.		
#34 Child Was Placed by 1 = Public Agency 2 = Private Agency 3 = Tribal Agency 4 = Independent Person 5 = Birth Parent	3	There is a need for clarification and training on the use of "private agency."	1) Implement training to ensure that workers know the proper use of "private agency." This option is not to be used for private agencies that are under contract to provide services on behalf of the District. 2) Implement training and supervisory oversight to ensure workers enter and update this information. 3) ACF will review the data to assess it for accuracy.		
#35 Receiving Monthly Subsidy 1=Yes	3	The program code was revised by adding Medicaid.	ACF will review the data to assess it for accuracy.		

AFCARS Assessment Review Improvement Plan: Adoption Data Elements
State: District of Columbia
AFCARS Reporting Period: April 1, 2004 - September 30, 2004 (2004B)

AFCARS Element	Rating Factor	Findings	Tasks	Estimated/Completed Date	ACF/State's Comments/ACF's Sign-off Comments
2=No					
#37 Adoption Assistance title IV-E 1=Yes 2=No	3	1) The response rate for this element is 100% "no." 2) There are problems with the functionality that electronically determines title IV-E eligibility. 2a) The system does support the manual entry of title IV-E eligibility. However, this information is not getting entered into the system in a timely manner.	1) The District needs to do a manual clean up of this data. 2) Re-submit the 2004 data files by May 15, 2005. 3) The District may re-submit previous report periods. 4) Implement a process to ensure the timely and accurate entry of this information. 5) Implement training and supervisory oversight to ensure workers enter and update this information. 6) ACF will review the data to assess it for accuracy.		