REQUIREMENT	FINDING/NOTES	RATING FACTOR
POPULATION REQUIREMENTS		4
45 CFR 1355.40(a) Scope of the data collection system – foster care Must include all children in foster care for whom the agency has responsibility for placement, care, or supervision (45 CFR 1355.40(a)(2)). • All children who are required to be provided the protection of section 422(b)(10) of the Social Security Act (the Act) (Appendix A – SECTION II). • All children supervised by or under the responsibility of another public agency with which the title IV-B/E agency has an agreement under title IV-E and the State makes title IV-E foster care maintenance payments (Appendix A - SECTION II). Includes Native American children covered under section 422(b)(10) of the Act, (45 CFR 1355.40(a)(2)). Out of State placements. The State making the placement submits the information on the child (45 CFR 1355.40(a)(2)). Includes all children who have been in foster care at least 24 hours (Appendix A - SECTION II). Does not include children who are in their own homes under the responsibility of the State agency (Appendix A - SECTION II).	Yes Yes The State only has one IV-E Child Welfare Demonstration Grant with the Zuni Tribe. At this time the Tribe is not yet receiving direct title IV-E funds. Once that begins the State will report in its AFCARS file the Tribes foster care information. The State does not have IV-E agreements with Juvenile Justice, at this time. If an agreement is signed CYFD will have to report on the JJ children receiving IV-E. Yes Yes Yes. The State is also reporting those removals that are less then 24 hours. The State should not include them in the extract. Yes	

REQUIREMENT	FINDING/NOTES	RATING FACTOR
Includes all children who are in the placement, care, or supervision responsibility of the title IV-B/E agency that are on "trial home visits" (Child Welfare Policy Manual, Section 1, AFCARS).	Yes	
Includes youth over the age of 18 if a payment is being made on behalf of the child (Child Welfare Policy Manual, Section 1, AFCARS).	Yes	
45 CFR 1355.40(a) Scope of the data collection system – adoption Includes all adopted children placed by the agency, and all adopted children for whom the State agency is providing adoption assistance (either ongoing or for non-recurring expenses), or for whom care or services are provided directly or by contract or agreement with other private or public agencies (45 CFR 1355.40(a)(3)).	Yes	

• Report on all children adopted in the State during the reporting period in whose adoption the State has had any involvement. All adoptions after 10/1/94 that meets the criteria below must be reported. Criteria (Appendix B – Section II):
    a) Children who had been in foster care under the responsibility and care of the agency.
    b) All special needs children, whether or not they were in the public foster care system prior to their adoption and for whom non-recurring expenses were reimbursed.
    c) Children adopted for whom an adoption assistance payment or service is being provided based on arrangements with the State agency.
	Yes	

Adoptions prior to 10/1/94, with title IV-E adoption subsidies, report aggregate data (45 CFR 1355.40(a)(3)).	Need to follow up on.	
For children adopted out of state, the placing State reports the adoption data (45 CFR 1355.40(a)(3)).	Yes	

REQUIREMENT	FINDING/NOTES	RATING FACTOR
Voluntarily reports on all other adoptions. (Appendix B – Section II).	State will not be doing the voluntary reporting of adoptions.	
TECHNICAL REQUIREMENTS		2
45 CFR 1355.40(b) Foster care and adoption reporting requirements The data must be extracted from the data system as of the last day of the reporting period (45 CFR 1355.40(b)(1)). The data must be submitted in electronic form as described in Appendix C (45 CFR 1355.40(b)(1)). The data must be in record layouts as delineated in Appendix D (45 CFR 1355.40(b)).	 Yes Yes Yes	
Appendix A, 45 CFR 1355 Foster Care Data Elements and Appendix B, 45 CFR 1355 Adoption Data Elements State uses sequential numbering of the case record number or encrypts the record number.	 State uses an encryption routine.	
Appendix C, 45 CFR 1355 Electronic Data Transmission Format Data file must be in ASCII format. Elements must be comprised of integer (numeric) value(s). All records must be a fixed length.	 Yes Yes Yes	

REQUIREMENT	FINDING/NOTES	RATING FACTOR
ACYF-PI-CB-95-09, Reissued May 23, 1995 State extracts all records based on the transaction date of discharge.	No	
Technical Bulletin #2, File Format State uses correct file name for transmission.	Yes.	
Data Extraction For children who are in care on the last day of the reporting period, information as of the last day of the period is extracted. For children who were discharged during the period, information on the most recent episode is extracted.	Yes Yes The State may be under-reporting the adoption population. The State needs to develop a method to ensure all adoption records get extracted and reported to AFCARS.	
File Creation State attaches footnotes to files. State is using proper format for the creation of footnotes. State uses DCU and DQU on its data file.	Yes Yes Yes, DCU	
Data Conversion State transferred historical information on open cases. Specifically, it included information on: date of first removal, total number of removals, and whether the child's mother was married at the time of the child's birth. If the case was open at the time of conversion, information on the number of placements settings was included.	Yes	

REQUIREMENT	FINDING/NOTES	RATING FACTOR
The information system has the capability of recording historical information. This should apply to both open cases in which historical information must be entered, and for closed cases that re-open after conversion and must be entered into the system.	No. State proposed a solution to resolve how to collect and report historical data.	