

<h1>ACF</h1> <p>Administration for Children and Families</p>	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children, Youth and Families	
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INFORMATION MEMORANDUM

TO: State Agencies Administering or Supervising the Administration of Titles IV-B and IV-E of the Social Security Act.

SUBJECT: Adoption and Foster Care Analysis and Reporting System Frequency Utility and Technical Bulletin #12.

LEGAL AND RELATED REFERENCES: Section 479 of the Social Security Act; 45 CFR 1355.40, and appendices to 45 CFR 1355

PURPOSE:

The purpose of this Information Memorandum (IM) is to notify States of the Adoption and Foster Care Analysis and Reporting System (AFCARS) Frequency Utility, Version 1.0, and accompanying Technical Bulletin (TB).

INFORMATION:

The Children's Bureau is issuing the Frequency Report Utility as part of its ongoing AFCARS technical assistance. The Children's Bureau recommends that States use this new utility in conjunction with both the Data Compliance Utility (DCU) and the Data Quality Utility (DQU). When a State uses all three utilities to analyze and correct any problems in the AFCARS data, the State may have more confidence that the AFCARS data accurately reflects the child welfare program operations in that State, in addition to meeting the AFCARS data standards.

Technical Bulletin #12 describes the Adoption and Foster Care Analysis and Reporting System (AFCARS) Frequency Report Utility. The TB provides examples of how to read the frequency report and how to use it to monitor the accuracy of the States' data. The bulletin also includes instructions on installation and execution of the utility, and information for further technical assistance.

The Utility and TB can be accessed on the AFCARS Resources page of the Children's Bureau website: <http://www.acf.hhs.gov/programs/cb/dis>.

/s/

Joan E. Ohl
Commissioner
Administration on Children, Youth
and Families

Attachment:
Technical Bulletin #12