

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN - FOSTER CARE ELEMENTS

State: West Virginia

Report Period Under Review: April 1, 2002 - September 30, 2002 (2002B)

AFCARS Element	Rating Factor	Findings	Task	Date Due/ Completed	Comments/Notes
#5 Date of Most Recent Periodic Review (if applicable)	2	<p>There are two possible causes for the old dates: 1) no parameter to prevent review dates from prior removal episodes from being extracted, and 2) workers are not entering the dates in a timely manner.</p> <p>The State team indicated that when the court module was revised, a new pick-list was created. There were problems converting old information to the new codes.</p>	<p>Add a parameter to extract dates for the current removal episode only.</p> <p>Ensure that workers enter this data in a timely manner by addressing worker training and supervisory oversight.</p> <p>Implement data clean-up if necessary.</p> <p>State needs to address caseworker training and supervisory oversight.</p>		
<p>Race: #8 Child; #52 1st Foster Caretaker; #54 2nd Foster Caretaker</p> <p>a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine</p>	2	<p>Missing data are mapped to “unable to determine.”</p> <p>“Unable to determine” is to be selected only if the child is abandoned and no one is available to identify the child’s Hispanic/Latino ethnicity, or if a parent refuses to provide the information for a child or his/herself.</p> <p>State could consider adding a “pop-up” window to remind workers of the correct definition of “unable to determine.”</p>	<p>Map missing data to blanks.</p> <p>Provide additional worker training on the use of “unable to determine.”</p>		
Hispanic/Latino Origin: #9	2	There is no program code to	Add program code to map		

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Child; #53 1st Foster Caretaker; #55 2nd Foster Caretaker 1 = Yes 2 = No 3 = Unable to Determine		account for missing data. “Unable to determine” is to be selected only if the child is abandoned and no one is available to identify the child’s Hispanic/Latino origin, or if a parent refuses to provide the information. State could consider adding a “pop-up” screen to remind workers of the correct definition of “unable to determine.”	missing data to blank. Provide additional training on the use of “unable to determine.”		
#10 Has the child been clinically diagnosed as having a disability(ies)? 1=Yes 2=No 3=Not yet Determined	2	According to the selection logic each of the conditions contains “and,” consequently it ignores all of the information in #11-15. The State staff indicates they have corrected the program code. This information is derived from element #11 – 15. If none of the disabilities conditions are checked, the program code maps blank information to “no.”	State will submit corrected code for Federal review. The State must modify the system to include this question and the values “yes,” “no,” and “not yet determined.”		
#11 – 15 [0 = Does not apply] 1 = Applies	2	The State has a very extensive list of medical conditions, disabilities and psychological conditions in the selection list	Review the table in Tab D and make changes accordingly. Modify mapping and extraction		

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#11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Diagnosed Condition		for these elements.	based on the provided table and the AFCARS resource code list. Contact the NRC-ITCW on how other States have addressed the collection of this information Review and decide whether to use the “disability” screen for extracting data for these elements. Provide Federal team with State’s decision. Modify the program code to check all screens that contain medical, psychological and disability information and extract the information to AFCARS. Implement refresher training for workers. Increase supervisory oversight in order to ensure this data is entered into the system in a timely manner.		
#16 Has this child ever been adopted? 1 = Yes 2 = No 3 = Unable to Determine	2	Missing data is mapped to “unable to determine.” Selection screen has “unknown” not “unable to determine.”	Modify program code by mapping missing data to blank. Modify data entry screen by changing “unknown” to “unable to determine.”		

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			Provide training on AFCARS definition of “unable to determine.”		
<p>#17 If yes, how old was the child when the adoption was legalized?</p> <p>[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</p>	2	<p>If the response is “no” or “unable to determine” for element #16, this element is mapped to zero.</p>	<p>Map “no” responses in #16 to “not applicable.”</p> <p>Map “unable to determine” responses in element #16 to “5, unable to determine.”</p>		
#23 Date of Placement in Current Foster Care Setting	2	<p>The program code is not checking the removal episode, instead it looks for dates within the report period.</p> <p>Missing dates are mapped to zero.</p> <p>State was extracting dates that a foster home becomes a “pre-adopt” home for a child. The State staff indicated that they corrected the program code.</p>	<p>Modify program code to look for placement dates prior to the end of the report period only.</p> <p>Map missing data to blanks.</p> <p>Provide ACF with corrected program code.</p> <p>Remove “8770, respite” from code in section 80065.</p> <p>Submit revised program code reflecting extraction of dates of “runaway” and “trial home visit.”</p>		

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#24 Number of Previous Placement Settings in This Episode	2	<p>The program code counts the change from a foster home to a pre-adoptive home as a move. The State staff indicated that a change has been made and this change was indicated in a re-extraction of the test case.</p> <p>There are some placements that are not included in the count because they were not entered at the time of conversion.</p> <p>Also, there is some concern that not all placements made by private providers are entered into the system.</p>	<p>Modify program code to count placements in accordance with the guidance in the Child Welfare Policy Manual, section 1.2B.7 and 1.3.</p> <p>State to provide revised program code to Federal team for analysis.</p> <p>Review all open cases and have workers correct the information regarding placements.</p> <p>Once data has been entered, re-submit the data to the Children's Bureau.</p> <p>Develop a means to ensure all data regarding placements with contracted providers is entered into the system.</p>		
#25 Manner of Removal From Home for Current placement Episode	2	<p>"Other" is mapped to "not yet determined." "Other" is not on the selection list for the worker to choose.</p> <p>"Voluntary relinquishment" is mapped to "voluntary." State policy/practice is to obtain court ratification of the voluntary relinquishment</p>	<p>Map "other" to blank.</p> <p>Map "voluntary relinquishment" to "court ordered." The definition for "voluntary placement agreements" does not include "voluntary relinquishments." Caseworkers should select "relinquishment" for a condition associated with</p>		

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<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 Living 7 = Runaway 8 = Trial Home Visit</p>	<p align="center">2</p>	<p>within 90 days of the parent signing a relinquishment order.</p> <p>Agency emergency shelters can have less than and more than 12 beds.</p> <p>State code of "other" is mapped to "trial home visit."</p> <p>When a provider changes to being a "pre-adopt" parent, the worker has to enter the information as another placement.</p> <p>State currently not reporting youth on "runaway" status.</p> <p>Private provider agencies have not been systematically providing updates to the State regarding placement moves.</p>	<p>removal (foster care element #39).</p> <p>Modify program code and placement information to ensure that "emergency shelter care" is mapped to the appropriate setting based on the facility's size. Shelters with seven to twelve beds are considered a "group home." Shelters with 13 or more beds should be mapped to "institution."</p> <p>Map "other" to blank.</p> <p>Modify data entry screen, so caseworkers are not entering a change to a "pre-adopt home" as a new placement. Ensure that the mapping continues to extract the correct data.</p> <p>Modify program code to include youth on "runaway" status.</p> <p>Remove "8770, respite" from the program code.</p> <p>Implement a process to ensure that all placement information is being entered on children placed in private provider homes.</p>		

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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>	2	<p>The program code contains “6147, maintain in own home.” It is not an option on the selection list for the worker.</p> <p>The State’s code of “independence” is mapped to “long term foster care” and not “emancipation.”</p> <p>“Other” is mapped to “not yet determined.”</p>	<p>Remove “maintain in own home” from the program code. Children that are returned home while under the responsibility of the agency should have a goal of “reunify” for AFCARS purposes.</p> <p>Modify the program code and map “independence” to “emancipation.”</p> <p>Map “other” to blank.</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>	2	<p>State maps separated males and females to single male/female respectively.</p>	<p>Modify program code to map individuals that are “separated” to “married.”</p> <p>Implement training and data quality oversight to ensure workers accurately enter this information into the system.</p>		
<p>#49 Foster Family Structure</p> <p>0 = Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male</p>	2	<p>State maps separated males and females to single male/female respectively.</p> <p>Marital status includes an option for “unknown.” This is mapped to “not applicable.” State cannot remove “unknown” from selection because this list used both for</p>	<p>Map “separated” to “married.”</p> <p>Map “unknown” to blank.</p>		

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		client and resource providers.			
#58 Reason for Discharge [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	2	Workers may be entering children on runaway status as discharged due to "reunification." State has an option of "other" on the selection list that workers can select.	Workers must leave cases open on children that have run away. Add "runaway" as a permanent exit reason. Remove the option of "other" from the selection list and map any responses of "other" to blank.		
#59 Title IV-E (Foster Care)	2	The program code incorrectly checks for eligibility. Defaults to zero.	Modify program code to extract whether a title IV-E payment was made on behalf of the child. Map missing data to blank		
#61 Title IV-A	2	The program code checks for a date before the end of report period and not prior to the report period. Defaults to zero.	Modify program code to look for payments made during the report period. Missing data should map to blanks.		
#62 Title IV-D (Child Support)	2	Defaults to zero. The Child Support Enforcement Office collects the money, but the information is not reported	Missing data should map to blanks. The State must develop, and implement, a means to obtain		

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		to the child welfare agency.	information on whether child support was a source of income for the child during the reporting period. Provide an update to ACF on how the State intends to obtain this information as an interim measure until the Office of Child Support Bureau begins the agency.		
#63 Title XIX (Medicaid)	2	The State team shared that the mapping needs to be corrected. The coding looks for a file in the title IV-A system (RAPIDS) that no longer exists.	Modify program code to check the eligibility determination in FACTS.		
#64 SSI or other Social Security Act Benefits	2	Defaults to zero.	Missing data should be mapped to blanks.		
#18 Date of First Removal from Home ____(mo) ____ (day)____(year)	3	Case file analysis indicates several records had incorrect dates of first removal.	State must review all cases and ensure that the correct date of first removal is entered into FACTS.		
#19 Total Number of Removals from Home	3	Issues related to conversion and re-opening of cases.	State must review all cases and ensure that all removals from home are entered into FACTS.		
#20 Date Child was Discharged from previous foster care episode (if applicable)	3	Issues related to conversion and entry of data.	State must review all cases and ensure that the removal episodes are entered into FACTS.		
#21 Date of Latest Removal	3	Conversion data entry issue, accuracy of entering the date child removed from his/her home, and data accuracy.	State must review all cases and ensure that the correct date of latest removal is entered into FACTS.		

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#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 #25 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	Issue related to workers "re-opening" closed cases.	Data clean-up is needed in order to have the data and information in FACTS reflect the child's current situation. Explore and decide whether to modify the system to ensure that after a reasonable timeframe workers cannot add information that may be learned about the family at a later date. Notify ACF of decision.		
#45 1st Primary Caretaker's Birth Year #46 2nd Primary Caretaker's Birth Year (if applicable)	3	Reviewers found dates of birth for caretakers that were not reported to AFCARS	Have workers clean up files to include dates of birth.		
#47 Mother's TPR #48 Legal or Putative Father	3	There are four different dates that can be entered by the workers. These are: the bench order date, the date the judged signed the court order, the date the worker received the order and the date the order is filed.	State needs to define what workers should enter into this field. Ensure that the same date is being used consistently.		
#50 1st Foster Caretaker's Birth Year #51 2nd Foster Caretaker's	3	Workers are not selecting the options of "head of household 1 or 2."	State should consider making this field a mandatory field.		

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Birth Year					
#56 Date of Discharge from foster care	3	Case file review revealed inaccurate data entered for this element. Caseworkers may not be selecting the "permanent exit" reason.	State to clean up data and re-submit files. Implement worker training on the correct entry of discharge information.		
#65 None of the Above	3	Since this element is derived from elements #59 - 64, the quality of the data is questionable.	State should monitor the accuracy of this data once changes in #59 - 64 are made.		

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AFCARS Element	Rating Factor	Findings	Task	Date Due/ Completed	Comments/Notes
Race: #7 Child; #25 Adoptive Mother; #27 Adoptive Father a = American Indian or Native b = Asian c = Black or African American d = Native Hawaiian Pacific Islander e = White f = Unable to Determine	2	Missing data are mapped to “unable to determine.” State should consider adding a “pop-up” window to remind workers of the correct definition of “unable to determine.”	Should be mapped to blank Need to provide additional training on the use of “unable to determine.”		
Hispanic Origin: #8 Child; #26 Adoptive Mother; #28 Adoptive Father 1 = Yes 2 = No 3 = Unable to Determine	2	The program code is initialized to zero. State should consider adding a “pop-up” screen to remind workers of the correct definition of “unable to determine.”	Program code should map missing data to blank. Need to provide additional training on the use of “unable to determine.”		
#10 Primary Basis for Determining Special Needs 0 = Not Applicable 1 = Racial/Original Background 2 = Age 3 = Membership in a Sibling Group 4 = Medical Conditions or Mental, Physical or	2	There is not a field on the screen for the adoption specialist worker to enter the primary basis for determining special needs. Instead a hierarchy is in the program code.	State to add a field to identify a primary basis for special needs. Remove the hierarchy from the program code.		

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Emotional Disabilities 5 = Other					
#11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Diagnosed Condition	2	The State has a very extensive list of medical conditions, disabilities and psychological conditions in the selection list for these elements.	<p>Review the table in Tab D and make changes accordingly.</p> <p>Modify mapping and extraction based on the provided table and the AFCARS resource code list.</p> <p>Contact the NRC-ITCW on how other States have addressed the collection of this information.</p> <p>Review and decide whether to use the “disability” screen for extracting data for these elements. Provide Federal team with State’s decision.</p> <p>Implement refresher training for workers.</p> <p>Increase supervisory oversight in order to ensure this data is entered into the system in a timely manner.</p>		
#18 Mother Married at Time of Birth 1 = Yes 2 = No 3 = Unable to Determine	2	<p>Initializes to “unable to determine.”</p> <p>Consider adding a pop-up window that reminds the</p>	<p>Unknown or missing data should map to blank.</p> <p>Change option “unknown” to “unable to determine” on the screen.</p>		

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		worker on the appropriate use of “unable to determine.”			
#22 Adoptive Family Structure 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male	2	State maps “legally separated” to “unmarried couple.”	Map “legally separated” to “married.”		
#16 Mother's Birth Year #17 Father's Birth Year	3	Based on the results of the case file review, there appears to be enough of a discrepancy to warrant additional attention to the accuracy of the data entered in this element.	Implement data quality measures to ensure accuracy of this data.		
#19 Date of Mother's TPR #20 Date of Father's TPR	3	There are four different dates that can be entered by the workers. These are: the bench order date, the date the judged signed the court order, the date the worker received the order and the date the order is filed.	State needs to define what workers should enter into this field. Ensure that the same date is being used consistently.		
#36 Monthly Amount	3	Based on the results of the case file review, there appears to be enough of a discrepancy to warrant additional attention to the accuracy of the data entered in this element.	State needs to define what workers should enter into this field. Ensure that the same date is being used consistently.		
#37 Adoption Assistance - IV-E	3	Based on the results of the case file review, there appears to be	State needs to define what workers should enter into this		

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		enough of a discrepancy to warrant additional attention to the accuracy of the data entered in this element.	field. Ensure that the same date is being used consistently.		