AFCARS ASSESSMENT REVIEW FINDINGS – FOSTER CARE ELEMENTS
State: Arkansas

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
#1 State (core)	4	State has Arkansas FIPS code ("05") hard coded into the program code.
#2 Report Period Ending Date (core)	4	State has the report end dates hard coded into the program code.
#3 Local FIPS Code (core)	4	State has a master reference table with County FIPS codes. FIPS code is selected based on where the primary worker is located.
#4 Record Number (core)	4	Program logic checks to make sure that if the child has multiple case IDs it is pulling the most current case ID. See Notes in General Requirements Findings. The State's encryption routine does not meet ACF standards. State must re-write its encryption routine to be in conformance with the guidance in Technical Bulletin #4: Encryption Guidelines & Algorithms for State Use. State will implement the encryption routine change starting with the submission of the 2002A file in order to maintain consistency in the numbers for fiscal year 2001.
#5 Most Recent Periodic Review Date	2	Program logic is initialized to spaces. Caseworkers receive a reminder that a review is due. The State does not have a parameter in the program code that will prevent review dates in the previous removal episode from being extracted. This may account for the dates in the 2000B AFCARS report that preceded calendar year 2000. State needs to add a parameter that will look for review dates in the current removal episode. **Recommendations:** 1) At the time of a periodic review, supervisors should ensure that caseworker check that the information in the child's record is complete, up-to-date, and accurate. (See Appendix A of 45 CFR 1355, Section II – Definitions of and instructions for foster care data elements for "date of most recent periodic review." 2) State may want to consider creating a management report for supervisors to use that indicates the cases that have not had a review for six months or more. **Post-site visit findings:** The frequency reports for the June 28, 2001 subsequent submission of the 2000B and 2001A files still show dates of a periodic review occurring prior to the year 2000.

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
		Case File Review Finding: In one record the child is still in care and the date of the review was 2/28/99. The reviewer did not find a later review date. In three records the dates were in CHRIS but the reviewer did not find information in the case file.
#6 Child Birth Date (core)	3	State may need to add an edit check to ensure the worker cannot enter a date of birth that would result in the child being over 21. In cases of unknown dates of child's birth, the State estimates the age of the child and enters a date of birth. State is not using the 15th day of the month as the child's birth day. State must instruct workers to use the 15th day when estimating dates of birth. **Post-site visit findings:** The frequency reports for the June 28, 2001 subsequent submission of the 2000B and 2001A files shows improvement in the quality of the data. Both files have dates of birth that still contain ages of youth over 21.
#7 Child Sex (core) 1 = Male 2 = Female	4	

AFCARS ASSESSMENT REVIEW FINDINGS – FOSTER CARE ELEMENTS
State: Arkansas

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES

#8 Child Race (core)
 	
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
	3	State has corrected the problem with reporting the information for "white" and "native Hawaiian," which is reflected in the data in the 2001A file.
		
		Program logic is initialized to spaces.
		
		State to add a pop-up window reminding the worker of the correct usage of "unable to determine."
		
		State needs to implement training for caseworkers on the use of "unable to determine".
		
		State is adding a notice to "Check all that apply" on the screen in the next release. State is to provide a screen print to ACF.
		
		State is adding to the next release the following change: AFCARS race extraction will also include examination of tribal affiliation fields. If a tribal affiliation is entered, the program logic will set the Native American/Alaskan Native indicator to "yes."

#9 Child Hispanic Origin (core) 1 = Yes 2 = No 3 = Unable to Determine	2	There is a default set to "zero", this is not a valid AFCARS code. Missing data should be mapped to blanks. If "unable to determine' is selected for "race", then the ethnicity is set to "unable to determine" and worker cannot select the options "yes" or "no". State must change the screen to allow elements #8 and #9 to be answered independently of each other. Once the change has been made, State must provide a screen print to ACF. Worker training to address the use of "unable to determine." Also, State to add a pop up window reminding the worker of the correct usage of "unable to determine." **Post-site visit findings:** The program logic has been modified and ethnicity has been set to blank.

AFCARS ASSESSMENT REVIEW FINDINGS – FOSTER CARE ELEMENTS
State: Arkansas

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
#10 Has Child Been Diagnosed with a Disability? 1=Yes 2=No 3=Not yet Determined	2	This element is derived from elements #11 – 15. If data are not found in elements 11-15, then element #10 is set to "not yet determined." State has an initial health assessment (State code 6604) that is done within a few days of a child's removal, and a comprehensive screening (State code 6601) is done within 60 days of the child's removal. Program code checks for both assessments. The screen should be re-designed to allow workers to identify whether a disability has been diagnosed ("es/no"option), or if a diagnosis has not yet been determined by a qualified professional. Once the change has been made, State must provide a screen print to ACF. **Recommendations/Considerations:** 1) State may want to consider adding a reminder that this information must be clinically diagnosed. 2) State is considering whether to add a tickler to remind worker that the medical exam is due. 3) State may want to consider adding program code to ensure data are updated at 60 days from date of removal. **Post-site visit findings:** The frequency reports for the June 28, 2001 subsequent submission of the 2000B shows a significant change in the number of responses of "yes" for this element, and the 2001A subsequent report has similar numbers as the 2001A regular file. **Case File Review Finding:** A third of the records were found to be inconsistent with what was reported to AFCARS. In general, the reviewers found disability information that was not reported to AFCARS.
#11 – 15 0 = Does not Apply 1 = Applies		State needs to make sure the conditions that may apply for determining special needs, but would not be considered a disability, are not included in the selection list for foster care. State reported that the frequencies appear to be low for elements #11-15.

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
		Post-site visit findings: The frequency reports for the June 28, 2001 subsequent submission of the 2000B show a significant change in the number of responses of "yes" for this element, and the 2001A subsequent report has similar numbers as the 2001A regular file. CHRIS contains screens for the recording of "current medical/medical history information." These appear to be text fields only. The State may want to evaluate a way to ensure that information recorded here matches what is being recorded to AFCARS in elements #11-15.
#11 Mental Retardation	2	Initialized to blanks. See notes for element #10. State needs to review the AFCARS Disability Resource List and add additional conditions to their mapping.
#12 Visually/Hearing Impaired	2	Initialized to blanks. See notes for element #10. State needs to review the AFCARS Disability Resource List and add additional conditions to their mapping.
#13 Physically Disabled	2	Initialized to blanks. See notes for element #10. State needs to review the AFCARS Disability Resource List and add additional conditions to their mapping.
#14 Emotionally Disturbed	2	Initialized to blanks. See notes for element #10. State needs to review the AFCARS Disability Resource List and add additional conditions to their mapping. **Post-site visit findings:** There are screens in CHRIS for the recording of psychological evaluations. The screen contains, among other things, information on the tests and the diagnosis. It appears the information is entered in text format only. State may want to evaluate a way to cross check the information in these screens as a way of ensuring accurate information for element #14.
#15 Other Diagnosed Condition	2	Initialized to blanks. See notes for element #10. State needs to review the AFCARS Disability Resource List and add additional conditions to their mapping.
#16 Has Child Ever Been Adopted? 1 = Yes 2 = No 3 = Unable to Determine	2	This question is answered by the worker on the screen. Program code extracts the information from this screen. Screen defaults with the radio button set to "no." State must remove this default and make it a mandatory field question for workers to answer. Once the change has been made, State must provide a screen print to ACF. Add pop-up window reminding workers of correct use of "unable to determine."
#17 Age at Previous Adoption	4	This field is mandatory if "yes" is selected for element number #16.
#18 Date of First Removal from Home	3	See "General Requirement Findings" regarding conversion.

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
		Case File Finding: First removal date did not match data submitted to AFCARS from CHRIS in a fourth of the records.
#19 Total Number of Removals from Home	3	See "General Requirement Findings" regarding conversion. **Case File Findings**: Number of removals and dates differed between case file and CHRIS in a fourth of the records.
#20 Date of Discharge from Previous Episode	3	See "General Requirement Findings" regarding conversion. **Case File Finding**: First removal date did not match data submitted to AFCARS from CHRIS in a fourth of the records.
#21 Date of Latest Removal (core)	3	**Case File Finding:** First removal date did not match data submitted to AFCARS from CHRIS in a fourth of the records.
#22 Date of Latest Removal Transaction Date (core)	4	Valid Transaction dates were not collected until 1998 when CHRIS became operational. The legacy system did not collect transaction dates.
#23 Date of Placement in Current Setting	2	Due to changes to element #24 (number of placement settings) the date of placement may be affected. The State needs to evaluate whether changes are going to be made to the date of placement in current setting. Children's Bureau policy in ACYF-PIQ-95-01, issued March 8, 1995, is not to enter the date a child entered a trial home visit. Children's Bureau will be changing this policy and guidance to have States enter the date a child began a trial home visit. Workers enter date and time of placement, this also ensures the most recent placement is being reported to AFCARS. **Case File Findings:** Placement moves prior to 1997 were not included in the AFCARS report submitted from CHRIS. **Post-site visit findings:** Code was modified to exclude acute care placements that are less than 10 days, and shelter placements that are less than 10 days. Shelter placements should be included regardless of length of stay.

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
#24 Number of Previous Placement Settings in This Episode	2	Initialized to space. State is currently counting all placement moves and settings, including trial home visit, runaway, acute care, and respite. State should not include trial home visit, runaway and respite status in the number of placement settings. State needs to re-evaluate placements in acute care settings in order make decisions on whether to include them in the count. The State should take into account the type of care and the length of stay when making its decision. Count should not include a change in status from foster home (relative or non-relative) to pre-adoptive home if this is the same family. State staff suggested that they may exclude stays in acute care settings that are less than seven days. Placement moves prior to 1997 were not included in the data submitted from CHRIS. **Post-site visit findings:** Code was modified: to exclude Acute Care placements that are less than 10 days, excluding Shelter placements that are less than 10 days. Shelter placements should be included regardless of length of stay. The program code checks that if the current placement is the same as the last placement then it is not counted. **Case File Review Finding:** There were ten cases found to be inconsistent with the information reported to AFCARS. There were 5 cases that reported several placements and reviewer found only 2 to 3 placements. In 5 cases the reviewer found more placements then what was reported to AFCARS.

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
#25 Manner of Removal From Home for This Episode 1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined	2	There are no voluntary removals in Arkansas. Workers offer supportive services rather than voluntary removals. State has a 72-hour hold, which is the maximum amount of time a child can be in out of home care without a court order. The agency must obtain a court order within 72 hours to continue foster care and to maintain custody. State has a tickler at the 72-hour point in time to ensure this information gets updated. State believes the invalid data are a result of the new program code not picking up the old value. Initialized to blanks. State has "adoption" as an option for the worker to select from the selection list. State is going to remove this from the select list. The "adoption" value is not in the program code. Once the change has been made, State must provide a screen print to ACF.

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
#26 - #40 0-Does not Apply 1-Applies		#26 – 40 are initialized to blanks. When no information is found the elements are set to zero. This is okay. The screen lists all of the circumstances associated with removal and the worker checks all that apply. The agency staff remarked that the frequencies for some of these elements were low. At the present time the worker is able to update this information. The initial conditions associated with removal are not to be updated to include additional information obtained after the removal. State code 6922 (Other) is on selection list but is not mapped. Remove from the selection list. Provide ACF with a screen-print once the change is completed. State may want to consider training the workers to select all appropriate conditions associated with removal. **Case File Findings:** Based on the case file review, all conditions associated with removal were not entered into CHRIS.
#26 Physical Abuse	2	
#27 Sexual Abuse	2	
#28 Neglect	2	
#29 Parent Alcohol Abuse	2	
#30 Parent Drug Abuse	2	
#31 Child Alcohol Abuse	2	
#32 Child Drug Abuse	2	
#33 Child Disability	2	
#34 Child's Behavior Problem	2	State code of "need of managed mental health care (only)" (code #7446) is listed on the mapping form, but it does not appear in the program code. Currently, this value is an option for the worker to select. State is removing this option in the next release.
#35 Death of Parent	2	
#36 Incarceration of Parent	2	
#37 Caretaker Inability to Cope	2	
#38 Abandonment	2	The number of "applies" reflects all situations of a child left with a relative, baby-sitter, or neighbor. State staff also stated that the number for applies is probably

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
		accurate because of the number of children in care that are living with a grandparent at time of a "constructive removal." Recommend that the State footnote the number of cases that were "true" abandonments. State may also want to consider adding another option that distinguishes between the legal use of "abandonment" versus the practical use of this term.
#39 Relinquishment	2	State code 6180 (adoption) should be removed. AFCARS definition includes language that relinquishment must be in writing. **Post-site-visit findings:** The State code 6180 (adoption) has been removed from the program code.
#40 Inadequate Housing	2	

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
#41 Current Placement Setting (core) 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	2	Arkansas foster homes cannot take more than three children unless they are siblings. State does not have group homes. This is a result of a lawsuit. The State licenses agencies that provide out-of-home care for more then six unrelated minors as residential facilities. The program code does not include the AFCARS codes "runaway" and "trial home visit." "Independent living" is mapped to AFCARS "foster family home, non-relative." Remove State codes 1843 and 1827, Oklahoma Resource Center, from the resource type code list. If a facility is licensed for seven to twelve beds, the State is to map the setting to AFCARS group home. If a facility has more then 12 beds, the State is to map the setting to "institution." **Post-site visit findings:** Based on information received during a conference call with the State on July 31, 2001, there are several State codes for placement that are no longer being used. There appears to be some inconsistencies, and additional clarification is needed regarding certain codes. See "State of Arkansas CHRIS Resource Types" under Tab B for the information needing clarification. State added the code "6789, trial home visit".
#42 Out of State Placement (core) 1=Yes 2=No	2	The Program logic checks for the Arkansas State code of 2130. When there is no information found this element should be set to blank. Zero will be removed from the program code.
#43 Most Recent Case Plan Goal (core) 1 = Reunify with Parent(s) or Principal Caretaker(s)	2	State's program code allows missing information to be mapped to "case plan goal not yet established", if it is less then 30 days from the date of removal. After 30 days this element is set to blank.

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
2 = Live with Other Relative(s) 3 = Adoption 4 = Long Term Foster Care 5 = Emancipation 6 = Guardianship 7 = Case Plan Goal Not Yet Established		Guardianship – State does not have "guardianships". State has option "permanent custody," which should be mapped to AFCARS "guardianship". CHRIS staff should continue training and data cleanup efforts to minimize the number of records with a missing or not yet established case plan goal. The State may disregard the recommendation made by the NRCITCW to remove the default to "Case Plan Goal Not Yet Established". Instead the State may use the above recommendation.
#44 Caretaker Family Structure 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male 5 = Unable to Determine	2	Remove choices of "foster mom" and "foster dad" from selection list. State should map code "4928, other" to blank, or remove from selection list. "Separated" is mapped to "single", should be mapped to "married." **Recommendation:** Add pop-up window to remind worker of the AFCARS definition of "unable to determine" when it is selected. State may use "parent companion" (disregard NRCITCW's recommendation to remove). The State's mapping of this to "unmarried couple" is correct. **Post on-site Findings:** The code 4928 (other) has been mapped to blank (space).
#45 1st Primary Caretaker's Birth Year	3	In most instances the primary caretaker is the female caretaker. See Frequencies for the range of years reported. **Case File Findings:** In eight cases reviewed, the 1st primary caretaker's year of birth was found in case file, but the information was not reported to AFCARS.
#46 2nd Primary Caretaker's Birth Year	3	See Frequencies for the range of years reported.
#47 Mother's Date of TPR	2	Remove foster mom and stepmother from selection list. When no date of TPR is found, program code checks for deceased date. **Case File Findings:** Eight records out of thirty were marked in error by the reviewer,

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
		generally dates of TPR were found that were not reported. In two records, the child was discharged with a reason of adoption and the TPR date was blank.
#48 Father's Date of TPR	2	Remove foster dad and step-dad from selection list. When no date of TPR is found, program code checks for deceased date. **Case File Findings:** Eight records out of thirty were marked in error by the reviewer, generally dates of TPR were found that were not reported. In two records, the child was discharged with a reason of adoption and the TPR date was blank.
#49 Foster Family Structure 0 = Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male	2	State's coding for how to handle placement settings of group/institution/runaway and trial home visit is correct. State should remove "other" from the selection list and map responses of "other" to blank. "Separated" is mapped to "single", should be mapped to "married." This information may need to be mandatory. Remove the code "4928 (other)", or map it to space in the program code. **Post-site Findings:** The code "4928 (other)" has been mapped to blank (space). **Case File Review Findings:** In nearly a third of the records reviewed information in AFCARS did not match with the case files.
#50 1st Foster Caretaker's Birth Year	3	State is adding an edit to check for invalid dates, and to check if the foster parent's age is over age of 18. **Case File Review Findings:** Almost 40% of the records reviewed (22) that had foster parent information, the reviewers found information that did not match what was in AFCARS.
#51 2nd Foster Caretaker's Birth Year	3	**Case File Review Finding:** Almost 40% of the records reviewed (22) that had foster parent information, the reviewers found information that did not match what was in AFCARS.

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
#52 1st Foster Caretaker's Race a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian/Other Pacific Islander e. White f. Unable to Determine	3	See notes for foster care element #8.
#53 1st Foster Caretaker's Hispanic Origin 0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine	2	See findings in foster care element #9. **Post-site visit finding**: The program logic has been modified and ethnicity has been set to blank.
#54 2nd Foster Caretaker's Race a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian/Other Pacific Islander e. White f. Unable to Determine	3	See notes for foster care element #8.
#55 2nd Foster Caretaker's Hispanic Origin 0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine	2	See findings in foster care element #9. **Post visit finding**: The program logic has been modified setting the default to blank.
#56 Date of Discharge (core)	2	This information is automatically populated when the worker enters an end date for a foster care placement with a permanency reason. Worker does not enter the date of discharge. The new release should not allow a discharge date without a discharge reason (FC #58). Frequencies for #56 and #58 should be consistent. **Post-site visit findings:** There still is an inconsistency between the numbers reported

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
		for element #56 and #58 in the frequency reports for the June 28, 2001 subsequent submission of the 2000B and 2001A files. It is unclear whether the inconsistency is due to the reason noted above, or the method the State used to extract the data. The State did not use the proper extraction routine because there are dates of discharge from 2001 in the 2000B subsequent file.
#57 Date of Discharge Transaction Date (core)	4	
#58 Reason for Discharge (core) 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	"Other" will be removed in the next release. The code "7194, placement with relative custody," is mapped to living with other relative. State does not have guardianships. State has a new discharge reason of "permanent custody to non-relative", which is being added in the next release. This should be mapped to AFCARS code "guardianship". Information on reason for discharge is populated from the exit placement permanency reason. This is a mandatory field based on why the worker is ending a placement. If a placement is closed due to a permanency reason then the worker must enter a reason for discharge. "Court order" is an option on the selection list, State is modifying it to "court order change of placement." This term better describes the situation. This code should be removed from the discharge reasons list. If a placement setting is closed without a permanency reason, and the exit from placement was due to "runaway", at the point in time that DHS is relieved of custody the worker enters the date of discharge from foster care on the legal status screen. However, the worker is not currently required to enter a discharge reason. The State is implementing a change in the next release that will have pop up window to enter a permanency goal.

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
		State recommended that they should create a management report (maybe every 30 days) showing open cases that have no subsequent placement in order to ensure the case is closed. **Post-site visit findings:** According to the document "Arkansas CHRIS Exit Reasons", submitted by the State on July 31, 2001, " 1565, emancipation" is mapped to "guardianship", it should be mapped to "4, emanacipation". "1567, independent living" is not mapped to an AFCARS code.
#59 Title IVE Foster Care	2	State is extracting information on whether the child is eligible for title IV-E foster care. State should extract cases where a title IV-E payment was paid during the report period, not cases that are eligible, or cases where a payment has not yet been issued but the child was in a reimbursable setting. State staff have made this change. ACF will review new program code. **Post-site visit findings:** The frequencies for this element in the 2001A show that 1875 records were reported as "applies". The frequencies for the report period that was under review showed zero reported for "applies". **Case File Review Findings:** For elements #59, #61- #62 and #64 – 65, all records had "does not apply" submitted for the AFCARS file. For elements #59-#66, information could not be validated for most records because the information was only in CHRIS.
#60 Title IVE Adoption	4	State does not pay title IV-E adoption prior to the adoption finalization.
#61 Title IV-A	2	Agency should map missing data to blank (space) and not zero. State is extracting data from the TANF system (ACES). The frequencies for the 2000B regular submission showed a zero for "applies", the 2001A regular file shows 212 were reported as "applies."

AFCARS ELEMENT	FACTOR	COMMENTS/NOTES
#62 Title IVD Child Support	2	Agency should map missing data to blank (space) and not zero. Data is being extracted from the Foster Care Trust System. The frequencies for the 2000B regular submission showed a zero for "applies", the 2001A regular file shows 254 were reported as "applies." The frequency in the 2001A subsequent report showed zero for "applies."
#63 Title XIX Medicaid	2	Agency should map missing data to blank (space) and not zero. The program logic has a typographical error, it should read "xix" and not "xx" for the reference to the title number. Numbers in the frequencies seemed to be lower then expected. The frequencies for the 2000B regular submission showed a 4004 for "applies", the 2001A regular file shows 753 were reported as "applies." **Case File Review Findings:** All 34 records had "applies" reported to the AFCARS file.
#64 SSI	2	Data is being extracted from the Foster Care Trust System. Numbers in the frequencies seemed to be lower then expected. Agency should map missing data to blank (space) and not zero.
#65 None of the Above	4	
#66 Monthly Amount	2	Zero amounts in the 2001A were a result of contracted settings. Also, the program code sets the amount to zeroes. Changes were made to the program code for the 2001A report period. State should estimate what the monthly amount is for those children in a contracted placement setting.

AFCARS ASSESSMENT REVIEW FINDINGS – ADOPTION
State: Arkansas

AFCARS Element	Factor	Comments/Notes
#1 State FIPS Code	4	State has Arkansas FIPS code ("05") hard coded in the program code.
#2 Report Period End Date	4	State has the report end dates in the program code.
#3 Record Number	4	See General Requirements Findings.
#4 State Agency Involvement 1 = Yes 2 = No	4	This element is based on element #s31, 34 or 35. The information for this element may not be accurate if an adoption agreement that is for Medicaid only is in effect. See the notes for element #35.
#5 Child Date of Birth	4	
#6 Child Sex 1 = Male 2 = Female	4	
#7 Child Race a = American Indian or Alaskan Native b = Asian c = Black or African American d = Native Hawaiian Pacific Islander e = White f = Unable to Determine	3	Initialized to spaces. State to add a pop up window reminding the worker of the correct usage of "unable to determine." State needs to implement training for caseworkers on the use of "unable to determine". State is adding a notice to "Check all that apply" on the screen in the next release. State is to provide a screen print to ACF. AFCARS race extraction should also include examination of tribal affiliation. If a tribal affiliation is entered, the routine should set the Native American/Alaskan Native indicator to "yes." State is adding routine to the program code in the next release.

AFCARS Element	Factor	Comments/Notes
#8 Child Hispanic Origin 1 = Yes 2 = No 3 = Unable to Determine	2	There is a default set to "zero", this is not a valid AFCARS code. Missing data should be mapped to blanks. If "unable to determine' is selected for "race" then the ethnicity is set to "unable to determine" and worker cannot select the option "yes" or "no". State must change program code to allow the elements #7 and #8 to be answered independently of each other. Worker training to address the use of "unable to determine." State to add a pop up window reminding the worker of the correct usage of "unable to determine." **Post-site visit findings:** The program logic has been modified and ethnicity default has been set to blank.
#9 Has Agency Determined Special Needs? 1 = Yes 2 = No	2	Initialized to spaces. This should be a question for workers to respond to on the screen and data should be extracted based on the response in this screen, instead of deriving the information from element #10. If this element is answered as "no", then set element #10 to "not applicable." State plans to have this change completed in the next release. **Case File Findings:** There were four records with errors identified by reviewers on-site. During the post-site analysis, six additional records were found with conflicting information between this element and adoption element #35, "is the child receiving a monthly subsidy?" In the six records, #35 was marked as "yes," but element #9 was marked as "no."

AFCARS Element	Factor	Comments/Notes
#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 Emotional Disabilities 5 = Other	2	Remove "other" from selection list and add the actual basis that the worker is using to determine special need. Defaults missing data to "not applicable". When changes are made to element #9, missing data should be mapped to blanks. Currently, the worker selects all that apply and the program code extracts the first condition on the list (the list is alphabetical). The State needs to modify the screen to allow the worker to select the primary basis for determining special needs. These changes will be implemented in the next release. This is a mandatory field if a subsidy amount (element #34) is "yes", otherwise this field does not have to be entered by the worker. State should consider making this a mandatory field when changes to element #9 are made. Disability information in the foster care section is not carried forward to the adoption section. The worker must re-enter the information in the adoption screen. State staff think the workers are not entering the information. State should consider modifying the system to carry this information forward, and allow the worker to update the information if necessary. A message will be displayed reminding the worker a professional must clinically diagnose the disability. **Post-site visit findings:** code 2050(OTHER) has been set to blank. Default is set to blank (space). State shared in a July 31,2001 conference call that the special needs files are now mandatory, so defaults should not be needed. "Other" is on the select list if it is needed for older cases. **Case File Review Finding:** In 72% of the records reviewed, the reviewers found different primary basis for special needs then what was reported to AFCARS.

AFCARS Element	Factor	Comments/Notes
#11 Mental Retardation	2	If AFCARS code #4 is selected for element #10, the worker is not required to enter information on disabilities. This needs to be corrected so that the case worker is required to enter the information. State needs to review the AFCARS Disability Resource List and add additional conditions to their mapping.
#12 Visually/Hearing Impaired	2	If AFCARS code #4 is selected, the worker is not required to enter information on disabilities. This needs to be corrected so that the case worker is required to enter the information. State needs to review the AFCARS Disability Resource List and add additional conditions to their mapping.
#13 Physically Disabled	2	If AFCARS code #4 is selected, the worker is not required to enter information on disabilities. This needs to be corrected so that the case worker is required to enter the information. State needs to review the AFCARS Disability Resource List and add additional conditions to their mapping.
#14 Emotionally Disturbed	2	If AFCARS code #4 is selected, the worker is not required to enter information on disabilities. This needs to be corrected so that the case worker is required to enter the information. State needs to review the AFCARS Disability Resource List and add additional conditions to their mapping.
#15 Other Diagnosed Condition	2	If AFCARS code #4 is selected, the worker is not required to enter information on disabilities. This needs to be corrected so that the case worker is required to enter the information. State needs to review the AFCARS Disability Resource List and add additional conditions to their mapping.
#16 Mother's Birth Year	4	There were several records that had invalid birth years. **Post-site visit findings:** The invalid birth years have been corrected. **Case File Review Findings:** None of the records reviewed contained the correct year of birth for the mother.

AFCARS Element	Factor	Comments/Notes
#17 Father's Birth Year	4	There were several records that had invalid birth years. **Post-site visit findings:** The invalid birth years have been corrected. **Case File Review Findings:** Two thirds of the records reviewed contained incorrect years of birth for the father in the AFCARS file.
#18 Mother Married at Time of Birth 1 = Yes 2 = No 3 = Unable to Determine	2	The State mapped "divorced" and "widowed" to "unable to determine". Staff reported this has been corrected. New release to include this question for the worker to answer. However, it does not include "unable to determine" as an option the worker can select. "Unable to determine" should be an option in situations where child was abandoned. State to add a pop up window reminding the worker of the correct usage of "unable to determine." **Post-site visit review:** "Unable to Determine" (#3) added to program code. **Case File Review Findings:** In 16 of the records, the information reported to AFCARS was "unable to determine." In seven of the records, reviewers actually found information on the mother's marital status at the time of the child's birth.
#19 Date of Mother's TPR	3	Set to spaces. When no date of TPR is found, program code checks for deceased date. Remove "foster mom (1660)" and "stepmother (1662) from selection list and program code. **Post-site visit review:** "Foster mom (1660)" and "stepmother (1662)" have been removed from the program code.

AFCARS Element	Factor	Comments/Notes
#20 Date of Father's TPR	3	Set to spaces. When no date of TPR is found, program code checks for deceased date. Remove "foster dad" and "stepfather" from selection list, and "foster dad (1640)" from the program code. **Post-site visit review:** "Foster dad" has been removed from the program code.
#21 Date Adoption Legalized	4	Initialized to spaces.
#22 Adoptive Family Structure 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male	2	State should map "other" to blank, or remove from selection list. "Separated" is mapped to "single," it should be mapped to "married." Change the default of zero to space. State may use "parent companion" (disregard NRCITCW's recommendation to remove). The State's mapping of this to "unmarried couple" is correct. **Recommendation:** Add pop up window if "unable to determine" is selected reminding worker of the AFCARS definition. **Post-site visit review:** The code 4928 (other) has been mapped to blank (space).
#23 Adoptive Mother's Year of Birth	4	
#24 Adoptive Father's Year of Birth	4	
#25 Adoptive Mother's Race a = American Indian or Alaskan Native b = Asian c = Black or African American d = Native Hawaiian Pacific Islander e = White f = Unable to Determine	3	Initialized to spaces. State needs to implement training for caseworkers on the use of "unable to determine". **Recommendation:** State to add a pop up window reminding the worker of the correct usage of "unable to determine." State is adding a notice to "Check all that apply" on the screen in the next release. State is to provide a screen print to ACF.

AFCARS Element	Factor	Comments/Notes
#26 Adoptive Mother's Hispanic Origin 0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine	2	There is a default set to "zero", this is not a valid AFCARS code. Missing data should be mapped to blanks. If "unable to determine' is selected for "race," then ethnicity is set to "unable to determine" and worker cannot select the option "yes" or "no". State must change program code to allow the elements #8 and #9 to be answered independently of each other. Worker training to address the use of "unable to determine." State to add a pop up window reminding the worker of the correct usage of "unable to determine." **Post on-site findings:** The program logic has been modified setting the default to blank.
#27 Adoptive Father's Race a = American Indian or Alaskan Native b = Asian c = Black or African American d = Native Hawaiian/Pacific Islander e = White f = Unable to Determine	3	Initialized to spaces. State to add a pop up window reminding the worker of the correct usage of "unable to determine." State needs to implement training for caseworkers on the use of "unable to determine". State is adding a notice to "Check all that apply" on the screen in the next release. State is to provide a screen print to ACF.

AFCARS Element	Factor	Comments/Notes
#28 Adoptive Father's Hispanic Origin 0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine	2	There is a default set to "zero", this is not a valid AFCARS code. Missing data should be mapped to blanks. If "unable to determine' is selected for "race," then ethnicity is set to "unable to determine" and worker cannot select the option "yes" or "no". State must change program code to allow the elements #8 and #9 to be answered independently of each other. Worker training to address the use of "unable to determine." **Recommendation:** State to add a pop up window reminding the worker of the correct usage of "unable to determine." **Post-site visit findings:** The program logic has been modified setting the default to blank.
#29 –32 0 = Does not Apply 1 = Applies		#29 – 32 are initialized to blanks. State collects only one relationship, however, AFCARS allows the collection of multiple relationships. The State is considering adding the choice "foster parent relative" as an option on the selection list. This would be mapped to both "other relative" and "foster parent". The State to implement this change in the next release.
#29 Relationship of Adoptive Parent to Child - Stepparent	4	
#30 Relationship of Adoptive Parent to Child - Other Relative	4	
#31 Relationship of Adoptive Parent to Child - Foster Parent	4	
#32 Relationship of Adoptive Parent to Child - Other Non-Relative	4	

AFCARS Element	Factor	Comments/Notes
#33 Child Was Placed from 1 = Within State 2 = Another State 3 = Another Country	4	State must set default to blank. This is a mandatory field to be completed by the worker. **Post-site visit review:** Program code modified; the default is set to blank.
#34 Child Was Placed by 1 = Public Agency 2 = Private Agency 3 = Tribal Agency 4 = Independent Person 5 = Birth Parent	2	Set default to space. State has "legal parent" mapped to "birth parent." State is to re-consider this code and make modifications. **Post-site visit review:** Program code modified; default is set to space. The State code 2809 (legal parent) has been mapped to 1 (public agency). **This should be mapped to "#5, birth parent".**
#35 Receiving Monthly Subsidy	3	State is not collecting Medicaid only subsidy. Program code needs to be modified to check for Medicaid and map to "yes" if it applies. **Post-site visit findings:** Program code modified and now includes function to check for Medicaid. The data need to be validated to ensure that this information is being extracted correctly.
#36 Monthly Amount	4	
#37 Adoption Assistance	4	