

**AFCARS Assessment Review Improvement Plan: Foster Care Data Elements  
State: Utah  
AFCARS Reporting Period: October 1, 2004 – March 31, 2005**

AFCARS Data Element	Rating Factor	Findings	Tasks	Estimated/Completed Date	State/ACF's Comments/Notes ACF's Sign-off Notes
#6 Child Birth Date	2	DCFS <sup>1</sup> : The State was submitting the incorrect day for the estimated day of birth. The State modified the program code, but it contains the 14 <sup>th</sup> day of the month, not the 15 <sup>th</sup> .	Correct the program code by changing the 14 <sup>th</sup> to the 15 <sup>th</sup> day of the month.  ACF will review the data to ensure accuracy.		
Child's Race: Foster care #8 and Adoption #7; #25 Adoptive Mother's Race and #27 Adoptive Father's Race  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	2	DCFS: The State staff found an error in the program code; the code was only selecting and reporting one race. The program code was corrected to extract more than one race. However, it is now initialized to zero.	1a) Modify the program code by initializing it to blank and mapping missing data for all race categories to blank.  1b) Submit revised program code to ACF.  <u>Supervision/Training</u> 2) Implement supervisory oversight to ensure workers enter all applicable races.  3) ACF will review the data to ensure accuracy.		
#10 Has the child been clinically diagnosed as having a disability(ies)?  1=Yes 2=No 3=Not yet Determined  If yes, indicate each type of a disability with a "1."	2	DJJS <sup>2</sup> : The program code checks for conditions listed for elements #11 - 15. If a condition is found, element #10 is set to "yes." If elements #11 - 15 are blank, element #10 is set to "not yet determined." Otherwise, this element is "no."	1a) The DJJS database should have a field that specifically contains the question for element #10 with the response options of "yes," "no," and "not yet determined."  1b) Submit revised program code to ACF.		

<sup>1</sup> DCFS - Division of Children and Families.  
<sup>2</sup> DJJS - Division of Juvenile Justice Services

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			1c) Submit revised Access screen to ACF.  <u>Supervision/Training</u> 2) Implement supervisory oversight to ensure this information is entered correctly.  3) Instruct staff on the specific definitions of each of the responses.  4) ACF will review the data to ensure accuracy.		
#11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed (including adoption element #14) #15 Other Diagnosed  [0 = Does not apply] 1 = Applies	2	Screen: Medical Event Detail  DCFS and DJJS: 1) The State incorrectly maps elements #11 - 15 to zero if element #10 is either a "no" or "not yet determined."  2) Post site - visit analysis: The DCFS staff indicated they have removed self - mutilation; substance abuse; alcohol abuse; insomnia; drug abuse; and physical abuse from the mapping form.	DCFS and DJJS: 1) Modify the program code to map element #11 - 15 to blank when foster care element #10 is either "no" or "not yet determined."  2) The State needs to send ACF the updated reference table (tbl_ref_condition_type) that is used to extract the information for this element.  3) Submit to ACF the DJJS code table(s) for diagnosed disabilities.  <u>Supervision/Training</u> 4) Implement supervisory		

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			oversight to ensure workers accurately enter this information.  5) ACF will review the data to ensure accuracy.		
<p>#16 Has this child ever been adopted?</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	2	DJJS: This element defaults to "unable to determine."	<p>1a) Modify the program code to map missing data to blank. (Note: there should be no responses of "unable to determine" for the juvenile justice population as they would not have any abandoned children.)</p> <p>1b) Submit revised program code to ACF.</p> <p><u>Supervision/Training</u></p> <p>2) Implement supervisory oversight to ensure workers accurately enter this information.</p> <p>3) ACF will review the data to ensure accuracy.</p>		
<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</p>	2	DJJS: 1) If element #16 is a "no" or "unable to determine," the program code maps a response of "not applicable."	<p>DJJS:</p> <p>1a) Modify the program code to map a response of "no" in element #16 to "not applicable" for element #17.</p> <p>1b) Map missing data to blank. (Note: there should be no responses of "unable to</p>		

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5 = Unable to Determine		<p>DCFS:            2) The State corrected the program code to a) map missing data in element #16 to missing data in element #17; b) map responses of "unable to determine (3)" in #16 to "unable to determine (5) in element #17; and, c) map ages 13 or older to the value "4" for element #17.</p>	<p>determine" for the juvenile justice population as they would not have any abandoned children.)</p> <p>DCFS:  <u>Supervision/Training</u>            2) Implement supervisory oversight to ensure workers accurately enter this information.</p> <p>3) ACF will review the data to ensure accuracy.</p>		
#22 Date of Latest Removal Transaction Date	2	<p>DJJS:            The program code is incorrect. It takes the date for element #21 and subtracts a day. It does not appear to be a system date.</p>	<p>Modify the program code and database to collect a system-generated non-modifiable date that reflects the date of data entry.</p>		
#23 Date of Placement in Current Foster Care Setting	2	<p>Screen: Placement, General tab.</p> <p>DCFS:            1) There are instances when a child is placed in the care and placement responsibility of the agency, but the child may be on runaway status or runs away after the agency has care and placement responsibility, but before the child is taken to the foster care setting. The State currently excludes children on runaway status in this situation. The State must include those</p>	<p>DCFS:            1a) If applicable, modify the program code to report the start date of a run away if it is the first "placement."</p> <p>1b) Submit revised program code to ACF.</p> <p><u>Supervision/Training</u>            2) Implement supervisory oversight to ensure workers accurately enter this</p>		

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		<p>children in its responsibility for care and placement that are on "runaway" status.</p> <p>DJJS:            1) The program code does not exclude dates that occur after the end of the report period.</p> <p>2) ACF needs the DJJS staff to clarify and explain the program code.</p>	<p>information.</p> <p>3) ACF will review the data to ensure accuracy.</p> <p>DJJS:            1a) Modify the program code to only select start dates of placements prior to the end of the report period.</p> <p>2) Set up a conference call with ACF to discuss the program code.</p> <p>3) ACF will review the AFCARS data to verify there are no dates of placement after the end of the report period.</p>		
#24 Number of Previous Placement Settings in This Episode	2	<p>DCFS:            1) The State is adding a "caretaker" (foster provider) number.</p> <p>2) The State was including in the population youth whose first placement is a locked facility or a hospital and counting these settings if the child then went to a foster care setting.</p>	<p>DCFS:            1) Provide ACF with applicable screen prints and revised program code.</p> <p>2a) The program code must not include these records in the number of placements. It should only count these placements if they are not the initial placement setting, and in the case of hospitals if it is not an acute care stay.</p> <p>2b) The State needs to provide the stored procedure</p>		

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		<p>3) ACF needs DCFS to clarify and discuss the changes in the program code. The State needs to clarify if the changes in the program code will still count placements in a locked facility or hospital, if applicable, after the initial placement.</p> <p>4) The State currently excludes children on runaway status if it is the first "placement."</p> <p>5) The case file findings indicate that a change in the foster family status (i.e., change in level of care) resulted in an increase in the number of placements.</p> <p>DJJS: 6) ACF needs the DJJS staff to clarify and explain the program code.</p>	<p>"pr_afcars_cnt_form_place_dt." The State only provided a copy of the stored procedure "pr_update_formal_placement."</p> <p>3) Set up a conference call with ACF to discuss the program code.</p> <p>4) If applicable, modify the program code to report the start date of a runaway if it is the first "placement."</p> <p>5) Review and modify the program code to not increment the number of placements resulting from a status change.</p> <p>DJJS: 6) Set up a conference call with ACF to discuss the program code.</p> <p>DCFS and DJJS: <u>Supervision/Training</u> 7) Implement supervisory oversight to ensure workers</p>		

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			accurately enter this information.  8) ACF will review the data to ensure accuracy.		
<p>Actions or Conditions Associated With Child's Removal (Indicate all that apply with a "1".)</p> <p>[0-Does not Apply] 1-Applies</p> <p>#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</p>	2	<p>Screen: Case Creation, General tab</p> <p>DCFS: 1) There are multiple places this information is entered and extracted from on the system.</p> <p>2) The program code for element #33 incorrectly checks if there is a diagnosed disability. If one is found on the health screens, then this element is set to "applies."</p>	<p>DCFS: 1/2) Complete modifications to the system and program code.</p> <p>1/2a) Provide ACF with copy of revised screen.</p> <p>1/2b) Provide ACF with revised program code.</p> <p><u>Supervision/Training</u> 3) Provide additional training to case workers to select all circumstances that contributed to the decision to remove the child from his/her home.</p> <p>4) Implement supervisory oversight to ensure workers enter this information.</p> <p>5) ACF will review the data to ensure accuracy.</p>		
#43 Most recent case plan goal	2	Screen: Person			

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<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>		<p>DCFS: 1) The State's goals "Individualized Permanency" and "Independent Living" are mapped to the AFCARS value of "emancipation." Based on the State's definition of "individualized permanency," the mapping of this goal is incorrect.</p> <p>2) The State staff indicated that enhancements are planned for the system.</p> <p>3) Post site-visit analysis: The State modified the program code to select the latest goal prior to the end of the current reporting period.</p> <p>DJJS: 1) The program code maps missing data to "not yet determined." Based on the case file review findings, an edit needs to be added to ensure if the youth are in care for more than 60 days the goal is set to</p>	<p>DCFS: 1a) Modify the program code to map "Individualized Permanency" to "long-term foster care."  1b) Submit revised program code to ACF.</p> <p>2a) Complete modifications to the system for this module.  2b) Submit prints of revised screens and modified program code.</p> <p><u>Supervision/Training</u> 3) Implement supervisory oversight to ensure workers accurately enter this information.  4) ACF will review the data to ensure accuracy.</p> <p>DJJS: 1a) Implement an edit that if the case plan goal is "not yet determined" once a youth is in foster care for more than 60 days the case plan will be blank.  1b) Submit revised code to ACF.</p>		



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		<p>blank.</p> <p>2) The case file review indicated that the case plan goals for the DJJS youth are not being entered timely. There were three records with "not yet determined" reported in AFCARS. The youth had been in care for more than 60 days. In two cases the reviewers noted "reunification."</p>	<p><u>Supervision/Training</u></p> <p>2) Develop a method to ensure that goals are entered in a timely manner and are reflective of the child's current goal.</p> <p>3) ACF will review the data to ensure accuracy.</p>		
<p>#45 1<sup>st</sup> Primary Caretaker's Birth Year</p> <p>#46 2<sup>nd</sup> Primary Caretaker's Birth Year (if applicable)</p>	<p>2</p>	<p>DCFS:</p> <p>1) The program code maps guardian to female only.</p> <p>DJJS:</p> <p>2) The program code maps single females only to this element. If the response in element #44 is single male, the date of birth is mapped to element #46 not this element.</p>	<p>DCFS:</p> <p>1a) Modify the program code to map single male guardians' date of birth to this element and to include them in the program code.</p> <p>1b) Submit revised program code to ACF.</p> <p>DJJS:</p> <p>2) Modify the program code to report a date of birth for the first caretaker, regardless of gender.</p> <p>DCFS and DJJS:</p> <p><u>Supervision/Training</u></p> <p>7) Implement supervisory oversight to ensure workers accurately enter this</p>		

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			information.  8) ACF will review the data to ensure accuracy.		
#47 Mother's Date of TPR  #48 Legal or Putative Father's TPR	2	Screen: SCF Case, Adoption tab - TPR Information, Mother box  DCFS: The program code was modified to check first for a TPR date prior to the end of the report period. If one is not found, the program code checks for a deceased date. However, the program code does not check for the latest date if more than one is found.	DCFS: Modify the program code to extract the latest TPR and/or deceased date.		
#49 Foster Family Structure  0 = Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male	2	DCFS and DJJS: 1) The program code defaults missing data to "not applicable."  2) The State is able to track clients in contracted "umbrella" agency foster homes, but is currently unable to identify and record demographic data for these foster parents in SAFE. The State is developing and will be implementing the collection of this information by adding	DCFS and DJJS: 1a) Modify the program code to map missing data to blank.  b) Modify the program code to map only "non-foster home" settings to "not applicable."  2a) Develop a method of identifying and recording required demographic information for contracted "umbrella" agency foster parents in the SACWIS/DJJS Access application.  2b) Submit prints of the revised	Spring 2006	

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		the appropriate fields into SAFE.	screens and the revised program code to ACF.  <u>Supervision/Training</u> 3) Implement training and supervisory oversight to ensure workers enter and update this information.  4) ACF will review the data for continued improvement.		
#50 1 <sup>st</sup> Foster Caretaker's Birth Year  #51 2 <sup>nd</sup> Foster Caretaker's Birth Year	2	The State is able to track clients in contracted "umbrella" agency foster homes, but is currently unable to identify and record demographic data for these foster parents in SAFE. The State is developing and will be implementing the collection of this information by adding the appropriate fields into SAFE.  Case file review findings: 19 (35%) of the records analyzed did not match what was reported in AFCARS. 18 (42%) of the errors were DCFS and 1 (10%) were DJJS. See the notes regarding foster parent information.	1a) Develop a method of identifying and recording required demographic information for contracted "umbrella" agency foster parents in the SACWIS/DJJS Access application.  1b) Submit prints of the revised screens and the revised program code to ACF.  <u>Supervision/Training</u> 2) Implement training and supervisory oversight to ensure workers enter and update this information.  3) ACF will review the data for continued improvement.	Spring 2006	
#52 1 <sup>st</sup> Foster Caretaker's Race  #54 2 <sup>nd</sup> Foster Caretaker's	2	DCFS: 1) The system does not have the ability to collect more than one race. This data is from the	1a) Implement fields to allow for the collection of more than one race.		

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Race (if applicable) 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>legacy system and is shared across several agencies. The child welfare agency has been working on making SAFE the primary database for demographic information.</p> <p>2) The State is able to track clients in contracted "umbrella" agency foster homes, but is currently unable to identify and record demographic data for these foster parents in SAFE. The State is developing and will be implementing the collection of this information by adding the appropriate fields into SAFE.</p>	<p>1b) Submit revised program code and prints of revised screens to ACF.</p> <p>2) Develop mean of collecting information on providers from private "umbrella" agencies.</p> <p>2b) Implement the above change.</p> <p>2c) Submit the revised program code and prints of the revised screen to ACF.</p> <p>DCFS and DJJS:  <u>Supervision/Training</u>            3) Implement training and supervisory oversight to ensure workers enter and update this information.</p> <p>4) Ensure that workers understand to select more than one race, if applicable.</p> <p>5) ACF will review the data for continued improvement.</p>		
#53 1 <sup>st</sup> Foster Caretaker's Hispanic or Latino Origin  #55 2 <sup>nd</sup> Foster Caretaker's	2	The State is able to track clients in contracted "umbrella" agency foster homes, but is currently unable to identify and record	1a) Develop mean of collecting information on providers from private "umbrella" agencies.		

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Hispanic Origin 1 = Yes 2 = No 3 = Unable to Determine		demographic data for these foster parents in SAFE. The State is developing and will be implementing the collection of this information by adding the appropriate fields into SAFE.	1b) Implement the above change.  1c) Submit the revised program code and prints of the revised screen to ACF.  <u>DCFS and DJJS:</u> <u>Supervision/Training</u> 2) Implement training and supervisory oversight to ensure workers enter and update this information.  3) Ensure that workers understand to select more than one race, if applicable.  4) ACF will review the data for continued improvement.		
#56 Date of Discharge from foster care	2	DJJS: ACF needs to discuss this section of the program code with the DJJS staff.	DJJS: 1) Set up a conference call with ACF.  <u>Supervision/Training</u> 2) Implement training and supervisory oversight to ensure workers enter and update this information.  3) ACF will review the data for continued improvement.		
#57 Date of Discharge Transaction Date	2	DJJS: ACF needs to discuss this section of the program code	DJJS: Set up a conference call with ACF.		

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		with the DJJS staff. It does not appear to have a system generated date.			
#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	Screen: Case Close Wizard - Termination Information  Frequency report: There are numbers for both “not applicable” and “not reported.”  1) The State has “Custody to Relative/Guardian” as a reason for discharge, which is mapped to the AFCARS value of “live with other relative.” The staff indicated that the relatives may or may not get permanent legal guardianship of the child. In some cases the family is given “temporary custody.”  2) The State’s value of “Adoptive Placement Disruption” is mapped to the AFCARS value “reunification.”  DJJS: 3) The invalid value of “C” is a DJJS code.  4) The program code was modified to extract a reason	1a) Map “temporary custody” to a relative to the AFCARS value of “live with relative(s).”  1b) Map permanent legal guardianship to a relative to AFCARS “guardianship.” (Note: The State should footnote the number of “guardianships” that are to relatives.)  2) Remove the State value “4, adoptive placement disruption” from the program code.  3) Remove “C” from the program code. Map only the actual outcome reason.  DCFS and DJJS: <u>Supervision/Training</u> 4) Implement training and		

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		prior to the end of the report period.	supervisory oversight to ensure that if there is a discharge from foster care an outcome reason is entered.  5) ACF will review the data for accuracy.		
#65 None of the Above [Federal Financial Sources of Income]  0-Does not apply 1- Applies	2	The program code does not check for other State, private, or Federal assets.	Modify the program code to check if there are other sources (State, Federal or private) of income for the child.		
#5 Date of Most Recent Periodic Review (if applicable)	3	<p>The DCFS case workers are instructed to enter the date the hearing was held, not the date the court document is received or signed. The State staff believe that workers are entering the date they create the log and not the date of the actual hearing date.</p> <p>Juvenile Justice cases: The DJJS staff indicated that this data may not be getting entered in a timely manner.</p> <p>Post site - visit analysis of the DJJS program code: There are two dates in the program code, 1/1/2001 and 6/1/2001. Please explain the purpose of these dates. Based on the result of this discussion, this element</p>	<p>DCFS and DJJS:</p> <p>1) Implement training on the correct date to be entered into the system as the date of the periodic review.</p> <p>2) Ensure the timely entry of the dates of periodic reviews.</p> <p>3) ACF will review the data files to assess improvement in the response rate.</p> <p>4) Set up a conference call with ACF.</p>		

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		may be given a rating factor of a "2."			
#18 Date of First Removal from Home	3	<p>If a child's first placement upon entering the agency's responsibility for care and placement is either a locked facility or a hospital, the State is not to include this child in the AFCARS reporting population until he/she is placed in a "foster care setting." This is only true for these types of settings if it is the <u>first</u> placement. The State has been including these children in the population and must modify the program code to exclude these dates as removal dates. Post site-visit findings: The State modified the program code.</p> <p>Case file review findings: 6 (11%) of the records analyzed did not match what was reported in AFCARS. 4 (40%) of the errors were DJJS cases. Two of the error cases appear to have typographical errors - a day of 01 instead of 10 and a year of 2004 instead of 2005. The other two error cases had later dates reported to AFCARS than the dates found by the reviewers.</p>	<p>ACF will review the data files to assess improvement in the response rate.</p> <p>Ensure the accurate data entry of this information.</p> <p>Implement supervisory oversight to ensure the timely and accurate entry of this information.</p>		
#19 Total Number of Removals from Home	3	If a child's first placement upon entering the agency's	ACF will review the data files to assess improvement in the		



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		<p>responsibility for care and placement is either a locked facility or a hospital, the State is not to include this child in the AFCARS reporting population until he/she is placed in a "foster care setting." This is only true for these types of settings if it is the <u>first</u> placement. The State has been including these children in the population and must modify the program code to exclude these from the total number of removals if the child never enters a foster care setting.</p> <p>Post site - visit analysis of the DJJS program code: ACF needs to discuss the program code with the DJJS staff. Based on the outcome of the discussion, the rating factor for this element may change to a "2."</p>	<p>response rate.</p> <p>DJJS: Set up a conference call with ACF.</p>		
#21 Date of Latest Removal	3	<p>If a child's first placement upon entering the agency's responsibility for care and placement is either a locked facility or a hospital, the State is not to include this child in the AFCARS reporting population until he/she is placed in a "foster care setting." This is only true for these types of settings if it is the <u>first</u> placement. The State</p>	<p>ACF will review the data files to assess improvement in the response rate.</p>		

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		<p>has been including these children in the population and must modify the program code to exclude these dates as removal dates. Post site-visit findings: The State modified the program code.</p> <p>Case file review findings: 3 (30%) of the DJJS records analyzed did not match what was reported in AFCARS. Two of the errors appear to be typographical errors. In the other case, the reviewer found a date that was earlier than what was reported to AFCARS.</p>	<p>Ensure the accurate data entry of this information.</p> <p>Implement supervisory oversight to ensure the timely and accurate entry of this information.</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 Living            7 = Runaway            8 = Trial Home Visit</p>	<p align="center">3</p>	<p>The State modified the program code to extract only those placements that started prior to the end of the report period.</p> <p>There are instances when a child is placed in the care and placement responsibility of the agency, but the child may be on runaway status or runs away after the agency has care and placement responsibility, but before the child is taken to the foster care setting. The State currently excludes children on runaway status in this situation. The State must include those children in its responsibility for</p>	<p>ACF will review the data files to assess improvement in response rate.</p> <p>Implement supervisory oversight to ensure workers accurately enter this information.</p> <p>ACF will review the data to ensure accuracy.</p>		

**AFCARS Assessment Review Improvement Plan: Foster Care Data Elements**  
**State: Utah**  
**AFCARS Reporting Period: October 1, 2004 – March 31, 2005**

AFCARS Data Element	Rating Factor	Findings	Tasks	Estimated/ Completed Date	State/ACF's Comments/Notes ACF's Sign-off Notes
<p>#42 Is Current Placement Out-of-State?</p> <p>1=Yes (Out of State placement) 2=No (In-State placement)</p>	3	<p>care and placement that are on "runaway" status.</p> <p>Frequency Report: There are 40 records missing data.</p> <p>The State modified the program code to extract only those placements that started prior to the end of the report period.</p> <p>Post site - visit analysis of the DJJS program code: The program code appears to be correct. ACF needs the DJJS staff to send a copy of their codes, specifically the placement codes.</p>	<p>ACF will review the data to ensure accuracy.</p> <p>Submit DJJS placement codes.</p>		
<p>#66 Amount Of Monthly Foster Care Payment (regardless of source)</p>	3	<p>The State modified the program code to extract the payment for the last calendar month</p> <p>ACF needs to discuss the program code for this element with the DJJS staff. Based on the discussion the rating for this element may change.</p>	<p>ACF will review the data to ensure accuracy.</p> <p>Set up conference call with ACF.</p>		

**AFCARS Assessment Review Improvement Plan: Adoption Data Elements**

**State: Utah**

**AFCARS Reporting Period: October 1, 2004 – March 31, 2005**

AFCARS Element	Rating Factor	Findings	Tasks	Estimated/ Completed Date	State/ACF's Comments/Notes ACF's Sign-off Notes
#11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Diagnosed Condition	2	Screen: SCF Case, Adoption tab - Adoption Placement/Subsidy  1) If the response to adoption element #10 is any response other than "4, medical conditions or mental, physical or emotional disabilities," elements #11-15 are incorrectly mapped to "does not apply."	1) Modify the program code to map element #11 - 15 to blank when foster care element #10 is either "no" or "not yet determined."  2) The State needs to send ACF the updated reference table (tbl_ref_condition_type) that is used to extract the information for this element.  3) ACF will review the data to ensure accuracy.		
#9 Has Agency Determined Special Needs?  1 = Yes 2 = No  #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 State Defined Special Needs	3	Frequency report (n = 160): Yes = 141; No = 19 Element #35: Yes = 159; No = 1  Frequency report (n = 160): Not applicable = 19; Race = 0; Age = 14; Sibling group = 68; Disabilities = 31; Other State defined = 28  The State staff indicated there is a need for additional worker training. The State indicated case workers enter a response for "subsidy status," but are not always entering a basis for special need. The staff indicated they could add a screen edit that would only enable "subsidy status" if a basis for special need is entered.	1) Implement training and supervisory oversight to ensure that a basis for special need is entered.  2) Ensure that workers do not select "medical conditions or mental, physical or emotional disability" if the circumstance is the child is "at-risk" for one of these conditions. The		

**AFCARS Assessment Review Improvement Plan: Adoption Data Elements**  
**State: Utah**  
**AFCARS Reporting Period: October 1, 2004 – March 31, 2005**

AFCARS Element	Rating Factor	Findings	Tasks	Estimated/ Completed Date	State/ACF's Comments/Notes ACF's Sign-off Notes
		Case file review findings: 5 (17%) of the records analyzed did not match what was reported in AFCARS. In three of the error cases, the response was "not applicable," but element #35 was "yes." There were two records in which the reviewer indicated a condition of "at-risk." The AFCARS data indicated a diagnosed "medical conditions or mental, physical or emotional disabilities."	correct selection is "Other State defined special need."  3) If State implements an edit, provide ACF with appropriate materials (screen copy, program code, etc.)  4) ACF will review the data for accuracy.		
#17 Father's Birth Year	4 3	Case file review findings: 4 (17%) of the records analyzed did not match what was reported in 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 it for accuracy.		
#18 Mother Married at Time of Birth  1 = Yes 2 = No 3 = Unable to Determine	2 3	Screen: SCF Case Setup Wizard - Background; SCF Case, Adoption tab - TPR Information - Mother box  The program code was modified to directly extract and map the options on the screen. The program code maps "cannot determine" to "unable to determine." If there is	1) Implement a process to ensure the timely and accurate entry of this information.		

**AFCARS Assessment Review Improvement Plan: Adoption Data Elements**

**State: Utah**

**AFCARS Reporting Period: October 1, 2004 – March 31, 2005**

AFCARS Element	Rating Factor	Findings	Tasks	Estimated/ Completed Date	State/ACF's Comments/Notes ACF's Sign-off Notes
		no data, this element is left blank.	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	3	The State indicated there is a training issue regarding what date should be entered; the actual hearing date or the filing date. Also, some court orders were not clear regarding TPR effective date.  Case file review findings: 7 (26%) of the records analyzed did not match what was reported in AFCARS for element #19.  Case file review findings: 9 (39%) of the records analyzed did not match what was reported in AFCARS for element #20.	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.		
#21 Date Adoption Legalized	3	The State indicated there is a training issue regarding what date should be entered: the actual hearing date or the date the court order was filed.	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.		

**AFCARS Assessment Review Improvement Plan: Adoption Data Elements**  
**State: Utah**  
**AFCARS Reporting Period: October 1, 2004 – March 31, 2005**

AFCARS Element	Rating Factor	Findings	Tasks	Estimated/ Completed Date	State/ACF's Comments/Notes ACF's Sign-off Notes
#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  0 = Does not Apply 1 = Applies	3	The worker can select all applicable relationships.  The State staff indicated there needs to be additional training.	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.		
#33 Child Was Placed from  1 = Within State 2 = Another State 3 = Another Country	3	The State removed the default from the program code and modified the program code.	1) Provide the code table that contains case types.  2) Identify the screen, and provide a screen print, where this information is collected.  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.		
#34 Child Was Placed by	3	The State removed the default from the program code and modified the	1) Provide the code table that contains case types.		

**AFCARS Assessment Review Improvement Plan: Adoption Data Elements**  
**State: Utah**  
**AFCARS Reporting Period: October 1, 2004 – March 31, 2005**

AFCARS Element	Rating Factor	Findings	Tasks	Estimated/ Completed Date	State/ACF's Comments/Notes ACF's Sign-off Notes
1 = Public Agency 2 = Private Agency 3 = Tribal Agency 4 = Independent Person 5 = Birth Parent		program code.	2) Identify the screen, and provide a screen print where this information is collected.  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.		
#36 Monthly Amount	3	Case file review findings: 3 (11%) of the records analyzed did not match what was reported in 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 it for accuracy.		
#37 Adoption Assistance title IV-E  1=Yes 2=No	3	The State's option of "IV-E no subsidy/Medicaid" is mapped to yes. It should be mapped to "no." <i>Post site - visit analysis: The program code has been corrected.</i>	ACF will review the data to assess it for accuracy.		