Adoption and Foster Care

AFCARS

Analysis and Reporting System

Technical Bulletin #7
AFCARS Adoption Data Element Standards

REVISED: March, 2000[1,2]

INTRODUCTION

The purpose of this technical bulletin (TB) is to provide, at a glance, information on the missing data standards, valid codes, internal consistency standards, and compliance standards. The table lists all of the thirty-seven Adoption Data elements by element number and name. It also provides the field size for each. This document is a shortened version of the "Guide to the Elements".

Notes:

1. The century year, represented by "cc", is comprised of the first two digits representing the century date. For example, for adoption element #2, Reporting Period Ending Date, the date "March 31, 2000" has the two digit century year "20".

2. Any value that is used that is not listed in the column "Valid Codes" will fail the out of range standard. In the chart you will note that the use of "0" is given as a valid code. While the Federal regulation at 45 CFR 1355 does not always include a zero as a valid code it may be used for those elements where a blank might be a valid response. For instance in adoption element #17, "father's year of birth", if the birth date is unknown, then a blank is a valid response. We recognize that some programmers prefer to use a zero in place of a blank and this is allowable.

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[1] Initial issuance date July 11, 1995 as TB # 7.
[2] Revised format for race categories, see ACYF-CB-PI-99-01, January 27, 1999 and 65 FR 4019.

#	Data Element Name	Field Size	Missing Data Standard	Valid Codes	Internal Consistency Standard	Compliance Standards
				ADOPTION DATA ELEMENT STANDARDS		
1	State	2	Always required.	State FIPS code for State submitting report	No internal consistency standard.	100% of records must have valid values.

2	Report Period Ending Date	6	Always required.	cc yy mm
				cc= century year;
				yy=00-99;
				mm=01-12
					No internal consistency standard.	100% of records must have valid values.

3	Record number	12	Always required.	Any ASCII character except "@", "$", "#", or "%".	No internal consistency standard.	100% of records must have valid values.
4	State Agency Involvement	1	Always required.	1-2 1=Yes 2=No	If either adoption element #34 (Child was placed by) equals 1 (Public agency), adoption element #31 (Foster Parent of Child) equals 1 (Yes) or adoption element #35 (monthly financial subsidy) equals 1 (Yes), then adoption element #4 (State Agency involvement) must equal 1 (Yes). Add IC #	100% of records must have valid values.

5	Child's Date of Birth	6	Always required (if unknown, enter an approximate date of birth).	cc yy mm
				cc = century year;
				yy=00-99;
				mm=01-12
					The Child's date of birth (adoption element #5) must be later than both the Mother's and Father's year of birth (adoption element #16 and #17) unless either of them is unknown.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.

6	Sex	1	Always required.	1-2 1=Male 2=Female	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.

**ADOPTION DATA ELEMENT STANDARDS**
#	**Data Element Name**	**Field Size**	**Missing Data Standard**	**Valid Codes**	**Internal Consistency Standard**	**Compliance Standards**
7	Child'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	6	Always required.	0 = does not apply 1= applies	If at least one of the race categories a-e is selected (coded as 1) then f cannot be coded as a "1".. A combination of a 1 in any category a-e and a 1 in f will result in an error. In addition, if all race categories a-f are a combination of all blanks and 0s or all 0s, this will result in an error.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
8	Hispanic or Latino Ethnicity	1	Always required.	1-3 1=Yes 2=No 3=Unable to determine	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
9	State Agency...special needs	1	Always required.	1-2 1=Yes 2=No	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.

				ADOPTION DATA ELEMENT STANDARDS		
#	Data Element Name	Field Size	Missing Data Standard	Valid Codes	Internal Consistency Standard	Compliance Standards
10	Primary basis...special needs	1	Not required if #9 is 2.	0-5 0=Not applicable 1=Racial/Ethnic Background 2=Age 3=Membership in a Sibling Group 4=Medical conditions or Mental, Physical or Emotional Disabilities 5=other	Adoption element #10 (Primary basis...special needs) must be completed with a value of 1-5 if adoption element #9 (State Agency...special needs) equals 1 (Yes).	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
11	Type of Disability-Mental Retardation	1	Not required if #9 is 2.	0-1 0=Does not Apply 1=Yes, applies	If adoption element #10 (Primary basis...special needs) equals 4 (Medical conditions or Mental, Physical or Emotional Disabilities), then at least one of adoption elements #11-#15 must equal 1 (yes).	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
12	Type of Disability-Visually or Hearing Impaired	1	Not required if #9 is 2.	0-1 0=Does not Apply 1=Yes, applies	If adoption element #10 (Primary basis...special needs) equals 4 (Medical conditions or Mental, Physical or Emotional Disabilities), then at least one of adoption elements #11-#15 must equal 1 (yes).	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
13	Type of Disability-Physically Disabled	1	Not required if #9 is 2.	0-1 0=Does not Apply 1=Yes, applies	If adoption element #10 (Primary basis...special needs) equals 4 (Medical conditions or Mental, Physical or Emotional Disabilities), then at least one of adoption elements #11-#15 must equal 1 (yes).	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.

				ADOPTION DATA ELEMENT STANDARDS		
#	Data Element Name	Field Size	Missing Data Standard	Valid Codes	Internal Consistency Standard	Compliance Standards
14	Type of Disability-Emotionally Disturbed	1	Not required if #9 is 2.	0-1 0=Does not Apply 1=Yes, applies	If adoption element #10 (Primary basis...special needs) equals 4 (Medical conditions or Mental, Physical or Emotional Disabilities), then at least one of adoption elements #11-#15 must equal 1 (yes).	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
15	Type of Disability-Other medically diagnosed condition	1	Not required if #9 is 2.	0-1 0=Does not Apply 1=Yes, applies	If adoption element #10 (Primary basis...special needs) equals 4 (Medical conditions or Mental, Physical or Emotional Disabilities), then at least one of adoption elements #11-#15 must equal 1 (yes).	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
16	Mother's year of birth	4	No Missing Data Standard (not required if unknown). If child was abandoned, or if information is otherwise unavailable, leave blank.	Blank (If unknown), cc yy cc = century year; yy=00-99	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.

	ADOPTION DATA ELEMENT STANDARDS					
#	**Data Element Name**	**Field Size**	**Missing Data Standard**	**Valid Codes**	**Internal Consistency Standard**	**Compliance Standards**
17	Father's year of birth	4	No Missing Data Standard (not required if unknown). If child was abandoned, or if information is otherwise unavailable, leave blank.	Blank (If unknown), cc yy cc = century year; yy=00-99	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
18	Mother married	1	Always required.	1-3 1=Yes 2=No 3-Unable to determine	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
19	Date of Mother's termination of parental rights	8	Always required.	cc yy mm dd cc = century year; yy=00-99; mm=01-12; dd=01-31	Adoption element #19 (Date of Mother's termination of parental rights) must be prior to or equal to adoption element #21 (Date adoption legalized).	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
20	Date of Father's termination of parental rights	8	Always required.	cc yy mm dd cc = century year; yy=00-99; mm=01-12; dd=01-31	Adoption element #20 (Date of Father's termination of parental rights) must be prior to or equal to adoption element #21 (Date adoption legalized).	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.

				ADOPTION DATA ELEMENT STANDARDS		
#	Data Element Name	Field Size	Missing Data Standard	Valid Codes	Internal Consistency Standard	Compliance Standards

21	Date adoption legalized	8	Always required.	cc yy mm dd
				cc = century year;
				yy=00-99;
				mm=01-12;
				dd=01-31;
					No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.

22	Adoptive parents' family structure	1	Always required.	1-4 1=Married couple 2=Unmarried couple 3=Single female 4=Single male	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
23	Year of birth (Adoptive Mother)	4	Only required if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 3.	cc yy cc = century year; yy=00-99	If adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 3 (Married couple, Unmarried couple or Single female), adoption element #23 (Adoptive Mother's year of birth) must be completed.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
24	Year of birth (Adoptive Father)	4	Only required if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 4.	cc yy cc = century year; yy=00-99	If adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 4 (Married couple, Unmarried couple or Single male), adoption element #24 (Adoptive Father's year of birth) must be completed.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.

				ADOPTION DATA ELEMENT STANDARDS		
#	Data Element Name	Field Size	Missing Data Standard	Valid Codes	Internal Consistency Standard	Compliance Standards
25	Race (Adoptive mother) 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	6	Only required if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 3.	0 = does not apply 1= applies	Adoption element #25 (Adoptive mother's race) must be completed if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 3 (Married couple, Unmarried couple or Single female). If at least one of the race categories a-e is selected (coded as 1) then f cannot be coded as a "1". A combination of a 1 in any category a-e and a 1 in f will result in an error. In addition, if all race categories a-f are a combination of all blanks and 0s or all 0s, this will result in an error.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
26	Hispanic or Latino Ethnicity (Adoptive mother)	1	Only required if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 3.	0-3 0=Not Applicable 1=Yes 2=No 3=Unable to determine	Adoption element #26 (Hispanic or Latino ethnicity- adoptive mother) must be completed if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 3 (Married couple, Unmarried couple or Single female).	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.

				ADOPTION DATA ELEMENT STANDARDS		
#	Data Element Name	Field Size	Missing Data Standard	Valid Codes	Internal Consistency Standard	Compliance Standards
27	Race (Adoptive Father) 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	6	Only required if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 4.	0 = does not apply 1= applies	Adoption element #27 (Adoptive Father's race) must be completed if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 4 (Married couple, Unmarried couple or Single male). If at least one of the race categories a-e is selected (coded as 1) then f cannot be coded as a "1". A combination of a 1 in any category a-e and a 1 in f will result in an error. In addition, if all race categories a-f are a combination of all blanks and 0s or all 0s, this will result in an error.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
28	Hispanic or Latino ethnicity(Adoptive father)	1	Only required if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 4.	0-3 0=Not Applicable 1=Yes 2=No 3=Unable to determine	Adoption element #28 (Hispanic or Latino ethnicity father) must be completed if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 4 (Married couple, Unmarried couple or Single male).	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
29	Relationship-Stepparent	1	Always required.	0-1 0=Does not apply 1=Yes, Applies	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.

#	Data Element Name	Field Size	Missing Data Standard	Valid Codes	Internal Consistency Standard	Compliance Standards
	ADOPTION DATA ELEMENT STANDARDS					
30	Relationship-Other relative	1	Always required.	0-1 0=Does not apply 1=Yes, Applies	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
31	Relationship-Foster parent	1	Always required.	0-1 0=Does not apply 1=Yes, Applies	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
32	Relationship-Other non-relative	1	Always required.	0-1 0=Does not apply 1=Yes, Applies	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
33	Child was placed from	1	Always required.	1-3 1=Within State 2=Another State 3=Another Country	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
34	Child was placed by	1	Always required.	1-5 1=Public agency 2=Private agency 3=Tribal Agency 4=Independent person 5=Birth parent	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
35	Monthly subsidy	1	Always required.	1-2 1=Yes 2=No	No internal consistency standard.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.

				ADOPTION DATA ELEMENT STANDARDS		
#	Data Element Name	Field Size	Missing Data Standard	Valid Codes	Internal Consistency Standard	Compliance Standards
36	Monthly amount	5	Always required.	00000-99999	If adoption element #35 (Monthly subsidy) equals 2 (No), then adoption element #36 (Monthly amount) must equal 00000.	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.
37	Adoption assistance – IV-E	1	Always required.	1-2 1=Yes 2=No	If adoption element 35 (Monthly subsidy) equals 2 (No), then adoption element 37 (Adoption assistance) must equal 2 (No).	90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.