

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



January 13, 2004

ALL COUNTY INFORMATION NOTICE NO. I-01-04

TO: ALL COUNTY WELFARE DIRECTORS
CHIEF PROBATION OFFICERS**REASON FOR THIS TRANSMITTAL**

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: ADOPTION AND FOSTER CARE ANALYSIS AND REPORTING SYSTEM
(AFCARS) ASSESSMENT REVIEW

The purpose of this letter is to notify counties of an upcoming federal review of California's Adoption and Foster Care Analysis and Reporting System (AFCARS) scheduled for June 2004.

Federal law and regulation (45 CFR 1355.40) require states to collect case-level data on children in foster care and on children who have been adopted through the states' child welfare agencies. The federally mandated data system used to collect this data is called AFCARS. AFCARS data is used for many purposes, including determining and assessing outcomes for children and families. Additionally, each state's Statewide Automated Child Welfare Information System (SACWIS) is required to collect AFCARS data. California's Child Welfare Services/Case Management System (CWS/CMS) is our SACWIS.

The federal Department of Health and Human Services' Administration for Children and Families (ACF) conducts AFCARS Assessment Reviews in each state to assess the accuracy of data collected, in accordance with the AFCARS data element definitions (Attachment 1 lists, and briefly describes, the data elements required by ACF). The review tests and verifies a state's effectiveness and accuracy in collecting, extracting, and transmitting AFCARS data to ACF. A state's AFCARS file (report) must include case level information regarding all children in foster care, for whom the state Title IV-B/IV-E agency has responsibility for placement, care or supervision. The AFCARS file must also report data on all adopted children who were placed by the state Title IV-B/IV-E agency, and on all adopted children for whom the state agency is providing adoption assistance, care or services directly, or by agreement with other private or public agencies.

Two major areas will be assessed during the review: (1) the AFCARS general requirements to report on foster care and adoptions and (2) the AFCARS data elements. A state is rated on a scale of 1 to 4, with "1" indicating non-compliance in meeting AFCARS standards and "4" indicating complete conformance with AFCARS standards. AFCARS standards are based upon a state's conformance with AFCARS regulation, policy, technical bulletins, and the quality of data submitted by the state to ACF.

All County Information Notice
Page Two

California has been tentatively scheduled for an AFCARS review in June 2004. Many steps must be taken in preparation for this review. One of the first steps in preparing for the review is to form a state team that will work with the federal team. The members of the state and federal teams will be responsible for implementing all of the assigned activities associated with the review (see Attachment 2 for listing of activities). It is our intention to form a small state/county joint work group in early 2004 to assist in planning and conducting the review.

Counties may be asked to participate on the state review team; counties will also be indirectly involved in the AFCARS Assessment Review because the counties' use of CWS/CMS directly reflects upon the quality, accuracy, and completeness of the data entered into CWS/CMS. In the upcoming months, counties will be notified as more definitive information about the upcoming review becomes available.

Part of the assessment review includes a case file review. Field staff (for example, front line case workers and supervisors) will be expected to participate in the case file review. The number of staff participating may be decided by the state. The purpose of a case file review is to compare the state's AFCARS data, sent to ACF, with the information in paper case files. The sample of foster care and adoption cases reviewed on-site will be randomly selected from the most recent AFCARS data sent to ACF. The sample will consist of a specified number of foster care and adoption case records. These records will be delivered to the state office by the first day of the on-site review.

If California does not fully satisfy the AFCARS standards, an AFCARS Improvement Plan will be developed, and California will be required to make the changes to its SACWIS (CWS/CMS) and/or data entry processes to satisfy the applicable data requirements and standards.

You will be informed of any updates received from ACF regarding the AFCARS review. We thank you in advance for your cooperation. If you have any questions regarding this letter, please contact Kirsten Salomon of the CMS Support Branch at (916) 657-1655.

Sincerely,

Original Document Signed By:

SYLVIA PIZZINI
Deputy Director
Children and Family Services Division

Attachments

¹ATTACHMENT 1

ACF MANDATED

AFCARS DATA ELEMENTS

FOSTER CARE ELEMENTS	
AFCARS Element	Requirement
#1 State (core)	<p>Must be the correct code for the State.</p> <p>Best if system hard-coded</p>
#2 Report Period Ending Date (core)	
#3 Local FIPS Code (core)	<p>Should be the code of the office responsible for the case - not the residence of the child.</p>
#4 Record Number (core)	<p>Must not be actual case number, should not be linked to the child except at the State or local level.</p> <p>State must be using a unique identifier that remains the person's identifier.</p> <p>The AFCARS record number must be right justified and padded with zeros to fill out the 12 character field.</p>
#5 Most Recent Periodic Review Date	<p>Should be the most recent review for the current removal episode.</p> <p>Must be actual review date and not the due date for the next review.</p> <p>Must not include supervisory reviews, should only be reviews that meet the standards of Title IVB, Section 422(b)(10), of the Social Security Act.</p> <p>Should not include a review date after the end of the current report period.</p> <p>"An entry in this field certifies that the child's computer record is current up to this date." Does the agency require a review of the accuracy of the information in the automated system at the same time that all aspects of</p>

¹ From <http://www.acf.hhs.gov/programs/cb/laws/im/im0205a1d.htm> November 6, 2003

	<p>the case are under review?</p> <p>If foster care element #21 (Date of Latest Removal) is less than 9 months prior to foster care element #2 (Reporting Period Ending Date), then this field may be left blank. If foster care element #21 is greater than 9 months from foster care element #2, then this field must not be more than 9 months prior to foster care element #2.</p> <p>Is there a system generated alert to the caseworker that a review is due?</p>
<p>#6 Child Birth Date (core)</p>	<p>If unknown can be approximated, use the fifteenth of the month.</p> <p>Are there system edits to verify the accuracy of the child's date of birth in comparison to other factors, such as child is 18 or younger when entered care, child is not older than the primary caregiver(s) or the foster parents?</p>
<p>#7 Child Sex (core)</p> <p>1 = Male 2 = Female</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>If "other" or "unknown" are State values, must be mapped to blank.</p>
<p>#8 Child Race (core)</p> <p>a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine</p>	<p>Every relevant State code should map to an AFCARS value</p> <p>State's method of collecting race information must allow for all possible combinations.</p> <p>Must be treating Hispanic as an ethnicity not race. If at least one of the race categories "a-e" is selected (coded as 1) then "f" cannot also apply.</p> <p>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 all zeros, this will result in an error.</p> <p>Missing data should be mapped to blank, not "unable to determine" - if child is Hispanic, element #9 should be coded as "yes" and a race should still be indicated for the child.</p> <p>If an adult, or child if age appropriate, refuses to identify</p>

	with at least one race, then "unable to determine" may be used.
#9 Child Hispanic Origin (core) 1 = Yes 2 = No 3 = Unable to Determine	Every relevant State code should map to an AFCARS value. Missing data should be mapped to blank, not "unable to determine."
#10 Has Child Been Diagnosed with Disability? 1=Yes 2=No 3=Not yet Determined	Missing data should be mapped to blank, not "not yet determined" or "no". Standard for determination of disability must be a diagnosis by a qualified professional. Does the worker have the option to select "no" and "not yet determined?"
#11 - 15 0 = Does not Apply 1 = Applies	For #11 - 15: Space must be available to accommodate all disability information. If child has been identified as having a disability(ies) (foster care element #10 = 1), then at least one of foster care elements #11 through #15 must have a value = 1.
#11 Mental Retardation	
#12 Visually/Hearing Impaired	
#13 Physically Disabled	
#14 Emotionally Disturbed	Children diagnosed as emotionally disturbed must be diagnosed on the basis of the DSM.
#15 Other Diagnosed Condition	
#16 Has Child Ever Been Adopted? 1 = Yes 2 = No 3 = Unable to Determine	Missing data should be mapped to blank, not "unable to determine." System should be able to report regardless of whether adoption was public or private. System should be able to report regardless of whether

	<p>adoption was in-State or in another State.</p> <p>Should only be answered "yes" if child has been adopted before current/most recent removal episode.</p>
<p>#17 Age at Previous Adoption</p> <p>0 = Not Applicable 1 = less than 2 years old 2 = 2-5 years old 3 = 6-12 years old 4 = 13 years or older 5 = Unable to Determine</p>	<p>Not applicable should only be used if child is known to have not been previously adopted</p> <p>Missing data should be mapped to blank, not "unable to determine"</p>
<p>#18 Date of First Removal from Home</p>	<p>The system must be able to identify an episode according to the AFCARS definition (i.e., from the time of removal from the home into an out-of-home placement to discharge from the agency's responsibility for care, placement, or supervision).</p> <p>Should include historical information prior to a conversion from a legacy system to a new information system.</p> <p>Should include historical information on cases closed prior to a conversion to a new information system that have since re-opened.</p>
<p>#19 Total Number of Removals from Home</p>	<p>The system must be able to identify an episode according to the AFCARS definition (i.e., from the time of removal from the home into an out-of-home placement to discharge from the agency's responsibility for care, placement, or supervision).</p> <p>Should be the total number of removal episodes the child has had including the current episode.</p> <p>Should include historical information prior to a conversion from a legacy system to a new information system.</p>
<p>#20 Date of Discharge from Previous Episode</p>	<p>The system must be able to identify an episode according to the AFCARS definition (i.e., from the time of removal from the home into an out-of-home placement to</p>

	<p>discharge from the agency's responsibility for care, placement, or supervision).</p> <p>Should be date of discharge from episode completed before the latest removal.</p> <p>The date of discharge should reflect the date the agency no longer has "care, placement, or supervision" of the child.</p> <p>Must not include the date the child entered a "trial home visit".</p> <p>If a child re-enters care from a "trial home visit" that was for a non-specified period of time, and a discharge date is entered that equals six months from the date of placement, then that date should be entered for element #20.</p> <p>Should include historical information prior to a conversion from a legacy system to a new information system.</p> <p>If foster care element #19 (Total Numbers of Removals From Home to Date) has a value = 1, then this field must be blank.</p> <p>If foster care element #19 is ≥ 2, then this field must not be blank.</p> <p>If this field is not blank, it must be a date prior to foster care element #21 (Date of Latest Removal From Home).</p>
<p>#21 Date of Latest Removal (core)</p>	<p>The system must be able to identify an episode according to the AFCARS definition (i.e., from the time of removal from the home into an out-of-home placement to discharge from the agency's responsibility for care, placement, or supervision).</p> <p>Should be the date of the last removal from home.</p> <p>This date must be equal to or prior to foster care element #23 (Date of Placement in Current Foster Care Setting).</p> <p>Should include information prior to a conversion from a legacy system to a new information system.</p>

#22 Date of Latest Removal Transaction Date (core)	Must be a non-modifiable computer-generated date that reflects when element #21 was first entered into system.
#23 Date of Placement in Current Setting	Should be the date of placement in the most recent setting.
#24 Number of Previous Placement Settings in This Episode	<p>Should not include trial home visits.</p> <p>Should not include runaway.</p> <p>Should not include change in status of placement setting (e.g., foster home that becomes pre-adoptive home).</p> <p>Should not include return from trial home visit into same placement setting.</p> <p>Should not include return from runaway status and entry to same placement setting.</p> <p>Should include current placement setting.</p>
#25 Manner of Removal From Home for This Episode 1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined	<p>If foster care element #5 (Date of Most Recent Periodic Review) is not blank, then this field cannot have a value equal to 3.</p>
#26 - #40 0-Does not Apply 1-Applies	<p>System must have capacity to report on all AFCARS values for element #26 - 40.</p> <p>At least one of the foster care elements #26 through #40 must have a value equal to 1.</p> <p>System must report only those conditions that existed at the time of removal - it should not report any conditions that are found to exist after the child is removed.</p> <p>Circumstances associated with removal should be checked for voluntary placements as well as court ordered placement.</p>
#26 Physical Abuse	System should contain information on both alleged/

	reported and substantiated.
#27 Sexual Abuse	System should contain information on alleged/reported as well as substantiated.
#28 Neglect	State should map emotional abuse as "Neglect".
#29 Parent Alcohol Abuse	System must be able to differentiate between drug abuse and alcohol abuse (i.e. cannot have simply "substance abuse").
#30 Parent Drug Abuse	System must be able to differentiate between drug abuse and alcohol abuse (i.e. cannot have simply "substance abuse").
#31 Child Alcohol Abuse	System must be able to differentiate between drug abuse and alcohol abuse (i.e. cannot have simply "substance abuse"). System should include children addicted at birth.
#32 Child Drug Abuse	System must be able to differentiate between drug abuse and alcohol abuse (i.e. cannot have simply "substance abuse"). System should include children addicted at birth.
#33 Child Disability	Only disabilities that were diagnosed at the time of removal should be considered.
#34 Child's Behavior Problem	Is this being used for children in foster care under a title IV-E agreement with Juvenile Justice?
#35 Death of Parent	Is the date(s) of death included as the termination of parental rights dates?
#36 Incarceration of Parent	
#37 Caretaker Inability to Cope	Can be marked "applies" if none of the other conditions apply.
#38 Abandonment	"Child left alone or with others; caretaker did not return or make whereabouts known."
#39 Relinquishment	"Parent(s), in writing, assigned the physical and legal custody of the child to the agency for the purpose of having the child adopted.
#40 Inadequate Housing	

<p>#41 Current Placement Setting (core)</p> <p>1 = Pre-Adoptive Home</p> <p>2 = Foster Family Home-Relative</p> <p>3 = Foster Family Home-Non-Relative</p> <p>4 = Group Home</p> <p>5 = Institution</p> <p>6 = Supervised Independent Living</p> <p>7 = Runaway</p> <p>8 = Trial Home Visit</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>Multi-service agencies should not be coded as "Institution" - the actual setting should be used.</p> <p>If child has been discharged, element should indicate the type of setting of the last placement (i.e., not trial home visit or runaway).</p> <p>Licensed Relative foster homes are mapped as relative foster homes.</p> <p>Non-paid placements must be included.</p>
<p>#42 Out of State Placement (core)</p> <p>1=Yes</p> <p>2=No</p>	<p>The "placement" State does not report the child to AFCARS.</p>
<p>#43 Most Recent Case Plan Goal (core)</p> <p>1 = Reunify with Parent(s) or Principal Caretaker(s)</p> <p>2 = Live with Other Relative(s)</p> <p>3 = Adoption</p> <p>4 = Long Term Foster Care</p> <p>5 = Emancipation</p> <p>6 = Guardianship</p> <p>7 = Case Plan Goal Not Yet Established</p>	<p>Missing information should not map to "not yet determined".</p> <p>If State uses a default of missing to "not yet established", then this information must be mapped to blank after 60 days from the date of latest removal (or the time period allowed by State policy if less then 60 days).</p> <p>If State does not list "long term foster care" on the case screen, then program code must map the alternative living arrangement plans to "long term foster care."</p> <p>"Emancipation" is used for Independent Living services/program.</p>
<p>#44 - 46</p>	<p>#44 - 46: Should not necessarily be the parents - should be the people from whom the child was removed.</p>
<p>#44 Caretaker Family Structure</p> <p>1 = Married Couple</p> <p>2 = Unmarried Couple</p> <p>3 = Single Female</p> <p>4 = Single Male</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>"Separated" should be mapped to "married".</p>

5 = Unable to Determine	
#45 First Primary Caretaker's Birth Year	Required if foster care element #44 (Caretaker Family Structure) has a value of 1 through 4. (May leave blank if foster care element #44 equals 5.)
#46 Second Primary Caretaker's Birth Year	May leave blank if only 1 caretaker (foster care element #44 = 3, 4, or 5).
#47 Mother's Date of TPR	This field must not be blank if foster care element #58 (Reason for Discharge) equals 3 (Adoption). If mother is deceased, then the date of death is to be used.
#48 Father's Date of TPR	Legal or most recent putative father's TPR date (i.e. the last impediment to freeing the child) should be used. This field must not be blank if foster care element #58 (Reason for Discharge) equals 3 (Adoption). If father is deceased, then the date of death is to be used.
#49 Foster Family Structure 0 = Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male	Every relevant State code should map to an AFCARS value. If foster care element #41 (Current Placement Setting) has a value = 4, 5, 6, 7 or 8 (indicating that the child is not in a foster family or pre-adoptive home), then foster care element #49 should be 0. System should have capacity to report #49 - 55 if child is in relative foster home. System should have capacity to report #49 - 55 if child is in purchased foster home.
#50 First Foster Caretaker's Birth Year	May be left blank if child is not in foster home or a pre-adoptive home (foster care element #41 = 1, 2, or 3). If foster care element #41 (Current Placement Setting) has a value = 4, 5, 6, 7 or 8 (indicating that the child is not in a foster family or pre-adoptive home), then foster care element #50 should be blank. Are there system edits to verify the accuracy of the foster

	<p>parent's birthdate? For example, if the date of birth entered would result in the foster parent being 18 or younger.</p>
<p>#51 Second Foster Caretaker's Birth Year</p>	<p>System must be able to report on second foster caretaker for elements #51, 54, and 55.</p> <p>If foster care element #41 (Current Placement Setting) has a value = 4, 5, 6, 7 or 8 (indicating that the child is not in a foster family or pre-adoptive home), then foster care elements #51 should be blank.</p> <p>Are there system edits to verify the accuracy of the foster parent's birthdate? For example, if the date of birth entered would result in the foster parent being 18 or younger.</p>
<p>#52 First Foster Caretaker's Race</p> <p>a. American Indian or Alaska Native</p> <p>b. Asian</p> <p>c. Black or African American</p> <p>d. Native Hawaiian or Other Pacific Islander</p> <p>e. White</p> <p>f. Unable to Determine</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>Missing data should be mapped to blank, not "unable to determine."</p> <p>If foster care element #41 (Current Placement Setting) has a value = 4, 5, 6, 7 or 8 (indicating that the child is not in a foster family or pre-adoptive home), then foster care element #52 should be blank.</p> <p>State's method of collecting race information must allow for all possible combinations.</p> <p>If at least one of the race categories a-e is selected (coded as 1) then f cannot also apply. 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 all 0s, this will result in an error.</p> <p>Should be treating Hispanic as an ethnicity not race.</p>
<p>#53 First Foster Caretaker's Hispanic Origin</p> <p>0 = Not Applicable</p> <p>1 = Yes</p> <p>2 = No</p> <p>3 = Unable to</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>If foster care element #41 (Current Placement Setting) has a value = 4, 5, 6, 7 or 8 (indicating that the child is not in a foster family or pre-adoptive home), then foster care elements #53 should be 0.</p>

Determine	
<p>#54 Second Foster Caretaker's Race</p> <p>a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>Should be treating Hispanic as an ethnicity not race.</p> <p>Missing data should be mapped to blank, not "unable to determine".</p> <p>State's method of collecting race information must allow for all possible combinations.</p> <p>If foster care element #41 (Current Placement Setting) has a value = 4, 5, 6, 7 or 8 (indicating that the child is not in a foster family or pre-adoptive home) then foster care elements #54 should be left blank.</p> <p>If at least one of the race categories a-e is selected (coded as 1) then f cannot also apply. 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 all 0s, this will result in an error.</p>
<p>#55 Second Foster Caretaker's Hispanic Origin</p> <p>0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>Missing data should be mapped to blank, not "unable to determine".</p> <p>If foster care element #41 (Current Placement Setting) has a value = 4, 5, 6, 7 or 8 (indicating that the child is not in a foster family or pre-adoptive home), then foster care elements #55 should be 0.</p>
<p>#56 Date of Discharge (core)</p>	<p>Should be legal date of discharge from most recent episode. If this foster care element is applicable, the date entered must be later then the Date of Last Removal From Home (foster care element #21).</p> <p>If this element is applicable, there must be a reason provided in element #58.</p>
<p>#57 Date of Discharge Transaction Date (core)</p>	<p>Must be a non-modifiable computer-generated date that reflects the date element #56 was first entered into system.</p>

<p>#58 Reason for Discharge (core)</p> <p>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</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>If this element has a response, then a date must be in element #56.</p>
<p>#59 - #65</p> <p>0-Does not apply 1-Applies</p>	<p>At least one of the foster care elements #59 through #65 must have a value of 1.</p> <p>Include any that applied at any time during the six-month reporting period. The payment/benefit can be for less than a full month and still qualify as "Applies" for any one of these benefits.</p>
<p>#59 Title IVE Foster Care</p>	
<p>#60 Title IVE Adoption</p>	
<p>#61 Title IVA</p>	<p>Should only include title IV-A payments.</p> <p>Should not include emergency assistance payments.</p>
<p>#62 Title IVD Child Support</p>	
<p>#63 Title XIX Medicaid</p>	<p>Should be included if child is eligible for Medicaid payments.</p> <p>Numbers for this element and for #59 should be close.</p>
<p>#64 SSI</p>	<p>Should include SSI or other Social Security Act payments not included in elements #59-63.</p>
<p>#65 None of the Above</p>	<p>Element #65 should not be programmed to "apply" if elements #59-64 are coded as "does not apply." The program code needs to check if there are State funds, or</p>

	other Federal or non-Federal funds, that are a source of support for the child. If there are, then this element should be coded as "applies", otherwise it would be marked as "does not apply."
#66 Monthly Amount	<p>Should include all payments made on behalf of the child. If no payment was made, State uses zeros.</p> <p>Should be amount of last full monthly payment paid in the AFCARS report period.</p> <p>A blank in this field indicates that the State does not have the information for this foster care element or that a payment was not made.</p>

ADOPTION ELEMENTS	
AFCARS Element	Requirement
#1 State FIPS Code	<p>Must be the correct code for the State.</p> <p>Best if system hard-coded.</p>
#2 Report Period End Date	Must be century date compliant.
#3 Record Number	<p>Must not be actual case number, should not be linked to the child except at the State or local level.</p> <p>State must be using a unique identifier that remains the persons identifier.</p> <p>The AFCARS record number must be right justified and padded with zeros to fill out the 12 character field.</p>
#4 State Agency Involvement 1 = Yes 2 = No	<p>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).</p>
#5 Child Date of Birth	<p>If unknown, enter an approximate date of birth.</p> <p>The Child's date of birth (adoption element #5) must be later than both the Mother's and Father's year of birth</p>

	<p>(adoption element #16 and #17) unless either of them is unknown.</p> <p>90% of records having adoption element #4 (State Agency Involvement) equal 1 (Yes) must have valid values.</p> <p>Are there system edits to verify the accuracy of the child's date of birth in comparison to other factors, such as child is 18 or younger when entered care, child is not older than the primary caregiver(s) or the foster parents?</p>
<p>#6 Child Sex</p> <p>1 = Male 2 = Female</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>If "other" or "unknown" are State values, must be mapped to blank.</p>
<p>#7 Child Race</p> <p>a = American Indian or Native b = Asian c = Black or African American d = Native Hawaiian Pacific Islander e = White f = Unable to Determine</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>Should be treating Hispanic as an ethnicity not race.</p> <p>Missing data should be mapped to blank, not "unable to determine" - if child is Hispanic, element #9 should be coded as "yes" and a race should still be indicated for the child</p> <p>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.</p>
<p>#8 Child Hispanic Origin</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>Missing data should be mapped to blank, not "unable to determine".</p>
<p>#9 Has Agency Determined Special Needs?</p>	<p>Use the State definition of special needs as it pertains to a child eligible for an adoption subsidy under title IV-E.</p>

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	<p>Every relevant State code should map to an AFCARS value.</p> <p>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).</p> <p>Must be primary basis for determination. Should be worker determined and not system determined.</p> <p>For #11 - 15: Space must be available to accommodate all AFCARS disabilities.</p> <p>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).</p> <p>Are #11 - 15 completed regardless of whether the child has been determined has having special needs?</p>
#11 - 15 0 = Does not Apply 1 = Applies	For #11 - 15: Space must be available to accommodate all disability information.
#11 Mental Retardation	
#12 Visually/Hearing Impaired	
#13 Physically Disabled	
#14 Emotionally Disturbed	Children diagnosed as emotionally disturbed must be diagnosed on the basis of the DSM.
#15 Other Diagnosed Condition	
#16 Mother's Birth Year	<p>No internal consistency standard.</p> <p>No Missing Data Standard (not required if unknown). If child was abandoned, or if information is otherwise</p>

	unavailable, leave blank.
#17 Father's Birth Year	No internal consistency standard. No Missing Data Standard (not required if unknown). If child was abandoned, or if information is otherwise unavailable, leave blank.
#18 Mother Married at Time of Birth 1 = Yes 2 = No 3 = Unable to Determine	"Unable to determine" should only be used if child was abandoned; missing data should be mapped as blank.
#19 Date of Mother's TPR	Adoption element #19 (Date of Mother's termination of parental rights) must be prior to or equal to adoption element #21 (Date adoption legalized).
#20 Date of Father's TPR	If there are multiple fathers, the one who represented the last barrier to the child's adoption should be used. Adoption element #20 (Date of Father's termination of parental rights) must be prior to or equal to adoption element #21 (Date adoption legalized).
#21 Date Adoption Legalized	Should be the actual date of the adoption finalization and not the date the child is placed into an adoptive home.
#22 Adoptive Family Structure 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male	Every relevant State code should map to an AFCARS value.
#23 Adoptive Mother's Year of Birth	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.
#24 Adoptive Father's Year of Birth	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.
<p>#25 Adoptive Mother's Race</p> <p>a = American Indian or Alaskan Native b = Asian c = Black or African American d = Native Hawaiian Pacific Islander e = White f = Unable to Determine</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>Required if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 3.</p> <p>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).</p> <p>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.</p> <p>Should be treating Hispanic as an ethnicity not race.</p> <p>Missing data should be mapped to blank, not "unable to determine" - if the individual is Hispanic, element #26 should be coded as "yes" and a race should still be indicated.</p>
<p>#26 Adoptive Mother's Hispanic Origin</p> <p>0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>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).</p> <p>Only required if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 3.</p> <p>Missing data should be mapped to blank, not "unable to determine"</p>
<p>#27 Adoptive Father's Race</p> <p>a = American Indian or Al. Native</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>Only required if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 4.</p>

<p>b = Asian c = Black or African American d = Native Hawaiian/Pac Islander e = White f = Unable to Determine</p>	<p>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).</p> <p>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.</p> <p>Should be treating Hispanic as an ethnicity not race</p> <p>Missing data should be mapped to blank, not "unable to determine" - if the individual is Hispanic, element #28 should be coded as "yes" and a race should still be indicated.</p>
<p>#28 Adoptive Father's Hispanic Origin</p> <p>0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine</p>	<p>Every relevant State code should map to an AFCARS value.</p> <p>Missing data should be mapped to blank, not "unable to determine."</p> <p>Only required if adoption element #22 (Adoptive parents' family structure) is either 1, 2 or 4.</p> <p>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).</p>
<p>#29 -32</p> <p>0 = Does not Apply 1 = Applies</p>	<p>Should be a response of "applies" for at least one of #29- 32.</p> <p>There may be more then one marked as "applies."</p>
<p>#29 Relationship of Adoptive Parent to Child - Stepparent</p>	
<p>#30 Relationship of Adoptive Parent to Child - Other Relative</p>	

#31 Relationship of Adoptive Parent to Child - Foster Parent	
#32 Relationship of Adoptive Parent to Child - Other Non-Relative	
#33 Child Was Placed from 1 = Within State 2 = Another State 3 = Another Country	Every relevant State code should map to an AFCARS element. Received Interstate Compact children should not be included in AFCARS by the State.
#34 Child Was Placed by 1 = Public Agency 2 = Private Agency 3 = Tribal Agency 4 = Independent Person 5 = Birth Parent	Every relevant State code should map to an AFCARS element. Private agencies under contract to the State agency are considered "public" agencies.
#35 Receiving Monthly Subsidy 1=Yes 2=No	
#36 Monthly Amount	If adoption element #35 (Monthly subsidy) equals 2 (No), then adoption element #36 (Monthly amount) must equal 00000.
#37 Adoption Assistance 1=Yes 2=No	If adoption element 35 (Monthly subsidy) equals 2 (No), then adoption element 37 (Adoption assistance) must equal 2 (No).

**ATTACHMENT 2
AFCARS Review Activities**

PHASE	PRE-SITE VISIT PHASE	ON-SITE REVIEW PHASE	POST-SITE VISIT REVIEW PHASE
ACTIVITY	Conduct Conference Call(s) Schedule Site Visit Exchange Documentation Enter Test Case Scenarios Select Sample for Case File Review Identify Case Files Finalize Arrangements for On-site Review	Conduct Entrance Conference & Brief System Demonstration Review Case Scenarios/Run Extraction Routine Review Data Element Conduct Technical Analysis Review Case Files Document Review Findings Conduct Exit Conference	Finalize Findings and Conclusions
TIMEFRAME	10 Weeks Prior to the On-site Review Phase	5 Business Days	60 Business Days Following the On-site Review