

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/ Completed Date	State's Comments/Notes ACF's Sign-off Notes
#62 Title IV-D (Child Support)	1	1) CWS/CMS does not have the capability to collect and report this data nor is there an interface with a Child Support System.	1) The State must develop a method to collect and report this data to ACF regardless of the status of the interface with the State's child support system. 1a) Provide ACF with screen prints depicting where this information will be collected. 1b) Provide ACF with the program code that extracts this data from the system.		
#3 Local Agency (County or Equivalent Jurisdiction)	2	1) The information in the State's draft requirements document (SCR:7815) and the selection logic listed in the mapping form indicates errors in the identification of this information.	1) Modify the program code to extract the county that has primary jurisdiction and responsibility for the child and the case. It should <u>not</u> be based on the county in which the child resides during his/her placement or the county that may be providing "courtesy supervision." 1a) Submit revised program code to ACF with corrections.		[State's] Requirements document SCR: 7815: Items #4 and 5: The State is making modifications to the database entity storing information regarding a "placement episode" by adding a new data element to identify the county responsible for the child at the time the episode began. This county shall be identified by the system based on the county of the primary worker.
#4 Record Number Adoption Element: #3 Record Number	2	1) ACF noted that the same ID number appears in different submissions and may have different demographic information.	1) The State must further analyze this element to determine the cause of the change in information. Provide ACF with the		

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		<p>The record number reported for this element should remain the child's identification number regardless of where he/she is living in the State or which county has primary responsibility. If a child exits foster care in one county and later re-enters foster care in another county he/she should still have the same State system generated number. Additionally, numbers should not be re-used or used for multiple children.</p>	<p>findings of this investigation.</p> <p>1a) Make corrections based on this investigation as appropriate.</p>		
<p>#5 Date of Most Recent Periodic Review (if applicable)</p> <p>____(mo) ____ (day)____(year)</p>	<p align="center">2</p>	<p>Screen: Hearing Notebook (ID Tab) Program code: Paragraphs 2150 and 2155.</p> <p>1) The program code does not have a parameter limiting the extraction of a recent periodic review to the current removal episode.</p> <p>2) Case workers can enter the hearing date in advance of the hearing. If the hearing does not occur, the system allows them to document that the hearing was continued to a subsequent day. The program code will extract the</p>	<p>1) Add a parameter to the program code to extract the most recent periodic review for the current removal episode.</p> <p>1a) Provide ACF with the corrected program code.</p> <p><u>Training/Supervision</u></p> <p>2) Instruct workers to not enter a hearing date until it is actually held.</p> <p>3) Ensure that the date being reported is the actual hearing date.</p>		

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		"planned" hearing date and not the actual date of the hearing.			
#8 Child's Race #52 1 st Foster Caretaker's Race #54 2 nd Foster Caretaker's Race (if applicable) Adoption Elements: #7 Child Race #25 Adoptive Mother's Race #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	Screen: Client Services (Client Notebook, ID tab) Program code: FC: Paragraphs 2075, 3000, and 8000 and SCAFCETH AD: Program code: SCAFCAX - Paragraphs 1100 (Line Number (LN) 004835) and 1150; SCAFCAD - LN:000734; and SCAFCETH 1) "Unable to determine" is not a screen option for the case workers to select. 2) The program code is initialized to "no" and then changes values based on the evaluation of stored data.	1) Add "unable to determine" as an option in order to allow workers to select it in the event a child is abandoned or refuses, or a parent refuses, to provide race information. 1a) Provide ACF with modified screen prints reflecting corrected race fields. 1b) Provide ACF with the corrected program code. 2) Modify the program code to initialize this field to blanks. 2b) Provide ACF with the corrected program code.		

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		<p>3) Missing data is mapped to "unable to determine."</p> <p>4) The worker can select "Hispanic" as a primary "ethnicity" (race) and not select a secondary "ethnicity" (race).</p> <p>5) The State has additional races on the selection list that are not mapped to AFCARS.</p> <p>6) The case file review findings indicate that for the foster parents the race information was missing in AFCARS even though the children were in family foster home settings.</p>	<p>3) Modify program code to map missing data to blanks.</p> <p>3a) Provide ACF with the corrected program code.</p> <p>4) Modify program code to map this element to blank if "Hispanic" is selected in primary "ethnicity" (race) box, and no secondary "ethnicity" (race) is selected.</p> <p>4a) Provide ACF with modified screen prints reflecting corrected race fields.</p> <p>4b) Provide ACF with the corrected program code.</p> <p>5) Modify program code to include all races and map accordingly.</p> <p>5a) Provide ACF with the corrected program code.</p> <p><u>Supervision/Training</u></p> <p>6) The State/county needs to ensure that case workers enter this information in a timely manner.</p> <p>7) The State needs to make</p>		

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			<p>it clear that "Hispanic" is not a race. It should also provide enhanced worker training.</p> <p>8) Workers must ask individuals that identify themselves as "Hispanic" or other Latino origin, to identify a race(s). If the individual refuses to identify a race, the worker should enter "unable to determine."</p> <p><u>Suggestions</u></p> <ul style="list-style-type: none"> • Consider modifying the labels on the screens and forms. • The State may want to add a "refused" option in order to track responses of refused to provide race information. 		
<p>#9 Hispanic/Latino Origin #53 1st Foster Caretaker's Hispanic or Latino Origin #55 2nd Foster Caretaker's Hispanic Origin</p> <p>Adoption Elements: #8 Child Hispanic Origin #26 Adoptive Mother's Hispanic Origin #28 Adoptive Father's Hispanic</p>	<p align="center">2</p>	<p>Screen: Client Services (Client Notebook, ID tab) Program code: Paragraph 3000; SCAFCFD, paragraph 4060; and SCAFCETH AD: Program code: SCAFCAX - Paragraph 1100, LN 00487; and SCAFCETH</p> <p>1) This is listed on the primary and secondary ethnicity lists and as a</p>	<p>1) Remove the "unable to determine" default on the</p>		

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<p>Origin</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>		<p>question. The question field pre-fills to "unable to determine."</p> <p>2) The program code checks both the list box and the radio buttons for this element. If there is a contradiction between the two, the program code maps to "Yes."</p> <p>3) The State does not distinguish races from ethnicities and includes Hispanic as a race.</p>	<p>screen and let the field pre-fill to blank.</p> <p>1a) Provide ACF with modified screen prints reflecting corrected ethnicity fields.</p> <p>1b) Provide ACF with the corrected program code.</p> <p>2) A program edit or pop-up box on the entry screen should be added to alert workers/staff to the inconsistent data entry. The worker should be prompted to correct the error at the time of data entry.</p> <p>2a) Provide ACF with screen print reflecting changes.</p> <p>b) Provide ACF with the corrected program code.</p> <p><u>Supervision/Training</u></p> <p>3) The State needs to make it clear that "Hispanic" is not a race. The State should consider modifying the labels on the screens and on its forms and providing enhanced worker training.</p>		

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		<p>4) The case file review findings indicate that for the foster parents the Hispanic information was missing in AFCARS even though the children were in family foster home settings.</p>	<p>4) The State/county needs to ensure that case workers enter this information in a timely manner.</p> <p><u>Suggestions</u> 1) Since the State has a field for answering whether an individual is Hispanic/Latino or not, it should consider removing "Hispanic" from the option lists.</p>		
<p>#10 Has the child been clinically diagnosed as having a disability(ies)?</p> <p>1=Yes 2=No 3=Not yet Determined</p>	<p align="center">2</p>	<p>Screen: Client Services - Referral, Health Notebook, Diagnosed Condition tab Program Code: Paragraphs 2050, 2300, 3100, 3110, 3120, 3130, and 3140</p> <p>1) This question is not included on the screen.</p> <p>2) If the child has been in care for more than 30 days, and no disabilities are found, the program code defaults element #10 to "no."</p>	<p>1) Modify the screen field to include the question and the three responses.</p> <p>1a) Provide ACF with modified screen prints reflecting corrections.</p> <p>2) Modify the program code and map missing data to blanks.</p> <p>2a) Provide ACF with the corrected program code.</p>		<p>1) [State's] Requirements Document: #73 – 77, 80: The State is adding "yes" or "no" indicators to the "diagnosed condition" tab on the "health notebook" screen. If the case worker enters information on the "medications," "medical tests," "referral," or "hospitalization" tabs, the associated indicator for the diagnosed condition shall automatically indicate</p>

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			<p><u>Supervision/Training</u> 3) Supervisors need to ensure this data is entered correctly and in a timely manner and updated as appropriate.</p> <p>4) Train workers on the correct meaning of the responses for this element and to update this information as needed.</p>		<p>“yes.” The caseworker will also be able to note the absence of medications, hospitalizations, medical test and medical referrals without having to document the absence of the specific pages. The “Well Child Exam” field is being modified to allow the user to identify the absence of a diagnosed condition via option buttons for “yes” or “no” for the added text of “does the client have any health conditions diagnosed by a certified medical professional?” The worker must enter certain service types first. If the worker selects “yes,” a message appears to remind the worker to enter the child’s health information in the “health notebook.”</p>
<p>Foster Care and Adoption Elements #11 – 15</p> <p>[0 = Does not apply] 1 = Applies</p> <p>#11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed</p>	<p align="center">2</p>	<p>Program Code: SCAFCFC: paragraph 3100, 3110, 3120, 3130, and 3140</p> <p>AD: Program Code: SCAFCAD - LN 000795 and SCAFCAX - Paragraphs 1100 and 3100, 3110, 3120, 3130, and 3140</p> <p>1) The program code is initialized to “does not apply.” If a condition</p>	<p>1) Modify the program code to initialize this field to</p>		

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#15 Other Diagnosed Condition		<p>is not found, the response remains "does not apply."</p> <p>2) There are medical health conditions mapped to AFCARS that should not be included for these elements. The State should only map those conditions that are chronic and debilitating.</p>	<p>blanks and if no conditions are found to remain as blanks.</p> <p>1a) Provide ACF with the corrected program code.</p> <p>2) Review the AFCARS Special Needs/Disability List for mapping of medical and psychological conditions.</p> <p>2a) Modify program code based on the AFCARS Special Needs/Disability List and items listed in <i>California Mapping of Foster Care and Adoption Elements 11-15: Diagnosed Conditions</i>.</p> <p>2b) Provide ACF with modified screen prints reflecting corrected fields.</p> <p>2c) Provide ACF with the corrected program code.</p> <p><u>Supervision/Training</u></p> <p>3) State/county staff must enter this data correctly and in a timely manner.</p> <p>4) Train caseworkers on the appropriate categories for</p>		

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			various types of medical/psychological conditions. 5) Ensure that supervisors provide oversight to the accuracy of data entered.		
#16 Has this child ever been adopted? 1 = Yes 2 = No 3 = Unable to Determine	2	Screen: Client Services (Client Notebook, Demographics tab) Program code: SCAFCFC, paragraph 2200 1) The screen defaults to “unable to determine.” 2) The program code maps missing data to “unable to determine.” 3) The State needs to ensure that workers answer this question for all types of adoptions, whether they are private or public, or within State or not.	1) Modify the screen by changing the default from “unable to determine” to a blank field. 1a) Provide ACF with modified screen prints reflecting corrected race fields. 2) Map missing data to blank. a) Provide ACF with the corrected program code. <u>Supervision/Training</u> 3) State/county staff must enter this data correctly and in a timely manner. 4) Train caseworkers to enter information regardless		

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			<p>of where and with what agency the adoption occurred.</p> <p>5) Ensure that supervisors provide oversight to the accuracy of data entered.</p> <p><u>Suggestions</u> The State may want to make this a required field.</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 5 = Unable to Determine</p>	<p align="center">2</p>	<p>Screen: Client Services (Client Notebook, Demographics tab) field for age at adoption. Program Code: SCAFCFC, Paragraph 2200</p> <p>1) If element #16 is "no," "unable to determine" or blank, then element #17 is set to "not applicable."</p> <p>2) The program code maps missing data in the age field to blank.</p>	<p>1) Modify the program code to map responses of "no" in element #16 to "not applicable" in element #17.</p> <p>1a) Modify the program code to map responses of "unable to determine" in element #16 to "unable to determine" in element #17.</p> <p>1b) Provide ACF with the corrected program code.</p> <p>2) Modify the program code to map missing data to blank.</p>		

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			2a) Provide ACF with the corrected program code.		
#20 Date Child was Discharged from last foster care episode (if applicable) ___(mo) ___ (day)___(year)	2	Screen: Client Services – Placement Notebook, End Placement/Episode Tab. Program Code: paragraph 2350 SCAFCFD paragraph 4035 1) This date is recalculated if it is the same or greater than the date in element #21 so that there is not an overlap in episodes. A discharge and a removal may occur on the same day and should be reported as such.	1) Modify the program code to not recalculate dates. 1a) Remove paragraph 4035 in SCAFCFD. 2) Provide ACF with the corrected program code. <u>Supervision/Training</u> 3) The State/county must have caseworkers enter this data correctly and in a timely manner. 4) The State needs to ensure that children that remain in the agency's responsibility for care, placement, or supervision and placed in their own home are not entered into the system as being "discharged." In these instances, this field must be blank.		
#22 Date of Latest Removal Transaction Date	2	1) This element may be changing if the worker updates or corrects a	1) Check and verify whether the system date is		

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____(mo) ____ (day)____(year)		date previously entered in #21.	modifiable and provide the information to ACF. 1a) Modify the program code and the system to create a non-modifiable system-generated transaction date. 1b) Provide ACF with the corrected program code.		
#24 Number of Previous Placement Settings in This Episode	2	Screen, page 11: Client Services – Placement Notebook, End Placement/Episode Tab. Program Code: Paragraph 2400 1) The State counts each placement record except for when a home's status changes. The State does not exclude any placement move (such as trial home visits and respite care).	1) Modify the program code to exclude in the placement count the temporary placements noted in CWPM: Section 1.2B.7 AFCARS, Data Elements and Definitions, Foster Care Specific Elements, Placements, Questions #1, 8 - 11, 17 - 19, and 21 - 24.) These include "trial home visits," "respites," "acute psychiatric hospitalizations," etc. 2) Provide ACF with the corrected program code.		[State's] Requirements document SCR: 7815: Items #32 and 33: The placement count will be displayed on the "ID" tab of the "placement notebook." This will be a read-only field. Also, the "SOC 158A" document will be changed.
#25 Manner of Removal From Home for Current placement	2	Screen: Client Services, Placement Notebook,			

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<p>Episode</p> <p>1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined</p>		<p>Identification and Approval tab. Field: Legal Authority for placements. Program Code: Paragraph 2450</p> <p>1) The drop down list contains the option "out-of-State ICPC" and it is mapped to "court ordered."</p> <p>2) CWS/CMS does not maintain a history of "manner of removals." The program code extracts the most recent "legal authorization for placement type" code. If a child initially enters under a "voluntary placement agreement" and then the State obtains a "court order" to continue responsibility for care, placement, or supervision, this element is reported as "court ordered."</p>	<p>1) Modify the program code by mapping "out-of-State ICPC" to blank.</p> <p>1a) Provide ACF with the corrected program code.</p> <p>2) Modify CWS/CMS to maintain a history of the "manner of removals."</p> <p>2a) Modify the program code to extract the "original" manner of removal in those instances the State/county obtains a court order to continue a removal due to a voluntary agreement.</p> <p>2b) Provide ACF with the corrected program code.</p>		
<p>Actions or Conditions Associated With Child's Removal:</p> <p>#29 Parent Alcohol Abuse #30 Parent Drug Abuse #31 Child Alcohol Abuse #32 Child Drug Abuse #38 Abandonment</p>	2	<p>1) In the foster care detail program code (SCAFCFD) if "yes" is found on the SOC158 screen for element #29, elements #29 -32 are mapped to "not applicable."</p>	<p>1) Modify program code to map a "yes" for "parent alcohol abuse" on the SOC158 to "applies" in AFCARS.</p> <p>1a) Modify the program code by removing the "move 0 to ..." statement.</p>		

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[0-Does not Apply] 1-Applies		2) The State does not include "safely surrendered baby" in its mapping. The State indicated the reference in statute for children in this category are subject to WIC 300(g), "Care Taker Absence/Incapacity."	2) Modify the program code to include mapping of "safely surrendered baby" to "abandonment" for AFCARS purposes. 2a) Do not include "caretaker inability to cope due to illness or other reasons" as a circumstance associated with removal for the State's value "safely surrendered baby." 3) Provide ACF with modified screen prints reflecting corrected race fields. 4) Provide ACF with the corrected program code.		
#41 Current Placement Setting 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	Screen: Resource Management, Placement Home Notebook, Identification tab. Program code: Paragraphs 2600 and 2610. 1) The State incorrectly reports "fictive kin" as "relative foster care." 2) The State reports facilities based	1) Map "fictive kin" to "foster family home - non-relative." 1a) Provide ACF with the corrected program code. 2) Modify the program code		The State is making a change and the title for relative foster home will become more general and behind the scenes (not noticeable to the user). The State will be able to determine if the foster parents are related or not related and then will map them correctly in the extraction program code. [State's] Requirements

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		<p>on how they are licensed, not on the size of the facility</p> <p>3) The State has “supervised independent living” placements and indicated the frequency for this value was in error.</p> <p>4) The State wants to reassess what they are reporting to ACF for “pre-adopt home.”</p>	<p>to extract “group home” and “institution” placement facilities based on the size of the facility in accordance with AFCARS definitions.</p> <p>2a) If applicable, modify the selection list on the screen to accommodate the selection of a facility based on its size.</p> <p>2b) Provide ACF with modified screen prints reflecting corrected race fields.</p> <p>2c) Provide ACF with the corrected program code.</p> <p>3) The State must determine if the problem is due to programming in the code or is a data entry error. Notify ACF of the finding.</p> <p>4) Provide ACF with the results of this assessment.</p> <p>4a) Provide ACF with an explanation for why the State would use a “denied date” for a pre-adoptive setting.</p>		<p>Document, SCR #7815: 1 - Item #30: A reminder is being added to notify the case workers that a placement has been closed for over 90 days for the reason of “child returned home for trial home visit” and the placement episode is open. The State also indicated to ACF that if the trial home visit” goes beyond 90 days the State will still include the record because these changes will not affect the selection logic used to identify the records for reporting.</p> <p>2 - Item #88: A reminder is being added to alert the worker when a “placement episode” is still open and the worker tries to select “family maintenance” as a service. A “placement episode” must be closed first.</p>

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		<p>5) "Tribe specified home" is mapped to "relative home." A "tribe specified placement" means that the tribe can specify the placement, which they consider a "relative."</p> <p>6) The State maps "5632, incarcerated" to "transfer to another agency." "Currently, California does not have dual jurisdiction regarding children receiving Child Welfare Services and those incarcerated due to juvenile criminal offenses. Such a juvenile is not considered changing placements when going from foster care to a locked facility."</p> <p>7) ACF needs to verify with the State if the screen selection list has the option for "trial home visit" as a "placement setting."</p>	<p>5) The State needs to ensure that if the child is placed in a group home or some other non-foster home setting that the placement accurately reflects the child's current living arrangement.</p> <p>6) The State/county must report on children that are in its care and placement responsibility regardless of the child's living arrangement. In these instances, the response to element #56 should be "not applicable" and the placement setting should be "institution."</p> <p>7) Submit a screen print of the options list to ACF.</p> <p>7a) Modify program, as applicable, to extract children "placed" in their own home while under the agency's responsibility for care, placement, or supervision.</p> <p><u>Supervision/Training</u></p> <p>8) Implement training and oversight to ensure that workers enter the "own</p>		

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			home" setting for children returned home while still in the agency's care, placement, or supervision.		
<p>#43 Most recent case plan goal</p> <p>1 = Reunify With Parent(s) Or Principal Caretaker(s) 2 = Live With Relative(s) 3 = Adoption 4 = Long-Term Foster Care 5 = Emancipation 6 = Guardianship 7 = Case Plan Goal Not Yet Established</p>	2	<p>Screen: Case Plan Notebook (Case Plan Participants Tab) Program code: Paragraphs 2560 and 2550. Paragraphs 4000 and 4100 checks for independent living services.</p> <p>1) The program code is initialized to "case plan goal not yet determined."</p> <p>2) The State has a goal of "long-term foster care with relative" and it is mapped to "live with relative." There is no other goal for "live with relative."</p> <p>3a) The State's AFCARS report did not include any records with the goal of "emancipation." The State indicated they generally do not stress an emancipation plan, even for older children.</p>	<p>1) Modify the program code to map "not yet established" to blank after 30 days. If State policy changes to 60 days, then change the program code accordingly.</p> <p>1a) Provide ACF with the corrected program code.</p> <p>2) Map this value to "long-term foster care."</p> <p>2a) Provide ACF with the corrected program code.</p> <p>3a) ACF and the State need to discuss the mapping of "emancipation."</p>		

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		4) The findings of the case file review indicate that the case plan goals may not be updated in a timely manner.	<u>Supervision/Training</u> 4) State/county must ensure that this information is correct and up-to-date.		
#44 Caretaker Family Structure 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male 5 = Unable to Determine	2	Screen: Client Services, Placement Notebook, Removal Information Tab Program code: Program code: Paragraphs 2050, 2650, 3000 1a) This information is not displayed on the AFCARS Navigation Tool. 1b) [State] Interim Release 5.2.7 Document: This document indicates that on June 24, 2004 "unable to determine" will be displayed if the "caretaker removed from" field is blank on the "placement notebook" screen. 2) The detail program code maps spaces to "Unable to determine."	1a) Add a field to the AFCARS Navigation Tool for the caretaker family structure. 1b) Modify the Navigation Tool caretaker field to blank if the "caretaker removed from" field is blank on the "placement notebook." 1c) Provide ACF with modified screen prints reflecting corrected fields. 1d) Provide ACF with the corrected program code. 2) Modify the program code to map missing data to blanks. 2a) Provide ACF with the corrected program code.		1) [State] Interim Release 5.2.7 Document: This document indicates that on June 24, 2004 the AFCARS tool would be corrected by adding "Family Structure." The AFCARS tool will show multiple caregivers and display each caregiver's marital status.

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/Completed Date	State's Comments/Notes ACF's Sign-off Notes
		<p>3) The detail program code maps a count of zero caretakers to “unable to determine.”</p> <p>4) The Frequency Report indicates a large number of “unable to determine.” The State indicated that case workers should have this information because it is very unlikely that the case would be considered by the court without this information.</p> <p>5) In the majority of the error cases of the case file review, the response in AFCARS was “unable to determine.” In many instances, the reviewers were able to determine the family structure of the individuals from which the child was removed.</p>	<p>3) Modify the program code to map missing data to blanks.</p> <p>3a) Provide ACF with the corrected program code.</p> <p><u>Supervision/Training</u> 4/5) The State/county needs to ensure that case workers enter or update this information.</p> <p>4/5) Ensure that supervisors provide oversight to the accuracy of data entered.</p>		
<p>#49 Foster Family Structure</p> <p>0 = Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male</p>	<p align="center">2</p>	<p>Screen: Resource Management; Placement Home Notebook, Substitute Care Provider tab. Program code: Paragraphs 2050 and 3400 and SCAFCD</p> <p>1) This information is not included on the “AFCARS Navigation Tool” screen.</p>	<p>1) The State was to implement a correction on June 24, 2004 that will add this field to the AFCARS</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/ Completed Date	State's Comments/Notes ACF's Sign-off Notes
		<p>2) The program code references element #44 and not #49.</p> <p>2a) The program code maps information for an "unmarried couple" to element #44</p> <p>2b) If the program code does not find a marital status for either foster parent the program code maps "5" (unable to determine) to #44.</p> <p>3) The case file review indicated that the AFCARS field was blank and the reviewer found the information.</p>	<p>tool.</p> <p>1a) Provide ACF with modified screen prints reflecting corrected fields.</p> <p>2a/b) Re-write the program code to extract the marital status of the foster parents and not the "caretakers."</p> <p>2c) Map missing data to spaces.</p> <p>2d) Provide ACF with the corrected program code.</p> <p><u>Supervision/Training</u></p> <p>3) State/county staff must enter this data correctly and in a timely manner.</p> <p>4) Ensure that supervisors provide oversight to the accuracy of data entered.</p>		
<p>#56 Date of Discharge from foster care</p> <p>____(mo) ____ (day)____(year)</p>	<p align="center">2</p>	<p>Screen: Client Services, Placement Notebook, End Placement/Episode Tab.</p> <p>1) The State extracts the values "5428/5507, child abducted" as a discharge reason.</p>	<p>1) Modify the program code to not extract a date of discharge for the State codes "5428/5507, child</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/ Completed Date	State's Comments/Notes ACF's Sign-off Notes
		<p>2) There is an inconsistency in the reported numbers for elements #56 through 58.</p> <p>3) There are several very old dates reported for this element. The number of dates reported for this element does not match the number of records reported for element #57.</p> <p>4) The case file review findings indicate there were several errors in data entry and extraction of this information.</p>	<p>abducted.”</p> <p>1b) Provide ACF with the corrected program code.</p> <p>2) The State needs to reassess the program code for these elements to determine what is the cause of the inconsistency. Provide ACF with the results of the analysis.</p> <p>3) The State needs to reassess the program to verify why older dates of discharge are occurring. Provide ACF with the results of the analysis.</p> <p><u>Supervision/Training</u></p> <p>4) The State/county must have caseworkers enter this data correctly and in a timely manner.</p> <p>5) The State needs to ensure that children that remain in the agency's responsibility for care, placement, or supervision and placed in their own home are not entered into the system as being “discharged.” In these instances this field must be</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/Completed Date	State's Comments/Notes ACF's Sign-off Notes
			blank.		
#57 Date of Discharge Transaction Date	2	1) This element had 30 records with an invalid date. The invalid date is the same invalid date reported for element #56.	1) The State needs to assess why an invalid date would be reported for a system generated date and provide analysis to ACF.		
#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: Client Services, Placement Notebook, End Placement/Episode Tab. Program code: SCAF CFD - LN 001670; SCAF CFX - Paragraph 2050 1) The State codes "5428/5507, child abducted" is mapped to "runaway." 2) The State maps "5431/5512, child refused services" and "5437/5518, parent rejects voluntary (FR) services" to "reunification.	1) Modify the program code to map "Child abducted" to "not applicable." 1a) Remove "child abducted" as an outcome reason for exit from foster care. 1c) Provide ACF with modified screen prints reflecting corrected fields. 1d) Provide ACF with the corrected program code. 2) Modify the program code to map "5431/5512, child refused services" to blank. 2a) Remove "5431/5512, child refused services" as a		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/Completed Date	State's Comments/Notes ACF's Sign-off Notes
		<p>3) The State maps "5611, CWS agency has jurisdiction" to "transfer to another agency." If the child welfare agency still has care and placement this would not be a discharge reason. ACF asked the State to explain and the response is: "We understand that if the child welfare agency still has care and placement this would not be a discharge reason. However, in rare situations, a voluntary agreement with a private child welfare agency in the state who may take responsibility for providing appropriate services to a family which might include a short term voluntary placement." The value name and the State's explanation seem to be contradictory.</p>	<p>discharge option on the screen.</p> <p>2c) Provide ACF with modified screen prints reflecting corrected fields.</p> <p>2d) Provide ACF with the corrected program code.</p> <p>2e) ACF needs to further discuss with the State.</p> <p>3) State and ACF need to discuss further.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/Completed Date	State's Comments/Notes ACF's Sign-off Notes
		<p>4) The State maps "5438/5519, private adoption agency (non-CWS) to "adoption." The code represents those children that were previously being provided services through a County Welfare Department, e.g. a voluntary placement, and are relinquished to a private adoption agency.</p> <p>5) The State maps "5632, incarcerated" to "transfer to another agency." "Currently, California does not have dual jurisdiction regarding children receiving Child Welfare Services and those incarcerated due to juvenile criminal offenses. Such a juvenile is not considered changing placements when going from foster care to a locked facility."</p>	<p>4) Modify the program code to map "5438/5519, private adoption agency (non-CWS) to "transfer to another agency."</p> <p>4a) ACF to discuss further with the State.</p> <p>5a) The State/county must report on children that are in its care and placement responsibility regardless of the child's living arrangement. In these instances, the response to element #56 should be "not applicable" and the placement setting should be "institution."</p> <p>5b) If the agency's care and placement responsibility was terminated by the courts and legal custody was given to the Juvenile Justice agency, then the child may be reported as discharged and the reason is "transfer to another agency." If the child then leaves the locked facility and is again placed in foster care under the agency's responsibility for</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/Completed Date	State's Comments/Notes ACF's Sign-off Notes
			<p>care and placement, this would begin a new foster care episode. 5c) ACF to discuss further with the State.</p> <p><u>Supervision/Training</u> 6) State/county staff must enter this data correctly and in a timely manner.</p> <p>7) Conduct training for any new items added to the selection list.</p> <p>8) Ensure that supervisors provide oversight to the accuracy of data entered.</p> <p><u>Suggestions</u> ACF recommends that some internal audits be performed to correct data inconsistencies (such as a "not applicable" being assigned to a record with a discharge date.)</p>		
<p>Sources of Federal Support</p> <p>#59 Title IV-E (Foster Care)</p> <p>#60 Title IV-E (Adoption Subsidy)</p> <p>#61 Title IV-A (Aid to Families with Dependent Children)</p> <p>#63 Title XIX (Medicaid)</p>	<p align="center">2</p>	<p>Screen: Client services, Client Notebook, Identification Numbers Program code: Paragraphs 2050, 2750, 2800</p> <p>1) Elements #59 - 61, and #64 are incorrectly being reported if the child is "eligible."</p>	<p>1) Modify the program code to extract whether a payment was made on behalf of the</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/ Completed Date	State's Comments/Notes ACF's Sign-off Notes
#64 SSI or other Social Security Act Benefits		<p>2) Case workers and eligibility workers can enter data on this screen.</p>	<p>child.</p> <p>1a) Provide ACF with the corrected program code.</p> <p>2) Limit data entry regarding eligibility and payments to eligibility and fiscal staff.</p> <p><u>Suggestions</u> CWS/CMS should interface with a State financial system or to individual county payment systems.</p>		
#18 Date of First Removal from Home ____(mo) ____ (day)____(year)	3	<p>Screen: Client Services: Placement Notebook, Child removal Tab. Program Code: Paragraph 2350.</p> <p>1) The case file review findings indicated errors in the date of first removal.</p>	<p>1) State/county staff must correct the date entered as the first date of removal.</p> <p>2) Supervisors need to ensure this data is entered correctly and in a timely manner.</p>		
#19 Total Number of Removals from Home	3	<p>Screen: Client Services – Placement Notebook, End Placement/Episode Tab. Program Code: paragraph 2350.</p> <p>1) The case file review findings indicated errors in the number of removals.</p>	<p>1) State should resubmit the 2003B data file after the corrections to element #20 are completed.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/Completed Date	State's Comments/Notes ACF's Sign-off Notes
			1a) ACF will evaluate the re-submitted data. 2) The State/county needs to ensure that workers enter the dates of removal correctly and in a timely manner. 3) The State/county needs to ensure that workers enter the dates the agency no longer has responsibility for care, placement or supervision (element #56) correctly and in a timely manner.		
#21 Date of Latest Removal ___(mo) ___ (day)___(year)	3	Screen: Client Services: Placement Notebook (Removal Info tab) Program Code: paragraph 2400 1) The case file review findings indicate several of the errors were related to how many removals the child actually had experienced.	1) State should resubmit the 2003B data file after the corrections to element #20 are completed. 1a) ACF will evaluate the re-submitted data. 2) The State/county needs to ensure that workers enter the dates of removal correctly and in a timely manner. 3) The State/county needs to ensure that workers enter the		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/ Completed Date	State's Comments/Notes ACF's Sign-off Notes
			dates the agency no longer has responsibility for care, placement or supervision (element #56) correctly and in a timely manner.		
#23 Date of Placement in Current Foster Care Setting ____(mo) ____ (day)____(year)	3	Screen: Client Services, Placement Notebook, Identification and Approval Tab and End Placement/Episode tab Program Code: Paragraph 2400 1) There may be situations in which a child is in a temporary shelter and the case worker has not updated the electronic case file in a timely manner to indicate if the child has been placed or sent home. 2) For "trial home visit" and "runaway" the date and placement location changes, but the number of placements should not change. (See Child Welfare Policy Manual (CWPM) 1.2B.7 AFCARS, Data Elements and Definitions, Foster Care Specific Elements, Placements, Question #23.)	1) The State/county must ensure that workers enter the placement information into the system in a timely manner. 2) Implement training and supervisory oversight to ensure that case workers enter "trial home visit" and "runaway" as a placement change, and not as a reason for ending a placement.		
Actions or Conditions Associated With Child's Removal (Indicate all that apply with a "1".) [0-Does not Apply] 1- Applies	3	Screen: Client Services: Placement Notebook, Removal Information Tab Program code: Paragraphs 2500 (primary) and 2510 (secondary). 1) The case file review findings	1) The staff should be		ACF: Verify with the State that all circumstances associated with removal for the juvenile justice population can be entered into CWS/CMS.

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/Completed Date	State's Comments/Notes ACF's Sign-off Notes
#26 Physical Abuse #27 Sexual Abuse #28 Neglect #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 #39 Relinquishment #40 Inadequate Housing		<p>indicate that there were several cases in which the reviewers found more conditions than what were reported to AFCARS.</p> <p>2) The State indicated the proper coding for the death of both parents would be "Care Taker Absence/Incapacity."</p> <p>3) The State indicated the proper coding of the incarceration of a parent(s) would be "Care Taker Absence/Incapacity."</p>	<p>trained to include all contributing reasons that lead to the child being "removed from home" and placed into foster care. This includes the probation staff and children entering foster care from the Juvenile Justice system.</p> <p>2) The staff should be trained to not select "caretaker inability to cope due to illness or other reasons" as a circumstance for removal for children that enter care due to the death of his/her parents.</p> <p>3) In instances where the only reason for the removal of the child from his/her home is the incarceration of a parent, staff should be trained to not enter "caretaker inability to cope due to illness or other reasons" as a circumstance for removal.</p> <p>4) The reasons for removal must reflect the actions or conditions associated with the removal of the child at the time of the removal.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/Completed Date	State's Comments/Notes ACF's Sign-off Notes
#45 1 st Primary Caretaker's Birth Year #46 2 nd Primary Caretaker's Birth Year (if applicable) ____ (mo) ____ (day) ____ (year)	3	Screen: Client Services (Client Notebook, ID tab) Program code: Paragraph 2650 1) The State is reporting dates that indicate the caretakers are very old and very young. 2) The case file review findings indicate that the majority of error cases were blank and the reviewers were able to determine the dates of birth of the individuals from whom the child was removed.	1) Provide training to case workers to ensure they enter the correct dates of birth for the caretakers. 2) Ensure that supervisors check the accuracy of the dates entered for the caretakers.		
#47 Mother's Date of TPR #48 Legal or Putative Father's TPR Adoption Elements #19 Date of Mother's TPR #20 Date of Father's TPR ____ (mo) ____ (day) ____ (year)	3	Screen: Client Services, Family Information Notebook, Parental Rights tab. Program code: Paragraphs 3200 and 3300 1) The State indicated that there is variation among the counties in regard to what is considered the actual TPR date. It may be the date that the case was heard in court or when the court order is actually signed. 2) The foster care case file review findings indicate that in the error cases the AFCARS field was blank and the reviewer found TPR dates.	1) The State needs to ensure that they are reporting the date considered by State law and policy as the date the child is considered legally freed for adoption. 2) Train workers to use the same date consistently for this element. 3) The State/county needs to ensure that this information		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

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AFCARS Data Element	Rating Factor	Findings	Task	Estimated/Completed Date	State's Comments/Notes ACF's Sign-off Notes
			is entered for the foster care file as well as the adoption file.		
#50 1 st Foster Caretaker's Birth Year #51 2 nd Foster Caretaker's Birth Year	3	<p>Screen: Resource Management; Placement Home Notebook, Substitute Care Provider tab. Program code: Paragraphs 2050 and 3400</p> <p>1) The case file review findings indicated that several of the records were reported to AFCARS with missing information, but the children were in family foster home settings.</p> <p>1a) The error records generally indicated that the child was in a family foster home and either the data reported in AFCARS or found by the reviewer indicated the foster family structure was either a "married" or "unmarried couple."</p>	<p>1) The State/county needs to ensure that this information is entered for the foster parents.</p> <p>2) Supervisors should ensure that this data is being entered correctly.</p> <p>3) The State/county needs to obtain this data from private placing agencies.</p>		
#66. Amount Of Monthly Foster Care Payment (regardless of source)	3	<p>Screen: Client Services, Placement Notebook, Ongoing Requests tab. Program code: Paragraphs 2050, 2900, 2950</p> <p>1) The data for this element is underreported. It is manually entered into CWS/CMS and is not obtained through an automated interface to payment systems.</p>	<p>1) The State/county must ensure that this data is entered correctly and timely.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Data Element	Rating Factor	Findings	Task	Estimated/ Completed Date	State's Comments/Notes ACF's Sign-off Notes
			<u>Suggestions</u> 1) CWS/CMS should interface with a State financial system or to individual county systems.		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Element	Rating Factor	Findings	Task	Estimated/ Completed Date	State's Comments/Notes ACF's Sign-off Notes
#34 Child Was Placed by 1 = Public Agency 2 = Private Agency 3 = Tribal Agency 4 = Independent Person 5 = Birth Parent	1	Program code: SCAFCAD, LN 001300 1) The program code is incorrectly hard coding this element to "1, public agency."	1) Modify the program code and the system to correctly collect and extract this information to ACF. 1a) Provide ACF with revised program code and screen prints (if applicable). <u>Supervision/Training</u> 2) Train caseworkers on the appropriate entry of this information once the changes are implemented.		
#3 Record Number	2	See Findings in Foster Care Matrix	See Tasks in Foster Care Matrix		
#7 Child Race #25 Adoptive Mother's Race #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	See Findings in Foster Care Matrix	See Tasks in Foster Care Matrix		
#8 Child Hispanic Origin #26 Adoptive Mother's Hispanic Origin #28 Adoptive Father's Hispanic	2	See Findings in Foster Care Matrix	See Tasks in Foster Care Matrix		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

State: California

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AFCARS Element	Rating Factor	Findings	Task	Estimated/ Completed Date	State's Comments/Notes ACF's Sign-off Notes
Origin 1 = Yes 2 = No 3 = Unable to Determine					
#10 Primary Basis for Determining Special Needs 0 = Not Applicable 1 = Racial/Origin Background 2 = Age 3 = Membership in a Sibling Group 4 = Medical Conditions or Mental, Physical or Emotional Disabilities 5 = Other State Defined Special Needs	2	Screen: Client Notebook, AAP eligibility tab. Program code: SCAFCAD, LN000769 1) This field on the screen defaults to "age." 2) This information should reflect the greatest barrier to a child's adoption.	1) Remove the screen defaults and let them remain blank. 1a) Provide ACF with modified screen prints reflecting corrected fields. <u>Supervision/Training</u> 2) Provide training to case workers to ensure they correctly identify the primary basis for determining special needs. 3) Ensure that supervisors check the accuracy of the information entered.		
#11 - 15 #11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Diagnosed Condition	2	See Findings in Foster Care Matrix	See Tasks in Foster Care Matrix		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Element	Rating Factor	Findings	Task	Estimated/ Completed Date	State's Comments/Notes ACF's Sign-off Notes
<p>#18 Mother Married at Time of Child's Birth</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	2	<p>Screen: Client Services: Family Information Notebook, Cohabitation tab and the AFCARS Navigation Tool. Program Code: SCAFCAD - LN 000863</p> <p>1) The field on the screen defaults to "no."</p> <p>2) This information should reflect the mother's marital status at the time of the child's birth and not the current marital status.</p>	<p>1a) Modify the screen by allowing the screen to pre-fill with blanks only.</p> <p>1b) Provide ACF with modified screen prints reflecting corrected fields.</p> <p><u>Supervision/Training</u> 2) State/county staff must enter this data correctly and in a timely manner.</p> <p>3) Train caseworkers that this should reflect the marital status of the mother at the time the child was born.</p> <p>4) Ensure that supervisors provide oversight to the accuracy of data entered.</p>		
<p>#31 Relationship of Adoptive Parent to Child - Foster Parent</p> <p>#32 Relationship of Adoptive Parent to Child - Other Non-Relative</p>	2	<p>Screen: Client Services: Adoptive Placement, ID tab. Program code: SCAFCAD - LN 001274</p> <p>1) The State does not report all</p>	<p>1a) Modify the screen to</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Element	Rating Factor	Findings	Task	Estimated/ Completed Date	State's Comments/Notes ACF's Sign-off Notes
		<p>possible relationships between the child and the adoptive parents.</p> <p>2) If data are missing the program code maps "applies" to element #32.</p>	<p>allow the recording of all possible relationships.</p> <p>1b) Provide ACF with modified screen prints reflecting corrected fields.</p> <p>1c) Provide ACF with the corrected program code.</p> <p>2) Modify the program code and map missing data to blank.</p> <p>2a) Provide ACF with the corrected program code.</p> <p><u>Supervision/Training</u></p> <p>3) State/county staff must enter this data correctly and in a timely manner.</p> <p>4) Train caseworkers to select all the relationships that apply.</p> <p>5) Ensure that supervisors provide oversight to the accuracy of data entered.</p>		
<p>#35 Receiving Monthly Subsidy</p> <p>1=Yes 2=No</p>	<p>2</p>	<p>Screen: Adoptive Placement Notebook, AAP Agreement tab.</p> <p>Program code: SCAFCAX - Paragraphs 2200 and 2210; SCAFCAD - LN001305</p>			

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

State: California

AFCARS Reporting Period: April 1, 2003 – September 30, 2003 (2003B)

AFCARS Element	Rating Factor	Findings	Task	Estimated/ Completed Date	State's Comments/Notes ACF's Sign-off Notes
		1) The program code does not check for a Medicaid only subsidy.	1a) Modify the program code to extract and map to "yes" "Medicaid only" subsidies. 1b) Provide ACF with the corrected program code.		
#36 Monthly Amount	2	Screen: AAP amounts are documented on the AAP Agreement page of the Adoptive Placement Notebook. Program code: SCAFCAX - Paragraphs 2200 and 2220 1) The screen has a field "Total monthly AAP benefit." If this is the exact amount written into the Adoption Agreement then it should be a direct extraction from this field and should not be adding any other amounts to it. 1a) All the records in the case file review were marked in error. 1b) Line number 005532 references summing the benefits.	1a) The State needs to ensure that it is extracting from the correct field. Provide ACF with the State's findings.		
#19 Date of Mother's TPR #20 Date of Father's TPR	3	See Findings in Foster Care Matrix	See Tasks in Foster Care Matrix		
#37 Adoption Assistance IV-E 1=Yes 2=No	3	1) The State needs to ensure this information is accurate.	1) Provide training and oversight to ensure that this information is correctly entered by the eligibility workers.		