

**AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements**

**State: Hawaii**

**AFCARS Report Period: October 1, 2003 - March 31, 2004 (2004A)**

AFCARS Data Element	Rating Factor	Findings	Tasks	Estimated/Completed Date	State's Comments/Notes ACF's Sign-Off Notes
#11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Diagnosed Condition  [0 = Does not apply] 1 = Applies	2	1) The State's revision of the program code is incorrect. The program code will map elements #11 – 15 to "does not apply" if the response to element #10 is "N, no" or "U, undetermined." Elements #11 – 15 should be blank if the response to element #10 is "undetermined" (LN 3717).  2) The State modified the selection screen that workers use to enter this information.	1a) Correct the program code to map the selection of "undetermined" in any of these elements to blank.  1b) Submit revised program code to ACF.  2) Clarify if the change to make the disability categories mandatory is only applicable if the response to "primary basis" is "medical conditions or mental, physical, or emotional disabilities."  <u>Supervision/Training</u> 3) Implement a process to ensure the timely and accurate entry of this information.  4) Implement training and supervisory oversight to ensure workers enter and update this information.  4a) Implement a process to ensure that workers enter all conditions that apply.  5) ACF will review the data to ensure accuracy based on the program code changes.		

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<p>#44 Caretaker Family Structure</p> <p>1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male 5 = Unable to Determine</p>	2	<p>Screen: AFCARS Foster Care - Episode; Field name: Family Structure</p> <p>1) The State made corrections to the screen to clarify that workers must use "married" for individuals that are separated. The corresponding changes to the program code were not identified. References were found to foster family structure twice in the program code.</p>	<p>1) Make corrections to the program code related to caretaker family structure.</p> <p>2) Submit the revised code to ACF.</p>		
<p>#65 Sources of Financial Support: [None of the listed Federal or other sources of income.]</p>	2	<p>1) The State needs to check if emergency assistance money is used for foster care.</p> <p>2) The program code needs to be added to assess this element independently of elements #59 - 64.</p> <p>2a) Post-site visit analysis: The State's correction is not correct because if there are other sources of income the program code will not pick it up. LN 6750</p>	<p>1) Notify ACF of the State's finding.</p> <p>1a) If EA money is used, map it to element #65.</p> <p>2a) Modify the program code to extract other types of income, such as trust funds, title IV-B funds, or Social Services Block Grant funds.</p> <p>2b) Submit the revised code to ACF.</p> <p><u>Supervision/Training</u></p> <p>3) Implement a process to ensure the timely and accurate entry of this information.</p>		
<p>#3 Local Agency (County or Equivalent Jurisdiction)</p>	3	<p>The State made the modifications to the program code.</p>	<p>ACF will review the data submissions for 2004B and 2005A to ensure accuracy based on the program code changes.</p>		

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#5 Date of Most Recent Periodic Review (if applicable)  ____ (mo) ____ (day) ____ (year)	3	1) The State staff indicated this is an area workers need to be reminded to enter data in and keep up-to-date.  2) The screen was modified to reflect changes in practice and to identify review types for AFCARS purposes.	1) Implement a process to ensure the timely and accurate entry of this information.  2) Provide training to workers to ensure accurate use of the review type codes.  3) ACF will review the data to ensure accuracy based on the program code changes.		
#6 Child Birth Date  ____ (mo) ____ (day) ____ (year)	3	The program code will set a missing day of birth to 15, but the screen does not allow a blank for the day. Workers are trained to enter 01 for a missing day of birth.	Train workers to use the 15 <sup>th</sup> as the day of birth if it is unknown.		
#10 Has the child been clinically diagnosed as having a disability(ies)?  1=Yes 2=No 3=Not yet Determined	3	Data accuracy must be assessed based on changes made to the screen and the program code.	1) Implement a process to ensure the timely and accurate entry of this information.  2) Implement training and supervisory oversight to ensure workers enter and update this information.  3) ACF will review the data to ensure accuracy based on the program code changes.		

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#17 If yes, how old was the child when the adoption was legalized?  [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	3	The program code was modified so that if the adoption indicator is "yes," and the age at the time of adoption is blank, this element is blank.	1) Implement a process to ensure the timely and accurate entry of this information.  2) ACF will review the data to ensure accuracy based on the program code changes.		
#25 Manner of Removal From Home for Current placement Episode  1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined	3	The State has modified the program code and removed the default of missing data to "not yet determined" from the program code. Missing data will now be mapped to blank.	1) Implement a process to ensure the timely and accurate entry of this information.  2) ACF will review the data to ensure accuracy based on the program code changes.		
#32 Child Drug Abuse	3	The State believes the frequency is low. Training is needed to address the inclusion of drug-exposed babies.	Provide training/reminders to workers that drug-exposed babies are to be reported in this field.		
#34 Child's Behavior Problem	3	The State should train workers to use this element specifically for children that are court-ordered into their care and placement directly from the juvenile justice agency and the courts.	Provide training on the correct use of this element.		

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<p>#41 Current Placement Setting</p> <p>1 = Pre-Adoptive Home                      2 = Foster Family Home-Relative                      3 = Foster Family Home-Non-Relative                      4 = Group Home                      5 = Institution                      6 = Supervised Independent Living                      7 = Runaway                      8 = Trial Home Visit</p>	3	<p>The number of "pre-adopt" homes is underreported.</p>	<p>The State must address the accurate entry of information pertaining to children placed in the home of the individuals that intend to adopt the child (ren) through training and supervisory oversight.</p>		
<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>	3	<p>The program code was revised to reflect that if the child is in care for 60 days or less, the goal will be "not yet established." If the child has been in care for more than 60 days and there is no goal, this element will be left blank.</p>	<p>1) Implement a process to ensure the timely and accurate entry of this information.                       2) ACF will review the data to ensure accuracy based on the program code changes.</p>		
<p>#46 2<sup>nd</sup> Primary Caretaker's Birth Year (if applicable)</p> <p>____(mo) ____ (day)____                      (year)</p>	3	<p>The second primary caretaker's date of birth must be entered in those circumstances where a "separated" individual is entered as the primary caretaker and is actually "married."</p>	<p>1) Implement a process to ensure the timely and accurate entry of this information.                       2) ACF will review the data to ensure accuracy based on the program code changes.</p>		

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<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">3</p>	<p>1) There are four screens associated with the License Resource Facility information.</p> <p>2) Some of the missing data reflects foster parents associated with contracted child placing agencies. These agencies are not providing the caseworkers/State agency with the information on the foster parents in a timely manner.</p> <p>3) The State noted some of the missing data may represent records the workers opened as a removal when in fact it was a "family supervision" case and not a foster care case.</p> <p>4) The program code was modified and the default to "unmarried couple" was removed. The program code now checks for actual marital status.</p>	<p>1) Implement training for the Licensure staff on the accurate use of all the License Resource Facility screens and the fields related to demographics.</p> <p>2) Implement a process to ensure the accurate and timely receipt of foster parent information from the contracted child placing agencies.</p> <p>3) Continue utilizing error reports to identify missing foster parent information.</p> <p>4) Provide training and supervisory oversight to ensure the timely and accurate entry of this information.</p> <p><u>Suggestions</u>                      1) Make the screen mandatory,                      2) Add a requirement to the performance-based contract with the child placing agencies that they must provide this data.</p>		

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#50 1 <sup>st</sup> Foster Caretaker's Birth Year  #51 2 <sup>nd</sup> Foster Caretaker's Birth Year	3	Screen: Adult Data; Field name: DOB and Screen: License Resource Owner; Field name: Owner's Birth Date  The State needs to ensure that this data is entered into the system.	1) Provide training and supervisory oversight to ensure the timely and accurate entry of this information.		
#52 1 <sup>st</sup> Foster Caretaker's Race  #54 2 <sup>nd</sup> Foster Caretaker's Race (if applicable)  a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine	3	The program code was modified to initialize race to blank.	Provide training and supervisory oversight to ensure the timely and accurate entry of this information.		

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<p>#58 Reason for Discharge</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>	3	Workers are entering discharges from foster care as adoption at the time of TPR. The record should not be reported as discharged until the adoption is finalized.	Provide training and supervisory oversight to ensure the accurate entry of this information.		
<p>#60 Title IV-E (Adoption Subsidy)                      #61 Title IV-A                      #62 Title IV-D (Child Support)                      #63 Title XIX (Medicaid)                      #64 SSI or other Social Security Act Benefits</p> <p>0-Does not apply                      1-Applies</p>	3	<p>1) The State intends to get the extract file from the Child Support office with the monthly payment and then upload to the CPSS.</p> <p>2) The State's policy is that all children in foster care receive Medicaid. The State hard-codes Medicaid to "applies." The data submitted for 2004A does not represent this change.</p> <p>3) SSI payment information does not go to the fiscal unit. The State intends to do a batch processing to upload the data they obtain from the Social Security Administration.</p>	<p>1) Notify ACF when this is implemented.</p> <p>1a) ACF will monitor the State's data submissions to assess the quality of the data.</p> <p>2) ACF will review the frequencies for the 2004B data in order to determine if the data reflect the change.</p> <p>3) Notify ACF when this is implemented.</p> <p>3a) ACF will monitor the State's data submissions to assess the quality of the data.</p>		

**AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements**  
**State: Hawaii**  
**Report Period Under Review: October 1, 2003 - March 31, 2004 (2004A)**

<b>AFCARS Data Element</b>	<b>Rating Factor</b>	<b>Findings</b>	<b>Tasks</b>	<b>Estimated/ Completed Date</b>	<b>State's Comments/Notes ACF's Sign-off Notes</b>
#11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Diagnosed Condition	2	1) See Foster Care findings for these data elements.  2) This information is carried forward from the child client record and stored.	1) See Foster Care Tasks.  2) Workers need to make sure that the data are current and correct.		
#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	3	The program code was modified to map "not applicable" if the response to #9 is "no."  An error message appears if there is a response of "yes" in the field "special needs" and "primary basis" is left blank.	Implement training and supervisory oversight to ensure the timely and accurate entry of this information.		
#18 Mother Married at Time of Birth  1 = Yes 2 = No 3 = Unable to Determine	3	The State added this to the AFCARS foster care summary screen.	Implement training and supervisory oversight to ensure the timely and accurate entry of this information.		

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#29 Relationship of Adoptive Parent to Child - Stepparent #30 Relationship of Adoptive Parent to Child - Other Relative #31 Relationship of Adoptive Parent to Child - Foster Parent #32 Relationship of Adoptive Parent to Child - Other Non-Relative	3	The screen was modified to include a second field for both the adoptive mother and father. The worker can now select two relationships.	Implement training and supervisory oversight to ensure the timely and accurate entry of this information.		
#34 Child Was Placed by  1 = Public Agency 2 = Private Agency 3 = Tribal Agency 4 = Independent Person 5 = Birth Parent	3	The program code was modified by removing the default to "public agency." The program code will assign what is entered on the screen or leave it blank.	ACF will assess the State's data submission for improvement in the data.		
#35 Receiving Monthly Subsidy  1 = Yes 2 = No	3	The screen was modified. A field was added to indicate whether the child is receiving Medicaid. The program code was modified by adding code to check this indicator.  The default to "no" was removed.	Implement training and supervisory oversight to ensure the timely and accurate entry of this information.		