

**AFCARS ASSESSMENT REVIEW FINDINGS – General Requirements**

**State: Oklahoma**

**Report Period Under Review: April 1, 2005 - March 31, 2006**

No.	Requirement	Findings/Notes	Rating Factor
<b>Foster Care Population</b>			
1	<p>Must include all children in foster care for whom the State title IV-B/IV-E agency has responsibility for placement, care, or supervision (45 CFR 1355.40(a)(2)).</p> <p>All children in foster care under the responsibility of the State agency administering or supervising the administration of the title IV-B Child and Family Services State plan and the title IV-E State plan; that is, all children who are required to be provided the assurances of section 422(b)(8) of the Social Security Act (the Act) (Appendix A – SECTION II).</p>	<p>The child welfare agency is the single-State title IV-B/E agency. All children under their care and placement responsibility are included in the AFCARS report period.</p> <p>The State includes all children under its responsibility for care and placement regardless of whether a foster payment is made.</p> <p>If a child’s only placement while under the agency’s responsibility for care and placement is a hospital or a locked facility, the State correctly does not include these children in the reporting population.</p>	4
2	<p>All children supervised by or under the responsibility of another public agency with which the title IV-B/E agency has an agreement under title IV-E and on whose behalf the State makes title IV-E foster care maintenance payments (Appendix A - SECTION II).</p>	<p>The State has section 472 agreements with Tribes only.</p>	4
3	<p>Includes American Indian children covered under section 422(b)(10) of the Act, on the same basis as any other child (45 CFR 1355.40(a)(2)).</p>	<p>Yes, the State includes Tribal children that are placed under its responsibility for care and placement.</p>	4
4	<p>For children in out-of-State placements, the State placing the child submits and continually updates the data (45 CFR 1355.40(a)(2)).</p>	<p>Oklahoma does not include in their extraction code children placed there from other States.</p>	4
5	<p>Includes all children who have been in foster care at least 24 hours (Appendix A - SECTION II).</p>	<p>The State reports only those children that have removal episodes longer than 24 hours.</p>	4
6	<p>Does not include children who are in their own homes under the responsibility of the State agency (Appendix A - SECTION II).</p>	<p>The State does not include children who are in their own homes under the responsibility of the State agency.</p>	4
7	<p>Include all children who are in the placement, care, or supervision responsibility of the title IV-B/E agency that are on “trial home visits” (Child Welfare Policy Manual, Section 1.3, AFCARS Reporting Population).</p>	<p>The State includes children that are on “trial home visits.”</p>	4

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8	Includes youth over the age of 18 if a payment is being made on behalf of the child (Child Welfare Policy Manual, Section 1, AFCARS).	The age of majority in Oklahoma is 18.  The State does claim title IV-E funds for youth over 18 up to their 19 <sup>th</sup> birthday, or graduation from high school, whichever comes first.	4
<b>Adoption Population</b>			
9	<p>Data are required to be transmitted by the State 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 (either ongoing or for nonrecurring expenses), care or services directly or by contract or agreement with other private or public agencies. (45 CFR 1355.40(a)(3)).</p> <p>Report on all children adopted in the State during the reporting period and in whose adoption the State title IV-B/IV-E agency has had any involvement. All adoptions after 10/1/94 that meet the criteria below must be reported.</p> <ul style="list-style-type: none"> <li>• Children who had been in foster care under the responsibility and care of the State child welfare agency and who were subsequently adopted whether special needs or not and whether subsidies are provided or not (Appendix B – Section II, paragraph (a)).</li> </ul>	The State is reporting all children in the adoption file that were in the Oklahoma foster care system.	4
10	<p>Report on all children adopted in the State during the reporting period and in whose adoption the State title IV-B/IV-E agency has had any involvement. All adoptions after 10/1/94 that meet the criteria below must be reported.</p> <ul style="list-style-type: none"> <li>• All special needs children, whether or not they were in the public foster care system prior to their adoption and for whom non-recurring expenses were reimbursed.</li> <li>• Children adopted for whom an adoption assistance payment or service is being provided based on</li> </ul>	The State includes children adopted through a private agency, and for whom the State agency has an adoption agreement with the adoptive family.	4

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	arrangements with the State agency. (Appendix B – Section II, paragraphs (b) and (c)).		
11	For children adopted out-of-State, the placing State reports the adoption data (45 CFR 1355.40(a)(3)).	Oklahoma reports children placed out-of-State in the adoption file and does not include children placed in Oklahoma from other States in the adoption file.	4
12	Voluntarily reports on all other adoptions. (Appendix B – Section II)	The state does not include other adoptions.	
<b>Technical Requirements</b>			
<b>45 CFR 1355.40(b)(1)</b>			
13	The data must be extracted from the data system as of the last day of the reporting period	The State modified foster care element #5 so that future dates will not be extracted.	4
14	The data must be submitted in electronic form as described in Appendix C.		4
15	The data must be in record layouts as delineated in Appendix D.		4
<b>45 CFR 1355.40(b)(2)</b>			
16	For foster care information, the child-specific data to be transmitted must reflect the data in the information system when the data are extracted.		4
<b>45 CFR 1355.40(b)(3)</b>			
17	Adoption data are to be reported during the reporting period in which the adoption is legalized or, at the State's option, in the following reporting period if the adoption is legalized within the last 60 days of the reporting period.		4
<b>Appendix A, 45 CFR 1355 Foster Care Data Elements and Appendix B, 45 CFR 1355 Adoption Data Elements</b>			
18	State uses sequential numbering of the case record number or encrypts the record number.	The State encrypts the record number.	4
<b>Appendix C, 45 CFR 1355 Electronic Data Transmission Format</b>			
19	Data file must be in ASCII format.		4
20	Elements must be comprised of integer (numeric) value(s).		4
21	All records must be a fixed length.		4

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22	Inform the Department, in writing, of the method of transfer intended to be used by the State.		
<b>Appendix D, 45 CFR 1355 Foster Care and Adoption Record Layouts</b>			
23	Report the status of all children in foster care as of the last day of the reporting period (Section A.1.b(5)).		4
24	Provide data for all children who were discharged from foster care at any time during the reporting period, or in the previous reporting period, if not previously reported (Section A.1.b(5)).		4
<b>ACYF-PI-CB-95-09, Reissued May 23, 1995</b>			
25	State extracts all records based on the transaction date of discharge or removal.		4
<b>Technical Bulletin #2, File Format</b>			
26	State uses correct file name for transmission.		4
<b>Data Quality - Conversion</b>			
27	State transferred historical information on open cases. Specifically, it included information on: date of first removal, total number of removals, and whether the child's mother was married at the time of the child's birth. If the case was open at the time of conversion, information on the number of placement settings was included.	<p>The State conducted an automated conversion on information that could be carried over from the old system. All child protection service cases, open or closed, were converted.</p> <p>Placement information had to come over into a text field and workers were given instructions on what to do for manual clean-up. Roll-out was over three months. The staff were provided a guide on what had to be updated, for instances removal episodes.</p> <p><u>Case file review findings</u> Foster care element #18, date of first removal: In the cases reviewed, there were several records in which the first removal episode was earlier than what was reported in AFCARS. In one error case, elements #18 and #21 had different dates of removal but the AFCARS file indicated only one removal in</p>	3

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		<p>element #19 and no date of discharge for element #20.</p> <p>Foster care element #19, total number of removals from Home: In eleven of the error cases, the reviewers found more removal episodes than what were reported to AFCARS. In one error case, elements #18 and #21 had different dates of removal, but the AFCARS file indicated only one removal in element #19 and no date of discharge for element #20.</p> <p>Foster care element #20, date child was discharged from last foster care episode (if applicable): In eleven of the error cases, a date should have been reported because there were two or more removals. In two error cases, the reviewer found a later discharge date than the one reported to AFCARS. In one error case, elements #18 and #21 had different dates of removal, but the AFCARS file indicated only one removal in element #19, and no date of discharge for element #20.</p> <p>Foster care element #21, date of latest removal: In one error case, the reviewer found an earlier date than the one reported to AFCARS. In four error cases, the reviewer found later dates than the one reported to AFCARS. In three error cases, the reviewers found later dates than what was reported to AFCARS due to earlier removal episodes that were not counted. In one error case, the date of removal was actually later than what was reported. The date reported was when the State had “protective supervision” and the child had not been placed into foster care. In one error case, elements #18 and #21 had different dates of removal, but the AFCARS file indicated only one removal in element #19 and no date of discharge for element #20. In the Tribal error case, an earlier date was found.</p> <p>The State indicated they will look at having a prompt for the</p>	

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		workers to check the paper file for pre-KIDs information to ensure that there are no other removals that did not get entered into KIDS.	
28	The information system has the capability of recording historical information. This should apply to both open cases in which historical information must be entered, and for closed cases that re-open after conversion and must be entered into the system.		4