

**AFCARS Assessment Review Improvement Plan – Foster Care Elements
State: Wyoming**

AFCARS Element	Rating Factor	Task	Due/ Completed Dates	Comments
<p>#16 Has Child Ever Been Adopted?</p> <p>1 = Yes 2 = No 3 = Unable to Determine</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>	1	<p>Modify the system and screen to capture information on whether the child has ever been adopted prior to this removal episode.</p> <p>Recommendations the State may consider for resolving the problem:</p> <ul style="list-style-type: none"> • Add a question (perhaps on the person screen): “Has this child ever been previously adopted?” • Consider including as a backup, program code that will also check if the child was previously adopted through the agency. <p>Modify element #17 to account for the change in element #16.</p> <p>Add “unable to determine” as an option on the screen.</p>		
<p>#29 Parent Alcohol Abuse #30 Parent Drug Abuse #31 Child Alcohol Abuse #32 Child Drug Abuse #33 Child Disability #35 Death of Parent #36 Incarceration of Parent #37 Caretaker Inability to Cope #40 Inadequate Housing</p> <p>0-Does not Apply 1-Applies</p>	1	<p>Add to the “removal information” screen.</p> <p>Allow “circumstances associated with removal” to be entered for “voluntary” foster care removal episodes.</p> <p>Modify the system so that this screen is non-modifiable.</p> <p>Suggested data quality check for element #33: Check the responses to this element against foster care element #10. This count should not be higher than FC#10. If it is, examine how the data is being collected.</p>		

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#5 Most Recent Periodic Review Date	2	<p>Modify the program code to not extract the three-month review.</p> <p>Modify the program code to include a parameter to prevent review dates from a previous removal episode from getting extracted.</p> <p>Ensure that the date of latest review occurs prior to the end of the current report period.</p> <p>Implement a procedure to ensure that the entry of this information certifies that the information in the electronic case file is current and up-to-date.</p>		
#7 Child Sex (core) 1 = Male 2 = Female	2	Follow-up and verify how “unknown” is mapped and provide information to ACF. “Unknown” should be mapped to blank.		
Race #8 Child (core); #52 1st Foster Caretaker; #54 2nd Foster Caretaker 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	<p>Add “Native Hawaiian” to “other Pacific Islander” in the selection list.</p> <p>Modify the program code to map “white” to “white.”</p> <p>Modify the program code to map “Native Hawaiian/Pacific Islander” to “Native Hawaiian/Pacific Islander.”</p> <p>Map “other” to “blank.”</p> <p>Verify and provide information to ACF on State’s definition of “unable to determine.”</p>		

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		<p>If the definition is different from what is allowed for AFCARS, correct the language in the policy/training manuals and conduct caseworker training. Map “unable to determine” to “blank” and remove it from the selection list.</p> <p>If WYCAPS definition of “unknown” is the same as AFCARS, State may continue to use it and map it to “Unable to Determine.” Remove “other” from the selection list.</p> <p>For adults, “unable to determine” in AFCARS means that an individual refuses to provide his/her race. The State believes this is how they are defining “unable to determine.”</p> <p>For foster parent information:</p> <ul style="list-style-type: none"> • Check the program code to ensure that if the child is in a foster home this information is being extracted. • Implement a method to monitor the entry of this information by workers. • Ensure that if the child is in the Casey Family program the information on the foster parents are being entered. 		
Hispanic Origin #9 Child (core); #53 1st Foster Caretaker; #55 2nd Foster	2	Add the option of “unable to determine” for the caseworkers to select.		

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Caretaker 1 = Yes 2 = No 3 = Unable to Determine		Missing data must default to blank. For foster parent information: <ul style="list-style-type: none"> • Check the program code to ensure that if the child is in a foster home this information is being extracted. • Implement a method to monitor the entry of this information by workers. • Ensure that if the child is in the Casey Family program the information on the foster parents are being entered. 		
#10 Has Child Been Diagnosed with Disability? 1=Yes 2=No 3=Not yet Determined	2	Develop a method to ensure the timely receipt of medical information from providers. This element should not be derived. Add the question to a screen with the 3 options to select from. Change the use of “no” to the same definition as in AFCARS. The AFCARS definitions are: No – Indicates that a qualified professional has conducted a clinical assessment of the child and has determined that the child has no disabilities. Not Yet Determined – Indicates that a clinical assessment of the child by a qualified professional has not been		

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		<p>conducted.</p> <p>Create two screens or re-design the current one so that disability information can be collected separately from adoption “special needs.” Suggestions include:</p> <ul style="list-style-type: none"> • A screen(s) with the questions “has this child been diagnosed with a disability” and “has the agency determined special needs for this child?” • Based on the response to the above questions, additional informational screens would be required for completion. <p>Develop a method to ensure that information for elements #10-15 are based on a professional’s diagnosis.</p>		
<p>#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 #15 Other Diagnosed Condition</p>		<p>Remove the option “other” from the screen and add specific options to gather this information.</p> <p>Review information that is currently entered in the text fields for medical information that can be added to the checklist.</p> <p>Map “other” to “blank.”</p> <p>Review the AFCARS “disability resource” list under Tab C.</p>		
<p>#18 Date of First Removal from Home</p>	<p>2</p>	<p>Remove the restriction from the program code that excludes historical information</p>		<p>If information is obtained on a child’s foster care experience prior to living</p>

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		<p>prior to 1997.</p> <p>Re-run the extraction routine to verify if the problems are corrected.</p> <p>Ensure that caseworkers are not confusing removal episodes and placements.</p> <p>Review open cases and clean up the data for this element. Based on the case file review there appears to be a significant number of records that do not contain the correct data for this element.</p> <p>For closed cases, develop a process for workers to clean up this data if the case re-opens.</p>		<p>in Wyoming should the State report that information? <i>Response: The State should only report on incidents that occurred within Wyoming and not include information that is obtained regarding a child's previous removal and placements into foster care. The State should report on other relevant information, such as, whether the mother was married at the time of the child's birth, if the child has been adopted, and other relevant demographic information.</i></p>
#19 Total Number of Removals from Home	2	<p>Review, and if applicable revise, the extraction code to ensure it is accurately counting the number of removals a child has from home. Also, see comments in element #18 pertaining to the pre-1997 information.</p> <p>Review open cases and clean-up the data for this element. Based on the case file review there appears to be a significant number of records that do not contain the correct data for this element.</p> <p>For closed cases, develop a process for workers to clean up this data if the case re-opens.</p>		

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#20 Date of Discharge from Previous Episode	2	<p>Review, and if applicable revise, the extraction code to ensure it is accurately extracting the date of discharge from the previous removal episode. Also, see comments in element #18 pertaining to the pre-1997 information.</p> <p>Review open cases and clean-up the data for this element.</p> <p>For closed cases, develop a process for workers to clean up this data if the case re-opens.</p>		
#21 Date of Latest Removal (core)	2	<p>Review, and if applicable revise, the extraction code to ensure it is accurately extracting the date of discharge from the previous removal episode. Also, see comments in element #18 pertaining to the pre-1997 information.</p> <p>Instruct workers to enter the actual date of removal.</p> <p>Title IV-E eligible/reimbursable Juvenile Justice youth: Enter the date a child is placed in a community-based, title IV-E reimbursable placement. The removal episode begins when the title IV-E payment starts and the removal episode will end when the title IV-E payment stops.</p>		
#23 Date of Placement in Current Setting	2	Re-implement the edit to ensure that a child does not have two open placements at the		

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#24 Number of Previous Placement Settings in This Episode	2	<p>same time.</p> <p>Assess the feasibility of using the placement history screen as the source for extracting the number of placement settings. Do not increase the number of placements for the following:</p> <ul style="list-style-type: none"> • Trial home visits, runaway, or respite placements. • When a placement setting changes its status (a foster home becomes a pre-adoptive home). • When the payment changes because the level of care changes. • A child that returns to the same placement setting from a trial home visit or runaway. • Short-term hospital stays. Use a rule of reason for “short-term.” <p>For placements with agencies that operate both residential treatment facilities and psychiatric treatment facilities, count each placement move.</p>		
#25 Manner of Removal From Home for This Episode 1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined	2	<p>Map “protective custody” to “not yet determined.”</p> <p>Map “voluntary removals to “voluntary.”</p> <p>Conduct training for caseworkers on how to record this information. Modify the system/program code to ensure that if a child’s status changes from a</p>		

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		“voluntary agreement” to “court ordered” that the “manner of removal” remains “voluntary.”		
#26 Physical Abuse #27 Sexual Abuse #28 Neglect #34 Child's Behavior Problem #38 Abandonment #39 Relinquishment	2	Allow “circumstances associated with removal” to be entered for “voluntary” foster care removal episodes. Modify the system so that this information is non-modifiable.		
#41 Current Placement Setting (core) 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	See General Requirements Improvement Plan. Report “independent living” placements. Add an option “trial home visit” to the selection screen. The wording of the option can be decided by the State, but its definition should be the same as that used in AFCARS. For placement agencies that operate several different types of foster care settings (foster homes, group homes, etc.) the placement is the actual physical setting.		
#42 Out of State Placement (core) 1=Yes 2=No	2	Missing information is mapped to “no.” Re-assess how this information is collected. Consider adding a question to the screen if this is an out-of-state placement with a “yes/no” response. If “yes,” add edit that “ICPC” must also be selected or completed. May want to consider having the program		

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		<p>code evaluate the address of the actual location of the foster care setting.</p> <p>Conduct worker training on the use of the “ICPC” selection.</p>		
<p>#43 Most Recent Case Plan Goal (core)</p> <p>1 = Reunify with Parent(s) or Principal Caretaker(s) 2 = Live with Other Relative(s) 3 = Adoption 4 = Long Term Foster Care 5 = Emancipation 6 = Guardianship 7 = Case Plan Goal Not Yet Established</p>	2	<p>Modify program code so that 60 days from the date of placement missing case plan goal information is mapped to “blank.”</p> <p>Monitor the use of this selection to ensure that it is being used for foster care cases, and for “trial home visit.” If “family preservation” is retained on the screen, map to “family reunification.”</p> <p>Map “APS” (adult protective services) legal action to “blank.”</p> <p>Map “complete PB” (finish probation) to “blank.”</p> <p>When concurrent goals are added to the system, ensure the extraction routine selects the primary goal.</p>		
<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>Map “other” to “blank.”</p> <p>Map same sex couples to “unmarried couple.”</p> <p>Remove “other” from the pick list and train workers on the appropriate selection.</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>	2	<p>Map “other” to “blank.”</p> <p>Modify system so workers do not duplicate data entry. If the information is entered into the “placement information” then the “person information” screen should be automatically populated and vice versa.</p> <p>Modify the program code, if applicable, to extract this information.</p>		
<p>#50 1st Foster Caretaker's Birth Year</p> <p>#51 2nd Foster Caretaker's Birth Year</p>	2	<p>Check the program code to ensure that if the child is in a foster home this information is being extracted.</p> <p>Implement a method to monitor the entry of this information by workers.</p> <p>Ensure that if the child is in the Casey Family program the information on the foster parents is being entered.</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</p>	2	<p>Map “independent living” to “emancipation.”</p>		

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7 = Runaway 8 = Death of Child				
#59 Title IVE Foster Care 0-Does not apply 1- Applies	2	Review and revise the extraction routine to ensure that information on children that receive a title IV-E foster care payment during the report period is extracted.		
#63 Title XIX Medicaid 0-Does not apply 1- Applies	2	Modify program code to extract the information on those children that are eligible for Medicaid. Do not include State Medicaid eligibility.		
#64 SSI 0-Does not apply 1- Applies	2	Implement the interface between WYCAPS and the system used to record SSI. Report the information for those children receiving SSI or other Social Security benefits.		
#65 None of the Above 0-Does not apply 1- Applies	2	Change program code. “Apply” should not be used if elements #59-64 are coded as “does not apply.” The program code needs to check for State funds, or 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 also be marked as “does not apply.”		
#6 Child Birth Date (core)	3	Possible options to collecting the correct estimated date of birth (the 15 th): <ul style="list-style-type: none"> • Train case workers to use the 15th • Add an edit check to force the user to enter the 15th if they flag it as an 		

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		estimated date • Add an edit check to change the entered date to the 15 th immediately upon entry. • Program the extraction routine to change the date to the 15 th of the month.		
#45 1st Primary Caretaker's Birth Year	3	State may want to consider standardizing primary and secondary caretaker.		
#46 2nd Primary Caretaker's Birth Year		Implement a method to ensure this information is entered by the caseworkers.		
#47 Mother's Date of TPR	3	Ensure that this information is entered timely by the caseworkers.		<i>Does the State allow a goal of adoption prior to obtaining termination of parental rights?</i>
#56 Date of Discharge (core)	3	Train workers not to enter a date of discharge for those children that are returned home under a “trial home visit.”		
#61 Title IVA	3	Verify if the frequency for this element appears accurate. If not, provide ACF with information on the problem, and how it will be corrected.		

**AFCARS Assessment Review Improvement Plan - Adoption Elements
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#6 Child Sex 1 = Male 2 = Female	2	Follow-up and verify how “unknown” is mapped and provide information to ACF. “Unknown” should be mapped to blank.		
Race #7 Child; #25 Adoptive Mother; #27 Adoptive Father a = American Indian or Native b = Asian c = Black or African American d = Native Hawaiian Pacific Islander e = White f = Unable to Determine	2	Add “Native Hawaiian” to the selection list with “other Pacific Islander”. Fix mapping so that “white” is not mapped to “Native Hawaiian/Pacific Islander,” but is mapped to “white.” Map “other” to “blank.” Verify and provide information to ACF on State’s definition of “unable to determine.” If the definition is different then what is allowed for AFCARS, correct the language in the policy/training manuals and conduct caseworker training. Map it to “blank” and remove it from the selection list. If WYCAPS definition of “unknown” is the same as AFCARS, State may continue to use it and map it to “Unable to Determine.” Remove “other” from the selection list. Confirm that the State’s use of “unable to determine” for adults is the same as defined for AFCARS. (See ACYF-CB-PI-99-01, Issued January 27, 1999.)		

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<p>Hispanic Origin</p> <p>#8 Child; #26 Adoptive Mother; #28 Adoptive Father</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	2	<p>Add a selection of “unable to determine.”</p> <p>Missing data must default to “blank.”</p>		
<p>#10 Primary Basis for Determining Special Needs</p> <p>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>	2	<p>Correct the current edit check. The edit should be: if the caseworker selects medical condition as a basis for special needs, then one of the five categories should be selected.</p> <p>Move the information pertaining to “special needs” to the “adoption information” screen.</p>		
<p>#11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Diagnosed Condition</p>	2	<p>Remove the option “other” from the screen and add specific options to gather this information.</p> <p>Review information that is currently entered into the text fields for common medical information that can be added to the checklist.</p> <p>Map “other” to “blank.”</p> <p>Review the AFCARS “disability resource” list under Tab C.</p>		

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#16 Mother's Birth Year #17 Father's Birth Year	2	Verify if the program code is extracting the birthdates. Conduct training to ensure this information is being entered into the system.		
#18 Mother Married at Time of Birth 1 = Yes 2 = No 3 = Unable to Determine	2	Add the selection "unable to determine" to the screen. Map missing information to "blank."		
#22 Adoptive Family Structure 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male	2	Consider extracting this information from the "person" screen. Map "other" to "blank." Modify system so workers do not duplicate data entry. If the information is entered into the "placement information" then the "person information" screen should be automatically populated, and vice versa. Modify the program code, if applicable, to extract this information.		
#33 Child Was Placed from 1 = Within State 2 = Another State 3 = Another Country	2	Add "another country" as an option in the list and include it in the extraction code.		

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#37 Title IV-E Adoption Assistance 1=Yes 2=No	2	State needs to check the program code to ensure it is capturing information on children that have a title IV-E adoption assistance subsidy and not reporting the child had title IV-E foster care.		
#5 Child Date of Birth	3	Possible options to collecting the correct estimated date of birth (the 15 th): <ul style="list-style-type: none"> • Train case workers to use the 15th • Add an edit check to force the user to enter the 15th if they flag it as an estimated date • Add an edit check to change the entered date to the 15th immediately upon entry. • Program the extraction routine to change the date to the 15th of the month. 		
#30 Relationship of Adoptive Parent to Child - Other Relative	3	Recommendation: Add a selection of relative/foster parent and map it to both 30 & 31.		
#31 Relationship of Adoptive Parent to Child - Foster Parent	3	Recommendation: Add a selection of relative/foster parent and map it to both 30 & 31.		