

AFCARS ASSESSMENT REVIEW CHECKLIST – General Requirements

State: Hawaii

Report Period Under Review: October 1, 2003 – March 31, 2004 (2004A)

REQUIREMENT	FINDING/NOTES	RATING FACTOR
POPULATION REQUIREMENTS		4
<p>45 CFR 1355.40(a) Scope of the data collection system – foster care Must include all children in foster care for whom the agency has responsibility for placement, care, or supervision (45 CFR 1355.40(a)(2)).</p> <ul style="list-style-type: none"> • All children who are required to be provided the protection of section 422(b)(10) of the Social Security Act (the Act) (Appendix A – SECTION II). • 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 the State makes title IV-E foster care maintenance payments (Appendix A - SECTION II). <p>Includes Native American children covered under section 422(b)(10) of the Act, (45 CFR 1355.40(a)(2)).</p> <p>Out of State placements. The State making the placement submits the information on the child (45 CFR 1355.40(a)(2)).</p> <p>Includes all children who have been in foster care at least 24 hours (Appendix A - SECTION II).</p> <p>Does not include children who are in their own homes under the responsibility of the State agency (Appendix A - SECTION II).</p> <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>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).</p>	<p>The State includes all children under the age of 18 for whom the Department has responsibility for care and placement.</p> <p>The State does not have Title IV-E agreements with other agencies.</p> <p align="center">Yes</p> <p>The State includes children it places out-of-state and does not include those placed in Hawaii from other States.</p> <p>The State does not include in its reporting population children that have been removed from home for less than 24 hours.</p> <p align="center">Yes</p> <p align="center">Yes</p> <p>The State does not claim title IV-E foster care funds on behalf of children over the age of 18.</p>	

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<p>45 CFR 1355.40(b) Foster care and adoption reporting requirements</p> <p>The data must be extracted from the data system as of the last day of the reporting period (45 CFR 1355.40(b)(1)).</p> <p>The data must be submitted in electronic form as described in Appendix C (45 CFR 1355.40(b)(1)).</p> <p>The data must be in record layouts as delineated in Appendix D (45 CFR 1355.40(b)).</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>Appendix A, 45 CFR 1355 Foster Care Data Elements and Appendix B, 45 CFR 1355 Adoption Data Elements</p> <p>State uses sequential numbering of the case record number or encrypts the record number.</p>	<p>The State encrypts the case record number and maintains the same key. Only the Office of Information Technology (OIT) personnel that perform the encryption process know the encryption key.</p>	
<p>Appendix C, 45 CFR 1355 Electronic Data Transmission Format</p> <p>Data file must be in ASCII format.</p> <p>Elements must be comprised of integer (numeric) value(s).</p> <p>All records must be a fixed length.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
<p>ACYF-PI-CB-95-09, Reissued May 23, 1995</p> <p>State extracts all records based on the transaction date of discharge.</p>	<p>Yes</p>	
<p>Technical Bulletin #2, File Format</p> <p>State uses correct file name for transmission.</p>	<p>Yes</p>	

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<p>Data Extraction</p> <p>For children who are in care on the last day of the reporting period, information as of the last day of the period is extracted.</p> <p>For children who were discharged during the period, information on the most recent episode is extracted.</p>	<p>Yes</p> <p>Yes</p>	
<p>File Creation</p> <p>State attaches footnotes to files.</p> <p>State is using proper format for the creation of footnotes.</p> <p>State uses DCU and DQU on its data file.</p>	<p>No</p> <p>Not applicable</p> <p>Yes</p>	
<p>Data Conversion</p> <p>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> <p>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.</p>	<p>Not applicable</p>	