

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
#1 State	4	<u>Program Code:</u> LN 1290 The State code is correctly hard-coded to “20” in the program code.
#2 Report Date ___(mo) ___ (year)	4	<u>Program Code:</u> LNs 1297-1299, 8-13 The reporting period end date is an input parameter to the extraction program code. The State documentation describes only two possible options for this date, 3/31 and 9/30 of the reporting year.
#3 Local Agency (County or Equivalent Jurisdiction)	4	Child Welfare (CW): The program code sets this element to the FIPS code for the county in which the office of the primary worker assigned to the case is located. Juvenile Justice Administration (JJA): The sentencing county is the primary county of responsibility, and that county code is included for this element.
#4 Record Number	4	The CW and JJA systems use different child record numbers, but the JJA system retains a link to the CW record number if the child has records in both systems. The encrypted CW record number is reported for this element in those cases. The State uses the same record number for the NCANDS record number.
#5 Date of Most Recent Periodic Review (if applicable) ___(mo) ___ (day)___(year)	2	<u>Screen:</u> Maintain Plan, review date field Based on the State’s policy manual, the State has Citizen Review Boards that review “child in need of care” cases and makes a report to the court. State policy is to conduct periodic reviews on all children regardless of the current living arrangement. The State conducts both administrative reviews and court reviews. <u>Frequency Report:</u> There are records with review dates between 2003 and 2005. The State may want to identify the records with the old review dates and determine if these are actually closed foster care cases that were never entered as discharges on the system, or if there is another contributing factor causing the old dates. <u>Program Code:</u> LN 1276 The program code reports the most recent of the plan review date or the court hearing date that occurred prior to the end of the reporting period.

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements

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AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

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		<p>The program code extracts the date of all hearing types. The State needs to modify the program code to extract only those types of hearings that meet title IV-B of the Social Security Act (the Act), section 422(b)(10) requirements.</p> <p>There is no parameter in the program code to check for dates prior to the end of the reporting period being submitted. For resubmitted files, the date must reflect the most recent review for the report period being resubmitted.</p> <p><u>Case File Review Findings:</u> 8 (14%) of the records analyzed did not match what was reported in AFCARS. The issues related to the case file findings appear be related mainly to the extraction code.</p> <p>Juvenile Justice Authority (JJA) <u>Screen:</u> Legal/Court Case(s)/Court Actions tab This screen shows the history of all court actions. Note, “disposition/sentencing hearing” does not meet the requirements of a periodic review. Also, JJA needs to provide the Children’s Bureau with descriptions of the types of court dates being used as “court case date.”</p> <p>The program code extracts the latest review date. The code looks for the date that is prior to a discharge date.</p> <p>JJA needs to verify that the types of hearings used for this element meet the requirements of title IV-B of the Act, section 422(b)(10). Provide a chart with the type of hearings used and what the acronyms mean.</p> <p>The program code incorrectly will not extract a review date if it occurred within the first nine months of the child’s removal. The program code should provide a review date regardless of how long the child has been in foster care. It does not appear that the code will exclude a review date that occurred prior to the current removal episode. The program code needs to be modified to ensure only reviews that occurred after the AFCARS date of removal are extracted.</p>
#6 Child Birth Date ____(mo) ____ (day)____(year)	3	<p><u>Form:</u> Face Sheet, CFS-1000</p> <p><u>Screen:</u> Maintain Client Screen</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
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		<p>On the Maintain Client screen there is a check box for estimated date of birth. State policy indicates the case workers are to use the 15th day of the month.</p> <p><u>Frequency Report:</u> There are records with ages over 19 reported in the AFCARS file.</p> <p><u>Program Code:</u> The program code reports the date of birth for the child directly from the field on the screen.</p> <p>See General Requirements item #8 and foster care elements #56 and #58 in regard to reporting population.</p>
<p>#7 Child Sex</p> <p>1 = Male 2 = Female</p>	4	<p><u>Form:</u> Face Sheet, CFS-1000</p> <p><u>Program Code:</u> LNs 1490-1500.</p> <p>The program code correctly maps the State codes to the AFCARS values. Missing data are correctly mapped to spaces.</p>
<p>#8 Child's Race</p> <p>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</p>	3	<p><u>Form:</u> Face Sheet, CFS-1000</p> <p>The instructions include the following options: American Indian (AI), Asian (SA), Black (BL), White (WH), Unable to determine (UK), and Native Hawaiian/Pacific Islander (HP). The instructions do not provide a definition of “unable to determine.” Nor does it indicate that the person filling it out is to include all races that may be applicable. Add instructions to the face sheet form that indicates the person filling out the form is to select all races that apply. Add language to clarify the use of “unable to determine.” The State may want to add the option “declined” in order to better track when a parent, or caretaker, declines to provide the child’s race. Or, if the child is age appropriate, the child declines to provide his/her race information.</p> <p><u>Screen:</u> Maintain Client</p> <p>The race field is a required field. This may be contributing to incorrect race information being entered, or not updated at a later time if more information is learned about the child. See the test deck findings.</p> <p>There are five fields to record the race codes. The HSAs are instructed to enter “unknown” in the first field. “Unknown” and another race cannot both be entered into the system. A race cannot be entered more than once for the same child, nor are they allowed to enter expired State race codes (e.g.,</p>

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		<p>“Asian/Pacific Islander” or “Other”).</p> <p><u>Test Deck Findings:</u> The State incorrectly entered “unable to determine” for missing race information.</p> <p><u>Demonstration Cases:</u> Case #1, an abandoned infant: In the “ethnicity,” “removal parent/caregiver,” and “primary reason for removal” fields on the Face Sheet, each indicates “abandonment.” This seems to be a good method to distinguish those children that have been truly abandoned, or entered custody via the State’s Safe Haven Program, from when the information is not known at the present time. The HSAs¹ would then know to enter “unknown” for the child’s race in FACTS². If the field was blank, or said “unknown,” then the HSA would know to leave the race field blank in FACTS.</p> <p><u>Case File Review Findings:</u> While there was not a significant error rate for the child’s race information, the errors were due to an additional race not being collected and/or entered.</p> <p>The State needs to ensure that workers are asking the question of clients, and updating this information as necessary. The State may want to consider making this a mandatory field after the investigation phase, or up to 30 days after the removal from home occurs. Another option is to create a report for children that have been in care for thirty days and send the report to the private agency to verify the child’s race. A check-box can be added to the Face Sheet labeled “race verified.” A verified box could then be added to FACTS so SRS³ can note that the race has been verified and is accurate.</p> <p>Conduct on-going training on how to collect race and Hispanic origin information.</p> <p><u>Program Code:</u> LN 1486 The program code allows any combination of the five race categories to be extracted.</p> <p>Each race category has a default value of “0, no” while “unable to determine” has a default value of space.</p>

¹ Human Services Aides

² Family And Children Tracking System

³ Social and Rehabilitative Services

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements

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AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>The program code contains logic to process the State codes for “other (OT)” and “Asian/Pacific Islander (AP).” The program code reports spaces for all of the race elements for these codes.</p> <p>JJA The system contains a field for primary race. This is a drop-down list. There is another field “Multi Race,” once a race is selected does it populate this field?</p>
<p>#9 Hispanic/Latino Origin</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	<p align="center">2</p>	<p><u>Form:</u> Face Sheet, CFS-1000 The instructions include the following options: Mexican (ME), Puerto Rican (PR), Cuban (CU), Central or South American (CS), Other Spanish Cultural Origin (OS), and Unable to Determine (UK). The instructions do not provide a definition of “unable to determine.”</p> <p><u>Test Deck Findings:</u> For the abandoned child, the State’s response was “no” instead of “unable to determine.”</p> <p><u>Screen:</u> Maintain Client Screen The field on FACTS is not a required field. The code for each of the nationalities that are to be reported as “Hispanic/Latino Origin” is entered as applicable. There is an option of “UK” for “unable to determine.” There is not an option for “no.” The State must add a value of “no” to the screen and the form. Because the field is not mandatory, and could be left blank because the worker did not answer the question, the data could reflect a false “no.”</p> <p>The State needs to ensure that workers are asking the question of clients, and updating this information as necessary. The State may want to create a report for children that have been in care for thirty days and send the report to the private agency to verify the child’s Hispanic/Latino ethnicity. A check-box can be added to the Face Sheet labeled “Hispanic/Latino ethnicity verified.” A verified box could then be added to FACTS so SRS⁴ can note that the Hispanic/Latino information has been verified and is accurate.</p> <p>The State may want to consider adding a value “declined” in instances where the parent, and/or child if age appropriate, refuses to provide the child’s ethnicity.</p>

⁴ Social and Rehabilitative Services
USDHHS/ACF/ACYF/Children’s Bureau
March 2008

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

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		<p><u>Program Code:</u> LN 1597 The program code reports “yes” if the worker selects any of the State’s nationality codes for Hispanic ethnicity, and the State’s value for “unable to determine.” Otherwise, the program code sets this element to “no.” If the field is left blank, the program code is to map this to a blank, instead of “no.”</p> <p><u>JJA:</u> There is a field for ethnicity that is a drop-down list that correctly includes “non-Hispanic,” “Hispanic,” and “unable to determine.” The program code incorrectly defaults to “unable to determine.”</p>												
#10 - 15 Diagnosed disabilities		<p>The State’s policy is that if at the time the child entered foster care the health record is not current, then an assessment (EPSDT) must be completed within 30 days of entry into foster care. If there is a current health record, the child will be seen when his/her exam is due. Assessment dates are based on a child’s age.</p> <p><u>Form:</u> Face Sheet, CFS-1000; Initial Referral to Out of Home Placement Provider for Child in SRS Custody, CFS 3030; or, Child and Youth Plan (CFS 3050D)</p> <p>The Face Sheet contains a field for “disability type.” If the person is known to have a disability type, the workers are to complete this field on each person listed on the Face Sheet. The instructions indicate not to guess or assume. The options are:</p> <table border="0" data-bbox="680 982 1869 1122"> <tr> <td>Emotionally Disturbed (ED)</td> <td>Hearing Impaired (HI)</td> <td>Learning Disability (LD)</td> </tr> <tr> <td>Mental Retardation (MR)</td> <td>Other Disability (OD)</td> <td>Physical Disability (PD)</td> </tr> <tr> <td>Sight Impaired (SI)</td> <td>Speech (SP)</td> <td>None (NO)</td> </tr> <tr> <td>Not Determined (ND)</td> <td></td> <td></td> </tr> </table> <p>On the form “Initial Referral to Out of Home Placement Provider for Child in SRS Custody, CFS 3030,” section V, is a listing of “special needs.” Each one has a check box for “yes,” “no,” and “unknown.” The items in this section are: medication, pregnant, drugs/alcohol, sexual offender, sexually abused, physical aggression, verbal aggression, runner, disability, suicidal, allergies, fire starter, vandalism, and two fields for other. There also is an area to provide explanations. If “medication” or “disability” is filled in, is there any cross referencing to the disability field on the Face Sheet form?</p>	Emotionally Disturbed (ED)	Hearing Impaired (HI)	Learning Disability (LD)	Mental Retardation (MR)	Other Disability (OD)	Physical Disability (PD)	Sight Impaired (SI)	Speech (SP)	None (NO)	Not Determined (ND)		
Emotionally Disturbed (ED)	Hearing Impaired (HI)	Learning Disability (LD)												
Mental Retardation (MR)	Other Disability (OD)	Physical Disability (PD)												
Sight Impaired (SI)	Speech (SP)	None (NO)												
Not Determined (ND)														

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AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

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		<p>The Child and Youth Plan form contains a section “Child Well Being Status.” In this section there is a check list and some of the items are: Medical/Dental/Vision Needs, Mental Health Needs, Developmental Disability Needs, Alcohol/Drug Treatment Needs, Social and Emotional Needs, Educational Needs, Diagnosed Disability, and Other Needs. For each, there is a column for “yes,” and one for “no.” Each line also allows for the recording of the specific needs to be addressed. Next to “Diagnosed Disability,” there is additional space for disability type and severity level. The form does not include space to note that either an assessment has not yet been received or that the child has not been seen by a medical professional.</p> <p>This section also includes whether the “KanBeHealthy” screening is current, and the date of the last screening.</p> <p>The child’s health status is an important part of the child’s well being status, and is good information to be noted in a case plan. The State needs to address additional methods, or a new form, in order to accurately record the child’s health conditions in a timely manner. Also, this needs to be incorporated into a feedback system between the providers, the SRS case worker, and the HSA, as well as incorporated into ongoing quality assurance checks.</p> <p><u>Screen: Maintain Client</u></p> <p>There is not a question on the screen for whether the child has been diagnosed with a disability with the corresponding answers. The field on the screen used to enter disability information is “Disability/Severity.” The HSA enters the codes for the disability type, “none,” or “not yet determined.”</p> <p>There are no start and end dates associated with the diagnosed conditions that gets entered into FACTS. Consequently, it is possible that a disability type entered into the system after the report period end date, and prior to a State’s extraction of the data, could result in a “yes” value for element #10, and the corresponding elements #11-15 reported as “applies.” Date fields need to be added in order to determine when the diagnosis occurs and, if applicable, when the condition no longer exists. This is especially necessary for the resubmission of files. Also, when data are extracted for subsequent submissions, the child’s health condition for that report period will not be accurately reported. Since there are no dates associated with a diagnosis, if there was a change in the child’s health after the</p>

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AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

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		<p>original data were submitted, the new status would be reported instead. Modify the system by adding date fields, and the program code to check for dates of diagnosis in order to ensure that the disability type existed in the system during the reporting period.</p> <p>The State staff indicated they are working on a new error report to send out to the providers. The State may also want to add these elements to its case review process and check for the actual documentation from the health care providers that indicates what the child’s diagnosis is and its associated date. Another option the State should consider is to create a report for the HSA’s to use in order to follow-up with the provider agency if the child’s diagnosis remains “not yet determined” after a set time (established by SRS).</p> <p>During the case file review it was noted that this information is not always in the child’s paper file. Another process the State may want to consider is to run reports that contain all children in therapeutic foster care settings and whether or not they have a diagnosed condition recorded in FACTS.</p> <p>The State needs to review the latest version of the disability resource chart issued by the Children’s Bureau and provide guidance to those filling out the forms and screens on the correct categorization of these elements.</p> <p><u>Test Deck Findings:</u> For elements #11 - 15, the State extracted data that occurred during the 2007A report period in the 2006B file.</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><u>Frequency Report</u> (n=8,234): Yes = 1,557 (19%); No = 3,390 (41%); Not yet determined = 3,287 (40%)</p> <p>The option of “not yet determined” on the frequency report is high.</p> <p><u>Program Code:</u> LN 1652</p> <p>The program code derives this information based on what was entered in the Disability/Severity field on FACTS. If a disability code exists, this element is set to “yes.” If either “no” or “not determined” are entered, they are mapped to AFCARS. However, if the field is blank, the program code incorrectly sets this element to “no.” Spaces must be mapped to blanks in AFCARS.</p> <p><u>Case File Review Findings:</u> 25 (43%) of the records analyzed did not match what was reported in</p>

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		<p>AFCARS. In 17 of the error cases, the response reported to AFCARS was “not yet determined.” In all of the cases, the child had been in care for at least six months. In six of these cases, the response was actually “yes,” and in 11 the response was “no.” In five error cases, the response was reported as “no,” but the reviewer found evidence of diagnosed conditions in the paper file.</p> <p>JJA <u>Screen:</u> Juvenile/Medical/Medical Screening. This screen contains date fields for: Physical screening, dental screening, audio screening, and visual screening. There is a field for “has disability,” with the options “yes,” “no,” “not yet determined.”</p> <p>If the program code finds a “yes,” then it checks the fields for elements 11 - 15. Otherwise, “no” and “not yet determined” are mapped appropriately. There is an edit for missing disability categories if this element is “yes.”</p>
#11 Mental Retardation	<p>3 2</p>	<p><u>Program Code:</u> The program code sets this element to “applies” if the State value for disability type is “mental retardation.”</p> <p>If element #10 is “no” or “not yet determined,” the program code correctly sets this element to “does not apply.”</p> <p>JJA <u>Screen:</u> Juvenile/Medical/Medical Screening. For elements #11 -15, if the response to #10 is “yes,” then the categories become enabled and must be completed. The categories are the same as AFCARS plus “dental problems.” There is an “other” check box which also requires a description (text box).</p> <p>At the bottom of this screen there is a text box where workers can enter where the exam occurred and the problem</p>
#12 Visually/Hearing Impaired [0 = Does not apply] 1 = Applies	<p>3 2</p>	<p><u>Program Code:</u> The program code sets this element to “applies” if the State value for disability type is “hearing impaired” or “sight impaired.”</p> <p>If element #10 is “no” or “not yet determined,” the program code correctly sets this element to “does</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
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		not apply.”
#13 Physically Disabled [0 = Does not apply] 1 = Applies	3 2	<p><u>Test Deck Findings:</u> The State did not correctly enter, map, or extract “Chronic Motor Tic Disorder.”</p> <p><u>Program Code:</u> The program code sets this element to “applies” if the State value for disability type is “physical disability.”</p> <p>If element #10 is “no” or “not yet determined,” the program code correctly sets this element to “does not apply.”</p>
#14 Emotionally Disturbed [0 = Does not apply] 1 = Applies	3 2	<p><u>Program Code:</u> The program code sets this element to “applies” if the State value for disability type is “emotionally disturbed.”</p> <p>If element #10 is “no” or “not yet determined,” the program code correctly sets this element to “does not apply.”</p> <p><u>Case File Review Findings:</u> 10 (17%) of the records analyzed did not match what was reported in AFCARS. In the majority of the error cases, the response should have been “applies” instead of “does not apply.”</p>
#15 Other Medically [0 = Does not apply] 1 = Applies	3 2	<p><u>Test Deck Findings:</u> The State incorrectly entered “anemia” for this element. The category should have been reported as “does not apply.”</p> <p>The State’s “FACTS Codes” document lists “Speech” as a disability type. “Speech” is an option that can be entered on the screen.</p> <p><u>Program Code:</u> The program code sets this element to “applies” if the State value for disability type is “other disability,” or any other disability type not listed for elements #11-14.</p> <p>If element #10 is “no” or “not yet determined,” the program code correctly sets this element to “does not apply.”</p>

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		<p>“Learning disability” is not being mapped to this element.</p> <p>The value for “speech” is not mapped to an AFCARS value. If there is a speech impediment that is affecting the child’s quality of life, then it should be mapped to element #15.</p> <p><u>Case File Review Findings:</u> 5 (9%) of the records analyzed did not match what was reported in AFCARS. The response should have been “applies” instead of “does not apply.” Reviewers noted that they found speech as a diagnosed condition and it had not been reported to AFCARS.</p>
<p>#16 Has this child ever been adopted?</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	<p style="text-align: center;">2</p>	<p><u>Form:</u> Initial Referral to Out of Home Placement Provider for Child in SRS Custody, CFS 3030 The form has space to record the dates of any prior adoptions.</p> <p>The CFS 3030 form is part of the referral packet that goes to the providers.</p> <p><u>Screen:</u> Maintain Adoption This is a field on the “Maintain Adoption” screen.</p> <p><u>Frequency Report</u> (n=8,234): Yes = 149 (1.81%); No = 8,080 (98.13%); Unable to determine = 5 (.06%)</p> <p><u>Program Code:</u> LN 1757 The program code first checks if the indicator for child ever adopted is “yes.” It then reports “yes” if the date of finalized adoption is not the date of discharge with reason of adoption for the current removal episode, and is no later than the end of the current reporting period. The State may consider changing the last condition to check if the prior adoption finalized date was prior to the current removal date rather than prior to the end of the current reporting period.</p> <p>If the indicator for child ever adopted is “no” or spaces, the program code reports “no” for this element. Missing data are incorrectly mapped to “no.” If the indicator for child ever adopted is “unknown,” the State correctly reports “unable to determine.”</p> <p>JJA <u>Screen:</u> Juvenile/Additional Personal tab</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
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		The screen contains a drop-down option list. There also is a field that must be completed if the answer to this question is “yes,” for the age of the child at the time of adoption.
<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>	2	<p><u>Form:</u> Initial Referral to Out of Home Placement Provider for Child in SRS Custody, CFS 3030 The form has space to record the dates of any prior adoptions.</p> <p><u>Screen:</u> Maintain Adoption There is a field for the prior adoption finalized date.</p> <p><u>Frequency Report</u> (n=8,234): Not applicable = 211 (2.56%); Unable to determine = 0; Age categories = 149; Not reported = 7,874</p> <p><u>Program Code:</u> LN 1804 If the element #16 is “yes,” the program code then checks the child’s date of birth and subtracts it from the date of the adoption in order to calculate the age at adoption and reports the corresponding AFCARS age range. If the child had been previously adopted, but the age at adoption is unknown, the program code incorrectly sets this element to “unable to determine.” It should be set to blank.</p> <p>The program code never sets this element to “not applicable.” Spaces are reported if the child was not previously adopted. The State must modify the program code to report “not applicable” if the child is known to have never been adopted (response to element #16 is “no”). This is supported by the case file review and the test deck findings.</p>
<p>#18 Date of First Removal from Home</p> <p>____(mo) ____ (day)____(year)</p>	2 3	<p><u>Screen:</u> Maintain Plan</p> <p><u>Program Code:</u> LNs 2028-2063 The State’s extraction of cases is based on the “plan type” that has been created for the case. The types used are “child custody care plan (CC)” and “foster care plan (FC),” which means the child has been removed from his/her home and is in a foster care setting. For situations in which the child’s removal episode was 24 hours or less, neither a “CC” or “FC” plan is created. Therefore, removal episodes less than 24 hours will not be reported to AFCARS. The program code reports the earliest date of removal from home from the “child custody” plan types for the child.</p> <p>The State may want to add to their case file review process a check to ensure that removal episodes of</p>

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		<p>24 hours or less are not entered as a “CC” or a “FC” plan type.</p> <p>See findings in element #21 regarding initial placement in a hospital or locked facility. The rating of this element was changed because the corrections must be made to element #21 for both CW and JJA.</p> <p>JJA <u>Screen:</u> Placement Movement/Home Removal tab. There is a field to show a history of all removal dates.</p> <p>The extraction code needs to be corrected. Cases that only have a placement in a locked facility are not to be reported in AFCARS.</p> <p><u>Case File Review Findings:</u> Based on the case file review, it appears that multiple removals are not being captured correctly. For JJA cases if the child returns home, this is a discharge for AFCARS purposes (element #56 and #58). If the child is later placed in an out of home setting, it would be a new removal when the child entered a foster care setting. This would then increment the number of removals reported in element #19, and a discharge date from the prior removal episode would be entered into element #20.</p>
#19 Total Number of Removals from Home	2	<p><u>Screen:</u> Maintain Plan</p> <p><u>Test Deck Findings:</u> In case scenario III, the State reported the same dates for the first and current removal episode, two removal episodes, and no date for prior discharge.</p> <p><u>Program Code:</u> LN 1902 The program code is initialized to zero, then sets this element to space if only zero removals are found.</p> <p>The program code increments the count for each plan type “child custody care plan (CC)” or “foster care plan (FC)” with a valid removal from home date for this child.</p> <p>If during a removal episode the child’s only placement was a hospital stay or a locked facility, these episodes are correctly not counted in the number of removals.</p> <p>Due to errors in the test case scenario and findings from the case file review, the State needs to assess</p>

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Data Element	Rating Factor	Findings/Notes
		<p>its program code for this element.</p> <p>JJA <u>Screen:</u> Placement Movement/Home Removal tab The screen contains a field that lists a history of all removals.</p> <p>The extraction code needs to be corrected. Cases in which the only placement setting is a locked facility are not to be reported in AFCARS.</p> <p><u>Case File Review Findings:</u> Multiple removals are not being captured correctly. For JJA cases if the child returns home, this is a discharge for AFCARS purposes. If the child is later placed in an out of home setting, it would be a new removal when the child entered a foster care setting. This would then increment the number of removals reported in element #19, and a discharge date from the prior removal episode would be entered into element #20.</p>
<p>#20 Date Child was Discharged from last foster care episode (if applicable)</p> <p>____(mo) ____ (day)____(year)</p>	<p align="center">2</p>	<p><u>Screen:</u> Maintain Plan</p> <p><u>Test Deck Findings:</u> In case scenario III, the State reported the same dates for the first and current removal episode, two removal episodes, and no date for prior discharge.</p> <p><u>Program Code:</u> The program code extracts the discharge date from the last foster care episode for the previous plan. This is the date when the previous out-of-home service responsibility was closed.</p> <p>There is not a check in the program code to see that if foster care element #19 is greater or equal to 2, then this element must not be blank.</p> <p><u>Case File Review Findings:</u> 6 (10%) of the records analyzed did not match what was reported in AFCARS. Based on the findings, there may be an error in the extraction code. The case file findings indicate that in some instances this element is reported blank when there are two or more removal episodes. There also was an instance in which a date was reported for this element that occurred after the removal date in element #21.</p> <p>JJA</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p><u>Screen:</u> Placement Movement/Placement There is a check box for “discharge placement” and a field to enter the date, a reason, and if this is a “discharged from foster care.” There is another field below this check-box. Does it become enabled if the discharged from foster box is selected? If so, what are the options in this field?</p> <p>The extraction code needs to be corrected. Cases in which the only placement setting is a locked facility are not to be reported in AFCARS.</p> <p><u>Case File Review Findings:</u> Multiple removals are not being captured correctly. For JJA cases if the child returns home, this is a discharge for AFCARS purposes. If the child is later placed in an out of home setting, it would be a new removal when the child entered a foster care setting. This would then increment the number of removals reported in element #19, and a discharge date from the prior removal episode would be entered into element #20.</p> <p>Youth returned home on parole are not to be reported as having a “trial home visit.” The discharge date for a prior removal episode, if applicable, would be the date the youth went home.</p>
<p>#21 Date of Latest Removal</p> <p>____(mo) ____ (day)____(year)</p>	<p align="center">2</p>	<p><u>Screen:</u> Maintain Plan</p> <p><u>Program Code:</u> LNs 2246-2257</p> <p>The State’s extraction of cases is based on the “plan type” that has been created for the case. The types used are “child custody care plan (CC)” and “foster care plan (FC),” which means the child has been removed from his/her home and is in a foster care setting. For situations in which the child was not removed from home for longer than 24 hours, a “CC” plan or “FC” plan is never created. Therefore, removal episodes less than 24 hours will not be reported to AFCARS. The program code reports the removal from home date from the latest plan for this reporting period.</p> <p>For situations in which the only placement during a removal episode is a locked facility or a hospital, the State is incorrectly including these episodes. For situations in which the first placement in a removal episode is a locked facility or a hospital, the State is incorrectly reporting the start of the removal episode when the child entered the hospital or locked facility. Per discussions with the State staff the solution might be to use a different plan type that reflects the child is in out-of-home care, but not initially placed in a foster care setting. Once the child is moved into a foster care setting, a “CC” or</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>a “FC” plan would be created. It would be the date of this plan that would be reported as the removal date. This would then not require any changes to the program code. The State needs to include in its AFCARS Improvement Plan an update on its plan to address this issue.</p> <p>The State may want to add to their case file review process a check to ensure that removal episodes of 24 hours or less are not entered as a “CC” or “FC” plan type.</p> <p>JJA <u>Screen:</u> Placement Movement/Home Removal tab On the screen “Placement Movement/Placement,” there is a check box for “direct commit to juvenile correctional facility.” If this is checked, can it be used to distinguish those that it is the only placement and/or the first?</p> <p><u>Case File Review Findings:</u> Multiple removals are not being captured correctly. For JJA cases if the child returns home, this is a discharge for AFCARS purposes. If the child is later placed in an out of home setting, it would be a new removal when the child entered a foster care setting. This would then increment the number of removals reported in element #19, and a discharge date from the prior removal episode would be entered into element #20.</p> <p>In regard to the extraction of the JJA cases, if the first placement is detention, then the record is not to be included in AFCARS.</p>
<p>#22 Date of Latest Removal Transaction Date</p> <p>____(mo) ____ (day)____(year)</p>	<p>2 3</p>	<p><u>Program Code:</u> LNs #2588-2610</p> <p>The program code sets this element to the system date associated with the removal date if the system date is a valid date. Otherwise, it sets this element to the timestamp associated to when the current plan was created if the timestamp is a valid date. If neither date is valid, the program code reports spaces for this element.</p> <p>The State indicated that if they enter case type plan “SC” for children whose first placement is a hospital or locked facility, then use “CC” for when the child is placed in a foster setting, there will not be an issue for the transaction date.</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>JJA <u>Screen:</u> Placement Movement/Home Removal tab. There is a field (not editable) that shows the date the removal date was entered into CASIMS.</p>
<p>#23 Date of Placement in Current Foster Care Setting ____ (mo) ____ (day) ____ (year)</p>	<p style="text-align: center;">2</p>	<p><u>Form:</u> Acknowledgement of Referral/Notification of Move/Placement Change, Appendix 6A In section IV, the worker records the previous placement, the start and end dates, and the reason for the placement move. Section V captures the current placement, and the start date. This section also includes information on whether this is a “respite,” a “hospitalization,” or “drug and alcohol treatment,” the start and end dates, and if it is a hospitalization, the reason for the stay.</p> <p><u>Screen:</u> Maintain Client</p> <p><u>Test Deck Findings:</u> The State extracted dates that occurred after the end of the report period.</p> <p><u>Frequency Report</u> (n=8,234): Two records are missing a placement date.</p> <p><u>Program Code:</u> LNs 2328-2644 The program code extracts the effective status date from the most recent placement. This includes the date the child was placed on “trial home visit,” or known to have run away from the placement setting.</p> <p>The program code does not check if the date of placement occurred before the end of the reporting period. As a result, it is possible that a placement date after the end of the reporting period will be reported for AFCARS. The State must include a condition in the program code to only report placement dates that occur before the end of the reporting period.</p> <p>Drug and alcohol treatment centers are coded as services and not as placements. Consequently, these settings are not included in AFCARS reporting. The State needs to modify the program code to extract the start date of these placements.</p> <p>The program code does not include hospitalizations when checking for placement dates. If the child is placed in a hospital, and the stay is not for acute care, then the program code must account for the placement as it does for any other placement. The State needs to provide the Children’s Bureau with its Medicaid definition of an acute care hospital stay.</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>In instances in which the child is placed in the agency’s responsibility for care and placement, but the child runs away and is still on runaway status as of the end of the report period, this record is to be included in the AFCARS reporting population. The date of placement will be the same date as the removal date.</p> <p>JJA <u>Screen:</u> Placement Movement/Placement There are drop-down lists for “placement type” and “foster care placement.” A field for the start date of the placement, and a check box for “direct commit to juvenile correctional facility.”</p> <p>In the field “foster care placement,” there is an option of “trial home visit.” This value is not applicable to the JJA youth being reported under the inter-agency agreement for title IV-E funds.</p>
#24 Number of Previous Placement Settings in This Episode	2	<p><u>Form:</u> Acknowledgement of Referral/Notification of Move/Placement Change, Appendix 6A In section IV, the worker records the previous placement, the start and end dates, and the reason for the move. Section V captures the current placement, and the start date. This section also includes information on whether this is a “respite,” a “hospitalization,” or “drug and alcohol treatment,” the start and end dates, and if it is a hospitalization, the reason for the stay.</p> <p><u>Screen:</u> Maintain Client The State’s values for placement are: FO01 - Family Foster Placement FO02 - Residential Placement FO03 - Maternity Home Placement FO04 - Group Home Placement FO05 - Relative Home Placement FO07 - Independent Living Placement</p> <p><u>Test Deck Findings:</u> The 2006B file had errors in the placement counts because the placement that occurred in 2007A was included. There are placements, such as hospitals and maybe relative care, that are not included in the count. In case I, 2007A, there was no placement count reported. The child had one placement and SRS indicated three.</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p><u>Frequency Report</u> (n=8,234): There are a high number of placements reported for this element.</p> <p><u>Case File Review Findings</u>: 17 (29%) of the records analyzed did not match what was reported in AFCARS. In nine of the error cases, the number of placements was less than what was reported. In six of the cases, there were more placements than what was reported in AFCARS.</p> <p><u>Program Code</u>: LNs 2270-2315 The program code counts each unique placement responsibility identifier for the current plan and for out of home placement service codes. The program excludes service action codes for “pre-adoptive home,” “runaway” and “trial home visit.” The program code must be modified so that if the child is placed into a “pre-adoptive” home from a different foster family, the move is to count.</p> <p>It is possible that a current plan that remains open after the report period end date, and has another placement entered prior to extraction of the data, the program code will count the placement that occurred after the reporting period. The program code must be modified to restrict the count to what occurred before the end of the reporting period.</p> <p>The program code appears to correctly exclude from the count a return from a trial home visit or runaway to the same placement setting as before the trial home visit or runaway. It also correctly increments the count if the return was to a different placement setting (i.e., a different responsibility id).</p> <p>JJA <u>Screen</u>: Placement History</p>
<p>#25 Manner of Removal From Home for Current placement Episode</p> <p>1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined</p>	<p style="text-align: center;">4</p>	<p>Based on State policy and practice the agency does not enter into “voluntary placement agreements.”</p> <p><u>Program Code</u>: LNs 2681-2701 The program code correctly maps the State codes to the AFCARS values.</p> <p>JJA <u>Screen</u>: Placement Movement/Home Removal tab.</p>
<p>#26 - 40 Actions or Conditions</p>		<p><u>Form</u>: Initial Referral to Out of Home Placement Provider for Child in SRS Custody, CFS 3030 There are three areas on the form for this information. There is a field for the “primary reason for</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
Associated With Child's Removal (Indicate all that apply with a "1")		<p>removal," a field for the secondary reason, and a list of 22 reasons. The instructions indicate to choose from the list for the responses for the primary and secondary reasons. The State may want to consider removing these two fields and using the check box lists only. The worker can indicate the primary and secondary reasons with a "P" and "S" respectively, then mark all others that apply.</p> <p><u>Screen:</u> Maintain Plan</p> <p><u>Program Code:</u> LNs 2732-2988 Except for element #39, the program code correctly maps the State's reason for removal codes to the corresponding AFCARS values. See element #39 for additional information.</p> <p><u>Case File Review Findings:</u> While not every element had errors, the majority of the elements did and as a result every element received a rating of "3." Except for element #39, there are errors in the program code. Many of the cases read had additional circumstance associated with removal of the child from his/her home. The State staff indicated that only those reasons that appeared in the petition could be listed. However, these reasons were not even included in some of the records.</p> <p>The State need to address training for identifying all the reasons children are removed from their home, and ensure that the 3030 forms are filled in completely.</p> <p>The State may want to include additional circumstances for removal, such as domestic violence, safe haven, and separate out the reasons for caretaker inability to cope.</p> <p>JJA <u>Screen:</u> Placement Movement/Home Removal tab. There are check boxes on the screen for each of the reasons. For removal reasons, JJA could add options to their list that would be more descriptive of what caused the child to come into their responsibility.</p>
#26 Physical Abuse	3	
#27 Sexual Abuse	3	
#28 Neglect	3	
#29 Parent Alcohol Abuse	3	

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
#30 Parent Drug Abuse	3	
#31 Child Alcohol Abuse	3	
#32 Child Drug Abuse	3	
#33 Child Disability	3	
#34 Child's Behavior Problem	3	
#35 Death of Parent	3	
#36 Incarceration of Parent	3	
#37 Caretaker Inability to Cope Due to Illness or Other Reasons	3	
#38 Abandonment	3	
#39 Relinquishment	2	<p>The value for element #39 “relinquishment” is incorrectly set to “applies” if the parent privilege termination code for either the mother or father is “relinquishment.” This element should only be set to “applies” if the reason for the child entering foster care is because the parents signed a voluntary relinquishment agreement at the time of removal.</p> <p>Also, as written the program code could possibly extract a relinquishment that occurred later in the removal episode when the State does a subsequent submission.</p>
#40 Inadequate Housing	3	
#41 Current Placement Setting	2	<p><u>Form:</u> Acknowledgement of Referral/Notification of Move/Placement Change, Appendix 6A In section IV, the worker records the previous placement, the start and end dates, and the reason for the move. Section V captures the current placement, and the start date. This section also includes information on whether this is a “respite,” a “hospitalization,” or “drug and alcohol treatment,” the start and end dates, and if it is a hospitalization, the reason for the stay.</p> <p><u>Screen:</u> Maintain Client</p> <p><u>Frequency Report</u> (n=8,234): Pre-Adoptive Home = 666 (8%); Foster Family Home (Relative) = 1,656 (20%); Foster Family Home (Non-Relative) = 3,643 (44%); Group Home = 233 (3%); Institution = 468 (6%); Supervised Independent Living = 36 (.44%); Runaway = 131 (2%); Trial Home Visit = 1,395 (17%); Not reported = 6</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>The State is correctly not reporting “fictive kin” as relatives in AFCARS.</p> <p><u>Program Code:</u> LNs 3013-3082 The program code correctly maps the State’s placement codes to the corresponding AFCARS values.</p> <p>The program code must be modified to account for acute care stays in hospitals. If the stay is longer than for acute care, then it must be included as a placement, and in the number of placements (element #24). The State is going to check its Medicaid policy for their definition of acute care and will provide it to the Children’s Bureau.</p> <p>JJA <u>Screen:</u> Placement Movement/Placement. There are drop-down lists for “placement type” and “foster care placement,” and a field for the start date of the placement. There is a check box for “direct commit to juvenile correctional facility.”</p> <p>In the field “foster care placement,” there is an option of “trial home visit.” This value is not applicable to the JJA youth being reported under the inter-agency agreement for title IV-E.</p>
<p>#42 Is Current Placement Out-of-State?</p> <p>1=Yes (Out of State placement) 2=No (In-State placement)</p>	<p align="center">4</p>	<p><u>Form:</u> Acknowledgement of Referral/Notification of Move/Placement Change, Appendix 6A In section IV, the worker records the previous placement, the start and end dates, and the reason for the move. Section V captures the current placement, and the start date. This section also includes information on whether this is a “respite,” a “hospitalization,” or “drug and alcohol treatment,” the start and end dates, and if it is a hospitalization, the reason for the stay.</p> <p><u>Screen:</u> Maintain Client</p> <p><u>Program Code:</u> LNs 3099-311 The program code sets this element to “no” if the State code for the child’s address is “KS” and to “yes,” otherwise.</p>
<p>#43 Most recent case plan goal</p> <p>1 = Reunify With Parent(s) Or Principal Caretaker(s)</p>	<p align="center">2</p>	<p><u>Form:</u> Permanency Plan, CFS 3050A-C, 3050F-1, 3050F-2, and Appendices 3F - H There are fields for the permanency goal and for a concurrent case plan. The choices for permanency goal are: Maintain at home, reintegration, adoption, guardianship/custodianship, and other planned permanency living arrangement (OPPLA). Under concurrent plan the options are: adoption,</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes								
<p>2 = Live With Relative(s) 3 = Adoption 4 = Long Term Foster Care 5 = Emancipation 6 = Guardianship 7 = Case Plan Goal Not Yet Established</p>		<p>guardianship/custodianship, and OPPLA. The child is to have a concurrent permanency goal.</p> <p>Per the State’s policy manual the definition of OPPLA is: An other planned permanency living arrangement is meant to be a permanent placement for the child, not an out of home placement that can be indefinitely extended. The permanency goal of “Other Planned Permanency Living Arrangement” is appropriate only when documentation has been provided to the court that compelling reasons exist which makes all other permanency options unacceptable. The compelling reasons may include:</p> <ul style="list-style-type: none"> · An older teen requests emancipation; · A parent with a disability, who even with supports, cannot care for a child, but a significant bond exists between them; · A tribe has identified a planned permanency living arrangement for an Indian child. <p>Choosing this option is appropriate only when there is a specific, long-term placement for the child. Long-term out of home placement is not an acceptable permanency option and shall not be chosen as a planned permanency living arrangement. A planned permanency living arrangement is subject to ongoing review at later permanency hearings. More permanent options for the child shall continue to be explored throughout the time the child is placed out of the home. At no time shall the permanency option of OPPLA rule out other more permanent options.</p> <p><u>Screen: Maintain Plan</u> The following are the codes that can be entered for a goal on the screen:</p> <table border="0"> <tr> <td>Adoption (ADP)</td> <td>Independent Living (INL)</td> </tr> <tr> <td>Emancipation (EMA)</td> <td>Live with Other Relative (LOR)</td> </tr> <tr> <td>Goal Not Yet Established (NYE)</td> <td>Maintain in Family (MFM)</td> </tr> <tr> <td>Guardianship (GUS)</td> <td>Reunify with Caretaker (RUC)</td> </tr> </table> <p>The above list of goals does not match the Permanency Goals on the 3050A form. There is not an option on the form for “live with other relative.” Does State policy prevent the establishment of a goal for the child to live with relatives?</p> <p>According to the State staff, the goal of OPPLA is entered into FACTS as “emancipation.” This is</p>	Adoption (ADP)	Independent Living (INL)	Emancipation (EMA)	Live with Other Relative (LOR)	Goal Not Yet Established (NYE)	Maintain in Family (MFM)	Guardianship (GUS)	Reunify with Caretaker (RUC)
Adoption (ADP)	Independent Living (INL)									
Emancipation (EMA)	Live with Other Relative (LOR)									
Goal Not Yet Established (NYE)	Maintain in Family (MFM)									
Guardianship (GUS)	Reunify with Caretaker (RUC)									

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>applicable only if there is an identified individual with whom the child has a permanent connection with, and this individual commits to being a part of the child’s life throughout foster care and afterward. Otherwise, the goal must be mapped to the AFCARS value of “long-term foster care.”</p> <p><u>Program Code:</u> LN 2928 The program code correctly maps the above codes to the appropriate AFCARS value. The value for “long-term foster care (LTF)” was inactivated January 1, 1999. It is still included in the program code.</p> <p><u>Frequency Report</u> (n=8,234): Reunify = 5,093 (62%); Live With Other Relative(s) = 0; Adoption = 2,207 (27%); Long-Term Foster Care 0; Emancipation = 646 (8%); Guardianship = 254 (3%); Case Plan Goal Not Yet Established = 34 (.41%); Not reported = 0</p> <p>There are no records reported with a goal of “live with other relative.” Does the State believe this is accurate?</p> <p>JJA <u>Screen:</u> Supervision Plan/Supervision Initialization. There is a drop-down list to select the permanency 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>	<p align="center">2</p>	<p><u>Form:</u> Face Sheet, CFS-1000 In section I, Child information, there is a column “lives with;” is this where information to be entered, along with the marital status column, into FACTS is obtained?</p> <p>The marital status options are: Common Law (CL), Married (MA), Single (SI), Divorced (DI), Widowed (WI), Legally Separated (LS), and Separated (SE).</p> <p><u>Screen:</u> Maintain Responsibilities This is a mandatory field on FACTS. The options that can be entered are: Married Couple, Single Female, Single Male, and Unmarried Couple. There is no option that can be used if the child was abandoned and no information exists on the parents. The State needs to have a value to account for these situations.</p> <p><u>Test Deck Findings:</u> For unknown parents due to abandonment, the State did not report “unable to</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>determine.”</p> <p><u>Frequency Report</u> (n=8,234): Married Couple = 2,256 (27%); Unmarried Couple = 889 (11%); Single Female = 4,462 (54%); Single Male = 586 (7%); Unable to Determine = 17 (.21%); Not reported = 15 (.18%)</p> <p>There are nine records with an invalid code of “0.” The program code has an “else” statement that inputs a zero. It is not clear, but it may be that it was confused with element #49.</p> <p><u>Program Code:</u> LNs 3223-3254</p> <p>The program code correctly maps the State’s family structure code to the identical AFCARS value. The program code does not have the capability to generate the AFCARS value “unable to determine,” which should be entered when the child is abandoned or the child’s caretakers are otherwise unknown. The State must modify the program code to include the ability to report all possible AFCARS values for this element.</p> <p>The State is going to review the program code to check on how records are reported as “unable to determine” because the code did not account for this value. It could be these were JJA cases.</p> <p><u>Case File Review Findings:</u> 9 (16%) of the records analyzed did not match what was reported in AFCARS.</p> <p>JJA</p> <p><u>Screen:</u> Juvenile/Family Contact tab</p> <p>There is a field to identify what the adult’s relationship is to the youth, check boxes to indicate if this person was in the “removal home,” and if the child was residing with this person. There also is a drop-down list for the “caregiver family structure.”</p>
<p>#45 1st Primary Caretaker’s Birth Year ___(mo) ___ (day)___(year)</p>	<p align="center">4</p>	<p><u>Form:</u> Face Sheet, CFS-1000</p> <p><u>Screen:</u> Maintain Responsibilities</p> <p><u>Program Code:</u> LNs #3279-3329</p> <p>The program code reports the year of birth for the primary caretaker.</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>JJA <u>Screen:</u> Juvenile/Family Contact tab</p>
<p>#46 2nd Primary Caretaker's Birth Year (if applicable)</p> <p>____(mo) ____ (day)____(year)</p>	<p align="center">3</p>	<p><u>Form:</u> Face Sheet, CFS-1000</p> <p><u>Screen:</u> Maintain Responsibilities</p> <p><u>Program Code:</u> The program code reports the year of birth for the secondary caretaker if the value for element #44 (caretaker family structure) has a value of either "married couple" or "unmarried couple." Otherwise the element value is left blank.</p> <p><u>Frequency Report:</u> There are 2,965 records reported with a date of birth, however there are 3,145 records reported in element #44 as either "married couple" or "unmarried couple."</p> <p><u>Case File Review Findings:</u> 6 (10%) of the records analyzed did not match what was reported in AFCARS. The error cases were due to element #44 being found to be incorrect by the reviewers, and a date was found for this element.</p> <p>JJA <u>Screen:</u> Juvenile/Family Contact tab</p>
<p>#47 Mother's Date of TPR</p> <p>____(mo) ____ (day)____(year)</p>	<p align="center">2</p>	<p><u>Screen:</u> Maintain Client</p> <p><u>Test Deck Findings:</u> The program code extracts dates that occur after the end of the report period. There were no deceased dates in the extracted file.</p> <p><u>Program Code:</u> LNs 3438-3472 If neither a TPR date nor a date of death exists, the element reports blank. If only a TPR date exists and no date of death exists, the element reports the TPR date. If only a date of death exists and no TPR date exists, the element reports the date of death. If both a date of death and a TPR date exist, the element reports the earlier of the two dates.</p> <p>The program code needs to be modified to ensure dates are reported for the appropriate report periods</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>when doing resubmission of files.</p> <p>JJA <u>Screen:</u> Juvenile/Family Contact tab. There is a field to enter a deceased date and a field for the TPR date.</p>
<p>#48 Legal or Putative Father's TPR</p> <p>____(mo) ____ (day)____(year)</p>	<p align="center">2</p>	<p><u>Screen:</u> Maintain Client</p> <p><u>Test Deck Findings:</u> The program code extracts dates that occur after the end of the report period. There were no deceased dates in the extracted file.</p> <p><u>Program Code:</u> LNs # 3494-3528 If neither a TPR date nor a date of death exists, the element reports blank. If only a TPR date exists and no date of death exists, the element reports the TPR date. If only a date of death exists and no TPR date exists, the element reports the date of death. If both a date of death and a TPR date exist, the element reports the earlier of the two dates.</p> <p>The program code needs to be modified to ensure dates are reported for the appropriate report periods when doing resubmission of files.</p> <p>JJA <u>Screen:</u> Juvenile/Family Contact tab. There is a field to enter a deceased date and a field for the TPR date.</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><u>Screen:</u> Provider Maintenance</p> <p><u>Frequency Report</u> (n=8,234): Married Couple = 3,978 (48%); Unmarried Couple = 198 (2%); Single Female = 1,547 (19%); Single Male = 192 (2%); Not applicable = 2,152 (26%); Not reported = 167 (2%)</p> <p>The number of children living in non-foster home settings in element #41 is 2,263. There should be the same number reported as “not applicable” for this element. The number of records reported of children living in a foster home setting is 5,965.</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p><u>Program Code:</u> LNs #3538-3631 If foster care element #41 (current placement setting) has a value = 4,5,6,7 or 8, this element is set to spaces, but it should be set to 0, “not applicable.”</p> <p>JJA <u>Screen:</u> Juvenile/Family Contact tab There is a field to identify what the relationship is to the youth, and a check box to indicate if this person is a “foster family home.” There is a drop-down list for the family structure.</p>
#50 1 st Foster Caretaker’s Birth Year	4 3	<p><u>Screen:</u> Provider Maintenance</p> <p><u>Frequency Report:</u> There were 5,906 records reported with a valid year of birth, and 2,323 records with no year of birth. This is not consistent with the numbers reported in element #41 and #49.</p> <p><u>Program Code:</u> LNs 3638-3650 The program code reports the date of birth of the primary foster provider. Missing data is mapped to spaces.</p> <p>JJA <u>Screen:</u> Juvenile/Family Contact tab</p>
#51 2 nd Foster Caretaker’s Birth Year	3	<p><u>Screen:</u> Provider Maintenance</p> <p><u>Frequency Report:</u> There were 4,169 records reported with a valid year of birth, and 4,063 records with no year of birth. This is not consistent with the numbers reported in element #41 and #49.</p> <p><u>Program Code:</u> LNs 3889-3910 The program code reports the date of birth of the secondary foster provider if the value for element #49 was a “married” or “unmarried” couple. Otherwise, the program reports spaces.</p> <p>JJA <u>Screen:</u> Juvenile/Family Contact tab.</p>
#52 1 st Foster Caretaker’s Race	3	<p><u>Screen:</u> Provider Maintenance The race field is a required field.</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
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		<p><u>Program Code:</u> LNs #3697-3784 If the child is in a non-foster home setting, the program code sets these elements to spaces.</p> <p>For a foster home setting, if the race code is populated, all race elements #52a-f that are not specifically selected will be set to “does not apply.” Otherwise, all possible choices and combinations of race values can be selected.</p> <p>The program code allows any combination of the five race categories to be extracted.</p> <p>The program code still contains logic to process the State codes for “other” and “Asian/Pacific Islander.” Workers have been instructed to no longer enter those codes (after year 2000). The program code reports spaces for all of the race elements 8a-8e when the State race code is “AP” or “OT.”</p> <p>The State may want to consider adding a value “declined” in instances where the foster parent refuses to provide his/her race.</p> <p>The State needs to ensure that workers are asking the question of clients and need to update this information.</p> <p>Conduct on-going training on how to collect race and Hispanic origin information.</p> <p>JJA <u>Screen:</u> Juvenile/Family Contact tab. Race is collected in the same manner as it is for the youth.</p>
#53 1 st Foster Caretaker’s Hispanic or Latino Origin 0 = Not applicable 1 = Yes 2 = No 3 = Unable to Determine	2	<p><u>Screen:</u> Provider Maintenance The field on FACTS is not a required field. The code for each of the nationalities that are to be reported as “Hispanic/Latino Origin” is entered as applicable. There is an option of “UK” for “unable to determine.” There is not an option for “no.” The State must add a value of “no” to the screen. Because the field is left blank if the foster parent is not Hispanic, and it is not a mandatory field, the data could reflect a false “no.”</p> <p><u>Program Code:</u> LNs #3841-3868, 4133-4147</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>If element #41 is a non-foster care setting, the program code correctly sets this element to “0, not applicable.”</p> <p>The program code reports “yes” if the worker selects any of the State’s nationality codes for Hispanic ethnicity: “Mexican,” “Puerto Rican,” “Cuban,” “Central or South American,” or “Other Spanish Cultural Origin.” The program code reports “unable to determine” if the corresponding State code is selected, otherwise, “no” is reported. If the field is left blank, the program code is to map this to a blank, instead of “no.”</p> <p>The State may want to consider some edits, such as if after 30 days this field is still blank, generate a report reminding the workers to update the information.</p> <p>The State may want to consider adding a value “declined” in instances where the foster parent refuses to provide his/her Hispanic/Latino ethnicity.</p> <p>JJA <u>Screen:</u> Juvenile/Family Contact tab. Hispanic is collected in the same manner as it is for the youth.</p>
<p>#54 2nd Foster Caretaker’s Race (if applicable)</p> <p>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</p>	<p align="center">3</p>	<p><u>Screen:</u> Provider Maintenance</p> <p>See findings for element #52.</p> <p>JJA <u>Screen:</u> Juvenile/Family Contact tab. Race is collected in the same manner as it is for the youth.</p>
<p>#55 2nd Foster Caretaker’s Hispanic Origin</p>	<p align="center">2</p>	<p><u>Screen:</u> Provider Maintenance</p> <p>See findings for element #53.</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
[0 = Not Applicable] 1 = Yes 2 = No 3 = Unable to Determine		<p>JJA <u>Screen:</u> Juvenile/Family Contact tab. Hispanic is collected in the same manner as it is for the youth.</p>
#56 Date of Discharge from foster care ____ (mo) ____ (day) ____ (year)	2	<p><u>Form:</u> Acknowledgement of Referral/Notification of Move/Placement Change, Appendix 6A Information on the end of a removal episode is recorded in Section VI.</p> <p><u>Screen:</u> Maintain Responsibilities</p> <p><u>Test Deck Findings:</u> The program code extracts dates that occur after the end of the report period.</p> <p><u>Program Code:</u> LNs 4168-4212 The program code reports the date for the most recent closed responsibility for the current plan. The responsibility status type code is checked to determine if the responsibility is closed.</p> <p>The State must modify the program code to ensure that discharge dates that occur after the reporting period are not extracted for the prior report period.</p> <p>The State staff indicated they do not have a policy for the maximum length of time a child can be on a “trial home visit.” The staff also indicated judges do not always specify a length of time for the trial home visit. Based on the State’s policy manual, the discharge date is either the date the “child is released from custody or the date the child had been placed back home for a period of 6 months,” The State needs to ensure that if there is a specified time associated with a child’s return home, then a discharge date is not to be entered until the agency no longer has responsibility for care and placement of the child.</p> <p><u>Frequency Report:</u> There are 1,664 records reported with a date for this element, but only 1,662 records have a discharge reason in element #58.</p> <p>JJA <u>Screen:</u> Placement Movement/Placement. There is a check box for “discharge placement” and a field to enter the date, a reason, and if this is a “discharged from foster care.” There is another field below</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>this check-box. Does it become enabled if the discharged from foster box is selected? If so, what are the options in this field?</p> <p>For youth that are returned home, regardless if JJA still has “custody,” the youth is considered discharged for AFCARS reporting purposes. A new entry into foster care will be a new removal episode for AFCARS (element #21).</p>
<p>#57 Date of Discharge Transaction Date</p> <p>____(mo) ____ (day)____(year)</p>	4	<p><u>Program code:</u> LNs 4220-4235</p>
<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>	2	<p><u>Screen:</u> Maintain Responsibilities</p> <p><u>Test Deck Findings:</u> The program code extracts information that occurs after the end of the report period.</p> <p><u>Program Code:</u> LNs 4242-4286 The State must modify the program code to check only for discharge information that occurred prior to the end of the report period. The code is not to extract events that occurred after the report period ended. Also, the program code must only extract information for the applicable report period being resubmitted.</p> <p>The State must enter a discharge reason of “emancipation” for all children exiting care on their 18th birthday, or if applicable if over 18 when the youth is no longer eligible for title IV-E.</p> <p><u>Frequency Report</u> (n=8,234): Not Applicable = 6,398 (78%); Reunification = 978 (12%); Living with Other Relative(s) = 9 (.11%); Adoption = 361 (4%); Emancipation = 181 (2%); Guardianship = 93 (1%); Transfer to Another Agency = 32 (.39%); Runaway = 6 (.07%); Death of Child = 2 (.02%); Not reported = 174</p> <p>There are 1,664 records reported with a date for element #56, but only 1,662 records have a discharge reason for this element.</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>There are 174 records reported for this element with no discharge information. Since the child welfare extraction code does map this element to “not applicable” for those children still in care, could the 174 records be the youth from the Juvenile Justice Agency? If so, the extraction code for the Juvenile Justice youth must be mapped to “not applicable” for those that remain in care as of the end of the report period.</p> <p>JJA <u>Screen:</u> Placement Movement/Placement. There is a check box for “discharge placement” and a field to enter the date, a reason, and if this is a “discharged from foster care.” There is another field below this check-box. Does it become enabled if the discharged from foster box is selected? If so, what are the options in this field? The JJA code extracts reasons and dates that occur prior to the end of the report period.</p> <p>For youth that are returned home, regardless if JJA still has “custody,” the youth is considered discharged for AFCARS reporting purposes. A new entry into foster care will be a new removal episode for AFCARS (element #21).</p>
#59 Title IV-E (Foster Care)	4	<p><u>Screen:</u> Maintain Responsibilities</p> <p>JJA <u>Screen:</u> Juvenile/Finance/Youth Household Finance</p>
#60 Title IV-E (Adoption Subsidy)	4	<p><u>Screen:</u> Maintain Adoption</p> <p>JJA <u>Screen:</u> Juvenile/Finance/Youth Household Finance</p>
#61 Title IV-A (Aid to Families with Dependent Children)	2	<p><u>Screen:</u> Maintain Client</p> <p>The State does have relatives that are receiving TANF on behalf of the child that is in foster care.</p> <p>There is a discrepancy in the program code that needs to be researched by the State and reported back to the Federal Team.</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>JJA <u>Screen:</u> Juvenile/Finance/Youth Household Finance</p>
#62 Title IV-D (Child Support)	2	<p><u>Screen:</u> Maintain Client</p> <p>There is a discrepancy in the program code that needs to be researched by the State and reported back to the Federal Team.</p> <p>JJA <u>Screen:</u> Juvenile/Finance/Youth Household Finance</p>
#63 Title XIX (Medicaid)	4	<p><u>Screen:</u> Maintain Client</p> <p>JJA <u>Screen:</u> Juvenile/Finance/Youth Household Finance</p>
#64 SSI or other Social Security Act Benefits	2	<p><u>Screen:</u> Maintain Client</p> <p><u>Program Code:</u> If OASDI or SSI amount is not “0” or blank, then this element is set to 1.</p> <p>The frequency report indicates only 103 records as applies. The staff indicated this appears to be low. This information is erased from the system monthly.</p> <p>JJA <u>Screen:</u> Juvenile/Finance/Youth Household Finance</p>
#65 None of the Above	2	<p><u>Screen:</u> Maintain Client</p> <p><u>Program Code:</u> LNs #4481-4498 The program code checks if all of the values for elements #59-64 are “does not apply,” then it sets the value for element #65 to “applies.”</p> <p>The program code must also check if the child is receiving support only from the State or some other source other than those indicated in element #59-64. If so, then this element would also be set to “applies.”</p>

AFCARS ASSESSMENT Review Findings: Foster Care Data Elements
State: Kansas
AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>JJA <u>Screen:</u> Juvenile/Finance/Youth Household Finance</p>
#66 Amount Of Monthly Foster Care Payment (regardless of source)	2	<p><u>Program Code:</u> The program code extracts the highest full monthly payment amount during the reporting period. The State is required to report the last (not necessarily the highest) full monthly payment amount during the reporting period.</p> <p>JJA <u>Screen:</u> Juvenile/Finance/Youth Household Finance</p>

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
#1 State FIPS Code	4	<u>Program Code:</u> The State code is correctly hard-coded to “20” in the program code.
#2 Report Period End Date	4	
#3 Record Number	4	
#4 State Agency Involvement 1 = Yes 2 = No	4	<u>Program Code:</u> The State program code is hard-coded to “yes.” The State only submits those adoptions that are through the public child welfare agency, or for whom the State agency has an adoption agreement with the adoptive family.
#5 Child Date of Birth	4	<u>Form:</u> Face Sheet, CFS-1000 <u>Program Code:</u> The program code reports the date of birth for the child directly from the field on the screen.
#6 Child Sex 1 = Male 2 = Female	4	<u>Form:</u> Face Sheet, CFS-1000 <u>Program Code:</u> The State’s values are correctly mapped to the AFCARS values.
#7 Child’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	3	<u>Form:</u> Face Sheet, CFS-1000 The instructions include the following options: American Indian (AI), Asian (SA), Black (BL), White (WH), Unable to determine (UK), and Native Hawaiian/Pacific Islander (HP). The instructions do not provide a definition of “unable to determine.” Nor does it indicate that the person filling it out is to include all races that may be applicable. Add instructions to the face sheet form that indicates the person filling out the form is to select all races that apply. Add language to clarify the use of “unable to determine.” The State may want to add the option “declined” in order to better track when a parent, or caretaker, declines to provide the child’s race. Or, if the child is age appropriate, the child declines to provide his/her race information. <u>Screen:</u> Maintain Client The race field is a required field. This may be contributing to incorrect race information being entered, or not updated at a later time if more information is learned about the child. There are five fields to record the race codes. The HSAs are instructed to enter “unknown” in the first field. “Unknown” and another race cannot both be entered into the system. A race cannot be entered

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>more than once for the same child, nor are they allowed to enter expired State race codes (e.g., “Asian/Pacific Islander” or “Other”).</p> <p><u>Case File Review Findings:</u> In one case the reviewer found “Asian” as an additional race.</p> <p>The State needs to ensure that workers are asking the question of clients, and updating this information as necessary. The State may want to consider making this a mandatory field after the investigation phase, or up to 30 days after the removal from home occurs. Another option is to create a report for children that have been in care for thirty days and send the report to the private agency to verify the child’s race. A check-box can be added to the Face Sheet labeled “race verified.” A verified box could then be added to FACTS so SRS⁵ can note that the race has been verified and is accurate.</p> <p>Conduct on-going training on how to collect race and Hispanic origin information.</p> <p><u>Program Code: LN 1665</u> The program code allows any combination of the five race categories to be extracted.</p> <p>Each race category has a default value of “0, no” while “unable to determine” has a default value of space.</p> <p>The program code contains logic to process the State codes for “other (OT)” and “Asian/Pacific Islander (AP).” The program code reports spaces for all of the race elements for these codes.</p>
<p>#8 Child Hispanic Origin</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	<p align="center">2</p>	<p><u>Form:</u> Face Sheet, CFS-1000 The instructions include the following options: Mexican (ME), Puerto Rican (PR), Cuban (CU), Central or South American (CS), Other Spanish Cultural Origin (OS), and Unable to Determine (UK). The instructions do not provide a definition of “unable to determine.”</p> <p><u>Screen:</u> Maintain Client Screen The field on FACTS is not a required field. The code for each of the nationalities that are to be reported as “Hispanic/Latino Origin” is entered as applicable. There is an option of “UK” for “unable to</p>

⁵ Social and Rehabilitative Services
USDHHS/ACF/ACYF/Children’s Bureau
March 2008

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>determine.” There is not an option for “no.” The State must add a value of “no” to the screen and the form. Because the field is not mandatory, and could be left blank because the worker did not answer the question, the data could reflect a false “no.”</p> <p>The State needs to ensure that workers are asking the question of clients, and updating this information as necessary. The State may want to create a report for children that have been in care for thirty days and send the report to the private agency to verify the child’s Hispanic/Latino ethnicity. A check-box can be added to the Face Sheet labeled “Hispanic/Latino ethnicity verified.” A verified box could then be added to FACTS so SRS⁶ can note that the Hispanic/Latino information has been verified and is accurate.</p> <p>The State may want to consider adding a value “declined” in instances where the parent, and/or child if age appropriate, refuses to provide the child’s ethnicity.</p> <p><u>Program Code:</u> LN 1771 The program code reports “yes” if the worker selects any of the State’s nationality codes for Hispanic ethnicity, and the State’s value for “unable to determine.” Otherwise, the program code sets this element to “no.” If the field is left blank, the program code is to map this to a blank, instead of “no.”</p>
<p>#9 Has Agency Determined Special Needs</p> <p>1 = Yes 2 = No</p>	<p>3 2</p>	<p><u>Form:</u> Eligibility for Adoption Assistance, CFS-4019</p> <p><u>Program Code:</u> LN 898 The program code initializes this element to “no.” The program code then checks if there are any valid special needs type records. If so, it sets this element to “yes.” This element must be initialized to blank.</p> <p><u>Frequency Report</u> (n=357): Yes = 262 (73%); No = 95 (27%) There is a discrepancy between the number of records reported in #9 and #10 as children determined to be special needs and element #35. Element #35 indicates there are 333 children receiving a subsidy. This element indicates there are 262 children determined as special needs. The quality of the data for element #9 will improve after the correction is made for element 10.</p> <p><u>Case File Review Findings:</u> 4 (21%) of the records analyzed did not match what was reported in</p>

⁶ Social and Rehabilitative Services
USDHHS/ACF/ACYF/Children’s Bureau
March 2008

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		AFCARS. In the error cases, the response in AFCARS is “no.” The reviewers found that the response should be “yes.” Also, elements #35 - 37 indicated the children were receiving a subsidy.
<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>	<p align="center">2</p>	<p><u>Form:</u> Eligibility for Adoption Assistance, CFS-4019 Section B of the form lists “physical disability,” “developmental disability,” “behavior/emotional disability,” “age,” “member of sibling group,” and “guarded prognosis, no current symptoms.” The worker can indicate “yes/no” for each item. The form does not contain a means to indicate the “primary basis for determining special needs.” This needs to be added to the form.</p> <p>The form does not include “racial/original background.” Also, the list does not include information related to medical conditions other than those of physical disability. Does the State not consider these a basis for determining special needs of a child? Note that there are records reported for the value “racial/original background.” Also, the State needs to provide its definition of “developmental disability.” Developmental disabilities can be cognitive and/or physical. The appropriate mapping for AFCARS is dependent on the State’s definition and use.</p> <p><u>Screen:</u> Maintain Adoption The codes used for the special needs field are: “age (AGE),” “emotional disabilities (EMD),” “medical conditions (MEC),” “membership in sibling group (MSG),” “mental disabilities (MED),” “physical disabilities (PHD),” and “racial/original background (ROB).” There are spaces to enter up to seven codes. The first space in this field is where the “primary” basis for special needs is to be entered. However, as noted above, there is no indication on the form which item is the primary basis when more than one is present.</p> <p>The options on the form and the options for the screen are not the same. The screen contains codes for: “race/original background,” “medical conditions,” and “mental disabilities,” but not the form. The form contains “guarded prognosis” and “developmental disability,” but the screen options do not. The State needs to provide its guidance to the individuals entering the information into FACTS on how they are to code the responses on the form.</p> <p>The State staff indicated that the condition “guarded prognosis” is not getting entered into the system. This condition should be mapped to the AFCARS value “other [state defined].”</p> <p><u>Program code:</u> LN 898</p>

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>The program code initializes this element to “not applicable.” It then maps the State’s special needs type codes to the appropriate AFCARS values. The values used in the program code match the list of values used for the screen.</p> <p><u>Frequency Report</u> (n=357): Not applicable = 95; Race/Original Background = 23 (6%); Age = 9 (3%); Sibling group = 62 (17%); Medical, etc. = 168 (47%); Other = 0; Not reported = 0 There is a discrepancy between the number of records reported in #9 and #10 as children determined to be special needs and element #35. Element #35 indicates there are 333 children receiving a subsidy. This element indicates there are 262 children determined as special needs.</p> <p><u>Case File Review Findings</u>: 4 (21%) of the records analyzed did not match what was reported in AFCARS. In each case, the child’s record indicated he/she had not been determined to be special needs when in fact they are special needs children. In two cases the reviewers found that the primary reason was due to “membership in a sibling group,” and in two because of “medical conditions or mental, physical or emotional disabilities.” Also, elements #35 - 37 indicated the children were receiving a subsidy.</p> <p>Training is needed to ensure that there is correct identification of the primary basis for determining special needs.</p>
#11 - 15		<p><u>Form</u>: Face Sheet, CFS-1000; Initial Referral to Out of Home Placement Provider for Child in SRS Custody, CFS 3030; or, Child and Youth Plan (CFS 3050D)</p> <p><u>Screen</u>: Maintain Client Screen</p> <p>For elements #11 - 15, the program code does not explicitly check if adoption element #10 (Primary basis...special needs) equals 4 (Medical conditions or Mental, Physical or Emotional Disabilities) before setting the value of this element. The program code must be modified to only report information for elements #11 - 15 if the answer to #10 is “medical conditions or mental, physical or emotional disabilities.”</p>
#11 Mental Retardation	2	<p><u>Program Code</u>: The program code sets this element to “applies,” if the disability type code equals “mental retardation.”</p> <p><u>Case File Review Findings</u>: 2 (11%) of the records analyzed did not match what was reported in</p>

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		AFCARS. The error cases were reported as blank and should have been “does not apply” because element #10 was “medical conditions or mental, physical or emotional disabilities.”
#12 Visually/Hearing Impaired	2	<p><u>Program Code:</u> The program code sets this element to “applies,” if the disability type code equals “sight impaired” or “hearing impaired.”</p> <p><u>Case File Review Findings:</u> 2 (11%) of the records analyzed did not match what was reported in AFCARS. The error cases were reported as blank and should have been “does not apply” because element #10 was “medical conditions or mental, physical or emotional disabilities.”</p>
#13 Physically Disabled	2	<p><u>Program Code:</u> The program code sets this element to “applies,” if the disability type code equals “physical disability.”</p> <p><u>Case File Review Findings:</u> 3 (16%) of the records analyzed did not match what was reported in AFCARS. In one error case, this element was reported as “applies,” and it should have been “does not apply.” It appears based on the reviewer’s notes that the child was at-risk of “fetal alcohol syndrome.” There was no indication of a physical disability. Two error cases were reported as blank, and should have been “does not apply” because element #10 was “medical conditions or mental, physical or emotional disabilities.”</p>
#14 Emotionally Disturbed	2	<p><u>Program Code:</u> The program code sets this element to “applies,” if the disability type code equals “emotionally disturbed.”</p> <p><u>Case File Review Findings:</u> 2 (11%) of the records analyzed did not match what was reported in AFCARS. The error cases were reported as blank, and should have been “does not apply” because element #10 was “medical conditions or mental, physical or emotional disabilities.”</p>
#15 Other Diagnosed Condition	2	<p><u>Program Code:</u> The program code sets this element to “applies,” if the disability type code equals “learning disability,” “other disability,” or “speech.”</p> <p><u>Case File Review Findings:</u> 3 (16%) of the records analyzed did not match what was reported in AFCARS. In one error case, this element was reported as “does not apply,” and it should have been “applies.” The child had been determined special needs due to being at risk for fetal alcohol syndrome.</p>

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		Two error cases were reported as blank, and should have been “does not apply” because element #10 was “medical conditions or mental, physical or emotional disabilities.”
#16 Mother’s Birth Year	2	<p><u>Form:</u> Face Sheet, CFS-1000</p> <p><u>Screen:</u> Maintain Case Screen This is a mandatory field. The State enters estimated dates of birth on unknown parents. The State needs to modify the screen logic to allow this element to be blank when the mother is unknown due to the child being abandoned.</p> <p><u>Program Code:</u> The program code copies the value stored in the State’s birth or legal mother’s birth year.</p>
#17 Father’s Birth Year	2	<p><u>Form:</u> Face Sheet, CFS-1000</p> <p><u>Screen:</u> Maintain Case Screen This is a mandatory field. The State enters estimated dates of birth on unknown parents.</p> <p>If there is an unknown father, then this field should be left blank.</p> <p><u>Program Code:</u> The program code copies the value stored in the State’s birth father’s year of birth field for this element.</p>
#18 Mother Married at Time of Birth 1 = Yes 2 = No 3 = Unable to Determine	3	<p><u>Form</u> This information may get reported on the CFS 1000 or in the social history that is gathered from the child’s birth certificate. The CFS 1000 is sent over in the referral packet. However, the CFS 1000 does not indicate whether or not the mother was married at the time each child was born. This type of information needs to be child specific and gathered early in the case history.</p> <p>One region created a form that the adoption specialist has to fill out. The contractor gets a copy of the CFS 1000 but all questions may not be answered. A method needs to be implemented that if the provider receives missing information that either the provider or SRS must obtain the information.</p> <p><u>Screen:</u> This is a mandatory field in order to complete an adoption. Based on the codes provided for this field, the options are only “yes” and “no.” There is not an option for “unable to determine” in those instances</p>

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>in which the child was abandoned. The program code appears to account for “unable to determine,” as does the frequency report. Please clarify if the codes provided to the Federal team are the current ones used for this field, and/or how 17 records were reported as “unable to determine.”</p> <p><u>Program Code:</u> LN 1011 The program code includes mapping for “yes,” “no,” and a “U.” If no information is entered, this element is correctly set to space.</p> <p><u>Frequency Report</u> (n=357): Yes = 86 (24%); No = 254 (71%); Unable to determine = 17 (5%)</p> <p><u>Case File Review Findings:</u> 2 (11%) of the records analyzed did not match what was reported in AFCARS. In the two error cases, the data in AFCARS indicated “no,” but the reviewer found that the response should have been “yes.”</p>
#19 Date of Mother’s TPR	3	<p><u>Screen:</u> Maintain Client</p> <p><u>Program Code:</u> LN 1899 If neither a TPR date nor a date of death exists, the element reports blank. If only a TPR date exists and no date of death exists, the element reports the TPR date. If only a date of death exists and no TPR date exists, the element reports the date of death. If both a date of death and a TPR date exist, the element reports the earlier of the two dates.</p> <p>There appears to be confusion between which date is to be entered for this element (the hearing, signature, or the filed date). The State needs to provide on-going training to ensure the date the hearing is held is what is being recorded.</p> <p>The State is working on policy clarification regarding the date to be used for both voluntary and involuntary termination of parental rights.</p>
#20 Date of Father’s TPR	3	<p><u>Screen:</u> Maintain Client</p> <p><u>Program Code:</u> LN 1964 If neither a TPR date nor a date of death exists, the element reports blank. If only a TPR date exists and no date of death exists, the element reports the TPR date. If only a date of death exists and no TPR date exists, the element reports the date of death. If both a date of death and a TPR date exist, the element</p>

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p>reports the earlier of the two dates.</p> <p>There appears to be confusion between which date is to be entered for this element (the hearing, signature, or the filed date). The State needs to provide on-going training to ensure the date the hearing is held is what is being recorded.</p> <p>The State is working on policy clarification regarding the date to be used for both voluntary and involuntary termination of parental rights.</p>
#21 Date Adoption Legalized	3	<p>The State goes by the stamp of the district court – this is the date of the legalization. According to the State legal division, only the finalization date is used. When it is signed depends on the jurisdiction. It could be a few days.</p> <p>The State needs to report the date that the adoption is finalized and this is to also be the same date reported as the “discharge date” in foster care element #56.</p>
#22 Adoptive Family Structure 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male	3	<p><u>Screen:</u> Provider Maintenance</p> <p>The frequency report indicates there are 4 cases missing this information.</p> <p><u>Program Code:</u> The program code maps the State codes for adoptive family structure to the identical AFCARS values.</p> <p><u>Case File Review Findings:</u> 2 (11%) of the records analyzed did not match what was reported in AFCARS. In one error case, the AFCARS data indicated “unmarried couple,” but the reviewer noted “married couple.” The adoptive parents were also foster parents. In one error case, the AFCARS data indicated “single female,” but the reviewer noted “married couple.” The adoptive parents were also foster parents.</p>
#23 Adoptive Mother’s Year of Birth	3	<p><u>Screen:</u> Provider Maintenance</p> <p><u>Program Code:</u> The program code reports a year of birth from the adoptive provider primary date of birth field if the value for element #22 (adoptive family structure) is 1, 2 or 3. Otherwise, this element is left blank.</p>

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		<p><u>Case File Review Findings:</u> 4 (21%) of the records analyzed did not match what was reported in AFCARS.</p>
#24 Adoptive Father’s Year of Birth	3	<p><u>Screen:</u> Provider Maintenance</p> <p><u>Program Code:</u> The program code reports a year of birth from the adoptive provider primary date of birth field if the value for element #22 (adoptive family structure) is 1, 2, or 4. Otherwise, the element is reported as blank.</p> <p><u>Case File Review Findings:</u> 4 (21%) of the records analyzed did not match what was reported in AFCARS.</p>
#25 Adoptive Mother’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	3	<p><u>Screen:</u> Provider Maintenance The race field is a required field.</p> <p><u>Program Code:</u> If the value for element #22 (adoptive family structure) is 1, 2 or 3, the race values are mapped appropriately. Otherwise, blanks are reported.</p> <p>The program code allows any combination of the five race categories to be extracted.</p> <p>The program code still contains logic to process the State codes for “other” and “Asian/Pacific Islander.” Workers have been instructed to no longer enter those codes (after year 2000). The program code reports spaces for all of the race elements 8a-8e when the State race code is “AP” or “OT.”</p> <p>The State may want to consider adding a value “declined” in instances where the adoptive parent refuses to provide his/her race.</p> <p>Conduct on-going training on how to collect race and Hispanic origin information. The State needs to ensure that workers are asking the question of clients.</p>
#26 Adoptive Mother’s Hispanic Origin 0 = Not Applicable	2	<p><u>Screen:</u> Provider Maintenance</p> <p>The field on FACTS is not a required field. The code for each of the nationalities that are to be reported as “Hispanic/Latino Origin” is entered as applicable. There is an option of “UK” for “unable to determine.” There is not an option for “no.” The State must add a value of “no” to the screen. Because</p>

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
<p>1 = Yes 2 = No 3 = Unable to Determine</p>		<p>the field is left blank if the individual is not Hispanic, and it is not a mandatory field, the data could reflect a false “no.”</p> <p><u>Program Code:</u> LN 2521 The program code reports “yes” if the worker selects any of the State’s nationality codes for Hispanic ethnicity: “Mexican,” “Puerto Rican,” “Cuban,” “Central or South American,” or “Other Spanish Cultural Origin.” The program reports “unable to determine” if the corresponding State code is selected and it reports “no” otherwise, including the case of missing data. If the field is left blank, the program code is to map this to a blank, instead of “no.”</p> <p>It appears that the program code does not check if the value for element #22 (adoptive family structure). If the adoptive parent is a single male, this element must be reported as “not applicable.”</p> <p><u>Frequency Report</u> (n=357): Not applicable = 0; Yes = 8 (2%); No = 330 (92%); Unable to determine = 0; Not reported = 19</p> <p>Conduct on-going training on how to collect race and Hispanic origin information. The State needs to ensure that workers are asking the question of clients.</p> <p>The State may want to consider some edits, such as if after 30 days this field is still blank, generate a report reminding the agencies to update the information.</p> <p>The State may want to consider adding a value “declined” in instances where the adoptive parent refuses to provide the child’s ethnicity.</p>
<p>#27 Adoptive Father’s Race</p> <p>a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White</p>	<p>3</p>	<p><u>Screen:</u> Provider Maintenance The race field is a required field.</p> <p><u>Program Code:</u> If the value for element #22 (adoptive family structure) is 1, 2 or 4, the race values are mapped appropriately. Otherwise, blanks are reported.</p> <p>The program code allows any combination of the five race categories to be extracted.</p>

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
f. Unable to Determine		<p>The program code still contains logic to process the State codes for “other” and “Asian/Pacific Islander.” Workers have been instructed to no longer enter those codes (after year 2000). The program code reports spaces for all of the race elements 8a-8e when the State race code is “AP” or “OT.” The State may want to consider adding a value “declined” in instances where the adoptive parent refuses to provide his/her race.</p> <p>Conduct on-going training on how to collect race and Hispanic origin information. The State needs to ensure that workers are asking the question of clients.</p>
<p>#28 Adoptive Father’s Hispanic Origin</p> <p>0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine</p>	<p align="center">2</p>	<p><u>Screen: Provider Maintenance</u> The field on FACTS is not a required field. The code for each of the nationalities that are to be reported as “Hispanic/Latino Origin” is entered as applicable. There is an option of “UK” for “unable to determine.” There is not an option for “no.” The State must add a value of “no” to the screen. Because the field is left blank if the individual is not Hispanic, and it is not a mandatory field, the data could reflect a false “no.”</p> <p><u>Program Code: LN 2735</u> The program code reports “yes” if the worker selects any of the State’s nationality codes for Hispanic ethnicity: “Mexican,” “Puerto Rican,” “Cuban,” “Central or South American,” or “Other Spanish Cultural Origin.” The program reports “unable to determine” if the corresponding State code is selected and it reports “no” otherwise, including the case of missing data. If the field is left blank, the program code is to map this to a blank, instead of “no.”</p> <p>It appears that the program code does not check if the value for element #22 (adoptive family structure). If the adoptive parent is a single female, this element must be reported as “not applicable.”</p> <p><u>Frequency Report</u> (n=357): Not applicable = 0; Yes = 9 (3%); No = 266 (75%); Unable to determine = 0; Not reported = 82</p> <p>Conduct on-going training on how to collect race and Hispanic origin information. The State needs to ensure that workers are asking the question of clients.</p> <p>The State may want to consider some edits, such as if after 30 days this field is still blank, generate a report reminding the agencies to update the information.</p>

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
		The State may want to consider adding a value “declined” in instances where the adoptive parent refuses to provide the child’s ethnicity.
#29 Relationship of Adoptive Parent to Child - Stepparent	4	<p><u>Screen:</u> Maintain Adoption</p> <p><u>Program Code:</u> Set to “applies” if the State adoptive parent code equals “step parent” or “step parent and relative.”</p> <p>Multiple relationships can be reported.</p>
#30 Relationship of Adoptive Parent to Child - Other Relative	4	<p><u>Screen:</u> Maintain Adoption</p> <p><u>Program Code:</u> Set to “applies” if the State adoptive parent code equals “relative” or “foster parent and relative” or “step parent and relative.”</p> <p>Multiple relationships can be reported.</p>
#31 Relationship of Adoptive Parent to Child - Foster Parent	4	<p><u>Screen:</u> Maintain Adoption</p> <p><u>Program Code:</u> Set to “applies” if the State adoptive parent code equals “foster parent” or “foster parent and relative.”</p> <p>Multiple relationships can be reported.</p>
#32 Relationship of Adoptive Parent to Child - Other Non-Relative	4	<p><u>Screen:</u> Maintain Adoption</p> <p><u>Program Code:</u> Set to “applies” if the State adoptive parent code equals “other.”</p> <p>Multiple relationships can be reported.</p>
#33 Child Was Placed from	4	<p><u>Screen:</u> Maintain Adoption</p> <p><u>Program Code:</u> The program code maps State codes for this element to the AFCARS values.</p>

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

AFCARS Reporting Period: October 1, 2006 – March 31, 2007 (2007A)

Data Element	Rating Factor	Findings/Notes
#34 Child Was Placed by 1 = Public Agency 2 = Private Agency 3 = Tribal Agency 4 = Independent Person 5 = Birth Parent	4	<p><u>Screen:</u> Maintain Adoption</p> <p><u>Program Code:</u> The program code maps State codes for this element to identical AFCARS values.</p>
#35 Receiving Monthly Subsidy 1 = Yes 2 = No	4	<p><u>Program Code:</u> The program code sets the value of this element to “yes” if the State’s monthly subsidy indicator is “yes.” Otherwise, it is set to “no.”</p>
#36 Monthly Amount	4	<p><u>Program Code:</u> The program code first checks if both the monthly subsidy amount is not zero and if the monthly subsidy indicator is “yes.” It then sets the value of this element to the value in the State’s monthly subsidy amount field.</p>
#37 Adoption Assistance - title IV-E	4 3	<p><u>Program Code:</u> The program code checks if the monthly subsidy title IV-E indicator is “yes.”</p> <p><u>Case File Review Findings:</u> 3 (16%) of the records analyzed did not match what was reported in AFCARS.</p> <p>Based on the case file review findings, the rating factor was changed for this element. There appears to be a need for training to assure that children that are IV-E eligible are receiving adoption subsidy.</p>