

AFCARS ASSESSMENT Review Improvement Plan: Foster Care Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
#5 Date of Most Recent Periodic Review (if applicable)	2	<p><u>Screen:</u> Maintain Plan, review date field</p> <p><u>Program Code:</u> LN 1276</p> <p>1) The program code extracts the date of all hearing types.</p> <p>2) The program code does not check for dates prior to the end of the reporting period being submitted.</p> <p>Juvenile Justice Authority (JJA) <u>Screen:</u> Legal/Court Case(s)/Court Actions tab</p> <p>3) “Disposition/sentencing hearing” does not meet the requirements of a periodic review.</p> <p>4) The program code incorrectly will not extract a review date if it occurred within the first nine months of the child’s removal.</p> <p>5) It does not appear that the</p>	<p><u>Program Code</u></p> <p>1) 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)(11) requirements.</p> <p>2a) Add a parameter to ensure that extracted review dates occur on or before the end of the report period.</p> <p>2b) Modify the code to ensure that the date submitted is the most recent review for the report period being resubmitted.</p> <p>JJA <u>Program Code</u></p> <p>3a) The revised program code must only extract those review dates that meet the requirements of section 422(b)(11) of the Act.</p> <p>3b) Provide the Children’s Bureau with descriptions of the types of court dates being used as “court case date.”</p> <p>4) The revised program code is to extract the most recent review date. Do not exclude dates that occur within nine months of a</p>		

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		<p>program code will exclude a review date that occurred prior to the current removal episode.</p> <p><u>Data Quality</u> 6) Frequency Report: There are records with review dates between 2003 and 2005.</p> <p>7) Case File Review: 8 (14%) of the records analyzed did not match what was reported in AFCARS. The issues related to the case file findings appear to mainly be related to the extraction code.</p>	<p>removal date.</p> <p>5) Modifications to the program code are to include a parameter to extract review dates that occurred after the AFCARS date of removal.</p> <p><u>Data Quality/ Training/ Supervision</u> 6) Identify and review the records with old periodic 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. Provide the Children’s Bureau with the State’s analysis and plan to correct the data.</p> <p>7) The Children’s Bureau will review the resubmitted 2007A data file once corrections to the code are completed.</p>		
<p>Hispanic Origin</p> <p>Foster Care: #9 Child #53 1st Foster Caretaker’s #55 2nd Foster Caretaker’s</p> <p>Adoption: #8 Child #26 Adoptive Mother's</p>	<p align="center">2</p>	<p><u>Form:</u> Face Sheet, CFS-1000 1) The instructions do not provide a definition of “unable to determine.”</p> <p><u>Screen:</u> Maintain Client Screen 2) The field on FACTS is not a required field. There is not an option for “no.”</p>	<p><u>Form/Screen</u> 1) Add the definition of “unable to determine” to the face sheet instructions.</p> <p>2) The State must add a value of “no” to the screen and the form.</p>		

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<p>#28 Adoptive Father's</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>		<p><u>Program Code:</u></p> <p>3) The program code sets this element to “no” if either a Hispanic/Latino ethnicity is not found, or if “unable to determine” isn’t entered.</p> <p>4) For the adoptive mother and father’s information, it appears that the program code does not check if the value for element #22 (adoptive family structure).</p> <p>JJA</p> <p>5) The program code incorrectly defaults to “unable to determine.”</p> <p>Frequency Report Adoptive Mother (n=357): Not applicable = 0; Yes = 8 (2%); No = 330 (92%); Unable to determine = 0; Not reported = 19</p> <p>Frequency Report Adoptive Father (n=357): Not applicable = 0; Yes = 9 (3%); No = 266 (75%); Unable to determine = 0; Not reported = 82</p>	<p><u>Program Code</u></p> <p>3a) Modify the program code to extract “no” once the screen has been modified.</p> <p>3b) Map missing data to blank.</p> <p>4a) Modify the program code to check If the adoptive parent is a single male, then map adoption element #26 as “not applicable.”</p> <p>4b) Modify the program code to check If the adoptive parent is a single female, then map adoption element #28 as “not applicable.”</p> <p>JJA</p> <p>4) Modify the program code to map missing data to blank.</p> <p><u>Data Quality/ Training/ Supervision</u></p> <p>5) Provide training to workers that ethnicity information is to be self-reported by the child, or his/her parents, and by the foster parents.</p> <p>6) Describe how the State will provide monitoring oversight to ensure that workers ask this question of clients, and update</p>		

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			<p>this information as necessary.</p> <p>7) 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 SRS can note that the Hispanic/Latino information has been verified and is accurate.</p> <p>8) 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>#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>Forms:</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>Initial Referral to Out of Home Placement Provider for Child in SRS Custody, CFS 3030</p> <p>Child and Youth Plan form</p> <p>1) The forms do not include space to note that either an assessment</p>	<p><u>Forms</u></p> <p>1) Add options to the forms that indicate whether the child has been seen by a health professional and whether the health report has been received by the agency.</p> <p>1a) Add date fields to identify the</p>		

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		<p>has not yet been received or that the child has not been seen by a medical professional.</p> <p><u>Screen:</u> Maintain Client</p> <p><u>Program Code:</u> LN 1652 2) The program code derives this information based on what was entered in the Disability/Severity field on FACTS. If the field is blank, the program code incorrectly sets this element to “no.”</p> <p><u>Data Quality</u> Frequency Report (n=8,234): Yes = 1,557 (19%); No = 3,390 (41%); Not yet determined = 3,287 (40%) The option of “not yet determined” on the frequency report is high.</p> <p>Case File Review Findings: 25 (43%) of the records analyzed did not match what was reported in 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</p>	<p>start and end date of a diagnosis.</p> <p>1b) If “medication” or “disability” is filled in, is there any cross referencing to the disability field on the Face Sheet form?</p> <p><u>Program Code</u> 2a) Modify the program code once the screen is modified to include the responses of “yes,” “no,” and “not yet determined.”</p> <p>2b) Once the dates are added to the screen, modify the program code to check for the date of the diagnosed condition and that the date falls within the report period being submitted.</p> <p>2c) Map missing data to blank.</p> <p><u>Data Quality/ Training/ Supervision</u> 3) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p>		

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		cases, the response was reported as “no,” but the reviewer found evidence of diagnosed conditions in the paper file.			
Foster Care and Adoption #11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Medically [0 = Does not apply] 1 = Applies	2	<p><u>Screen: Maintain Client</u> 1) There are no start and end dates associated with the diagnosed conditions that gets entered into FACTS.</p> <p><u>Program Code</u> 2) “Learning disability” is not being mapped to this element.</p> <p>3) The value for “speech” is not mapped to an AFCARS value.</p> <p>4) For adoption 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.</p> <p><u>Data Quality</u> 5) The State incorrectly entered “anemia” for this element in the test case scenario.</p> <p>Case File Review Findings: 5 (9%) of the records analyzed did not match what was reported in</p>	<p><u>Screen</u> 1) Modify the system by adding date fields for diagnosed conditions.</p> <p><u>Program Code</u> 2) Map ‘learning disability’ to element #15.</p> <p>3) 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>4) Modify the program code to only report information for adoption elements #11 - 15 if the answer to adoption element #10 is “medical conditions or mental, physical or emotional disabilities.”</p> <p><u>Data Quality/ Training/ Supervision</u> 5) 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</p>		

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		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.	elements. 6) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.		
<p>#16 Has this child ever been adopted?</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	2	<p><u>Form:</u> Initial Referral to Out of Home Placement Provider for Child in SRS Custody, CFS 3030</p> <p><u>Screen:</u> Maintain Adoption</p> <p><u>Program Code:</u> LN 1757 1) If the indicator for child ever adopted is spaces, the program code incorrectly reports “no” for this element.</p> <p>2) The section of code that checks for a prior adoption looks for a date of finalized adoption that is not the current adoption (if applicable), and is a date that is no later than the end of the current reporting period.</p>	<p><u>Program Code</u> 1) Modify the program code to map spaces for this field on the screen to blanks in AFCARS.</p> <p>2) The State may want to 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>#17 If [element #16 is] 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</p>	2	<p><u>Form:</u> Initial Referral to Out of Home Placement Provider for Child in SRS Custody, CFS 3030</p> <p><u>Screen:</u> Maintain Adoption</p> <p><u>Program Code:</u> LN 1804 1) If the child had been previously adopted, but the age at adoption is unknown, the program code</p>	<p><u>Program Code</u> 1) Modify the program code to map blank fields to spaces in the AFCARS file.</p>		

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5 = Unable to Determine		<p>incorrectly sets this element to “unable to determine.”</p> <p>2) The program code never sets this element to “not applicable.” Spaces are reported if the child was not previously adopted.</p> <p>Frequency Report (n=8,234): #16: Yes = 149 (1.81%); No = 8,080 (98.13%); Unable to determine = 5 (.06%) #17: Not applicable = 211 (2.56%); Unable to determine = 0; Age categories = 149; Not reported = 7,874</p>	<p>2) Modify the program code to report “not applicable” if the child is known to have never been adopted (response to element #16 is “no”).</p>		
#19 Total Number of Removals from Home	2	<p><u>Screen:</u> Maintain Plan</p> <p><u>Test Deck Findings:</u> 1) 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</p> <p>JJA <u>Screen:</u> Placement Movement/Home Removal tab.</p> <p><u>Program Code</u></p>	<p><u>Program Code</u> 1) Due to errors in the test case scenario and findings from the case file review, the State needs to assess its program code for this element.</p> <p>1a) Review the CW program code for the cause of the errors in the test case and the case file review.</p> <p>1b) Include in the Improvement Plan update the State’s analysis and, if applicable, the plan for modifications.</p> <p>JJA</p>		

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		2) JJA is incorrectly including in the number of removals those times in which the youth's removal episode only included a locked facility.	<u>Program Code</u> 2) Modify the JJA program code to only count removal episodes with foster care placements.		
#20 Date Child was Discharged from last foster care episode (if applicable)	2	<p><u>Screen: Maintain Plan</u></p> <p><u>Test Deck Findings:</u></p> <p>1) 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>JJA</p> <p><u>Screen: Placement Movement/Placement</u></p> <p>2) There is a check box for "discharge placement" and fields to enter the date, a reason, and if this is a "discharged from foster care." There is another field below this check-box.</p> <p>3) For JJA cases in which the child returns home, and remains in JJA's custody, are incorrectly reported as being on "trial home visit."</p>	<p><u>Program Code</u></p> <p>1) Due to errors in the test case scenario and findings from the case file review, the State needs to assess its program code for this element.</p> <p>1a) Review the CW program code for the cause of the errors in the test case and the case file review.</p> <p>1b) Include in the Improvement Plan update the State's analysis and, if applicable, the plan for modifications.</p> <p>JJA</p> <p><u>Screen</u></p> <p>2) Does the field below the section on discharge placement become enabled if the discharged from foster box is selected? If so, what are the options in this field?</p> <p><u>Program Code</u></p> <p>3) Report the date a youth returned home, but remained in JJA's custody, for element #20.</p>		
#21 Date of Latest	2	Screen: Maintain Plan			

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Removal		<p><u>Program Code: LNs 2246-2257</u> 1a) 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.</p> <p>1b) 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.</p> <p>JJA <u>Screen: Placement Movement/ Home Removal tab</u></p> <p>2) On the screen “Placement Movement/Placement,” there is a check box for “direct commit to juvenile correctional facility.”</p> <p><u>Program Code</u> 3) 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.</p>	<p><u>Program Code</u> 1) Provide the Children’s Bureau with an update on the proposed solution 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; then if the child is then placed in foster care, the plan type would be either “CC” or “FC.”</p> <p>JJA <u>Screen</u> 2) If the box noted in the findings is checked, can it be used to distinguish between cases that have only a placement, or a first placement, in a locked facility from those in which the child went directly into a foster care setting?</p> <p><u>Program Code</u> 3) Modify the program code to report as a new removal those youth that returned to foster care from home, and while on probation.</p> <p><u>Data Quality</u></p>		

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			<p>4) 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>5) The State may want to add to their case file review process a check to ensure that removal episodes with only a placement, or an initial placement, in a locked facility or a hospital, are not entered as a plan type of “CC” or “FC.”</p>		
#23 Date of Placement in Current Foster Care Setting	2	<p><u>Form:</u> Acknowledgement of Referral/Notification of Move/ Placement Change, Appendix 6A</p> <p><u>Screen:</u> Maintain Client</p> <p><u>Program Code:</u> LNs 2328-2644</p> <p>1) The program code does not check if the date of placement occurred before the end of the current reporting period.</p> <p>2) Drug and alcohol treatment centers are incorrectly coded as services and not as placements.</p> <p>3) The program code does not include hospitalizations when checking for placement dates.</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to extract placement dates that occur on or before the end of the report period being submitted.</p> <p>2) Modify the program code to extract the start date of placements in drug and alcohol inpatient treatment centers.</p> <p>3a) The program code must be modified to exclude acute care stays in hospitals.</p> <p>3b) Continue to extract the start</p>		

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		<p>4) 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.</p> <p>JJA <u>Screen:</u> Placement Movement/ Placement</p> <p>5) 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>	<p>date of hospital stays that are for non-acute care.</p> <p>3c) The State needs to provide the Children’s Bureau with its Medicaid definition of an acute care hospital stay.</p> <p>4) Modify the program code, or use an “FC” or “CC” plan type for children that runaway at the time the agency obtains responsibility for care and placement.</p> <p>JJA 5) Implement a method, either through data entry or data extraction, to not report youth in JJA custody that are covered by the title IV-E inter-agency agreement, and placed back in their own home in AFCARS.</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</p> <p><u>Screen:</u> Maintain Client</p> <p><u>Program Code:</u> LNs 2270-2315</p>	<p><u>Program Code</u></p>		

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		<p>1) The program incorrectly excludes service action codes for all “pre-adoptive homes.”</p> <p>2) The program code is incorrectly incrementing the placement count in instances where the placement changed after the end of the report period but before the State extracted the data. (This is applicable for “regular” data files.)</p> <p><u>Data Quality</u> Frequency Report (n=8,234): There are a high number of placements reported for this element.</p> <p>Case File Review Findings: 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>1) Modify the program code to report as a placement change, and to increment the count, children that are placed in a new foster home that is also the “pre-adoptive” family.</p> <p>2) Modify the program code to restrict the count to what occurred before the end of the reporting period.</p> <p>3a) Modify the program code to exclude acute care stays from the number of placements.</p> <p>3b) Continue to count hospital stays that are not for acute care.</p> <p><u>Data Quality</u> 4) The Children’s Bureau will review the resubmitted 2007A data file once corrections to the code are completed.</p>		
<p>Actions or Conditions Associated With Child’s Removal</p> <p>#39 Relinquishment</p>	<p align="center">2</p>	<p><u>Form:</u> Initial Referral to Out of Home Placement Provider for Child in SRS Custody, CFS 3030</p> <p><u>Program Code:</u> LNs 2732-2988</p> <p>1) The value for “relinquishment” is incorrectly set to “applies” when the parent privilege termination code for either the mother or father</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to set this element to “applies” only when it is a condition for removal.</p>		

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		<p>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>1a) The program code could possibly incorrectly extract a relinquishment that occurred later in the removal episode when the State does a subsequent submission.</p>			
<p>#41 Current Placement Setting</p> <p>1 = Pre-Adoptive Home 2 = Foster Family Home-Relative 3 = Foster Family Home-Non-Relative 4 = Group Home 5 = Institution 6 = Supervised Independent Living 7 = Runaway 8 = Trial Home Visit</p>	<p align="center">2</p>	<p><u>Form:</u> Acknowledgement of Referral/Notification of Move/Placement Change, Appendix 6A</p> <p><u>Screen:</u> Maintain Client</p> <p><u>Program Code:</u> LNs 3013-3082</p> <p>1) The program code does not account for hospitalizations.</p> <p>JJA <u>Screen:</u> Placement Movement/Placement</p> <p>2) 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>2a) JJA is incorrectly reporting a</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to extract hospital stays that are not for acute care to "institution."</p> <p>JJA</p> <p>2) Implement a method, either through data entry or data extraction, to not report youth in JJA custody that are covered by the title IV-E inter-agency agreement, and placed back in their own home in AFCARS.</p>		

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		<p>youth on “trial home visit” when he/she returns home and is on probation.</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>			
<p>#43 Most recent case plan goal</p> <p>1 = Reunify With Parent(s) Or Principal Caretaker(s) 2 = Live With Relative(s) 3 = Adoption 4 = Long Term Foster Care 5 = Emancipation 6 = Guardianship 7 = Case Plan Goal Not Yet Established</p>	<p align="center">2</p>	<p><u>Form:</u> Permanency Plan, CFS 3050 1) There is not an option on the form for “live with other relative.”</p> <p><u>Screen:</u> Maintain Plan 2) The list of codes used to enter a case plan goal into the system does not match the Permanency Goals on the 3050A form.</p> <p>3) According to the State staff, the goal of OPPLA is entered into the system as “emancipation.”</p> <p><u>Program Code:</u> LN 2928</p> <p><u>Data Quality</u> Frequency Report (n=8,234):</p>	<p><u>Form</u> 1) Does State policy prevent the establishment of a goal for the child to live with relatives?</p> <p>2) Provide an explanation of how the case plan goal is translated from the form to FACTS.</p> <p>3) Modify the system to allow for the reporting of the AFCARS goal of “long-term foster care” for those children in which no permanent connection with an individual has been established.</p> <p>3a) Map and report the State’s goal of OPPLA to the AFCARS goal of “emancipation” only for those youth that a “permanent connection” has been established.</p>		

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		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	<u>Data Quality</u> There are no records reported with a goal of “live with other relative.” Does the State believe this is accurate?		
#44 Caretaker Family Structure 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male 5 = Unable to Determine	2	<u>Form:</u> Face Sheet, CFS-1000 1) In section I, Child information, there is a column “lives with.” <u>Screen:</u> Maintain Responsibilities 2) There is no option that can be used if the child was abandoned and no information exists on the parents. <u>Program Code:</u> LNs 3223-3254 3) The program code does not have the capability to generate the AFCARS value “unable to determine.” 4) There were nine records reported in the 2007A file with an invalid code of “0.” The program code has an “else” statement that inputs a zero. Its purpose is not clear; it may be that it was confused with element #49.	<u>Form</u> 1) Does this State use the “lives with” column and the marital structure when entering data into FACTS? 2) Modify the screen options to include a value for abandoned children (Safe Haven). <u>Program Code</u> 3) Modify the program code to include the value for “unable to determine.” 3a) The State is 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. Were these JJA cases? 4) Modify the “else” statement in the program code. <u>Data Quality</u>		

AFCARS ASSESSMENT Review Improvement Plan: Foster Care Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
		<p><u>Data Quality</u> Frequency Report (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%) Invalid data "0" = 9</p> <p>Case File Review Findings: 9 (16%) of the records analyzed did not match what was reported in AFCARS.</p>	<p>5) The Children's Bureau will review resubmitted 2007A data, and subsequent data files for accuracy.</p>		
<p>TPR</p> <p>Foster Care: #47 Mother's #48 Legal or Putative Father's</p> <p>Adoption: #19 Mother's #20 Father's</p>	<p align="center">2</p>	<p><u>Screen: Maintain Client</u></p> <p><u>Program Code:</u> Foster Care LNs 3438-3472; Adoption LN 1899 and 1964</p> <p>1) The program code does not check for dates that occurred prior to the end of the report period being submitted.</p> <p><u>Data Quality</u> In the test case scenario that included a death date, one was not entered.</p> <p>There appears to be confusion between which date is to be entered for this element (the hearing, signature, or the filed date).</p>	<p><u>Program Code</u> 1) Modify the program code to only extract TPR dates that occurred for the reporting period being submitted.</p> <p><u>Data Quality/ Training/ Supervision</u> 2) Ensure that supervisors provide oversight to the accuracy of data entered.</p> <p>3) The State needs to provide on-going training to ensure the date the hearing is held is what is being recorded.</p>		

AFCARS ASSESSMENT Review Improvement Plan: Foster Care Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
		The State is working on policy clarification regarding the date to be used for both voluntary and involuntary termination of parental rights.			
<p>#49 Foster Family Structure</p> <p>0 = Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male</p>	2	<p><u>Screen:</u> Provider Maintenance</p> <p><u>Program Code:</u> LNs #3538-3631 If foster care element #41 (current placement setting) has a value for a non-foster home setting, this element is incorrectly set to spaces.</p> <p>Frequency Report (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.</p>	<p><u>Program Code</u> Modify the program code to set this element to “not applicable” if the child is in a non-foster home setting.</p>		
#56 Date of Discharge from foster care	2	<p><u>Form:</u> Acknowledgement of Referral/Notification of Move/ Placement Change, Appendix 6A</p> <p><u>Test Deck Findings/Program Code:</u> LNs 4168-4212</p> <p>1) The program code extracts information that occurs after the end of the report period.</p> <p>2) The State incorrectly includes</p>	<p>1) Modify the program code to ensure that discharge dates that occur after the reporting period are not extracted for the prior report period.</p>		

AFCARS ASSESSMENT Review Improvement Plan: Foster Care Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
		<p>youth over the age of majority (18).</p> <p>JJA <u>Screen: Placement Movement/Placement.</u> 2) 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.</p> <p><u>Program Code:</u> 3) 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><u>Data Quality</u> Frequency Report: 4) 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>2) Instruct workers to use the child’s 18th birthday as the discharge date for all children exiting care on their 18th birthday. 2a) For youth that are 18 and eligible for title IV-E, use the date the eligibility ends.</p> <p>JJA <u>Screen</u> 2) Does the second field become enabled if the discharged from foster box is selected? If so, what are the options in this field?</p> <p><u>Program Code</u> 3) Modify the program code to report JJA youth returned home, and on probation, as discharged for AFCARS reporting purposes.</p> <p><u>Data Quality/ Training/ Supervision</u> 4) 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. 5) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p>		
#58 Reason for Discharge	2	<u>Test Deck Findings/Program Code:</u>	<u>Program Code</u>		

AFCARS ASSESSMENT Review Improvement Plan: Foster Care Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
<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>		<p>LN#s 4242-4286</p> <p>1) The program code extracts information that occurs after the end of the report period.</p> <p>2) The State incorrectly includes youth over the age of majority (18).</p> <p>3) 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/Program Code:</u> 4) 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><u>Data Quality</u> 5) There are 1,664 records reported</p>	<p>1) Modify the program code to check only for discharge information that occurred prior to the end of the report period.</p> <p>2) Instruct workers to use “emancipation” as the discharge reason 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>3) Provide information to the Children’s Bureau regarding the cause of the missing data.</p> <p>JJA <u>Screen/Program Code</u> 4) Modify the program code to report JJA youth returned home, and on probation, as discharged for AFCARS reporting purposes.</p> <p><u>Data Quality/ Training/ Supervision</u> 5) Describe, develop, and implement a method to ensure the</p>		

AFCARS ASSESSMENT Review Improvement Plan: Foster Care Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
		with a date for element #56, but only 1,662 records have a discharge reason for this element.	accurate and timely entry of this data.		
#61 Title IV-A (Aid to Families with Dependent Children)	2	There is a discrepancy in the program code that needs to be researched by the State.	In the Improvement Plan update, provide the results of the State's analysis and plan for correction.		
#62 Title IV-D (Child Support)	2	There is a discrepancy in the program code that needs to be researched by the State.	In the Improvement Plan update, provide the results of the State's analysis and plan for correction.		
#64 SSI or other Social Security Act Benefits	2	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.	Modify the program code/batch routine in order to maintain a history of this information.		
#65 None of the Above	2	<u>Program Code:</u> LNs #4481-4498 The program code does not check for other sources of income and report this element independent of the answer for elements #59 - 64.	Modify the program code to 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, set this element to "applies."		
#66 Amount Of Monthly Foster Care Payment (regardless of source)	2	<u>Program Code:</u> The program code extracts the highest full monthly payment amount during the reporting period.	Modify the program code to report the last full monthly payment amount during the reporting period.		
#6 Child Birth Date	3	<u>Form:</u> Face Sheet, CFS-1000 <u>Screen:</u> Maintain Client Screen <u>Frequency Report:</u> There are adults reported in the AFCARS file. See General Requirements item #8	The Children's Bureau will evaluate the 2007A subsequent file and subsequent submission periods for improvement in the data.		

AFCARS ASSESSMENT Review Improvement Plan: Foster Care Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
		and foster care elements #56 and #58 in regard to reporting population.			
Race Foster Care #8, Child Adoption #7 Child 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>Form:</u> Face Sheet, CFS-1000</p> <p>1) The instructions do not provide a definition of “unable to determine.”</p> <p>2) The instructions do not indicate that the person filling out the CFS-1000 is to include all races that may be applicable.</p> <p><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. See the test deck and demonstration case findings.</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</p>	<p><u>Form</u></p> <p>1) Add language to the instructions form defining when “unable to determine” is to be appropriately used.</p> <p>2) Add instructions to the face sheet form that indicates the person filling out the form is to select all races that apply.</p> <p><u>Data Quality/ Training/ Supervision</u></p> <p>3) The State may want to consider changing the system from this field always being mandatory field to having it be mandatory after the investigation phase, or up to 30 days after the removal from home occurs.</p> <p>4) Describe, develop, and implement a method to ensure the accurate and timely entry of this data. Options the State may want to consider: Create a report on</p>		

¹ Social and Rehabilitative Services

² Human Services Aides

³ Family And Children Tracking System

AFCARS ASSESSMENT Review Improvement Plan: Foster Care Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
		<p>reason for removal” fields on the Face Sheet, each indicates “abandonment.”</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>children that have been in care for thirty days and send the report to the private providers. They can then verify the completeness and accuracy of the child’s race information. A check-box can be added to the Face Sheet labeled “race verified.” A verified box could then be added to FACTS so SRS¹ can note that the race has been verified and is accurate. Noting “abandoned” on the forms 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 HSAs² would then know to enter “unknown” for the child’s race in FACTS³. If the field was blank, or said “unknown,” then the HSA would know to leave the race field blank in FACTS.</p> <p>5) Provide on-going training to workers that race information is to be self-reported by the child or his/her parents.</p> <p>6) The State may want to add the option “declined” in order to better track when a parent, or caretaker, declines to provide the</p>		

AFCARS ASSESSMENT Review Improvement Plan: Foster Care Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
		<p>JJA The system contains a field for primary race. This is a drop-down list. There is another field “Multi Race.”</p>	<p>child’s race. Or, if the child is age appropriate, the child declines to provide his/her race information. JJA Once a race is selected from the drop-down list, does it populate the “multi-race” field?</p>		
#18 Date of First Removal from Home	3	<p><u>Screen:</u> Maintain Plan</p> <p><u>Program Code:</u> LNs 2028-2063 See findings in element #21 regarding initial placement in a hospital or locked facility.</p> <p>JJA <u>Screen:</u> Placement Movement/ Home Removal tab.</p> <p><u>Program Code</u> See findings in element #21 regarding initial placement in a locked facility.</p> <p>Based on the case file findings, multiple removals are not being captured correctly. See findings for elements #19, 20, 21, 56, and 58.</p>	<p>The Children’s Bureau will analyze the State’s resubmitted 2007A data once changes have been made to element #21. Subsequent report periods will be evaluated for on-going improvement.</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 a “FC” plan type.</p>		
#22 Date of Latest Removal Transaction Date	3	<p><u>Program Code:</u> LNs #2588-2610</p> <p>The State indicated that if they enter case type plan “SC” for children whose first placement is a</p>	<p>Provide the Children’s Bureau with an update on the plan to address the issue of first placements in a locked facility or hospital with a subsequent move</p>		

AFCARS ASSESSMENT Review Improvement Plan: Foster Care Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
		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.	to a foster care setting.		
Actions or Conditions Associated With Child’s Removal #26 Physical Abuse #27 Sexual Abuse #28 Neglect #29 Parent Alcohol Abuse #30 Parent Drug Abuse #31 Child Alcohol Abuse #32 Child Drug Abuse #33 Child Disability #34 Child’s Behavior Problem #35 Death of Parent #36 Incarceration of Parent #37 Caretaker Inability to Cope Due to Illness or Other Reasons #38 Abandonment #40 Inadequate Housing [0-Does not Apply] 1-Applies	3	<p><u>Form:</u> Initial Referral to Out of Home Placement Provider for Child in SRS Custody, CFS 3030</p> <p>1) There are three areas on the form for this information. There is a field for the “primary reason for 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.</p> <p><u>Screen:</u> Maintain Plan</p> <p><u>Case File Review Findings:</u> While not every element had errors, the majority of the elements did have errors reflecting an incomplete listing of all the circumstances associated with removal.</p>	<p><u>Form</u></p> <p>1) The State may want to consider removing the primary and secondary fields from the form. The workers can use a “P” for primary, “S” for secondary, and an “x” for all other reasons for a child’s removal from home.</p> <p>2) Describe, develop, and implement a method to ensure the accurate and timely entry of this data. Workers are to be instructed to identify all the reasons children are removed from their home.</p> <p>3) Ensure that supervisors provide oversight to the accuracy of data entered and ensure that the CFS-3030 forms are filled in completely.</p> <p>4) 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>		
#46 2 nd Primary Caretaker’s Birth Year (if	3	<u>Form:</u> Face Sheet, CFS-1000	1) Describe, develop, and implement a method to ensure the		

AFCARS ASSESSMENT Review Improvement Plan: Foster Care Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
applicable)		<p><u>Screen:</u> Maintain Responsibilities</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>accurate and timely entry of this data.</p> <p>2) Ensure that supervisors provide oversight to the accuracy of data entered.</p>		
#50 1 st Foster Caretaker’s Birth Year #51 2 nd Foster Caretaker’s Birth Year	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>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>1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>2) Ensure that supervisors provide oversight to the accuracy of data entered.</p>		
#52 1 st Foster Caretaker’s Race #54 2 nd Foster Caretaker’s Race (if applicable)	3	<p><u>Form:</u></p> <p><u>Screen:</u> Provider Maintenance The race field is a required field.</p>	<p>1) Also see tasks for the child’s race.</p> <p>2) Provide instructions to staff</p>		

AFCARS ASSESSMENT Review Improvement Plan: Foster Care Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
#25 Adoptive Mother's Race #27 Adoptive Father'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			that that race information is to be self-reported and that the individual is to identify all the races that are applicable. 3) State may want to consider adding a value “declined” in instances where the foster parent refuses to provide the child’s race.		

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
<p>#9 Has Agency Determined Special Needs</p> <p>1 = Yes 2 = No</p>	<p align="center">2</p>	<p><u>Form:</u> Eligibility for Adoption Assistance, CFS-4019</p> <p><u>Program Code:</u> LN 898 1) The program code initializes this element to “no.”</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.</p>	<p><u>Program Code</u> 1) Initialize this element to blank.</p> <p>1a) Add program code that if no bases are found, then this element is set to ‘no.’</p> <p>1b) Map missing data to blanks.</p> <p>2) The Children’s Bureau will review the data after corrections to the program code for element #9.</p>		
<p>#10 Primary Basis for Determining Special Needs</p> <p>0 = Not Applicable 1 = Racial/Original Background 2 = Age 3 = Membership in a Sibling Group 4 = Medical Conditions or Mental, Physical or Emotional Disabilities 5 = Other</p>	<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.”</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).”</p> <p>1) The form does not contain a means to indicate the “primary</p>	<p><u>Form/ Screen</u> 1) Modify the form to include which condition is considered the primary basis for special needs.</p> <p>2) Add “racial/original background” as an option on the form.</p> <p>3) Add an option for medical conditions.</p> <p>4) Add a value to the screen options for “guarded prognosis.”</p> <p>5) Provide the State’s definition of “developmental disability.”</p> <p>6) Provide guidance given to the</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	Tasks	Dates	Notes/Comments
		<p>Age = 9 (3%); Sibling group = 62 (17%); Medical, etc. = 168 (47%); Other = 0; Not reported = 0</p> <p>There is a discrepancy between the number of records reported in #9 and #10 as children determined to be special needs and element #35.</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.</p>	<p>primary basis for determining special needs.</p>		
#16 Mother's Birth Year #17 Father's Birth Year	2	<p><u>Form:</u> Face Sheet, CFS-1000</p> <p><u>Screen:</u> Maintain Case Screen</p> <p>1) This is a mandatory field. The State enters estimated dates of birth on unknown parents.</p>	<p>1) Modify the screen logic to allow the field to be left blank when there is no information on the birth mother because the child was abandoned.</p> <p>2) Modify the screen logic to allow the field to be left blank when there is no information on the birth father.</p>		
#18 Mother Married at Time of Birth 1 = Yes 2 = No 3 = Unable to Determine	3	<p><u>Form</u></p> <p>1) 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.</p>	<p><u>Form</u></p> <p>1) Modify the form and screen to allow for the collection of the mother's marital status at the time of birth for each child.</p> <p><u>Screen</u></p> <p>1) Clarify whether the Federal team has the correct codes for the</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	Tasks	Dates	Notes/Comments
		<p><u>Screen</u> 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 in which the child was abandoned. The program code appears to account for “unable to determine,” as does the frequency report.</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>	<p>screen, and/or how 17 records were reported as “unable to determine.”</p> <p><u>Data Quality/ Training/ Supervision</u> 2) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p>		
#21 Date Adoption Legalized	3	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.	Describe, develop, and implement a method to ensure the accurate and timely entry of this data. 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.		
#22 Adoptive Family Structure 1 = Married Couple	3	<p><u>Screen</u>: Provider Maintenance</p> <p>The frequency report indicates there are 4 cases missing this</p>	Describe, develop, and implement a method to ensure the accurate and timely entry of this data.		

AFCARS ASSESSMENT REVIEW FINDINGS: Adoption Data Elements

State: Kansas

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

Data Element	Rating Factor	Findings	Tasks	Dates	Notes/Comments
2 = Unmarried Couple 3 = Single Female 4 = Single Male		information. <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.			
#23 Adoptive Mother's Year of Birth #24 Adoptive Father's Year of Birth	3	<u>Screen:</u> Provider Maintenance <u>Case File Review Findings:</u> 4 (21%) of the records analyzed did not match what was reported in AFCARS.	Describe, develop, and implement a method to ensure the accurate and timely entry of this data.		
#37 Adoption Assistance - title IV-E	3	<u>Case File Review Findings:</u> 3 (16%) of the records analyzed did not match what was reported in AFCARS. 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.	Describe, develop, and implement a method to ensure the accurate and timely entry of this data.		