

Case File Summary Report
State: Wyoming

The purpose of the case file review is to ensure that information that is submitted to AFCARS accurately reflects what is in the hard copy case records. This process generally does not identify new problems, but usually confirms the findings of the test case scenarios and the review of the State's AFCARS system documentation. The case file review involved all members of the State and Federal teams, technical and program.

This summary report provides information on the number of cases selected in the sample, the number of cases reviewed, and any relevant general information regarding the analysis of the results. The matrix that follows provides information on the number of records that had matching information and the number of records that had information that did not match what was submitted to AFCARS. The chart below provides information on how many cases were in the sample, how many were reviewed on-site and how many were actually analyzed during the post-site visit phase. Some cases could not be analyzed because of insufficient information provided by the reviewer. For elements having a significant number of inconsistencies between the AFCARS record and the paper file, the information has been incorporated into the findings matrices under Tab A.

Also, the following remarks were received during the debriefing meeting after the cases were reviewed:

- State team members response to participating in the case file reviews: “Not as bad as I thought”; “A learning process for the managers to ensure that this data is collected.”

- Comments about WYCAPS and recording information: “There is a problem of workers not entering the data. Workers will move from field to field and screen to screen without completing information that is needed. We need to make sure that the information, such as caretaker information gets entered into the system.” “It is easy to miss the alerts and AFCARS messages.” The workers would like the system to require entering of the information. Require the removal to be entered at that time, then the contract can be entered and then the placement can be entered. There are years of alerts that have never been cleaned up.

Foster Care

Number of Cases in Sample	80
Number of Cases not Sent to Office	0
Number of Cases Reviewed	66
Number of Cases Not Reviewed	14
• Number of Juvenile Justice Cases	9
• Number of CHINS Cases	3
Number of Cases in Initial Analysis	66
Number of Cases in Final Analysis	64

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Generally, the information reported on the juvenile justice/CHINS children was correct. The areas that had significant errors were the dates of first removal, the number of removals, and the date of latest removal.

Adoption

Number of Cases in Sample	10
Number of Cases not Sent to Office	1
Number of Cases Reviewed	8
Number of Cases Not Reviewed	1
Number of Cases in Initial Analysis	8
Number of Cases in Final Analysis	8