

**AFCARS ASSESSMENT IMPROVEMENT PLAN: Foster Care Elements  
State: Florida**

Data Element	Rating Factor	Findings	Tasks	Dates	Notes
<p>#8 Child Race</p> <p>#52 1<sup>st</sup> Foster Caretaker's Race</p> <p>#54 2<sup>nd</sup> Foster Caretaker's Race (if applicable)</p>	2	<p><u>Screen:</u> Person Management; Basic Tab</p> <p><u>Program Code, LNs 95 – 115, 922 – 945 and 2373 – 2411; LNs 217 – 228 and 1729 – 1874</u></p> <p>1) The ethnicity field contains race values. However, the extraction code does not check the ethnicity field for these values. Consequently, if a race is selected in the ethnicity field it will not be reported.</p> <p><u>Suggestions</u></p> <p>1) The State should consider replacing the “unable to determine” option with “abandoned/safe haven.”</p> <p>2) NYTD Values: In order to make the response option “unknown” more meaningful to the caseworker, the State may want to consider alternate terminology. Examples: "incapacitated" and "multi-racial-other race not known." These would map in NYTD to "unknown." For AFCARS reporting purposes:</p> <ul style="list-style-type: none"> <li>• “Incapacitated” would be mapped to "unable to determine."</li> <li>• "Multi-racial-other race not known/unknown" would be mapped to blank and only the known race would be reported in AFCARS.</li> </ul>	<p><u>Screen/Extraction Code</u></p> <p>1) Modify the program code to check if a race value that is in the ethnicity field has been selected. If so, then map it to the appropriate race value in this element.</p>	<p><u>Screen/Code</u></p> <p>1)</p>	
<p>#9 Hispanic/Latino Origin</p> <p>1 = Yes</p>	2	<p><u>Screen:</u> Person Management; Basic Tab</p> <p>1) The field “Hispanic/ Latino Origin”</p>	<p><u>Screen</u></p> <p>1) The State needs to re-evaluate the collection of this information</p>		

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<p>2 = No 3 = Unable to Determine</p>		<p>is populated based on what is selected in the Ethnicity field. If the child is of two ethnicities, for instance Italian and Hispanic, and the worker selects Italian the data regarding Hispanic is lost.</p> <p><u>Program Code, LNs 947 – 962</u> The program code sets the value for this element from the child’s person record’s combination ethnicity code.</p> <p><u>Frequency Report (n=27,522):</u> Yes=3,871 (14%); No=19,204 (70%); Unable to determine=4,322 (16%), blank=125 (&lt;1%)</p> <p><u>Case File Review Findings:</u> 15 (20%) of the records analyzed did not match what was reported in AFCARS. In the majority of the cases, the response should have been “no” instead of “unable to determine.”</p> <p><u>Suggestions</u> The State should consider replacing the “unable to determine” option with “abandoned/safe haven.”</p>	<p>and develop a means that will accurately collect ethnicity information and report Hispanic origin correctly to AFCARS.</p> <p><u>Program Code</u> 1) Once changes are made to the screen, modify the extraction code as applicable.</p> <p><u>Data Quality/Training/Supervision</u> 1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>1a) Include system and data training in the agency’s title IV-B, Child and Family Services Plan and Annual Progress and Services Report.</p> <p>1b) Describe the agency’s plan for implementing supervisory oversight for the correct and timely entry of this data.</p> <p>2) Describe how the agency will incorporate the information collected in AFCARS as part of its monitoring and quality assurance process in order to ensure accuracy of the data.</p>		
<p>#10 Has the child been clinically diagnosed as having a disability(ies)?</p>	<p>2</p>	<p><u>Screens:</u> Person Management; Disability AFCARS Tab and, Medical/Mental Health Screen – This</p>	<p><u>Screen</u> 1) Modify the system to collect the health, behavioral health, and</p>		

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<p>1=Yes 2=No 3=Not yet Determined</p>		<p>screen is not used for AFCARS but contains more comprehensive information.</p> <p><u>Program Code, LNs 964 – 978</u> 1) The program code extracts the information on whether the child has been diagnosed with a condition that is mapped to AFCARS from the child’s person record.</p> <p>2) The program code does not check for a date.</p> <p><u>Frequency Report (n=27,522):</u> Yes=1,834 (7%); No=25,379 (92%); Not yet determined=100 (&lt;1%); blank=209 (&lt;1%)</p> <p><u>Case File Review Findings:</u> 16 (21%) of the records analyzed did not match what was reported in AFCARS. In all of the error cases, the response should have been “yes” instead of “no.”</p>	<p>education related diagnoses in one location – the Medical/Mental Health Screen.</p> <p><u>Program Code</u> 1) Add a field that identifies if the child has been seen by a health care professional and if there is a diagnosed condition.</p> <p>1a) Include the options: yes, no, and not yet determined.</p> <p>1b) Modify the program code to extract the data from the Medical/Mental Health Screen.</p> <p>2) Modify the program code to extract whether the child has a diagnosed condition based on whether there are active conditions for the period being extracted.</p> <p><u>Data Quality/Training/Supervision</u> 1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>1a) Implement supervisory oversight to ensure the correct and timely entry of this data.</p> <p>2) Incorporate this element into case file reviews to ensure it has been entered accurately.</p>		
#11 – 15 Diagnosed	2	<u>Screen:</u> Person Management;	<u>Screen</u>		

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<p>Disability Categories</p> <p>#11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Diagnosed Condition</p> <p>[0 = Does not apply] 1 = Applies</p>		<p>Disability AFCARS Tab See information in element #10.</p> <p><u>Program Code, LNs 980 – 1042</u></p> <p><u>Case File Review Findings</u> #11: 2 of the records analyzed did not match what was reported in AFCARS. The responses should have been “applies” instead of “does not apply.”</p> <p>#12: 2 of the records analyzed did not match what was reported in AFCARS. The responses should have been “applies” instead of “does not apply.”</p> <p>#13: 1 of the records analyzed did not match what was reported in AFCARS. The response should have</p>	<p>1) Add a diagnosis start and end date to the screen/system.</p> <p><u>Program Code</u> 1) Modify the program code to select the diagnosed condition from the Medical/Mental Health Screen.</p> <p>1a) Map those conditions that are to be reported in AFCARS to the correct AFCARS category. (Also, see the Disability resource list attached to AFCARS Technical Bulletin #2.)</p> <p>2) Modify the program code to select the condition based on its start and date and whether it was an active condition for the period being reported.</p> <p><u>Data Quality/Training/Supervision</u> 1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>1a) Implement supervisory oversight to ensure the correct and timely entry of this data.</p> <p>2) Incorporate this element into case file reviews to ensure it has been entered accurately.</p>		

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		<p>been “applies” instead of “does not apply.”</p> <p><u>#14:</u> 13 (17%) of the records analyzed did not match what was reported in AFCARS. The responses should have been “applies” instead of “does not apply.”</p> <p><u>#15:</u> 5 (17%) of the records analyzed did not match what was reported in AFCARS. The responses should have been “applies” instead of “does not apply.”</p>			
<p>#16 Has this child ever been adopted?</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	<p>2</p>	<p><u>Screen:</u> Person Management; Disability AFCARS Tab 1) There is information, including this element, collected on this tab that is not “disability” information.</p> <p><u>Program Code, LNs 1045 – 1058</u> 1) If the program code finds a response other than “yes,” “no,” or missing, this element is set to “unable to determine.”</p> <p><u>Frequency Report (n=27,521):</u> Yes = 240 (&lt;1%); No =27,280 (99%); Unable to determine = 1 (&lt;1%); Not reported = 1</p> <p><u>Suggestions</u> 1) The State should consider replacing the “unable to determine” option with “abandoned/safe</p>	<p><u>Screen</u> 1) Rename the tab to more accurately reflect the information collect on the screen.</p> <p><u>Program Code</u> 1a) Modify the program code to check for the value “unable to determine.”  2) If a value other than “yes,” “no,” or “unable to determine” is found, set this element to blank.</p> <p><u>Data Quality/Training/Supervision</u> 1) Implement supervisory oversight to ensure the correct and timely entry of this data.  2) Incorporate this element into case file reviews to ensure it has been entered accurately.</p>		

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<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>haven.”</p> <p><u>Screen: Person Management; Disability AFCARS Tab</u> 1) There is not an option of “not applicable” for the caseworker to select if the child has not been previously adopted.</p> <p><u>Program Code, LNs 1060 – 1074</u> 1) If a value of 1 -5 is not selected on the screen, this element is mapped to blank.</p> <p>2) The program code does not check if the response to element #16 is “no.”</p> <p><u>Frequency Report (n=):</u> Not applicable = 0; Unable to determine = 10 (&lt;1%); Age categories = 230; Not reported = 27,282</p> <p><u>Suggestions</u> 1) The State should consider replacing the “unable to determine” option with “abandoned/safe haven.”</p>	<p><u>Screen/Code</u> 1) To ensure consistency, the State may want to consider adding “not applicable” as an option to the screen.</p> <p>1a) If an option for “not applicable” is added to the screen; map it to zero, not applicable in the AFCARS file.</p> <p>2) At a minimum, modify the program code to check whether the response to element #16 is “no,” and if it is, set this element to “not applicable.”</p> <p><u>Data Quality/Training/Supervision</u> 1) Implement supervisory oversight to ensure the correct and timely entry of this data.</p> <p>2) Incorporate this element into case file reviews to ensure it has been entered accurately.</p>		
<p>#18 Date of First Removal from Home</p>	2	<p><u>Screen: Out-of-Home Placement; Removal/Placement Tab</u></p> <p><u>Program Code, LNs 144 – 147 and 1076 – 1083</u> 1) The program code does not check if the first removal from home began with an initial placement in a locked facility or a hospital prior to the child being placed in a foster care setting.</p>	<p><u>Program Code</u> 1) After changes are made to General Requirement #1, ensure that the extraction code correctly sets this element to the correct removal date.</p> <p>2a) Modify the program code to check if the first ever removal episode began with a placement of hospital, check for the start date of</p>		

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		<p><u>Mapping Form:</u> Based on the mapping form, the program code is incorrectly checking only whether the start and end date of a removal episode is on the same day.</p> <p><u>Case File Review Findings:</u> 8 (14%) of the records analyzed did not match what was reported in AFCARS. The majority of the errors were due to those cases of children whose initial placement in the removal episode was either a hospital or a locked facility. For additional information on the findings see the Case File Review Findings.</p>	<p>the first foster care setting after the hospitalization and report that date for element #18.</p> <p>2b) Modify the program code to check if the first ever removal episode began with a placement of detention, or other locked facility, check for the start date of the first foster care setting after the locked placement and report that date for element #18.</p> <p>3) Update the mapping forms to reflect the extraction code.</p>		
#19 Total Number of Removals from Home	2	<p><u>Frequency Report:</u> There are 21,032 records reported as having only one removal episode.</p> <p><u>Program Code, LNs 144 – 147 and 1085 – 1099</u></p> <p>1) The program code does not check and exclude removal from home episodes that only included a placement in a locked facility or a hospital.</p> <p>2) There is a possible error in the extraction code related to children whose first placement is a runaway and then is placed in foster care. Based on the test case findings, the date the agency obtained care and placement responsibility was correctly reported for the report period the child was on runaway</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to exclude prior removal episodes that only had a placement in a hospital or locked facility from the removal count.</p> <p>2) The State needs to investigate this further and determine where the error occurred. Provide a response in the initial AIP update.</p>		

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		status. However, once the child was picked up and placed in foster care, the extraction code reported the child as discharged and the foster care placement as a new removal episode.			
#20 Date Child was Discharged from last foster care episode (if applicable)  ____(mo) ____ (day)____(year)	2	<p><u>Frequency Report:</u> There are 21,131 records reported without a prior discharge date. This is 99 records more than what is reported in element #19 as having only one removal episode.</p> <p><u>Program Code, LNs 144 – 147 and 1101 – 1162</u> The program code does not check if the prior removal from home only included a placement in a locked facility or a hospital.</p>	<p><u>Program Code</u> 1) Modify the program code to exclude prior removal episodes that only had a placement in a hospital or locked facility from the date of discharge from the prior removal episode.</p> <p>2) Identify and provide an explanation of the discrepancy found in the frequency report for elements #19 and #20.</p>		
#21 Date of Latest Removal  ____(mo) ____ (day)____(year)	2	<p><u>Program Code, LNs 1165 – 1167</u> 1) The program code does not check if the removal from home began with an initial placement in a locked facility or a hospital prior to the child being placed in a foster care setting.</p> <p>2) There is a possible error in the extraction code related to children whose first placement is a runaway and then is placed in foster care. Based on the test case findings, the date the agency obtained care and placement responsibility was correctly reported for the report period the child was on runaway status. However, once the child was picked up and placed in foster care, the extraction code reported the</p>	<p><u>Program Code</u> 1) Modify the program code to check for the date the child entered a foster care setting and report this date as the date of latest removal.</p> <p>2) See element #18.</p>		

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		<p>child as discharged and the foster care placement as a new removal episode.</p> <p><u>Case File Review Findings:</u> 8 (14%) of the records analyzed did not match what was reported in AFCARS. The majority of the errors were due to those cases of children whose initial placement in the removal episode was either a hospital or a locked facility. Also, caseworkers might be entering the date of the shelter hearing rather than the date the child was actually removed.</p>			
#23 Date of Placement in Current Foster Care Setting	2	<p><u>Screen:</u> Out-of-Home Placement; Removal/Placement Tab</p> <p><u>Program Code, LNs 1193 - 1281</u> 1) "Child abducted" is included in the category "missing."</p> <p>2) The State's values: "206, respite placement;" "219, child activity;" "228, routine/emergency medical services;" "229, routine/emergency Mental health services;" "230, routine/emergency services;" and, "254, Visitation" are not placements but are services. If it is the child's first/only placement the program code incorrectly includes the record and uses the removal date for the</p>	<p><u>Screen/Code</u> 1) Modify the program code to correctly report the date a child ran away from his/her foster care setting.</p> <p>1a) Modify the program code to not report the start date of a child that was abducted from the placement.</p> <p>2) Modify the program code to not check for these settings if it is the only location the child has been in while under the agency's responsibility for placement and care.</p>		

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		<p>placement date.</p> <p>3) The program code does not include the start date of a placement of a child in his/her own home while still under the agency's responsibility for placement and care (the AFCARS value of "trial home visit, element #41).</p> <p>4) The State indicated they will consider a hospital stay that is 15 days or less as an acute care stay and anything longer will be considered a placement move for AFCARS reporting.</p> <p>5) The program code counts as a change in placement when a child's placement is from one cottage to another on the same campus.</p> <p><u>Case File Review Findings:</u> 10 (13%) of the records analyzed did not match what was reported in AFCARS. The majority of the errors were due to the child being returned to his/her own home and the court not having dismissed the agency's responsibility for placement and care. As long as a child that has been reported in the AFCARS reporting population remains in the agency's responsibility for placement and care they are to be reported in AFCARS until the agency is dismissed from placement and care responsibility.</p>	<p>3) The program must be modified to report the date the child is returned home while under the agency's responsibility for placement and care as the date of current placement.</p> <p>4) Modify the program code to check if a hospitalization is 16 or more days. If so, and the child is still in the hospital as of the end of the report period, report the date of hospitalization.</p> <p>5) Modify the program code to not report the placement date when a child moves from one setting to another when those settings are on the same campus.</p>		

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<p>#24 Number of Previous Placement Settings in This Episode</p>	<p align="center">2</p>	<p><u>Program Code, LNs 1193 – 1281.</u>            1) This element is initialized to zero.             2) The State’s values: “206, respite placement;” “219, child activity;” “228, routine/emergency medical services;” “229, routine/emergency Mental health services;” “230, routine/emergency services;” and, “254, Visitation” are not placements but are services. If it is the child’s first/only placement the program code incorrectly includes the record.             3) The program code does not account for the placement of a child in his/her own home while still under the agency’s responsibility for placement and care (the AFCARS value of “trial home visit, element #41).             4) The State indicated they will consider a hospital stay that is 15 days or less as an acute care stay and anything longer will be considered a placement move for AFCARS reporting.            5) The program code counts as a change in placement when a child’s placement is from one cottage to another on the same campus.   <u>Frequency Report:</u> There are 71 records reported as having zero placements.   <u>Case File Review Findings:</u> 15 (20%)</p>	<p><u>Program Code</u>            1) Modify the program to initialize this element to blank.             2) Modify the program code to not check for these settings if it is the only location the child has been in while under the agency’s responsibility for placement and care.             3) Once changes are made to account for “trial home visit,” make sure the program code does not include it in the number of placements.             4) Modify the program code to count hospitalizations that are for 16 or more days.             5) Modify the program code to not count placement moves from one setting to another when those settings are on the same campus.</p>		

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		of the records analyzed did not match what was reported in AFCARS. For additional information on the findings see the Case File Review Summary.			
#28 Neglect	2	<p><u>Program Code, LNs 1283 – 1407</u> The mapping form for “neglect” only includes “emotional abuse/neglect” and not “medical neglect,” “physical neglect,” “inadequate supervision,” and “domestic violence.” These are not included in the extraction code.</p> <p><u>Case File Review Findings: 18 (24%)</u> of the records analyzed did not match what was reported in AFCARS.</p>	<p><u>Program Code</u> 1) Modify the program code to check if one of the items listed are check and if so, map them to “neglect.”</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>	2	<p><u>Screen: Out-of-Home Placement; Removal/Placement Tab</u></p> <p><u>Program Code, LNs 149 – 155, 1410–1428</u> 1) “Child abducted” is included in the category “missing.”  2) The program code does not account for the length of time of a hospital stay.  3) The program code does not account for “trial home visits.”</p> <p><u>Frequency Report (n=27,522):</u> Pre-Adoptive Home = 1,782 (6%); Foster Family Home (Relative) = 12,517 (45%); Foster Family Home (Non-Relative) = 9,471 (34%); Group</p>	<p><u>Program Code</u> 1) Modify the program code, if necessary, to ensure that “child abducted” is not reported for this element.  2) Modify the program code to report hospital stays that are for 16 days or more as “institution.”  3) Modify the program code to set this element to “trial home visit” for children who are returned home and the agency still has responsibility for placement and care.</p>		

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		<p>Home = 2,693 (10%); Institution = 765 (3%); Supervised Independent Living = 43 (&lt;1%); Runaway = 251 (1%); Trial Home Visit = 0; Not reported = 0</p> <p><u>Case File Review Findings:</u> 6 (8%) of the records analyzed did not match what was reported in AFCARS. In each of the error cases the child was returned home while the agency still maintained responsibility for placement and care.</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>	2	<p><u>Screen:</u> Legal; Case Plan Goal</p> <p><u>Program Code, LNs 179 – 196 and 1449 – 1537</u></p> <p>1) The program code does not check the length of stay in foster care.</p> <p>2) It is not clear whether the program code checks for the proposed goal.</p> <p><u>Frequency Report (n=27,522):</u> Reunify = 12,288 (45%); Live With Other Relative(s) = 153 (&lt;1%); Adoption = 5,546 (20%); Long-Term Foster Care 1,113 (4%); Emancipation = 0; Guardianship = 1,705 (6%); Case Plan Goal Not Yet Established = 5,470 (20%); Not reported = 0</p> <p><u>Case File Review Findings:</u> 21 (28%) of the records analyzed did not match what was reported in AFCARS. During the case file</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to set this element to blank if there is no case plan goal for a child who has been in care more than 60 days.</p> <p>2) Modify the program code to check for a proposed goal if one is not entered into the legal screen.</p> <p>2a) If there is no goal in the legal or proposed goal fields, and the child has been in foster care for 60 days or less, set this element to “case plan goal not yet established.”</p>		

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		<p>review, reviewers found a number of children had been in care for more than 60 days and had “not yet established” marked in this AFCARS field. This is only captured on the legal status page and only once the goals are approved by the court. Cases with goals not yet established after 60 days are to be reported as missing.</p>			
<p>#47 Mother’s Date of TPR</p> <p>#48 Legal or Putative Father’s TPR</p> <p>____(mo) ____ (day)____(year)</p>	<p>2</p>	<p><u>Screen:</u> Legal</p> <p><u>Program Code, LNs 185 – 190, 198 – 201 and 1608 – 1693</u></p> <p>1) The program code does not check for a date prior to the end date of the report period being extracted.</p> <p>2) The signature date may be getting reported instead of the hearing date when the ruling occurred.</p> <p>3) The dad’s TPR date sometimes overrides the mom’s TPR date if the dad’s hearing happens at a later date and if the option for both parent’s TPR is selected.</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to only select a TPR date, mother and/or father, that is equal to or prior to the report period being extracted.</p> <p>2) Modify the program code to extract the hearing date.</p> <p>3) Modify the system to ensure that if the TPR hearing and finalization occur on different dates, then the correct TPR date is reported for either the mother or the father.</p> <p>3a) Modify the program code to check the mother’s TPR date and report it separately from the father’s TPR date.</p>		
<p>#49 Foster Family Structure</p> <p>0 = Not Applicable 1 = Married Couple</p>	<p>2</p>	<p><u>Screen:</u> Person Management</p> <p>The options for the marital status field includes: “unable to determine” “common law marriage,” “divorced,” and</p>	<p><u>Screen</u></p> <p>1) Modify the options list to remove “unable to determine.”</p>		

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<p>2 = Unmarried Couple 3 = Single Female 4 = Single Male</p>		<p>“widowed.”</p> <p><u>Program Code, LNs 217 – 220 and 1695 – 1728</u></p> <p>1) “5” (unable to determine) is mapped to “0” (not applicable).</p> <p>2) The options “common law marriage,” “divorced,” and “widowed” are not included in the extraction code.</p> <p><u>Frequency Report (n=27,522):</u> Not applicable = 3,955 (14%); Married Couple = 11,726 (43%); Unmarried Couple = 814 (3%); Single Female = 10,007 (36%); Single Male = 1,020 (4%); Not reported = 0</p> <p><u>Case File Review Findings:</u> 8 (11%) of the records analyzed did not match what was reported in AFCARS. In six error cases, a marital status was reported but the child was not in a foster home based on information the reviewers found regarding the latest placement.</p>	<p><u>Program Code</u></p> <p>1) Until “unable to determine” is removed from the option list, map this value to blank.</p> <p>2) Modify the program code to check for:</p> <p>a) common law marriage and map it to “married couple.”</p> <p>b) divorced and widowed and map them to single male/female as appropriate.</p>		
<p>#53 1<sup>st</sup> Foster Caretaker’s Hispanic or Latino Origin</p> <p>#55 2<sup>nd</sup> Foster Caretaker’s Hispanic Origin</p> <p>[0 = Not applicable] 1 = Yes 2 = No 3 = Unable to Determine</p>	2	<p><u>Screen:</u> Person Management See findings in element #9, child’s Hispanic or Latino Ethnicity.</p> <p><u>Program Code, LNs 217 – 228 and 1729 – 1874</u></p> <p>1) The program code does not set this element to “not applicable” when the child’s placement is not a foster home. The program code must be modified.</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to set elements #53 and 55 to “not applicable” if the response to element #41 is other than a 1, 2, or 3.</p> <p>2a) If the child is placed with a single male, report element #53 as “not applicable.”</p>		

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		<p>2) If the foster family structure is a single female or single male, this element is not set to “not applicable.”</p> <p><u>Case File Review Findings</u>  <u>#53:</u> There was several error cases related to the fact that the program code does not set this element to “not applicable” for records of children who are not in a foster care home setting.</p> <p><u>#55:</u> There were error cases related to the fact that the program code does not set this element to “not applicable” for records of children who are not in a foster care home setting or the foster parent is single. There were 8 (11%) where the response should have been “no” instead of “unable to determine.”</p>	<p>2b) If the child is placed with a single female, report element #55 as “not applicable.”</p>		
<p>#56 Date of Discharge from foster care</p> <p>____(mo) ____ (day)____(year)</p>	<p>2</p>	<p><u>Program Code, LNs 157 – 164 and 1875 - 1947</u></p> <p>1) The program code incorrectly does not restrict the date to be before or equal to the end of the report period.</p> <p><u>Case File Review Findings:</u> 9 (12%) of the records analyzed did not match what was reported in AFCARS. Six of the errors were related to the issue of the agency incorrectly reporting children as discharged who are returned home and the agency has responsibility for</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to only report dates that occur prior to the end date of the report period being extracted.</p> <p>2) Modify the system or the program code to not report a child as discharged who is still in the agency’s responsibility for placement and care but who is placed back in his/her own home.</p> <p>3) Map the values “family fled with child” and “abducted” to blank.</p>		

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Data Element	Rating Factor	Findings	Tasks	Dates	Notes
		placement and care. Also, there were dates of discharged that occurred after the end of the report period.			
<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> Removal Placement Ending</p> <p><u>Program Code, LNs 157 – 164 and 1875 - 1947</u> The State’s value “13” (independent living – not yet 18) is mapped as discharged due to emancipation.</p> <p>2) The values “19” (family fled with child) and “22” (abducted) are incorrectly mapped to “7” (runaway).</p> <p>3) The program code does not map this element to “not applicable” if the child is still in foster care.</p> <p><u>Case File Review Findings:</u> 9 (12%) of the records analyzed did not match what was reported in AFCARS. See the findings for element #56.</p>	<p><u>Program code</u> 1) Explain the value 13, independent not yet 18 and why it is considered a discharge reason.</p> <p>2) Map the values “family fled with child” and “abducted” to “not applicable.</p> <p>3) Map this element to “not applicable” for children who are still in foster care.</p>		
#63 Title XIX (Medicaid)	2	<p><u>Program Code, LNs 249 – 255 and 2076 – 2087</u> The Frequency Report indicates low numbers (32%) receiving Medicaid. The program staff indicated the number should be closer to 99%.</p>	<p><u>System/Program code</u> 1) The State will investigate. Provide the results of the analysis in the State’s AIP update.</p>		
#64 SSI or other Social Security Act Benefits	3	<p><u>Program Code, LNs 233 – 239 and 2048 – 2074</u> The program code includes “53” (veterans benefits).</p> <p><u>Data/Quality</u> The Frequency Report indicates that</p>	<p><u>Program Code</u> 1) modify the program code by removing “53, veterans’ benefits.”</p> <p><u>Data/Quality</u> 1) Describe, develop, and implement a method to ensure the</p>		

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Data Element	Rating Factor	Findings	Tasks	Dates	Notes
		0 cases apply.	accurate and timely entry of this data.		
#5 Date of Most Recent Periodic Review	3	<p><u>Frequency Report (n=27,522)</u>: For the report period ending September 30, 2011 there are several records with a year prior to 2011. See the findings document for detailed notes.</p> <p><u>Case File Review Findings</u>: 8 (14%) of the records analyzed did not match what was reported in AFCARS. There were errors identified that may relate to timely data entry. Also, since reviewers also found dates that were before the one reported to AFCARS there may be an issue with what the extraction code is checking as a periodic review. It may also be that the documentation was not in the paper file and the reviewer only had the older review to go by for determining when the review was held.</p>	<p>1) Conduct analysis of the cases with old periodic review dates and determine cause. Provide summary of analysis in the AIP update.</p> <p>1a) If applicable, describe the solution to clean up these records.</p> <p>2) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>2a) Include system and data training in the agency's title IV-B, Child and Family Services Plan and Annual Progress and Services Report.</p> <p>2b) Describe the agency's plan for implementing supervisory oversight for the correct and timely entry of this data.</p> <p>3) Describe how the agency will incorporate the information collected in AFCARS as part of its monitoring and quality assurance process in order to ensure accuracy of the data.</p> <p>4) The Children's Bureau will monitor future and subsequent files for changes in the data.</p>		
Actions or Conditions	3	<u>Case File Review Findings</u> : The	1) If an infant enters foster care as		

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Data Element	Rating Factor	Findings	Tasks	Dates	Notes
<p>Associated With Child's Removal (Indicate all that apply with a "1".)</p> <p>#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 #39 Relinquishment #40 Inadequate Housing</p> <p>[0-Does not Apply] 1-Applies</p>		<p>majority of elements in this set had errors. The errors were due to the item not being selected as a condition that contributed to the child's removal from home.</p>	<p>a Safe Haven Infant, train caseworkers to select "relinquishment." The State may want to consider adding another option for "safe haven."</p> <p>2) Describe, develop, and implement a method to ensure the accurate and timely entry of this data. 2a) Include system and data training in the agency's title IV-B, Child and Family Services Plan and Annual Progress and Services Report. 2b) Describe the agency's plan for implementing supervisory oversight for the correct and timely entry of this data.</p> <p>3) Describe how the agency will incorporate the information collected in AFCARS as part of its monitoring and quality assurance process in order to ensure accuracy of the data.</p> <p>4) The Children's Bureau will monitor future and subsequent files for changes in the data.</p>		
<p>Source(s) of Federal financial support/assistance for child</p> <p>0-Does not apply 1-Applies</p>		<p>The extraction code for elements 59 through 65 looks for payments. Payments will always be associated with one of the sources of financial support.</p>			
<p>#62 Title IV-D (Child</p>	<p>3</p>	<p>The Frequency Report indicates that</p>	<p>) Describe, develop, and implement</p>		

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<b>Data Element</b>	<b>Rating Factor</b>	<b>Findings</b>	<b>Tasks</b>	<b>Dates</b>	<b>Notes</b>
Support)		0 cases apply.	a method to ensure the accurate and timely entry of this data.		

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Data Element	Rating Factor	Findings	Tasks	Date	Notes
<p>#7 Child's Race</p> <p>#25 Adoptive Mother's Race</p> <p>#27 Adoptive Father's Race</p> <p>a. American Indian or Alaska Native</p> <p>b. Asian</p> <p>c. Black or African American</p> <p>d. Native Hawaiian or Other Pacific Islander</p> <p>e. White</p> <p>f. Unable to Determine</p> <p>0 = Does not apply</p> <p>1 = Apply</p>	2	<p><u>Screen:</u> Person Management; Basic Tab</p> <p>See foster care element #8 for findings.</p> <p><u>Program Code: LNs 590 – 614</u></p> <p>1) The ethnicity field contains race values. However, the extraction code does not check the ethnicity field for these values. Consequently, if a race is selected in the ethnicity field it will not be reported.</p>	<p><u>Screen/Extraction Code</u></p> <p>1) Modify the program code to check if a race value that is in the ethnicity field has been selected. If so, then map it to the appropriate race value in this element.</p>		
<p>#8 Child Hispanic Origin</p> <p>1 = Yes</p> <p>2 = No</p> <p>3 = Unable to Determine</p>	2	<p><u>Program Code: LNs 616 – 631</u></p> <p>1) See findings and notes in foster care element #9.</p> <p>2) Unknown is mapped to “unable to determine” instead of blank.</p> <p>3) The program code appears to have “25” listed twice instead of listing “26, declined.”</p> <p>4) If none of these codes are found, this element is set to “no.”</p> <p><u>Frequency Report (n=1,534):</u> Yes = 174 (11.3%); No = 1,068 (69.6%); Unable to determine = 287 (18.7%);</p>	<p><u>Program Code</u></p> <p>1) See tasks to foster care element #9.</p> <p>2) Modify the program code to map “unknown” to blank.</p> <p>3) Make corrections as appropriate to ensure correct values are included.</p> <p>4) If none of the values for Hispanic are found, then map this element to blank.</p>		

**AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Elements  
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Data Element	Rating Factor	Findings	Tasks	Date	Notes
		Not reported = 5 (0.3%)			
<p>#10 Primary Basis for Determining Special Needs</p> <p>0 = Not Applicable            1 = Racial/Original Background            2 = Age            3 = Membership in a Sibling Group            4 = Medical Conditions or Mental, Physical or Emotional Disabilities            5 = Other</p>	2	<p><u>Screen:</u> Adoption Information; Background Tab and Adoption Eligibility Page</p> <p>1) There are two locations in the system where the factors for determining special needs are recorded.</p> <p>2) "At risk" is combined with "other medical diagnosed conditions" and a diagnosis of "at risk" must be mapped to the AFCARS value "other [State defined].</p> <p>3) There is an inconsistency in eligibility factors between these two screens. On the Adoption Information screen there are the options: Medical Fragile, Developmental Delay, Member of Minority Group, and At risk that are not included on the eligibility</p>	<p><u>Screen</u></p> <p>1) Identify a method to consolidate this information into one location. Suggestions:            a) List all characteristics of a child, including those in the list used for this element/eligibility, on the Background Tab allowing the worker to select all that apply.            b) Remove the question on the tab that addresses primary basis for special needs.            c) Modify the eligibility section to not only allow the worker to select all of the factors that apply but then to also identify the one that was the primary basis, or the one that was the most significant condition that makes it difficult to place the child for adoption.</p> <p>2) Either add a new option of "other medical diagnosed condition" or an option that reflects the child was diagnosed as being at risk for a medical/mental health condition.</p> <p>3) Re-assess the two lists and determine which factors the State is using to determine a child's basis for special needs and modify the list accordingly.</p> <p>3a) Provide the final list in the AIP update.</p>		

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Data Element	Rating Factor	Findings	Tasks	Date	Notes
		<p>screen.</p> <p><u>Program Code: LNs 93 – 104 and 633 – 729</u></p> <p>1) The program code maps “1299, other medical diagnosed conditions/at risk” to the AFCARS value 4.</p> <p>2) The program code incorrectly maps the State’s value of “not applicable” to blank.</p> <p><u>Frequency Report (n=1,534):</u> Not applicable = 0 (0.0%); Race/Original Background = 237 (15.5%); Age = 154 (10.0%); Sibling group = 535 (34.9%); Medical, etc. = 295 (19.2%); Other = 30 (2.0%); Not reported = 283 (18.5%)</p> <p><u>Case File Review Findings:</u> 8 (29%) of the records analyzed did not match what was reported in AFCARS. There were four error cases that were reported to AFCARS as blanks but the reviewers did find that the child was determined to be special needs and was receiving an adoption subsidy.</p>	<p><u>Program Code</u></p> <p>1) This option should be mapped to the AFCARS value #5.</p> <p>1a) Once changes are made for the screen make the related extraction code changes.</p> <p>2) Modify the program code to check for the response of “not applicable.” If it was entered, map it to:</p> <p>a) the AFCARS value “0” in element #10, and</p> <p>b) set element #9 to “no.”</p>		
#11 – 15 #11 Mental Retardation		<p><u>Program Code: LNs 67 – 75 and 731 – 764</u></p> <p>1) The program code does not</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to:</p> <p>a) set these elements to “does not</p>		

**AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Elements  
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Data Element	Rating Factor	Findings	Tasks	Date	Notes
<p>#12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Diagnosed Condition</p> <p>0=Does not Apply 1=Yes, applies</p>		<p>exclude responses to these elements if the child’s primary special need is something other than Medical Conditions or Mental, Physical, or Emotional Disabilities.”</p> <p>2) See the findings for foster care elements #10 - 15.</p>	<p>apply” if the response in element #10 is a 1, 2, 3, or 5. b) report the appropriate information for each element if the response to element #10 is the value “4.”</p> <p>2) Modify the program code to check the medical module, if applicable, once changes are made for foster care elements #11 – 15.</p> <p>2a) Make necessary mapping updates per the Disability resource list attached to AFCARS Technical Bulletin #2.</p>		
<p>#18 Mother Married at Time of Birth</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	<p align="center">2</p>	<p><u>Screen: Adoption Information; Birth Family Tab</u></p> <p><u>Program Code: LNs 93 – 104 and 813 – 838</u></p> <p><u>Data Quality</u> <u>Frequency Report</u> (n=1,534): Yes = 261 (17%); No = 1,065 (69%); Unable to determine= 166 (11%); Not reported = 42 (3%)</p> <p><u>Case File Review Findings:</u> 6 (22%) of the records analyzed did not match what was reported in AFCARS. In three error cases the AFCARS file reflected “unable to determine.” In one of the cases, the reviewer found that the mother had been married. In the other two cases, the reviewers</p>	<p><u>Screen</u> 1) Move the collection of this information to either the person screen or some other screen that is used for ongoing case management.</p> <p><u>Program Code</u> 1) Once the field is moved, modify the program code accordingly.</p> <p><u>Data Quality/Training/Supervision</u> 1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data. 1a) Include system and data training in the agency’s title IV-B, Child and Family Services Plan and Annual Progress and Services</p>		

**AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Elements  
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Data Element	Rating Factor	Findings	Tasks	Date	Notes
		<p>found that the mother was not married at the time. There was one error case that the AFCARS field was blank but the reviewer was able to determine that the mother had been married at the time of the child's birth.</p> <p><u>Suggestions</u> 1) The State should consider replacing the "unable to determine" option with "abandoned/safe haven."</p>	<p>Report.</p> <p>1b) Describe the agency's plan for implementing supervisory oversight for the correct and timely entry of this data.</p> <p>2) Describe how the agency will incorporate the information collected in AFCARS as part of its monitoring and quality assurance process in order to ensure accuracy of the data.</p> <p>3) The Children's Bureau will monitor future and subsequent files for changes in the data.</p>		
<p>#19 Date of Mother's TPR</p> <p>#20 Date of Father's TPR</p>	<p>3</p>	<p><u>Screen:</u> Same as foster care element #47 – Legal</p> <p><u>#19 Frequency Report (n=1,534):</u> Not reported = 3 (0.2%); Reported = 1,531 (99.8%)</p> <p><u>#19 Case File Review Findings:</u> 10 (36%) of the records analyzed did not match what was reported in AFCARS. In six of the error cases, the reviewers found later TPR dates than those submitted in the file. In four of the error cases, the reviewers found earlier TPR dates than those submitted in the file. In one of the cases, the mother's TPR date was overwritten with the father's TPR date.</p> <p><u>#20 Frequency Report (n=1,534):</u></p>	<p><u>Program Code</u></p> <p>1) See foster care elements #47 and 48.</p> <p>2) Make applicable changes to the adoption extraction code if this change was not solely related to a change to the system.</p>		

**AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Elements  
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Data Element	Rating Factor	Findings	Tasks	Date	Notes
		<p>Not reported = 3 (0.2%); Reported = 1,531 (99.8%)</p> <p><u>#20 Case File Review Findings:</u> 8 (29%) of the records analyzed did not match what was reported in AFCARS. In four of the error cases, the reviewers found later TPR dates than those submitted in the file. In three of the error cases, the reviewers found earlier TPR dates than those submitted in the file. In one of the error cases, the file was incorrectly marked with a date instead of being left blank (legal parent was single).</p> <p><u>Program Code: LNs 88 – 108 and 839 – 867 and 99 – 108 and 869 – 895</u> See notes for corresponding foster care elements #47 and 48.</p>			
<p>#26 Adoptive Mother's Hispanic Origin</p> <p>#28 Adoptive Father's Hispanic Origin</p> <p>0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine</p>	2	<p><u>Screen:</u> Person Management</p> <p><u>Program Code: LNs 999 – 1019.</u> The program code incorrectly maps these elements to blank when a single male or single female is adopting the child.</p> <p><u>Frequency Report (n=1,534):</u> Not applicable = 0 (0%)</p>	<p><u>Program Code</u> 1) Modify the program code to set element #26 to “not applicable” when a single male adopts the child.</p> <p>2) Modify the program code to set element #28 to “not applicable” when a single female adopts the child.</p>		
<p>#29 –32, #29 Relationship of Adoptive Parent to Child – #29 Stepparent #30 Other Relative</p>	2	<p><u>Screen:</u> Adoption Information; General Tab The list on the screen does not allow the worker to select more than one type of relationship.</p>	<p><u>Screen</u> 1) Modify the list to allow for more than one selection.</p> <p><u>Program Code</u></p>		

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Data Element	Rating Factor	Findings	Tasks	Date	Notes
<p>#31 Foster Parent 32 Other Non-Relative</p> <p>0 = Does not Apply 1 = Applies</p>		<p><u>Program Code: LNs 93 – 104 and 1120 – 1182</u></p> <p><u>#31, Case File Review Findings:</u> 7 (25%) of the records analyzed did not match what was reported in AFCARS. In the error cases, the responses were incorrectly marked “does not apply” instead of “yes, applies”</p> <p><u>#32, Case File Review Findings:</u> 4 (14%) of the records analyzed did not match what was reported in AFCARS. In the error cases, the responses were incorrectly marked “does not apply” instead of “yes, applies”</p>	<p>1) Modify the program code to report all relationship types that were selected.</p> <p><u>Data Quality/Training/Supervision</u></p> <p>1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>1a) Include system and data training in the agency’s title IV-B, Child and Family Services Plan and Annual Progress and Services Report.</p> <p>1b) Describe the agency’s plan for implementing supervisory oversight for the correct and timely entry of this data.</p> <p>2) Describe how the agency will incorporate the information collected in AFCARS as part of its monitoring and quality assurance process in order to ensure accuracy of the data.</p> <p>3) The Children’s Bureau will monitor future and subsequent files for changes in the data.</p>		
<p>#34 Child Was Placed by</p> <p>1 = Public Agency 2 = Private Agency 3 = Tribal Agency 4 = Independent Person</p>	2	<p><u>Screen: Adoption Information; General Tab</u></p> <p>The options on the drop-down list are: CBC Lead Subcontractor, DCF, Public Agency, Tribal Agency</p>	<p><u>Screen</u></p> <p>1) Identify how the caseworker would record if the child was placed by an independent person or the birth parent.</p>		

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Data Element	Rating Factor	Findings	Tasks	Date	Notes
5 = Birth Parent		<p><u>Program Code: LNs 93 – 104 and 1226 – 1258</u> The value “4” private agency” is incorrectly mapped to “public agency.”</p> <p>2) There are no codes mapped to AFCARS values “2” (private agency), “4” (independent person), or “5” (birth parent).</p> <p><u>Frequency Report (n=1,534):</u> Public Agency = 1,512 (99%); Private Agency = 0; Tribal Agency = 0; Independent Person = 0; Birth Parent = 0; Not reported = 22 (1%)</p> <p>The Frequency Report indicates that there were zero children placed by a private agency, which is inconsistent with the data reported in element #33.</p>	<p><u>Program Code</u></p> <p>1) Modify the program code and map “private agency” to the AFCARS value “private agency.”</p> <p>2) Make modifications to incorporate these values into the program code.</p>		
<p>#35 Receiving Monthly Subsidy</p> <p>1 = Yes 2 = No</p>	2	<p><u>Screen:</u> Adoption Agreement</p> <p><u>Program Code: LNs 174 – 220 and 1260 - 1306.</u></p> <p>1) The program code checks both the FSFN payment and payment ledger records for the child where there is an adoption subsidy payment identified within the reporting period or, if not found, it searches the ICWSIS payments and voucher history records. If any subsidy payments are identified for the adopted child during the reporting period the value of</p>	<p>1) Modify the program code to check the adoption agreement screen and to report this element as “yes” if the only subsidy is Medicaid.</p>		

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Data Element	Rating Factor	Findings	Tasks	Date	Notes
		<p>element #35 is set to "1" (yes), otherwise it is set to "2" (no). The program code does not check for an adoption subsidy that is only for Medicaid.</p> <p>2) If a payment has not been made as of the date of the adoption, which is the time period that should be checked, then this element would be incorrectly reported as "no."</p> <p><u>Frequency Report (n= 1,534):</u> Yes = 1,525 (99.41%); No = 9 (0.6%); Not reported = 0 (0.0%)</p>	<p>2) Modify the program code to check if an amount has been entered into the field for the adoption subsidy.</p>		
#36 Monthly Amount	2	<p><u>Screen:</u> Adoption Agreement</p> <p><u>Program Code:</u> LNs 174 – 220 and 1260 - 1306. The program code is not checking the amount entered on the screen in the field "Agreement Amount."</p> <p><u>Case File Review Findings:</u> 6 (22%) of the records analyzed did not match what was reported in AFCARS. The amounts reported in the files were less than the actual amounts on the adoption agreements.</p>	<p>1) Modify the program code to report the amount recorded in the "Agreement Amount field."</p>		
#9 Has Agency Determined Special Needs  1 = Yes 2 = No	3	<p><u>Frequency Report (n=1,534):</u> Yes = 1,251 (81.6%); No = 283 (18.4%); Not reported = 0 (0.0%)</p> <p>There is a discrepancy between what is reported as "yes" for this element and "yes" for element</p>	<p>1) The changes for setting this element is based on the changes made to element #10.</p> <p>2) The State and Federal team will review to ensure corrections are</p>		

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Data Element	Rating Factor	Findings	Tasks	Date	Notes
		<p>#35. In element #35 the number of records reported as child receiving a monthly subsidy is 1,525.</p> <p><u>Program Code: LNs 93 – 104 and 630 – 651</u></p> <p>The response to this element is derived from the response to adoption element #10. See the program code notes in element #10.</p>	<p>made accurately and that the data reflect the changes.</p>		
#23 Adoptive Mother's Year of Birth	3	<p><u>Screen: Person Management</u></p> <p>The frequency report indicates 57 missing cases, and there should only be 52 based on the number of single males adopting, as indicated in element 22.</p> <p><u>Case File Review Findings: 3 (11%)</u> of the records analyzed did not match what was reported in AFCARS. In the error cases, the reviewers found earlier dates than those submitted to the file.</p>	<p>1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>1a) Include system and data training in the agency's title IV-B, Child and Family Services Plan and Annual Progress and Services Report.</p> <p>1b) Describe the agency's plan for implementing supervisory oversight for the correct and timely entry of this data.</p> <p>2) Describe how the agency will incorporate the information collected in AFCARS as part of its monitoring and quality assurance process in order to ensure accuracy of the data.</p> <p>3) The Children's Bureau will monitor future and subsequent files for changes in the data.</p>		

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Data Element	Rating Factor	Findings	Tasks	Date	Notes
<p>#33 Child Was Placed from</p> <p>1 = Within State 2 = Another State 3 = Another Country</p>	<p align="center">3</p>	<p><u>Frequency Report:</u> 31 records reported as “another state.” The team felt this number was high. This value would represent those adoptions that a private agency in another State was placing the child with an adoptive family in Florida, the child is determined to have special needs and DCF has an adoption agreement for services or subsidy with the family.</p> <p><u>Screen:</u> Adoption Information; General Tab There is a drop-down list with the options: In State, Other Country, Other State, and US Territory.</p> <p>The State may want to add an edit to the system to prohibit someone from selecting “public agency” for element 34 should “another state” be selected for this element.</p>	<p>1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>1a) Include system and data training in the agency’s title IV-B, Child and Family Services Plan and Annual Progress and Services Report.</p> <p>1b) Describe the agency’s plan for implementing supervisory oversight for the correct and timely entry of this data.</p> <p>2) Describe how the agency will incorporate the information collected in AFCARS as part of its monitoring and quality assurance process in order to ensure accuracy of the data.</p> <p>3) The Children’s Bureau will monitor future and subsequent files for changes in the data.</p>		