



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Administration on Children, Youth and Families
1250 Maryland Avenue, S.W.
Washington, D.C. 20024

January 30, 2014

Suzy Sonnier
Secretary
Louisiana Department of Children and Family Services
627 North 4th Street
Baton Rouge, Louisiana 70802

Dear Ms. Sonnier:

The Children's Bureau, in collaboration with the Louisiana Department of Children and Family Services (DCFS), completed a review of Louisiana's Adoption and Foster Care Analysis and Reporting System (AFCARS) data during the week of March 3, 2013. The final report on the AFCARS Assessment Review (AAR) is enclosed, which includes the AFCARS Improvement Plan (AIP).

We appreciate the amount of time and effort that your staff committed to the planning and implementation of the AFCARS Review. In addition to DCFS staff, staff of the Department of Public Safety and Corrections, Office of Juvenile Justice (DPSC/OJJ) participated in the review. Every member of the State team was fully engaged during the review and ensured that the week went smoothly. We appreciate the work that all members of the State team put into preparing for the onsite review and their commitment to ensuring the State's AFCARS data are accurate.

The AAR evaluates two areas: the AFCARS general requirements (reporting populations and technical standards) and the data elements (foster care and adoption). Information collected on these areas is combined and based on an analysis of the findings a rating factor is assigned to each of the general requirements and each data element. The rating factors are: "1," the information is not collected and/or is not transmitted to ACF; "2," technical corrections are required; "3," improvement in data quality is needed; and "4," the State fully meets the AFCARS standards. The charts below depict the State's rating factors and the enclosed report provides a more detailed explanation of the rating factors.

General Requirements (21)

Rating Factor	Foster Care (8)	Adoption (3)	Technical (9)	Data Quality (1)
4	7	2	7	0
3	0	0	1	1
2	1	1	1	0
1	0	0	0	0

Data Elements (103)

Rating Factor	Foster Care (66)	Adoption (37)	Total (103)
4	7 (11%)	8 (22%)	15 (15%)
3	20 (30%)	3 (8%)	23 (22%)
2	39 (59%)	25 (68%)	64 (62%)
1	0	1 (3%)	1 (1%)

As the charts indicate there are several corrections needed that are technical in nature. The enclosed report summarizes the most substantial areas the State needs to address. Tab A of the Report contains detailed findings for the general requirements, data elements, and the case file review. The State team should carefully review all the findings in each document as we have made changes since the completion of the onsite review. The information provided by this AAR will enable the State to bring its data collection and AFCARS reporting into conformity with the AFCARS standards.

Some issues identified during the AFCARS review are not directly related to the AFCARS requirements but do have implications for the accuracy of the AFCARS data. In particular, DCFS uses several information systems to collect case-level information. The main system used to collect AFCARS data is the Tracking Information Payments System (TIPS). The Louisiana Adoption Resource Exchange (LARE) system is housed in TIPS and is used to populate specific fields in the AFCARS adoption file. Other systems are also being used, such as the Family Assessment Treatment System (FATS), which includes data that are more comprehensive and accurate than that what is entered into TIPS.

Because DCFS is using multiple systems, staff must enter the same information in more than one location. Duplicate data entry is problematic both because it is labor intensive and because it increases the risk of information being entered incorrectly. The agency should eliminate the need for duplicate data entry and link the fields so that when the information is entered in one location it populates the similar field in the other screens/systems.

One example of how the entry of data into multiple systems affects AFCARS reporting is in the area of documenting a child’s health, mental health, behavioral, or education conditions. These are reported to AFCARS in foster care element 10 (was the child diagnosed with a disability) and 11 through 15 (categories of conditions). This data is underreported in the AFCARS file. Based on the 2012B Frequency Report (AFCARS report period April 1 through September 30, 2012), there were 737 (13%) children with a health/mental health condition that is reportable to AFCARS. However, the case file review conducted during the AAR revealed that 36 percent (19 out of 55) of the DCFS records analyzed indicated the child had a diagnosed condition that should have been reported to AFCARS but was not. The TIPS fields used for AFCARS reporting are not as comprehensive as the fields used in other systems (LARE and FATS both have more detailed information).

As discussed in the enclosed report, the review also identified issues with how the program code is counting the number and type of placements experienced by a child.

Within 30 calendar days after the receipt of this report, the State staff must submit the AIP electronically to the Children's Bureau with estimated due dates for completing the tasks in the AIP. An electronic copy of the final matrices will be e-mailed to your staff. Once the Children's Bureau and the State agree that the quality of the data has improved, and all tasks and revisions to the extraction code have been reviewed and approved, the State will receive a letter summarizing the final results of the review. Additionally, the State's plan for implementing the changes to the system and for caseworker training must be included in the State's title IV-B Child and Family Services Plan and Annual Progress and Services Report as part of the information required by 45 CFR 1357.15(t) and 45 CFR 1357.16(a)(5).

In closing, I would again like to thank the staff who participated in the review for their hard work and their commitment to collecting accurate and reliable AFCARS data. If you have any questions regarding the report, please contact Angelina Palmiero at (202) 205-7240.

Sincerely,

/s/

JooYeun Chang
Associate Commissioner
Children's Bureau

Enclosures

cc: Janis Brown, Child Welfare Program Manager, Children's Bureau, Region VI
Brent Villemarette, Deputy Secretary Program Division; DCFS, Baton Rouge, LA
Rhenda Hodnett PhD, Child Welfare Administrator; DCFS, Baton Rouge, LA
Jan Byland, Child Welfare Executive Manager; DCFS, Baton Rouge, LA
Peter Austin, Family Support Program Director of System Research and Analysis; DCFS,
Baton Rouge, LA

**Louisiana
AFCARS
Assessment Review
Report**

January, 2014

**Children's Bureau, Administration on Children, Youth and Families
Administration for Children and Families
U.S. Department of Health and Human Services**

TABLE OF CONTENTS

Background	1
Rating Factors	2
Findings	4
Information System	4
General Requirements	6
Data Elements	8
Conclusion	10
Tab A	Detailed Findings
	Section 1: General Requirements
	Section 2: Foster Care and Adoption Elements
	Section 3: Case File Review
Tab B	AFCARS Improvement Plan
	Section 1: General Requirements
	Section 2: Foster Care and Adoption Elements

BACKGROUND

Federal law and regulations require title IV-E agencies operating programs under title IV-E of the Social Security Act (the Act) to submit data to the Adoption and Foster Care Analysis and Reporting System (AFCARS). The data are to be collected on children in foster care and those who have been adopted with title IV-E agency involvement. Title IV-E agencies that fail to meet any of the standards set forth in 45 CFR 1355.40(a-d) are considered to be in substantial noncompliance (i.e., are lacking in substantial conformity) with the requirements of the title IV-E Plan.¹ Additionally, title IV-E agencies that received funding to develop, implement, and operate a Statewide Automated Child Welfare Information System (SACWIS) or a Tribal Automated Child Welfare Information System (TACWIS) under Federal regulations at 45 CFR 1355.53 are to produce a comprehensive, effective, and efficient system to improve the program management and administration of titles IV-B and IV-E of the Social Security Act. At a minimum, the system must provide for effective management, tracking, and reporting by providing automated procedures and processes to, among other things, meet the adoption and foster care reporting requirements through the collection, maintenance, integrity checking, and electronic transmission of the data elements specified by the AFCARS requirements.

The Children's Bureau is committed to assisting title IV-E agencies to develop child welfare information systems and to collect quality data. To this end, SACWIS/TACWIS and AFCARS Assessment Reviews were developed to assure that the systems support the management of the programs under titles IV-B and IV-E and can produce accurate and reliable foster care and adoption data. All title IV-E agencies will undergo an AFCARS Assessment Review (AAR) regardless of whether an agency operates a SACWIS/TACWIS. The title IV-E agency's information system is assessed against the AFCARS requirements in the Federal regulations, policy issuances, and the AFCARS Technical Bulletins. The AAR evaluates the agency's information system's capability to collect, extract, and transmit the AFCARS data accurately to the Children's Bureau. A second focus of the AAR is to assess the accuracy of the collection and documentation of information related to the foster care and/or adoption case of a child.

The review process goes beyond the edit checks that must be met by a title IV-E agency in order to pass the AFCARS compliance error standards. The review also ascertains the extent to which a title IV-E agency meets all of the AFCARS requirements and examines the quality of its data. Additionally, while the review is an assessment of the title IV-E agency's collection and reporting of AFCARS data, it is also an opportunity for Federal staff to provide substantive technical assistance to agency staff.

Each AAR consists of a thorough analysis of the title IV-E agency's system technical documentation for the collection, extraction and reporting of the AFCARS data. In addition to this review of documentation, the Federal AFCARS team reviews each data element with the agency's team to gain a better understanding of the agency's child welfare practice and policy and agency staff's understanding of the data elements. The data are also compared against a small, randomly selected number of hard copy case files. Through this exercise, the accuracy of the agency's data conversion process (if applicable) and understanding of the information reported to AFCARS is tested.

¹ 45 CFR 1355.40(e)

RATING FACTORS

Two major areas are evaluated during an AFCARS assessment review: the AFCARS general requirements and the data elements. The general requirements include the population that is to be reported to AFCARS and the technical requirements for constructing a data file. The data elements are assessed for overall data quality, to determine whether the title IV-E agency is meeting the AFCARS definitions for the information required, and to determine whether the correct data are being entered and extracted.

AFCARS data submissions are subject to a minimal number of edit checks, as listed in Appendix E of 45 CFR Part 1355. Based on these edit checks, substantial compliance can be determined for the timely submission of the data files, the timely entry of certain data elements, and for whether the data meets a 90 percent level of tolerance for missing data and internal consistency checks. However, “substantial” compliance does not mean a title IV-E agency has fully implemented the requirements in the regulations. This explains why an agency formerly may have been “penalty-free,” and yet does not have accurate and reliable quality data. For example, edit checks of the data cannot determine whether the title IV-E agency submitted the correct foster care population required by the Federal regulations.

Information collected from each component of the assessment review is used to rate each data element. The general requirements are assessed and rated separately using the same scale. A scale of zero (the system is not collecting the AFCARS data elements and the data are not transmitted) to four (fully meets the AFCARS standards) is used to assign a rating factor. Exhibit 1 is a chart that lists the factors that were used for the analysis of the title IV-E agency’s AFCARS.

For data elements and general requirements that do not meet existing AFCARS standards (rating factors 0 through 3), the agency is required to make the corrections identified by the review team. It is possible that the problem with a data element is due both to system issues and to caseworker data entry issues. In such instances, the element will be rated a “2” to denote the need for modification to the system. Once the corrections are made to the system, the data will be re-analyzed. If problems related to caseworker training or data entry still exist, then a “3” will be assigned to the requirement. A rating factor of “4” (compliant) will not be given to the element until all system issues and/or data quality issues have been addressed.

The agency is required to make the changes to the information system and/or data entry in order to be compliant with the applicable requirements and standards. Since the AFCARS data are used for several significant activities at the Federal and State/Tribal levels, the title IV-E agency must implement the AFCARS Improvement Plan, under Tab B of this report, as a way to improve the quality of its data.

AFCARS Rating Factors

RATING FACTOR	DEFINITION
4	<p>All of the AFCARS requirements have been met and the agency has sustained a high level of quality data.</p> <ul style="list-style-type: none"> • The agency’s methodology for collecting the AFCARS information meets the technical and definitional requirements. • The agency’s information system contains the necessary fields to collect the AFCARS data. • The information is being accurately collected and extracted. • There are quality assurance processes in place that are used on a regular basis to ensure the data are accurately entered into the system or on the data collection form. • The agency has a process in place to identify and resolve data quality issues and makes necessary corrections in a timely manner.
3	<p>There are data quality issues. For example:</p> <ul style="list-style-type: none"> • The data are underreported due to inconsistent data entry. • The system/form is capable of collecting data but the data are not being entered into the system or recorded on a form. • Data entry is unreliable due to incorrect or ambiguous instructions, definitions, and/or data entry screens or forms. • There are no supervisory controls for ensuring timely data entry, or accurate data entry. • There is incorrect data entry due to training or design issues. • There is missing or incomplete data due to conversion errors. • There are inconsistencies in the numbers between related data elements. • Fundamental data elements have missing data. These include, but are not limited to: <ul style="list-style-type: none"> ○ Dates of removal from home, placement, and discharge (if applicable). ○ Placement location. ○ Removal and placement counts
2	<p>The technical requirements for AFCARS reporting are not fully met. For example:</p> <ul style="list-style-type: none"> • The title IV-E agency’s data collection method/information system has the capability to collect the data, but the program logic used to construct the AFCARS file has errors. • The title IV-E agency uses defaults for blank information. • Information is coming from the wrong module or field in the system. • Information is located in the wrong place on the system, e.g., it should be in foster care screens, not adoption screens. • The information system needs modification to encompass more information and/or conditions, e.g., disability information along with start/end dates. • The extraction code for the AFCARS report selects and reports incorrect data.
1	<p>An AFCARS requirement(s) has not been implemented in the methodology used to collect the data and/or in the information system. For example:</p> <ul style="list-style-type: none"> • The title IV-E agency’s data collection method/information system does not have the capability to collect the correct information (i.e., there is no data field on the screens or form). • There is no program logic to extract the information. • There is 100% missing data according to the frequency report or DCU/DQU reports.
0	<p>Title IV-E agencies operating an information system for which it received SACWIS/ TACWIS-level FFP were found to be using an external information system, or a tool (such as Excel or Access), and are not collecting and reporting the AFCARS data from the SACWIS/ TACWIS system.</p>

FINDINGS

During the week of March 3, 2013, the Children’s Bureau conducted an AAR of the Louisiana Department of Children and Family Services (DCFS). Additionally, the AAR included the Department of Public Safety and Corrections, Office of Juvenile Justice (DPSC/OJJ). DCFS has an agreement with DPSC/OJJ to provide foster care maintenance payments to eligible children per the requirements in section 472(a)(2)(B)(ii) of the Act). OJJ must report on all children in their custody who are eligible for title IV-E and data on these children are included in DCFS’ AFCARS file. OJJ’s information system is the Juvenile Electronic Tracking System (JETS). The AFCARS file is extracted from JETS and provided to DCFS.

This section contains a summary of the significant reporting and data quality issues found during the AAR. As part of the post-site visit analysis, the State’s documents, data, case file review findings, and the onsite notes were assessed to make the final determination of findings. The State should carefully review all the findings in each document as there have been changes from the preliminary onsite findings. For additional information on specific issues for the general requirements and the data elements, please see the findings documents in Tab A. The charts below summarize the rating factors for the General Requirements and the Data Elements.

General Requirements (21²)

Rating Factor	Foster Care (8)	Adoption (3)	Technical (9)	Data Quality (1)
4	7	2	7	0
3	0	0	1	1
2	1	1	1	0
1	0	0	0	0

Data Elements (103)

Rating Factor	Foster Care (66)	Adoption (37)	Total (103)
4	7 (11%)	8 (22%)	15 (15%)
3	20 (30%)	3 (8%)	23 (22%)
2	39 (59%)	25 (68%)	64 (62%)
1	0	1 (3%)	1 (1%)

Information System

There were issues identified during the AFCARS review that are not directly related to the AFCARS requirements but are related to accurate data. DCFS uses several information systems to collect case-level information. The main system used to collect AFCARS data is the Tracking Information Payments System (TIPS). TIPS has been used since 1988 and contains information on foster care and in-home services, as well as adoptions, youth services, and Families in Need of Services. The Louisiana Adoption Resource Exchange (LARE) system is housed in TIPS and is used to populate specific fields in the AFCARS adoption file. Also, the Family Assessment

² There are 22 General Requirements. However, item 22 assesses a title IV-E agency’s conversion from a paper filing system or an electronic tracking/filing/case file system. This item was not rated as part of Louisiana’s AAR.

Treatment System (FATS) was created for the purpose of recording the family/individual assessments for the case planning process.

The process for recording information includes both use of paper forms and data entry into the system(s). In some local offices, caseworkers enter information directly into one of the systems, while in other jurisdictions caseworkers complete forms that are then submitted to another staff person who enters the information into one of the systems. These processes vary by parish, with the use of forms more common in the larger parishes. We note that use of this approach to data collection means that any AFCARS-related changes made to a form must also be reflected in the appropriate system (and vice versa).

Because DCFS is using multiple systems, staff must enter the same information in more than one location. Duplicate data entry is problematic for several reasons. First, it is labor intensive for staff to have to go to multiple locations to enter the same information. In addition, the approach increases the risk of information being entered incorrectly. We understand that the agency is implementing a single entry point for the systems so staff do not have to log out and log into each system in order to access them. However, this step will still not eliminate the issue of duplicate data entry. The agency should eliminate the need for duplicate data entry and link the fields so that when the information is entered in one location it populates the similar field in the other screens/systems. If the State does submit documentation to receive funding under Federal regulations at 45 CFR 1355.53 for a SACWIS, the system cannot have fields that allow duplicate data entry.

One example of how the use of multiple locations/systems to record information relates to AFCARS reporting is in the area of medical, mental health, educational, and behavioral conditions. The screens/systems used by the State are: TIPS Characteristics Screen (101); LARE Problems and Special Needs (152A), LARE Child's Diagnosed Disabilities (152B); FATS medical information section; and, TIPS education section. These systems are not linked together so the data are not shared across the systems. The caseworkers must enter the information in each of the system. Additional issues relating to the agency's collection and reporting of the child's health characteristics to AFCARS are noted below under the section for the data elements.

Another issue with TIPs is the way placements are displayed in the system. This is an important aspect of disaster preparedness. There is not a single screen that depicts all the locations a child has been placed/is placed. There should be a single screen in order to readily and quickly identify where a child was mostly recently residing in the event of a disaster, natural or man-made. The list should include all locations including hospitals, locked facility, respite, camps, as well as foster and group homes. In addition, the display should not show gaps between dates. For instance if a child was placed in foster home A between April 1, 2013 and April 30, 2013 then moved to foster home B on April 30th, the dates should show as:

⇒ Foster Home A	4/1/2013	4/30/30
⇒ Foster Home B	4/30/2013	

Currently, the system would show foster home B beginning on May 1.

General Requirements

The General Requirements refer to AFCARS standards related to the foster care and adoption reporting populations, the technical requirements of the AFCARS file, and data accuracy and integrity.

Foster Care Reporting Population

As previously noted the State has an inter-agency agreement with OJJ to provide foster care maintenance payments to eligible children. These records are correctly included in the foster care reporting population.

Title IV-E agencies are to include the records of children who are in foster care under the agency's responsibility for placement and care and who have been in foster care for more than 24 hours. DCFS is incorrectly including children whose removal episode was less than 24 hours. The State needs to modify the system to include a means that identifies if a removal episode is 24 hours or less. The State and Federal team discussed solutions the State could add to the system. The State could add time fields to the removal and discharge date or a field "Is this removal 24 hours or less" with a checkbox. The program code would then need to be modified to check whichever option the State implemented.

The State's current approach of reporting episodes lasting for 24 or fewer hours also affects the reporting of the number of removal episodes experienced by a child. For instance, if a child had been in out-of-home care for less than 24 hours and subsequently is removed from home and placed into foster care for more than 24 hours, the AFCARS record would reflect two removal episodes instead of one.

Adoption Reporting Population

The State correctly reports records of children who were adopted from DCFS' foster care system, but it is not including the records of private agency adoptions. The AFCARS requirements for the adoption population includes:

[A]ll adopted children for whom the agency is providing adoption assistance (either ongoing or for nonrecurring expenses), care or services directly or by contract or agreement with other private or public agencies. (45 CFR 1355.40(a)(3)).... [R]eports on the following are mandated. . . :

(b) All special needs children who were adopted in the State or Tribal service area, whether or not they were in the public foster care system prior to their adoption and for whom non-recurring expenses were reimbursed; and

(c) All children adopted for whom an adoption assistance payment or service is being provided based on arrangements made by or through the title IV-E agency. (Appendix B to Part 1355-- Adoption Data Elements, Section I).

DCFS staff indicated the agency does enter into agreements with families adopting privately or through a private adoption agency for the purpose of providing an adoption assistance payment (state or federal), services, or for the payment of the non-recurring expenses.

These cases are entered into LARE; but only limited information that is needed for the payment or the service is entered. The extraction code used to identify the records for the AFCARS adoption file does not include these records. The extraction routine must be modified and all information entered into LARE that is included in AFCARS adoption file. The agency also needs to determine if a Program Code is entered for these cases, if not, one must be created so that the program code checks for this value.

Also, if the agency enters into an adoption agreement for subsidies with families who reside in Louisiana but have adopted a special needs child from a private agency located in another state, these records must also be reported in the AFCARS adoption file.

Data Quality

As previously noted there are issues with the system that impact data quality. For some data elements there is a need for improved oversight to ensure that all applicable information is entered into the system in a timely manner. Through the case file review conducted as part of the AAR, we identified elements that were underreported (e.g. circumstances associated with the child's removal from home) or where data were not entered and a default value was used for the field. The technical corrections that are needed for the system and the extraction code may be masking further data quality issues related data entry.

The agency is encouraged to incorporate a review of its AFCARS data as well as other data as part of the periodic reviews conducted for children in foster care. Also, the agency should incorporate a review and analysis of the data as part of its quality assurance process. It is important that the information being used not only for AFCARS reporting but for the agency's own performance measures and other program evaluation is reliable, consistent, and accurate. Accurate data collection and quality of data was addressed in the Children's Bureau's Information Memorandum (IM) on Continuous Quality Improvement in title IV-B and IV-E programs (ACYF-CB-IM-12-07) issued August 27, 2012. While the purpose of that IM was to provide State title IV-B and IV-E child welfare agencies with information on Continuous Quality Improvement (CQI) systems as the Children's Bureau considers how to revise the Child and Family Services Review (CFSR) process, the data quality component is applicable to all title IV-E and IV-B agencies. In order to demonstrate quality data collection, the agency needs to ensure it has accurate, complete, and timely data that is consistent in definition and usage across the agency. The State must describe how it intends to ensure accurate AFCARS data quality on an ongoing basis in the General Requirements Improvement Plan under item #21.

Corrections needed for the foster care and adoption data elements require the State to resubmit AFCARS data for past report periods. The State and the Children's Bureau will discuss which reports will be required for resubmission. After the technical corrections are made to the system and the extraction code, the data will need to be further analyzed for accuracy and to assess the need for additional monitoring and training. In addition to the technical corrections, many data elements need improvement in the quality of the data. The State will need to develop and implement a method to ensure accurate and timely entry of data into the systems. We encourage the agency to continue its work on ensuring that caseworkers understand the importance of

entering this information, not only for federal reporting, but for DCF's own use for program evaluation, individual case reviews, and for assuring successful outcomes for children.

Data Elements

There were several elements, as noted in the chart above, which require technical corrections. Some of these errors apply to the same field but affect multiple data elements (e.g., race and Hispanic/Latino origin) and others affect a group of elements (e.g. determination if a child is eligible for special needs).

Diagnosed Disability Information (Foster Care Data Elements #10 – 15)

AFCARS data indicated an underreporting of disability information. The frequency distribution for the data reported in the 2012B report period indicates:

- 737 (13%) children with a health/mental health condition that is reportable to AFCARS.
- 4,951 (85%) that were seen by a health professional and does not have a condition that is reported to AFCARS.
- 171 (3%) records reflect that the child has not received an evaluation (or that the agency has not received the report).

The number of children reported as having no diagnosed condition was not supported in the case file review. The case file review revealed that 36 percent (19 out of 55) of the DCFS records analyzed indicated the child did have a diagnosed condition, but the response in AFCARS indicated a response of "no."

To a significant degree, the underreporting stems from the system issues noted above. However, there were additional issues related to the mapping of a condition to its related AFCARS category that also need to be addressed.

Removal Episode Information (Foster Care Data Elements #18 – 21)

As noted in the section on the foster care reporting population, there are errors associated with removal episodes lasting 24 hours or less. Related corrections must be made to the foster care data elements in order to ensure the correct start date is reported for a child's removal episode if the first episode (element #18 and #20) was less than 24 hours, and to exclude any episode lasting 24 or fewer hours from the count on the number of removals (#19).

There are also errors in the dates of removal when the child's initial placement in the removal episode is a hospital. The date of removal (#18 and/or 21) for purposes of AFCARS reporting is the date the child is placed in a foster care setting allowed under title IV-E for reimbursement. Currently the State is incorrectly reporting the date the agency received placement and care responsibility.

Another issue identified during the review relates to how OJJ reports their records. If the youth was in an OJJ foster care setting and was then committed to detention or some other locked

facility, OJJ was incorrectly reporting this as a discharge from the AFCARS foster care population instead of a placement move.

Information Related to Placements (Foster Care Elements 23, 24, and 41)

The review identified issues related to incorrect placement dates, counts, and locations. In some instances, placement settings that are to be included as a placement in AFCARS were being excluded or were being mapped to the incorrect placement type in AFCARS. Examples of placement types incorrectly reported included group homes and nursing homes. The AAR also identified problems with the program code incorrectly incrementing placement counts when there was a change in the status of a foster home (e.g. a foster home becomes a pre-adoptive home or a non-licensed foster home becomes licensed), but no actual change in placement. Also, as discussed with the State team the program code that determines placements for the AFCARS file is overly complicated and may need to be simplified to improve the reporting of the AFCARS data.

Information Related to Determination of Special Needs (Adoption Elements 9 and 10)

There are significant issues with how information relating to determination of special needs is identified and reported in the AFCARS adoption file. Based on the frequency report, there were 69 records of 314 (22%) in which the agency reported it is paying a monthly adoption subsidy but the data for adoption element #9 (agency determined special needs) indicates the agency did not make a special needs determination. One of the issues causing this underreporting is that the system has no means for the caseworker to identify the primary basis for special needs (the biggest barrier to the child's adoption). The program code calculates this information based on other information entered on the child – e.g., health conditions, child's race, age, membership in a sibling group.

Adoptive Child was Placed from: Within State/Tribal Service area; Another State or Tribal Service Area; or Another Country

The system does not contain a field to collect information on children adopted from an agency in another state and it also cannot be derived from other pieces of information in the system. This information needs to be added if the agency enters into adoption agreements for subsidies with families adopting a child with special needs through a private agency located in another state.

Adoptive Child Was Placed by: Public Agency, Private Agency, Tribal Agency, Independent Person, or Birth Parent (Adoption Data Element #34)

While there is not a specific field in the system to collect information the type of agency that placed the child for adoption (which would be optimal) the State's current approach generally gets to the information needed for this element. However, since the agency does enter into adoption agreements with families adopting a special needs family through a private adoption agency, there is no means for the program code to report these as "private agency."

Conclusion

As noted in the Background section of this report, the AAR ascertains the extent to which a title IV-E agency meets all of the AFCARS requirements and examines the quality of its data, as well as the accuracy of the data related to the foster care and/or adoption case of a child. Title IV-E agencies that fail to meet any of the standards set forth in 45 CFR 1355.40(a-d) are considered not to be in substantial compliance (i.e., are lacking in substantial conformity) with the requirements of the title IV-E Plan.³

This report identifies the most significant areas the State needs to address in order to meet the AFCARS requirements. In addition to these issues, several other areas need improvement. Please refer to Tab A, Detailed Findings, for information related to the General Requirements, the Data Elements, and the Case File Review for additional findings. The information provided by this AAR will enable the State to bring its data collection and AFCARS reporting into conformity with the AFCARS standards.

Louisiana is in the early stages of developing a single automated case management system and applying for funds under 45 CFR 1355.50-56 (regulations for Statewide Automated Child Welfare Information Systems). Until a new system is implemented the State must make the noted corrections to its existing system and the extraction code in order to be compliance with the ongoing AFCARS data submissions. The Children's Bureau will work with the State during the AFCARS Improvement Plan phase to assess options for changes to the existing system and ensuing the new system is designed to meet the State's needs as well as gathering information needed for Federal data reporting.

The agency has several processes in place to ensure timely data entry and generating reports for management. The agency needs to expand upon its existing processes and incorporate some of the methods used during the AFCARS review process. One example is the case file review process used in the review. This process could be incorporated into the State's periodic reviews, quality assurance reviews, and a continuous quality improvement case review. Additionally, the AFCARS Frequency Report is a simple but powerful tool that can be used from top management to the supervisor level. It readily identifies overall trends in an element (such as an increase in the number of responses to a value or a decrease), missing data, or other inconsistencies. This report can help identify areas within the AFCARS data where the state can then drill down in order to determine the cause of the discrepancies.

The general requirements and elements that received a rating factor of "3" or lower are the items in the enclosed AFCARS Improvement Plan (AIP). Action items include program extraction code and/or screen modifications, modifications to data element mapping, system interface development, caseworker training, supervisory oversight, and development of an appropriate AFCARS quality assurance process. The AIP included with the report does not include due dates. As part of the post-site visit phase the State was to begin its own evaluation of the preliminary findings and determine what actions are needed to correct the identified problem and the time it will take to complete the tasks. Within 30 days of receipt of the final report, title IV-E agency staff must submit the initial AIP electronically to the Children's Bureau with estimated

³ 45 CFR 1355.40(e)

dates for completing each action item. Additionally, the State's plan for implementing the changes to the system and for caseworker training must be included in the State's title IV-B Child and Family Services Plan and Annual Progress and Services Report as part of the information required by 45 CFR 1357.15(t) and 45 CFR 1357.16(a)(5).

All items in the improvement plan must have a rating of four before the AIP is considered completed. Once the AIP is completed and approved, a letter will be sent to the title IV-E agency from the Children's Bureau's acknowledging the completion of the AFCARS Improvement Plan.

The Children's Bureau is committed to assisting title IV-E agencies to develop child welfare information systems and to collect quality data. The Regional Office will work with the State to determine if technical assistance is needed and available, to implement the AFCARS Improvement Plan (AIP).

Tab A

Detailed Findings

Section 1: General Requirements

Section 2: Foster Care and Adoption Elements

Section 3: Case File Review

INSTRUCTIONS

This section includes the final findings of the State's AFCARS Assessment Review. These findings include post-site visit analysis of the AFCARS general requirements, the foster care and adoption elements, and the case file review. The tables include the AFCARS data elements, the findings, and the rating factors. Some rating factors may differ from the factors given on the draft on-site findings matrices.

The findings include all notes and comments that the Federal review team received during the review. Not all comments address non-compliance issues. Some comments are notes on how the State conducts child welfare practice and are for reference purposes only. Frequency numbers are also provided in the "findings/notes" column for some elements.

It is possible that the problem with the data element and data are due to both system issues and case worker data entry issues. In this case, the element will be given a "2" to denote the need for technical changes. Once the technical corrections are made and approved, the data needs to be re-analyzed. If it appears problems related to caseworker training or data entry still exist, then a "3" will be assigned to the requirement. A finding of full compliance (a factor of "4") will not be given to the element until all system issues and/or data quality issues have been addressed.

When assessing the general requirements, all specifications for the requirement must be met in order for the requirement to be found in full compliance. If the issue is a programming logic problem, then a "2" will be assigned. If it appears the problem is due to data entry, then a "3" will be assigned to the requirement.

Some data elements have a direct relationship with each other. When this occurs, all related elements are given the same rating factor. This is because incorrect programming logic could affect the answers to all of the related data elements.

The State is required to make the changes to the information system and/or data entry in order to be found in compliance with applicable requirements and standards.

Section 1

General Requirements

AFCARS Assessment Review Findings: General Requirements
State: Louisiana

No.	Requirement	Findings	Rating Factor
Foster Care Reporting Population			
1	<p>For the purpose of foster care reporting, each data transmission must include all children in foster care for whom the title IV-E agency has responsibility for placement, care, or supervision. (45 CFR 1355.40(a)(2)).</p> <p>The [foster care] population to be included in this reporting system includes all children in foster care under the responsibility of the title IV-E agency administering or supervising the administration of the title IV-B Child and Family Services State plan and the title IV-E plan; that is, all children who are required to be provided the assurances of section 422(b)(8) of the Social Security Act. (Appendix A to Part 1355--Foster Care Data Elements, Section II--Definitions).</p>	<p>Louisiana Department of Children and Family Services (DCFS) is the designated title IV-B/E agency. DCFS is the State agency for economic assistance, child care, child care licensing, and child welfare.</p> <p>Based on Louisiana statutes, DCFS and the Department of Public Safety and Corrections, Office of Juvenile Justice (DPSC/OJJ) cannot have joint custody of a child. If DCFS has custody of a child and an incident occurs that results in the court giving custody to OJJ, the DCFS custody is dismissed. DCFS enters an end date to the custody and the record would be reported to AFCARS as a discharge with a discharge reason of "transfer to another agency" (FC56 & 58). If at the time OJJ is dismissed as having custody, and the judge orders the child back into DCFS' custody, then the child will be included in the DCFS reporting population. The number of removals for child welfare will be based on the number of times DCFS has had custody.</p> <p><u>Screen: TIPS Client Program Add</u> In order to open a case, the caseworker has to select a program code. The options on the pop-up window are: Adoption (AD), Adoption Petitions (AP), Adult Protective Investigations, Adult Protection Services, At-Risk Day Care, Block Grant Day Care, Child Protection Investigation, Day Care, Foster Care (FC), Families in Need of Service, Families in Need of Services, Family Services, Guardianship Subsidy, Office of Mental Health, Other, Office of Youth Development (OYD), Payable Indicator for Major 08, Service to Other Agencies, Services to Parents, Staff Resource Need/Availability, Transitional Services, Voluntary Placement (VP), WIN, and Young Adult Program.</p> <p>For some of the programs there is a subprogram. Foster care does not have any subprograms. The program "Adoption" has subprograms that are relevant for the foster care reporting population. These are: Adoption Pre-placement (APL), Available for Adoption (AVL), and Safe Haven (SHI).</p> <p><u>Program Code TIN2100 and TIN2110</u> The extraction code checks for records that are active within the report period and selects cases based on the related TIPS service authorization records (program code). If a child enters under a VPA, the caseworker selects FC.</p> <p>The selection logic correctly excludes records of children who are in the agency's care and placement responsibility whose only placement is a locked facility (major/minor codes 100-104).</p> <p>The selection logic correctly excludes records of children who are in the agency's care and placement responsibility whose only placement is a hospital or a psychiatric hospital</p>	4

AFCARS Assessment Review Findings: General Requirements
State: Louisiana

No.	Requirement	Findings	Rating Factor
		<p>The selection logic does identify and include records of children whose only living arrangement is a runaway.</p> <p>The selection logic does not identify records of children who are living with their minor parent who is in foster care. The agency only obtains custody if they need to remove the infant and place the infant in another home. Otherwise, the record would not be entered and reported.</p>	
2	[The AFCARS foster care reporting population] includes American Indian children covered under the assurances in section 422(b)(8) of the Act on the same basis as any other child. (45 CFR 1355.40(a)(2)).		4
3	For children in out-of-State/Tribal Service area placement, the title IV-E agency placing the child and making the foster care payment submits and continually updates the data. (45 CFR 1355.40(a)(2)).		4
4	[The foster care] population includes all children supervised by or under the responsibility of another public agency with which the title IV-E agency has an agreement under title IV-E and on whose behalf the title IV-E agency makes title IV-E foster care maintenance payments. (Appendix A to Part 1355--Foster Care Data Elements, Section II--Definitions).	<p>The agency has an agreement with DPSC/OJJ to provide foster care maintenance payments to eligible children per the requirements in section 472(a)(2)(B)(ii) of the Act.</p> <p>OJJ uses the Juvenile Electronic Tracking System (JETS) to record case-level information. OJJ performs an AFCARS extraction from JETS and submits it to DCFS for inclusion in the Louisiana AFCARS submission. It was estimated that each AFCARS submission contains approximately 170 to 200 records from OJJ.</p> <p>The OJJ youth included in AFCARS due to title IV-E eligibility may have a previous DCFS removal episode(s). The State indicated the OJJ records include only the removal history known to OJJ. The DCFS prior removal history information is not in the OJJ records. This is the correct method for handling the case. There were issues identified through the case file review. However, a conclusive analysis cannot be completed due to the incorrect reporting of the OJJ cases. OJJ is incorrectly discharging the case from the reporting population when the child is placed in a locked facility and OJJ's custody is continued. Additional information can be found in the Case File Findings Summary Report and the Case File Findings - OJJ document, as well as FC18 - 21.</p>	4
5	The reporting system includes all children who have or had been in foster care at least 24 hours. (Appendix A to Part 1355--Foster Care Data Elements, Section II--Definitions).	Louisiana currently does not exclude all removal episodes that are less than 24 hours from the AFCARS population. The extraction code is only checking for start and end dates of a removal episode that are on the same day. For additional information regarding impacts on specific elements, see foster care elements #18 – 21.	2

AFCARS Assessment Review Findings: General Requirements
State: Louisiana

No.	Requirement	Findings	Rating Factor
		In order to meet the AFCARS requirement, a method must be developed to record if the child was in foster care for 24 hours or less. Two approaches that the State can consider are: a) adding a time field to the removal/discharge date fields; or, b) add a checkbox to the discharge field that identifies the episode as being 24 hours or less. The State indicated they will consider adding a check box that a worker selects when the removal episode is 24 hours or less.	
6	<p>Foster care does not include children who are in their own homes under the responsibility of the title IV-E agency. (Appendix A to Part 1355--Foster Care Data Elements, Section II--Definitions).</p> <p>A removal is either the physical act of a child being taken from his or her normal place of residence, by court order or a voluntary placement agreement and placed in a substitute care setting, or the removal of custody from the parent or relative guardian pursuant to a court order or voluntary placement agreement which permits the child to remain in a substitute care setting. (CWPM, 1.2B.3 Question #4).</p>	<p>Children who the agency has care and placement responsibility but who have not been removed from their home (parents), are recorded in TIPS as an in-home service case and not a foster care case ("FC" code).</p> <p><u>Program Code:</u> The extraction code excludes records with a major service type of "100" (24 hour non-restrictive care) with the minor service type of "108" (non-pay parents). This is also the value that is entered for children who are in the agency's responsibility for placement and care and are removed from a custodial parent and placed with a non-custodial parent. The State will need to verify and ensure that caseworkers are entering these cases correctly.</p>	4
7	<p>[The foster care population] includes youth over the age of 18 if a payment is being made on behalf of the child (CWPM, 1.3).</p> <p>A title IV-E agency that exercises the option to extend assistance to youth age 18 or older must collect and report data to AFCARS on all youth receiving a title IV-E foster care maintenance payment. (ACYF-CB-PI-10-11, Issued July 9, 2010).</p>	<p>The State's legal age of majority is 18.</p> <p>The State does not claim title IV-E funds for youth 18 and older.</p>	4
8	Include all children who are in the placement, care, or supervision responsibility of the title IV-B/E agency that are on "trial home visits" (CWPM 1.3).	DCFS is correctly including the records of children who are returned home but still in the care and placement responsibility of the agency.	4
Adoption Reporting Population			
9	<p>For the purposes of adoption reporting, data are required to be transmitted by the title IV-E agency on all adopted children who were placed by the title IV-E agency. (45 CFR 1355.40(a)(3)).</p> <p>The title IV-E agency must report on all children</p>	<p><u>Screen</u> For the program "Adoption" (AD) the following subprograms are relevant for the adoption file. Adoption non-subsidy (ADN), Adoption Subsidy Other (ADO), Adoption Subsidy (ADS), and Adoption – Non-Adoption Subsidy (NAS).</p>	4

AFCARS Assessment Review Findings: General Requirements
State: Louisiana

No.	Requirement	Findings	Rating Factor
	<p>who are adopted in the State or Tribal service area during the reporting period and in whose adoption the title IV-E agency has had any involvement. ...reports on the following are mandated: (a) All children adopted who had been in <u>foster care</u> under the responsibility and care of the child welfare agency and who were subsequently adopted whether special needs or not and whether subsidies are provided or not; (Appendix B to Part 1355--Adoption Data Elements, Section II - Definitions).</p>	<p><u>Program Code TIN2120</u> The extraction code selects records that have a program code of "foster care," a discharge date within the report period, and a discharge reason of "adoption placement."</p>	
10	<p>For a child adopted out-of-State, the title IV-E agency which placed the child submits the data. Similarly, the Tribal title IV-E agency which placed the child outside of the Tribal service area for adoption submits the data (45 CFR 1355.40(a) (3) I - Definitions).</p>	<p>The State is correctly including adoptions where the child in DCFS' foster care system was placed in another State. The State is correctly excluding children placed in Louisiana by another title IV-E agency.</p>	4
11	<p>For the purposes of adoption reporting, data are required to be transmitted by the title IV-E agency ... on all adopted children for whom the agency is providing adoption assistance (either ongoing or for nonrecurring expenses), care or services directly or by contract or agreement with other private or public agencies. (45 CFR 1355.40(a)(3)).</p> <p>The title IV-E agency must report on all children who are adopted in the State or Tribal service area during the reporting period and in whose adoption the title IV-E agency has had any involvement. ...reports on the following are mandated: (b) All special needs children who were adopted in the State or Tribal service area, whether or not they were in the public foster care system prior to their adoption and for whom non-recurring expenses were reimbursed; and (c) All children adopted for whom an adoption assistance payment or service is being provided based on arrangements made by or through the title</p>	<p>The State does enter into adoption agreements with families adopting a special needs child through a private agency. However, these are not currently included in the system in a way that they can be identified for reporting. The records are entered in TIPS/LARE to give the family a provider number and to set up the payments. However, not all the information needed for the AFCARS adoption file is entered (e.g., demographics or TPR dates).</p> <p>Any child for whom DCFS entered into an adoption agreement with the adoptive family must be included in the AFCARS population, and ALL the same elements are required for AFCARS reporting. It does not matter if it is subsidy or services. A program code may need to be added that will identify these records.</p> <p>The State team indicated there is a field that can be used in LARE to note private adoptions (155 screen). DCFS needs to provide a copy of this screen to the Federal team.</p> <p>The State is checking its policy to confirm if they would enter into an agreement with a family who resides in LA but is adopting a special needs child that is being placed for adoption by a private agency in another State.</p> <p>If a family adopts through a private agency or individual the State will pay the non-recurring adoption expense. These cases must also be reported to AFCARS.</p>	2

AFCARS Assessment Review Findings: General Requirements
State: Louisiana

No.	Requirement	Findings	Rating Factor
	IV-E agency. (Appendix B to Part 1355--Adoption Data Elements, Section I).		
Technical Requirements			
12	<p>The data must be extracted from the data system as of the last day of the reporting period (45 CFR 1355.40(b)(1)). <u>For foster care information (regular files)</u>, the child-specific data to be transmitted must reflect the data in the information system when the data are extracted. (45 CFR 1355.40(b)(2)).</p> <p>Report the status of all children in foster care as of the last day of the reporting period. Also, provide data for all children who were discharged from foster care at any time during the reporting period, or in the previous reporting period, if not previously reported. (Appendix D, 45 CFR 1355 Foster Care and Adoption Record Layouts Section A.1.b(5)); (AFCARS Technical Bulletin #6, Data Extraction).</p>	<p><u>For Regular Files</u> The file should not include information or dates that occur after the end of a regular report period. Also, the data must be reflective of the child's circumstances for the report period being submitted.</p> <p>The program code needs to be modified to check for the end date of the report period. See individual data elements.</p> <p>If data are missing, the extraction code does insert a valid value into the file. See individual data elements.</p>	<p>2 3</p>
13	<p>The data must be extracted from the data system as of the last day of the reporting period (45 CFR 1355.40(b)(1)). <u>For foster care information (subsequent files)</u>, the child-specific data to be transmitted must reflect the data in the information system when the data are extracted. (45 CFR 1355.40(b)(2)).</p> <p>Report the status of all children in foster care as of the last day of the reporting period. (AFCARS Technical Bulletin #6, Data Extraction)</p> <p>Example: The title IV-E agency is extracting the 2011B report period on June 8, 2012 for submission to the Children's Bureau. Data in the 2011B file must reflect the child's circumstances as of September 30, 2011. If a diagnosis or a case plan goal has changed since September 30, 2011, the new information is not to be included in the 2011B file.</p>	<p><u>Program Code:</u> For subsequent submissions the current process will not always result in correct data. In some instances it is due to the selection of a subsequent file and the lack of a requirement in the program code to check for information within the report period being extracted. In other instances it is due the lack of history tables in the information system. (Example: The system does not store all case plan goals with its associated date.)</p>	<p>2</p>

AFCARS Assessment Review Findings: General Requirements
State: Louisiana

No.	Requirement	Findings	Rating Factor
14	<p>The data must be extracted from the data system as of the last day of the reporting period. (45 CFR 1355.40(b)(1)):</p> <p><u>Adoption data</u> are to be reported during the reporting period in which the adoption is legalized or, at the title IV-E agency's option, in the following reporting period if the adoption is legalized within the last 60 days of the reporting period. For a semi-annual period in which no adoptions have been legalized, the title IV-E agency must report such an occurrence (45 CFR 1355.40(b)(3)).</p>	<p><u>Program Code:</u> TIN2120 selects only adoption records where the AFCARS adoption field is zero; meaning the adoption record has not yet been extracted for AFCARS. Program TIN2125 sets this value. It reads the file of adoption records selected for AFCARS and updates all client records found by moving the report period end date to the afcars-ad field. The next time AFCARS runs, this record will not be extracted because the field is no longer zero.</p>	4
15	<p>The title IV-E agency extracts all records based on the transaction date of discharge (foster care element #57) or the date of latest removal (foster care element #21), if the child has not been discharged. (ACYF-PI-CB-95-09, Reissued May 23, 1995 and Technical Bulletin #6, AFCARS Data Extraction)</p>		4
16	<p>A summary file of the semi-annual data transmission must be submitted and will be used to verify the completeness of the title IV-E agency's detailed submission for the reporting period. (45 CFR 1355.40(b)(4)).</p> <p>The values for these data elements are generated by processing all records in the semi-annual detailed data transmission and computing the summary values for Elements #1 and #3-22. Element #2 is the semi-annual report period ending date. In calculating the age range for the child, the last day of the reporting period is to be used. (Appendix D, 45 CFR 1355 Foster Care and Adoption Record Layouts Sections A.2 and B.2).</p>	<p><u>Program Code:</u> Louisiana submits summary files that correctly reflect record count, reporting period, and age ranges of the reporting population</p>	4
17	<p>[Files] must be submitted in electronic form as described in appendix C to Part 1355 and in record layouts as delineated in appendix D to Part 135545 CFR 1355.40(b)(1)</p>	<p><u>Program Code:</u> Louisiana submits files in the correct ASCII format and of the specified record length and layout.</p>	4

AFCARS Assessment Review Findings: General Requirements
State: Louisiana

No.	Requirement	Findings	Rating Factor
	Records must be written using ASCII standard character format. (Appendix C, 45 CFR 1355 Electronic Data Transmission Format).		
18	[Files] must be submitted in electronic form as described in appendix C to Part 1355 and in record layouts as delineated in appendix D to Part 135545 CFR 1355.40(b)(1) (2) All elements must be comprised of integer (numeric) value(s). (Appendix C, 45 CFR 1355 Electronic Data Transmission Format).	<u>Program Code:</u> Louisiana submits files with all data elements in the correct format.	4
19	<p>[Files] must be submitted in electronic form as described in appendix C to Part 1355 and in record layouts as delineated in appendix D to Part 1355.(45 CFR 1355.40(b)(1)).</p> <p>All records must be a fixed length. The Foster Care Detailed Data Elements Record is 150 characters long and the Adoption Detailed Data Elements Record is 72 characters long. The Foster Care Summary Data Elements Record and the Adoption Summary Data Elements Record are each 172 characters long. (Appendix C, 45 CFR 1355 Electronic Data Transmission Format).</p>	<u>Program Code:</u> Louisiana submits files in the correct format.	4
NR	<p>[Files] must be submitted in electronic form as described in appendix C to Part 1355 and in record layouts as delineated in appendix D to Part 1355. (45 CFR 1355.40(b)(1))</p> <p>All title IV-E agencies must inform the Department, in writing, of the method of transfer they intend to use. (Appendix C, 45 CFR 1355 Electronic Data Transmission Format).</p>	<u>Program Code:</u> The AFCARS File Registration Form has been submitted.	4
20	The title IV-E agency must use correct file name for transmission. (Technical Bulletin #2, File Format).	<u>Program Code:</u> Louisiana submits files with the correct naming convention.	4
Data Quality			
21	<p>General Data Quality</p> <p>For data to be considered "quality" it must be accurate, complete, timely, and consistent in</p>	The State has some processes in place to monitor the accuracy of the data. The agency uses Webfocus Quality Assurance and Outcome Reports. This is a dashboard tool accessible to all staff. The dashboard contains management and outcomes reports, and many reports can be drilled down to the supervisor, worker and case level. As part of the AFCARS file creation, there	3

AFCARS Assessment Review Findings: General Requirements
State: Louisiana

No.	Requirement	Findings	Rating Factor
	<p>definition and usage across the entire IV-E agency and State/Tribal service area. The quality of the AFCARS data is assessed by the agency on a regular and continuous basis in order to sustain a high level of quality data. The agency incorporates AFCARS data into its quality assurance/continuous quality improvement plan. The agency involves staff from every level of the organization, and other stakeholders from outside of the agency.</p>	<p>are routines that check for probable errors. Reports are generated to assist workers in cleaning up erroneous or missing data.</p> <p>There does not seem to be a continuous quality assurance process of the AFCARS data that is done on a regular basis. The AFCARS frequency report is not used throughout local offices or at the Central Office to identify inconsistencies between data elements or for underreporting of the data.</p> <p>It is not clear that there is a process in place for oversight regarding accuracy of what was on a form and what is entered into the system.</p> <p>Ongoing training for caseworkers regarding the information system: Training appears to be episodic and driven by changes to the systems, or to new worker training. The State should consider implementing regular trainings/refreshers for staff on the system as well as forms so there is a common understanding of what should be reported and how case events and demographics are entered/reported.</p> <p><u>Forms and Systems:</u> There are multiple locations/systems that medical, mental health, educational, and behavioral conditions can be entered: TIPS Characteristics Screen (101); LARE Problems and Special Needs (152A) and Child's Diagnosed Disabilities (152B); FATS medical information section; and, TIPS education section. The systems are not linked together and the data are not shared across the systems. The caseworkers must enter the information in each of the system - causing duplicate data entry.</p> <p>An analysis of the forms, system, and the AFCARS data indicates issues with the data that are connected to mandatory fields in the system. Some of the edit routines set AFCARS elements to a valid value if the data are missing.</p> <p>If the information had not been gathered by the caseworker, the data entry staff (or the caseworker) enters a value giving an inaccurate representation of the facts. Often this value is "other," "unknown," or "unable to determine."</p> <p>In addition, there are fields that are not mandatory but if no information is entered, the program maps these to a valid AFCARS value (often "unable to determine" or "no") instead of leaving the AFCARS field blank. This too provides a misleading representation to not only the data but that workers are gathering the information.</p>	

AFCARS Assessment Review Findings: General Requirements
State: Louisiana

No.	Requirement	Findings	Rating Factor
		<p>Some of the fields that are mandatory on a form and/or TIPS are:</p> <ul style="list-style-type: none"> · Race · Hispanic/Latino Ethnicity · Disabilities · Marital Status <p>Hispanic - The response rate for “unable to determine” appears high. There are more records reported for this value under ethnicity than what was reported for race. The State needs to verify that the parent and/or youth declined to provide the information and how many are infants entering foster care from Safe Haven. Also, see the findings from the case file review. A means needs to be implemented to ensure the data are updated.</p> <p>Disability - The fields on the 101 screen are not being updated as more information is received.</p> <p>In addition to the items above, there were other elements that have data quality issues. FC26 - 40, supervisors need to review the records to ensure all contributing factors for why the child entered foster care are being selected. Foster parent demographics needs to be added to a QA process. The State will need to verify and ensure that caseworkers are using the correct code when entering cases where the child is removed from a custodial parent and placed with a non-custodial parent and DCFS has legal custody of the child.</p> <p>The State needs to develop a monitoring process to ensure follow-up when a field is blank. If the information is not known, then nothing should be entered into the system. An example is for the information regarding whether at the time of entry into foster care was the child removed from adoptive parents. Given DCFS' system approach the program code reports “no” if an adoption finalization date was not entered into the system. A blank may mean the caseworker did not record the information on the form not that the child wasn't adopted. The State will need to implement a quality assurance process (QA) for this element to verify that the response of “no” is an accurate reflection of the child's circumstances or that the information was never gathered and entered into the system.</p> <p><u>OJJ/DCFS Cases</u> As noted in GR4, there were issues identified through the case file review. The State needs to further evaluate the OJJ/DCFS cases once OJJ has made corrections to its extraction code.</p> <p>Because DCFS and OJJ cannot have joint custody of a child and the way these records are reported, the State and Children's Bureau will need to continue to monitor the files after the OJJ extraction code is corrected for removals and placements to determine if there are other issues.</p>	

AFCARS Assessment Review Findings: General Requirements
State: Louisiana

No.	Requirement	Findings	Rating Factor
22	<p>Data Conversion</p> <p>The information system has the capability of recording historical information, as applicable. This primarily applies to closed cases, if the agency did not convert all cases (open and closed), that re-open after conversion, and these cases must be entered into the system.</p> <p>The title IV-E agency transfers historical information on open cases. Specifically, it includes information on: date of first removal, total number of removals, and whether the child's mother was married at the time of the child's birth. If the case was open at the time of conversion, information on the number of placement settings is included.</p>	<p>The State has not implemented a single case management system statewide. Also, as of the AFCARS Assessment Review, the State has not used title IV-E funds per the requirements in 45 CFR 1355.55 to develop an information system (SACWIS). Louisiana uses a combination of forms and computer systems to record events of a case. In general, caseworkers complete a form and submit it to clerical staff who enter the information into one of the computer programs. The process varies by parish and the use of forms is more common in the larger parishes. The system(s) used by the State have been in operation for more than 20 years. So, data conversion is not currently an issue. However, notes are being included in this section as a means to document the forms and systems used by the State and the process for data entry. There are areas noted throughout the findings documents where having so many systems/processes in place are contributing to inaccurate information, as well as, duplicate data entry (which also could lead to inaccurate data). These issues are noted in GR21 as overall data quality issues that must be addressed.</p> <p>The forms used that include information reported to AFCARS are:</p> <ul style="list-style-type: none"> • TIPS 100, Client Information • TIPS 106 & 106B, TIPS Client Service Authorization • TIPS 200, Adoption Petition Face Sheet • TIPS 300, Provider Information Inventory • FAST I, Financial Assessment Transaction • HDU-15, Foster/Adoptive Parent Application <p>The <u>TIPS 100 form</u> is used in the following programs:</p> <ul style="list-style-type: none"> • Adoption (AD) • Day Care (DC) • Foster Care (FC) • Family Services (FS) • Services to Parents (SP) • Young Adult Program (YAP) • Service to Other Agencies (SA) • Families in Need of Services (FNS) <p><u>TIPS Procedural Manual</u></p> <p>The TIPS 100 form is the source document for initial client information as well as any updates or corrections. The manual includes timeframes for timely entry of the information. At the time of initial entry for FS and SP cases that do not originate in "CPI" the caseworker is to turn the form into clerical staff within five calendar dates from the date of referral to the agency. For updates or</p>	NA

AFCARS Assessment Review Findings: General Requirements
State: Louisiana

No.	Requirement	Findings	Rating Factor
		<p>changes if a child is placed in the agency’s custody due to “CPI” intervention, caseworkers are to provide the form to clerical staff within 24 hours of the child being placed in the agency’s custody or the on the next working day if the placement occurred on the weekend or a holiday. Any other changes are to be referred to the clerical staff within 24 hours of the event.</p> <p>The manual indicates the “worker assigned to the client is responsible for completing the form or assuring its completion by the clerical worker.” Also, supervisors are “responsible for reviewing the form for accuracy and completeness prior to data entry into TIPS.”</p> <p>An asterisk beside an item in the instructions indicates the information is mandatory in order for the TIPS system to accept the client data.</p> <p>The <u>TIPS 106</u> form is to set up the authorization for payment for services.</p> <p>The <u>TIPS 300</u> is the source document for all programs regarding service providers (i.e., foster homes, adoptive homes, restrictive care setting, and child placing agencies).</p> <p><u>FAST</u> forms are for the purpose determining eligibility for title IV-E and Medicaid; apply for Federal benefits; referral to child support; and to obtain a social security number. It msut be completed and submitted within seven calendar days of the child’s intial placement into foster care.</p> <p>Other forms are completed and kept in the case file but are not necessarily used for updating TIPS. These include:</p> <ul style="list-style-type: none"> • 001B, Foster Care Record Face Sheet • 98-B, Cumulative Medical/Education Record - Foster Child (also same information in FATS) <p>The <u>001B</u> form “serve[s] as the face sheet for the family involved in a Foster Care Case to provide case specific information regarding the child(ren) and parents.” This form is to be completed when “the child(ren) is/are placed in Foster Care.” The form contains information on the child’s parents (parents and natural parents related to the children in the case), the relationship of the person to each child in the case, court information, relatives/connections/ resources and placements of each child. It is filed in the case record and is initially completed when a child enters foster care. If there are changes or new information is obtained then the caseworker is to complete a new one with the update information.</p> <p>The <u>98-B</u> is used to “document preventative, acute and chronic health care and educational information for children in the care and custody of the [Dept.]” It is to be filed in the case record</p>	

AFCARS Assessment Review Findings: General Requirements
State: Louisiana

No.	Requirement	Findings	Rating Factor
		<p>and a copy is to be attached to the case plan following each Family Team Conference.</p> <p>The systems used to record information include:</p> <ul style="list-style-type: none"> • Tracking Information Payments System (TIPS) • A Comprehensive Enterprise Social Services System (ACCESS) • Louisiana Adoption Resource Exchange (LARE) <p>TIPS has been used since 1988 and contains information on foster care and in-home services, as well as adoptions, youth services, and Families in Need of Services. AFCARS data is extracted from this system. The ACCESS system collects information related to intake and investigations. Some information entered into ACCESS is carried over to the TIPS system when a case is opened based on an investigation. The LARE system is housed in TIPS and contains information related to adoptions.</p>	

Section 2

Foster Care and Adoption Elements

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
1. Title IV-E Agency	<u>Program Code²: LN 1144</u> The FIPS code assigned to Louisiana (22) is hard coded in the program code.	4
2. Report Period Ending Date	<u>Program Code LNs 1102 – 1132 and 1146</u> The report period end date is manually set by the programmer.	4
3. Local Agency (FIPS Code)	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: There were six errors. There seems to be an issue when the child is placed in another parish but the case of the parent is with the original worker and the original court. There were also instances where the case had been closed in one Parish and transferred to another. The original Parish was reported to AFCARS.</p> <p>It may be possible the caseworkers are changing who the primary worker is on the child's screen when the child is placed in another parish. The State needs to make sure that the primary worker field does not change <i>unless</i> there is an actual change in the primary worker. The State identified that looking at the court of original jurisdiction may be a better approach.</p> <p><u>Program Code LNs 1600 – 1750</u> The program code sets this element by selecting the parish code of the office associated with the caseworker responsible for the foster care case. The State team indicated that the program code is selecting the responsible worker from the 102 screen and then identifies that caseworker's office.</p>	2 3
4. Record Number	<u>Program Code LN 1146</u>	4
5. Date of Most Recent Periodic Review (if applicable)	<p><u>Screen: TIPS³ Client Case Events</u></p> <p>The State team indicated that generally periodic reviews will not occur more frequently than every six months (DCFS or OJJ). The DCFS team indicated that while there may be administrative as well as judicial reviews, they are using the six-month judicial review instead of the administrative review for AFCARS reporting.</p> <p>OJJ conducts administrative reviews and a permanency hearing.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> There are five records with review dates in 2007 and 2010; all indicated a discharge except for two records. There are 179 records with a year of 2011. Of these 179 records, only one record was still open as of the end of the 2012B report period. The date of the review was May, 2011.</p>	2

¹ Overall, the findings are applicable to the Children and Family Services (DCFS). Findings applicable to the Department of Public Safety and Corrections, Office of Juvenile Justice (DPSC/OJJ) are included when discussed and are noted as OJJ.

² The routine used to create the AFCARS file is TIN2110 unless otherwise noted.

³ TIPS = Tracking Information Payment System

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>There are 1,672 (28%) records reported as blank. A review of the State's data file indicates 1,616 of these records had a removal from home date in 2012. Of the 1,616 records, 198 reflect a removal date between January and March and 118 children were discharged from foster care between January and June. There are instances where the child had been in care for more than 6 months prior to discharge and some that were still in foster care at the end of the collection period. If a child has been in foster care for six months, there should be a periodic review conducted and the date reported to AFCARS. DCFS needs to ensure timely data entry.</p> <p><i>Case File Findings</i> DCFS: 7 (13%) of the records analyzed did not match what was reported in AFCARS. Dates found were both before and after the date reported to AFCARS.</p> <p>OJJ: 5 (26%) of the records analyzed did not match what was reported in AFCARS. In three of the error cases the date reported was the initial custody hearing date.</p> <p><u>Program Code TIN2110, LNs 1070 – 1098 and 1152 – 1178</u> The program code checks the information from the Event Screen. Records must be identified as foster care. The event codes (types of reviews) that are mapped to this element are: 6 month family team conference (3110), complete judicial review (3130), complete permanency hearing (3140), or complete annual permanency (3150). The status of the event must be "accomplished" (AC). The DCFS team indicated they are going to primarily use the 3130 and 3140 codes for the periodic review.</p> <p>The program code extracts the most recent periodic review that is completed prior or equal to the end of the report period. The program code also checks that the date is for the current removal episode (i.e., is after the date in element #21). Based on the approach, if a periodic review is conducted earlier than six months, the program code will extract it.</p> <p>If no information is entered, this element is set to blank.</p> <p>OJJ: Based on the case file review, the 2012B data file, and discussion with the OJJ technical staff there are court hearing events other than the permanency hearing reported for this element. It appears that the initial hearing is being included (based on the case file review) for this element. The program code needs to be corrected to only report the administrative review and the permanency hearing. Also, OJJ will need to modify the program code to ensure that the periodic review is reflective of the report period being extracted and transmitted. If a periodic review does occur prior to six months, it is to be included if it is the latest one prior to the end of the report period.</p>	
6. Date of Birth	<p><u>Forms⁴</u>: 001B, TIPS 100 This information is noted as mandatory on the TIPS 100 form. The Procedures Manual indicates that if the date of birth is</p>	4

⁴ For the name of forms and purpose see item 22 in the General Requirements.

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>not known to enter an estimated date of birth.</p> <p><u>Screen:</u> Client Characteristics and Significant Relationships</p> <p><u>Data Quality</u> <i>Frequency Report:</i> The data reflect no years of birth earlier than 1994 (18 year olds).</p> <p><i>Case File Findings</i> DCFS: 2 (4%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code LN 1184</u> The date of birth is obtained from the child's information.</p>	
<p>7. Sex</p> <p>1 = Male 2 = Female</p>	<p><u>Screen:</u> Client Characteristics and Significant Relationships (101) The options on the screen are Male (M), Female (F), and "Unknown."</p> <p><u>Data Quality</u> <i>Frequency Report:</i> There are two records reported as blank.</p> <p><u>Program Code LNs 1188 – 1204</u> The program code maps the State's values to AFCARS values. ("M" is mapped to "1" (male), "F" is mapped to "2" (female)). The State's value for "unknown" is set to blank.</p>	4
<p>8. Child's Race</p> <p>0=No 1=Yes</p> <p>a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine</p>	<p><u>Forms:</u> 001B, TIPS 100 On the 001B form, there are spaces for just two races for the parents. On the child's page, there is a space to write in race but it appears only large enough to write one race. Plus there are checkboxes for identifying if the child is "Indian" and another section for Hispanic.</p> <p>This information is noted as mandatory on the TIPS 100 form. The TIPS 100 instructions are to enter all appropriate race codes. The categories reflect the Federal ones required for reporting. "Unable to determine" is defined in the manual as "the child is very young or is severely disabled and no person is available to identify the child's race."</p> <p><u>Screen:</u> Client Characteristics and Significant Relationships (101) The options on the screen are: White (01), Black or African American (02), American Indian or Alaskan Native (04), Asian (05), Native Hawaiian/Other Pacific Islander (11), and Unable to Determine (99). This is a mandatory field in TIPS. Only one race selection appears on the screen when viewing the primary screen (information is entered on a pop-up screen, which allows for multiple selections). All applicable races are reported to AFCARS.</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>If “unable to determine” is selected, then other races cannot be selected.</p> <p><i>NYTD Reporting:</i> There are no options for the NYTD values “declined” and “unknown” in TIPS. DCFS has a separate system it uses to record the information for NYTD. The caseworker has the youth confirm the race information and if the youth indicates a different race(s), then it is corrected in the NYTD database. The information in TIPS is not always updated and so the AFCARS data and the NYTD data may not match. DCFS needs to have the same fields for race collection in both systems and if the child provides updated information, information in TIPS needs to be updated.</p> <p>Also note that the NYTD definition of “unknown” encompasses two situations in which it can be used. In order to make the response option “unknown” more meaningful to the caseworker, the State may want to consider alternate terminology. One example might be to use "incapacitated" and "multi-racial-other race not known." These would then map in NYTD to "unknown." For AFCARS reporting purposes:</p> <ul style="list-style-type: none"> - If a child, youth, or parent is incapacitated and unable to provide the worker with race information, the worker would select "incapacitated/unknown." This value would be mapped to the AFCARS value "unable to determine." - If a person is multi-racial, but does not know the other race(s), the worker would select "multi-racial-other race not known/unknown." This value would then be mapped to blank and only the known race would be reported in AFCARS. <p>These options as well as “declined” and language equivalent to “Safe Haven” should also be added to TIPS, thus providing more distinct options for the caseworker to select.</p> <p><u>Data Quality</u> <i>Frequency Report:</i> There are no records reported as missing for these values. There are 117 (2%) records reported as having two or more races selected.</p> <p><u>Program Code LNs 1208 – 1248</u> The program code initializes this element to zeroes. Each selected race is mapped to the appropriate AFCARS value. Program TIN2117 edits the file after it is created in TIN2110. If no individual race is mapped to “yes,” “unable to determine” is set to “yes.” Likewise, if any of the races are mapped to “yes,” “unable to determine” is set to “no.” Since this is a mandatory field, there will be no records with race information not entered.</p> <p>According to the program code and mapping documentation, if the child’s Hispanic origin is “yes” and the race is “unable to determine,” the child’s race is changed to “white.” The program code must be modified and in fact, race should be set to blank.</p>	
<p>9. Child’s Hispanic or Latino Ethnicity</p> <p>1 = Yes 2 = No</p>	<p><u>Forms:</u> 001B, TIPS 100 This information is noted as mandatory on the TIPS 100 form. “Unable to determine” is defined in the manual as “the child is very young or is severely disabled and no person is available to identify the child’s race.”</p> <p><u>Screen:</u> Client Characteristics and Significant Relationships (101)</p>	3

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
3 = Unable to Determine	<p>This is a mandatory field in TIPS. On the same pop-up window used for race there is the option Hispanic Y/N/U (“yes,” “no” and “unknown”). The NYTD value “declined” is not listed. As noted in element #8, NYTD information is collected in a different system. The same issues noted in #8 regarding consistent information apply to this element.</p> <p><i>NYTD Reporting:</i> NYTD includes the options “unknown” and “declined.” “Unknown” means the youth and/or parent is unable to communicate the youth’s ethnicity. “Declined” means that the youth or parent has declined to identify the youth’s Hispanic or Latino ethnicity. Both of these options are mapped to the AFCARS value of “unable to determine.”</p> <p>These options (declined and equivalent language for “unknown”) as well as language equivalent to “Safe Haven” also could be added to TIPS, thus providing more distinct options for the caseworker to select.</p> <p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): Yes = 121 (2%); No = 5,217 (89%); Unable to determine = 521 (9%); Not reported = 0 The response rate for “unable to determine” appears high. There are more records here than what was reported for race. The State needs to verify that the parent and/or youth declined to provide the information and how many are infants entering foster care from Safe Haven.</p> <p><i>Case File Findings</i> DCFS: 4 (7%) of the records analyzed did not match what was reported in AFCARS. The responses should have been “no” instead of “unable to determine.”</p> <p>OJJ: 2 (10%) of the records analyzed did not match what was reported in AFCARS. In one error case the response should have been “no” instead of “yes.” In the other error case, the response should have been “no” instead of “unable to determine.”</p> <p><u>Program Code LNs 1250 – 1266</u> DCFS’ values are mapped to the AFCARS values. (“Y” is “yes,” “N” is “no” and “U” is “unable to determine.”)</p>	
General Notes applicable to elements 10 - 15	<p>DCFS’ policy is that a child must receive a physical within five days of entering foster care. OJJ’s policy is that the exam has to occur within seven days.</p> <p><u>Forms:</u> TIPS 100, 98B This information is noted as mandatory on the TIPS 100 form. The form indicates “Disability” with the options of “Yes,” “No,” “Motor,” “Emotion,” “MR,” “Vision/Hearing,” and “Other Med (A AIDS H HIV).” The instructions indicate to enter “Y” (yes) next to each of the applicable diagnosed categories and an “N” (no) next to ones that do not apply.</p> <p><u>Screen:</u> Characteristics Screen (101) This screen is mandatory. The screen contains the following options: Motor, Emotion, MR, Vis/Hear and Medical. For</p>	

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>each field the worker enters “Y” or “N,” except for the “Medical” for which the worker may enter “Y,” “N,” “A” for AIDS or “H” for HIV. There is not an option to indicate if the child has not been seen by a health care provider or if he/she has but the worker has not yet received a report (the AFCARS value of “not yet determined”). There are no fields to record the date a diagnosis begins and ends.</p> <p>There must be a way to differentiate between the AFCARS responses of “no,” “not yet determined,” and missing information. The question of whether the child has been diagnosed should appear as a separate question, or it can be determined by looking at dates of medical appointments/examinations.</p> <p>The fields on the 101 screen must be completed by the worker <i>at the time the case is opened</i>. It is likely at this time the worker does not yet have most of the child’s medical and psychological evaluations. Additionally, these fields are not being updated as more information is received. The system needs to be modified and not require the entry of this information in order to save other information on the screen. A process must be implemented to ensure the health information is entered and updated on a regular basis.</p> <p>The State has a help sheet for staff to use that includes a diagnosis and which category on the screen should be selected. Information regarding this guidance is included in each of the AFCARS categories listed in FC 11 - 15.</p> <p>There are multiple locations/systems that medical, mental health, educational, and behavioral conditions can be entered. In addition to the above screen in TIPS there is a screen to record education information. Some of the other systems collect more comprehensive information than what is in TIPS and is more reflective of information that is received from the health care providers. One system is the Family Assessment Treatment System (FATS). It has a section for medical information and this information is included with the case plan. Another is the adoption system, the Louisiana Adoption Resource Exchange (LARE). It contains a screen “Child’s Diagnosed Disabilities” (152B). For additional information on this screen see adoption elements #9 - 15. This screen appears to allow more detailed and specific information to be entered that should be entered on the foster care/case management aspect of the case.</p> <p>These systems are not linked together and the data are not shared across the systems. The State needs to develop a means to link this information so the caseworker enters it once; the data once entered would then populate other fields where the information is needed (case plan, health history, adoption special needs, etc.). In the interim, a method needs to be developed to report the information in foster care elements #10 - 15 from one of these other systems, such as FATS.</p> <p>Recommended system changes for DCFS:</p> <ol style="list-style-type: none"> 1) Add a field that identifies if the child has received an examination. 2) Add a comprehensive list of diagnosed conditions. 3) Add start and end dates for each diagnosis. 4) Do not use the term disability to describe diagnosed conditions. 5) There must be a way to differentiate between the AFCARS responses of “no,” “not yet determined,” and missing 	

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>information.</p> <p>If a section is added that includes a history of medical/psychological/educational exams, this could be used to determine the response for element #10 without there being a specific question. If there is an examination/assessment and there are conditions that are to be reported to AFCARS, then element #10 would be set to “yes.” If there is an exam and no health conditions identified, or are ones that are not mapped to AFCARS, then the element would be set to “no.” There still may need to be a field added that would distinguish if the child had been seen by a health care provider but the caseworker had not yet received a report. The AFCARS options have very distinct meanings. The option “not yet determined” reflects if the child has not received an evaluation, or if the child has but the report has not been received. If a question is added to the system, the worker would answer “yes” if the child was examined and a diagnosis was made; then the caseworker would have to enter all diagnoses received. The program code could evaluate if the diagnoses meet the criteria for AFCARS reporting. If none do, then the response to element #10 could be “reset” to “no.”</p> <p><u>OJJ</u> The OJJ system (JETS) does not collect this information. JETS must be modified and fields added to collect the diagnosed conditions, as well as the start and end dates of the diagnosis. See the suggested modifications for DCFS.</p> <p>FC11-15: There were several test cases reported incorrectly. There were two issues – one is mapping and the other is related to the overwriting of data in prior (subsequent file) submissions.</p>	
<p>10. Has the Child Been Clinically Diagnosed with a Disability(ies)?</p> <p>1 = Yes 2 = No 3 = Not Yet Determined</p>	<p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): Yes = 737 (13%); No = 4,951 (85%); Not Yet Determined = 171 (3%); Not reported = 0</p> <p><u>Case File Findings</u> DCFS: 19 (36%) of the records analyzed did not match what was reported in AFCARS. In the majority of the cases the response should have been “yes” instead of “no.” See the Case File Findings for additional information.</p> <p>OJJ: All of the cases reviewed were incorrect. As noted above, the OJJ system is not collecting this data. In the majority of cases, the response should have been “yes” instead of “not yet determined.”</p> <p><u>Program Code LNs 1320 – 1346</u> The response to element #10 is determined based on whether there is a response of “condition applies” in any of elements 11 - 15. The program code sets this element to “yes” if any of the elements #11 through 15 are set to “condition applies.” If all are set to “does not apply,” this element is mapped to “no.” Missing or any other value is also mapped to “no.” If no information is entered into the system for any of the categories (11 - 15), this element is to be reported as blank. However, since this is a mandatory field it is likely this element will never be blank. The single line of code that moves “3” to Clinically Diagnosed is commented out.</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
<p>11. Mental Retardation</p> <p>0 = Condition Does Not Apply 1 = Condition Applies</p>	<p><u>Data Quality</u> <i>Case File Findings</i></p> <p>DCFS: 4 (7%) of the records analyzed did not match what was reported in AFCARS. In two error cases, the response should have been “condition applies” instead of “condition does not apply.” In one error case the response should have been “condition does not apply” instead of “condition applies.”</p> <p>OJJ: 5 (25%) of the records analyzed did not match what was reported in AFCARS. In all the cases the response should have been “condition applies.”</p> <p>The TIPS guidance that caseworkers use to determine if this category is to be marked as a “Y” or “N” includes the following: Borderline Mental Retardation - 84-71; Down Syndrome; Mild Mental Retardation – 70-50; Moderate Mental Retardation – 49-35; Profound Mental Retardation – 19-0; and, Severe Mental Retardation – 34-20.</p> <p>The list includes the following items that are listed incorrectly under another category: Hydrocephalus and Microcephalus.</p> <p><u>Program Code LNs 1350 – 1358</u> If the field “MR” is selected (equals “yes”), this element is reported as “condition applies.” If any other indicator is set to “yes” or any other value is found, this element is set to “condition does not apply.”</p> <p>Missing data is set to “does not apply.” Program TIN2117 will remap it to “does not apply” if it is blank. If no information is entered, this element is to be reported as blank.</p>	2
<p>12. Visually or Hearing Impaired</p> <p>0 = Condition Does Not Apply 1 = Condition Applies</p>	<p><u>Data Quality</u> <i>Case File Findings</i></p> <p>DCFS: 1 (2%) of the records analyzed did not match what was reported in AFCARS. The response should have been “condition does not apply” instead of “condition applies.”</p> <p>The TIPS guidance that caseworkers use to determine if this category is to be marked as a “Y” or “N” includes the following: Blind Both Eyes; Blind One Eye; Deaf Mute; Deaf Only Hard of Hearing; and Deaf Yet able to Communicate.</p> <p>The list does not include Legally Blind – partial sight in this category. This could be added.</p> <p>The following items are listed incorrectly under this category: Other Circulatory Disorder, Other Neurological Disorder; and, Other Respiratory Disorder.</p> <p><u>Program Code LNs 1362 – 1370</u> If the visual/hearing disability indicator is “yes,” this element is reported as “condition applies.” If any other indicator is set to “yes” or any other value is found, this element is set to “condition does not apply.”</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>Missing data is set to “does not apply.” Program TIN2117 will remap it to “does not apply” if it is blank. If no information is entered, this element is to be reported as blank.</p>	
<p>13. Physically Disabled (Child)</p> <p>0 = Condition Does Not Apply 1 = Condition Applies</p>	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 2 (4%) of the records analyzed did not match what was reported in AFCARS. The response should have been “condition applies.”</p> <p>The TIPS guidance that caseworkers use to determine if this category is to be marked as a “Y” or “N” includes the following: Arthritis/Rheumatism; Cerebral Palsy; Loss of Limb Use; Loss of Limb; Muscular Dystrophy; Multiple Sclerosis; Parkinsonism; Spina Bifida; Spinal Cord Disorder; and Stroke.</p> <p>There are several items incorrectly listed for this category. If applicable, the condition is noted in the correct AFCARS element. The incorrect items are: Other Psychiatric Disorder; Passive Development Disorders; Substance Abuse –Alcohol; FC Substance Abuse Disorder; Substance Abuse – Cocaine.</p> <p>The substance abuse categories should not be mapped to an AFCARS category.</p> <p>The diagnosis of Specific Developmental Disorder is listed under this category. While in some cases this may be correct, based on the latest International Statistical Classification of Diseases and Related Health Problems (ICD-10), they indicate four categories - specific developmental disorders of speech and language, specific developmental disorders of scholastic skills, specific developmental disorders of motor function, and mixed specific developmental disorders. The State needs to have the caseworker select the specific category(ies) that are identified for the delay.</p> <p><u>Program Code LNs 1374 – 1382</u> If the field “Motor” is selected (indicator is “yes”), this element is reported as “condition applies.” If any other indicator is set to “yes” or any other value is found, this element is set to “condition does not apply.”</p> <p>Missing data is set to “does not apply.” Program TIN2117 will remap it to “does not apply” if it is blank. If no information is entered, this element is to be reported as blank.</p>	2
<p>14. Emotionally Disturbed</p>	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 17 (31%) of the records analyzed did not match what was reported in AFCARS. The response should have been “condition applies.”</p> <p>OJJ: 18 (90%) of the records analyzed did not match what was reported in AFCARS. In all the cases the response should have been “condition applies.”</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>The TIPS guidance that caseworkers use to determine if this category is to be marked as a “Y” or “N” includes the following: Adjustment Disorders; Affective Disorders; Anxiety Disorders; Attention Deficit Disorder; Conduct Disorder; Dementias arising in Sen and Pre; Dissociative Disorders; Eating Disorders; Factitious Disorders; Disorder Impulse Control NE/CLA; Neurotic Disorders; Paranoid Disorders; Personality Disorders; Psychological Factors Affecting Physical Condition; Schizophrenic Disorders; and Somatype Disorders.</p> <p>The following items are listed incorrectly under this category: Dementias arising in Sen and Pre; Autism; Dyslexia; Encopresis; Enuresis; Substance Induced; Learning Disorder; Other Disorders – Physical Manifestations; Psychosexual Disorders; and Substance Abuse – Other.</p> <p>Encopresis, Enuresis, Substance Induced, and Substance Abuse - Other should not be included in AFCARS.</p> <p>Other Disorders – Physical Manifestations is vague and probably needs to be made more specific in order to be included in AFCARS. Do not include psychosexual disorders unless there is some other related emotional issues.</p> <p>Other Psychiatric Disorder and Other Emotional Disability should be included in this element.</p> <p><u>Program Code</u> If the field “Emotional” is selected (indicator is “yes”), this element is reported as “condition applies.” If any other indicator is set to “yes” or any other value is found, this element is set to “condition does not apply.”</p> <p>Missing data is set to “does not apply.” Program TIN2117 will remap it to “does not apply” if it is blank. If no information is entered, this element is to be reported as blank.</p>	
<p>15. Other Medically Diagnosed Conditions Requiring Special Care</p> <p>0 = Condition Does Not Apply 1 = Condition Applies</p>	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 6 (11%) of the records analyzed did not match what was reported in AFCARS. In five error cases, the response should have been “condition applies” instead of “condition does not apply.” In one error case the response should have been “condition does not apply” instead of “condition applies.”</p> <p>OJJ: 2 (10%) of the records analyzed did not match what was reported in AFCARS. The response should have been “condition applies.”</p> <p>The TIPS guidance that caseworkers use to determine if this category is to be marked as a “Y” or “N” includes the following: AIDS; Aphasia; AIDS Related Complex; Cancer; Cystic Fibrosis; Diabetes; Emphysema; Hemophilia; Heart Disease; Leukemia; Other Neurological Disorder; Other Sensory Disorder; Prenatal Drug Exposure; Sickle Cell Anemia; and Speech Impairment.</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>The following conditions are included for this element but should not be mapped to AFCARS: Allergy (unless it severely affects activities of daily living (ADL); Asthma (unless it severely affects ADL); Tuberculosis; and Ulcer.</p> <p>The following are too broad and vague and should not be mapped to AFCARS: Other Disorders Infancy/Child/Adult; Other Endocrine Disorder; Other Health Disorder; Other Muscular Disorder (a diagnosis that would fall under muscular would be mapped to element #13);</p> <p>The following is incorrectly included in this category: Other Emotional Disability.</p> <p>Huntington's Chorea should not be mapped to AFCARS as it would not be applicable to a person under the age of 30.</p> <p>The following should be included in this element: Autism; Dementia; Dyslexia; Learning Disorder; and Passive Development Disorders.</p> <p><u>Program Code LNs 1398 - 1406</u> If the field "Medical" is selected (indicator is "yes"), this element is reported as "condition applies." If any other indicator is set to "yes" or any other value is found, this element is set to "condition does not apply."</p> <p>Missing data is set to "does not apply." Program TIN2117 will remap it to "does not apply" if it is blank. If no information is entered, this element is to be reported as blank.</p>	
<p>16. Has this Child Ever Been Adopted?</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	<p><u>Form/Screen:</u> DCFS - There is not a field for the question "has the child had been previously adopted?" See notes in FC17. OJJ - There is a field for this information.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> Yes = 123 (2%); No = 5,677 (97%); Unable to determine = 59 (1%); Not reported = 0</p> <p><u>Case File Findings</u> OJJ: 6 (%) of the records analyzed did not match what was reported in AFCARS. The responses should have been "no" instead of "unable to determine."</p> <p>Given DCFS' system approach the program code reports "no" if a date has not been entered into the system (see below). The State will need to implement a quality assurance process (QA) for this element to verify that the response of "no" is an accurate reflection of the child's circumstances or that the information was never gathered and entered into the system.</p> <p><u>Program Code LNs 1412 – 1452</u> The program code checks for an adoption finalized date that is in a valid date format and greater than "19000101." If a</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>date greater than the default is found, this element is set to "yes." If no date is entered in the TIPS field, this element is reported as "no."</p> <p>There is no logic to set the value of #16 to "unable to determine" or blank. The program code will need to be modified to check for fields in the system that identify the child as a Safe Haven Infant. If this is the reason a child entered foster care, then FC16 is to be mapped to the AFCARS administrative value "unable to determine."</p>	
<p>17. If Yes, How Old was the Child when Adoption was Legalized?</p> <p>0 = Not Applicable 1=less than 2 years old 2=2-5 years old 3=6 to 12 years old 4=13 years or older 5 = Unable to Determine</p>	<p><u>Form:</u> TIPS 100 This information is not marked as mandatory on the form. The instructions in the TIPS Procedure Manual indicate the caseworker should "enter the previous date the child was adopted regardless of Child Welfare involvement. This may concern any child previously adopted within the state of Louisiana or out-of-state." There may be two issues with the approach - what does a blank really mean and what if the date is not known?</p> <p><u>Screen:</u> TIPS Client Program (102) This is a mandatory screen/field. This field cannot be mandatory in order to open a case as the information may not be known initially. There is a field "Date previous adoption finalized." The worker enters the date of the previous adoption.</p> <p>A modification to the system the agency may want to consider is the addition of fields to record where the adoption occurred (State/Country) and the type of agency that handled the adoption. This would cover the information required in the title IV-B Plan (422(b)(12) of the Act) regarding Inter-Country Adoptions.</p> <p><u>OJJ Screen:</u> There is a field for this information.</p> <p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): Not applicable = 172 (3%); Unable to determine = 0; Age categories = 123; Not reported = 5,564</p> <p><u>Case File Findings</u> DCFS: There were records that the information did not match between the case file and the AFCARS file. If the response was "no" for element #16, this element was incorrectly reported as a blank. Otherwise, for those records identified as having a previous adoption, this element was correct.</p> <p><u>Program Code LNs1412 – 1452</u> If a date is entered into the TIPS field, the program code subtracts the child's date of birth from the date the adoption was finalized. The age is then mapped to the appropriate AFCARS category. If no date is found, element #17 is set to blank. The program code TIN2110 does not set this element to "not applicable" when element #16 is "no." If element #16 is set to "no," this element is set to blank. Then Program TIN2117 sets this element to "not applicable" if the value mapped for element #16 is "no."</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>If the date found is the default date (19000101), this element is set to “unable to determine.” If a default date is found, this element must be set to blank.</p> <p>A review of the detailed file indicates there are 113 records that are correctly reported as “not applicable” when the response in element #16 is “no.” It is not known if these were OJJ cases but most of the cases had several removal episodes and the first removal from home date was either 2011 or 2012. There were 5,564 records reported as “no” in element #16 and this element was blank. It appears that the routine in TIN2117 is not working correctly. It could be due to the “and” statement: AND #AGE-PREV-ADOPTION NE '0'.</p> <p>The 59 records reported in element #16 as “unable to determine” were all reported as blank in this element. These too may be the OJJ records.</p>	
18. Date of First Removal from Home	<p><u>Data Quality</u> <i>Case File Findings</i></p> <p>DCFS: 3 (6%) of the records analyzed did not match what was reported in AFCARS. In the error cases the child was initially in the hospital when the agency received responsibility for placement and care. The date was incorrect and it should have been the date the child was placed in the foster home setting.</p> <p>OJJ: 9 (45%) of the records analyzed did not match what was reported in AFCARS. Errors in elements 18 - 21 are related to the method by which the OJJ program code identifies a removal episode. See findings related to the extraction code.</p> <p><u>Program Code LNs 1560 – 1564</u></p> <p>If the date of first removal on the client’s earliest foster care program record is zero, the program code sets the first removal date to the program acceptance date. Otherwise, it takes the first removal date as found on the record.</p> <p>If the child’s first removal episode began as the child being a runaway when the agency obtained responsibility for placement and care, the program code reports the correct date for this element. (See General Requirements (GR) item 1.)</p> <p>When the initial placement in the first removal from home is a hospital, the State incorrectly reports the removal date as the court ordered date of placement and care responsibility. The program code needs to be modified to check if there is a foster care placement after the hospitalization. If there is a foster care placement, the program code is to extract the begin date of the placement as the date of the first removal from home.</p> <p>If in the first-ever removal episode the child’s first placement was a detention facility and the child subsequently enters a foster care setting within the scope of title IV-E, the date of the foster care placement is the first removal from home date. It appears that DCFS may be reporting this situation correctly. However, the program code should be checked and this confirmed with the Federal team.</p> <p>See findings for element #19 and GR #5. The program code is incorrectly including some records with a removal episode</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>that is 24 hours or less. If the first-ever removal from home is an episode that was 24 hours or less in duration, the date of that episode is to never be included as a first removal date.</p> <p>OJJ: The OJJ cases are not being correctly extracted for elements 18 - 24, 41, and 56 - 58. The program code used by OJJ incorrectly reports the record as having a discharge when the child is committed to a locked facility after having been in a foster home or group home or other non-secure setting. Once the child is identified as belonging to the AFCARS foster care population, and remains in OJJ's custody, the record continues to be reported in the foster care population. A move to a secure setting is considered a placement move instead of a discharge. If the child is not expected to return to a community based setting or is expected to be returned to his/her parents, then OJJ could consider the youth discharged from the AFCARS foster care population. OJJ must modify the program and make the corrections. The checklist in Appendices B and C to the <i>Guide to an AFCARS Review</i> can be used to check that all requirements are met.</p>	
19. Total Number of Removals from Home To Date	<p><u>Data Quality</u> <i>Case File Findings</i> OJJ: 12 (60%) of the records analyzed did not match what was reported in AFCARS. Errors in elements 18 - 21 are related to the method by which the OJJ program code identifies a removal episode.</p> <p><u>Program Code LNs 1566 – 1592</u> The program code counts the number of foster care service episodes that have a gap of more than one day between episodes.</p> <p>Since the program code does not check for actual hours of the removal, it will include episodes that are 24 hours or less (See GR5). The program code must check all records to see if the episode was less than 24 hours and exclude it from the removal count. The State is considering adding a checkbox the worker would select if a removal episode is 24 hours or less.</p> <p>If the child has removal episodes that includes a placement setting that was only a hospital or a locked facility, the program code will incorrectly include it for this element.</p> <p>OJJ: See notes in element #18.</p>	2
20. Date Child was Discharged from Last Foster Care Episode	<p><u>Data Quality</u> <i>Case File Findings</i> OJJ: 12 (60%) of the records analyzed did not match what was reported in AFCARS. Errors in elements 18 - 21 are related to the method the OJJ program code identifies a removal episode. See foster care element findings.</p> <p><u>Program Code LNs 1764 – 1790</u> The program code selects the last foster care discharge date by reading backwards from the most recent FC record. If a record is found and the date is more than one day prior to the most recent FC removal, that record's close date is used as</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>the last discharge date.</p> <p>If there is not a prior removal episode, this element is left blank.</p> <p>If there was a prior removal episode that was 24 hours or less, and the child later re-enters foster care, the end date of the previous 24-hour episode is not to be reported for this element. As noted in GR5, episodes of 24 hours or less are not to be included in AFCARS. This element will need to account for all removal episodes that are 24 hours or less.</p> <p>If the child's prior removal episode only included a placement that was a hospital or detention (locked) facility, the end date of this episode is not to be reported for this element.</p> <p>OJJ: See notes in element #18.</p>	
21. Date of Latest Removal from Home	<p><u>Data Quality</u> <i>Case File Findings</i></p> <p>DCFS: 5 (9%) of the records analyzed did not match what was reported in AFCARS. In four error cases the child was initially in the hospital when the agency received responsibility for placement and care. The date was incorrect and it should have been the date the child was placed in the foster home setting. One error case should have been a day earlier than what was reported to AFCARS.</p> <p>OJJ: 14 (70%) of the records analyzed did not match what was reported in AFCARS. Errors in elements 18 - 21 are related to the method by which the OJJ program code identifies a removal episode. See foster care element findings.</p> <p><u>Program Code LNs 1794 – 1826</u></p> <p>The program code selects the latest removal date where the program acceptance date is greater than zero and is at least one day more recent than the previous program close date. This may not actually be correct and the program code needs to ensure that this is a new removal in which the agency received responsibility for placement and care, or is it a continuous removal episode and was instead just a placement change.</p> <p>Restrictions to ensure the removal is valid for the reporting period are done in TIN2100 (LNs 1160 – 1180) which initially selects the children and programs that TIN2110 processes. Only records for programs that are open at some point within the reporting period are selected for the file.</p> <p>If the child is on runaway status when the agency obtained responsibility for placement and care, the program code reports the correct date for this element. (See GR item 1.)</p> <p>When the initial placement is a hospital, the State incorrectly reports the removal date as the court ordered date of placement and care responsibility. The program code needs to be modified to check if there is a foster care placement after the hospitalization. If there is a foster care placement, the program is to report the date the foster care placement</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>began as the date of the removal from home.</p> <p>If the child's first placement was a detention facility and the child subsequently enters a foster care setting within the scope of title IV-E, the date of the foster care placement is the removal from home date. It appears that DCFS may be reporting this situation correctly. However, the program code should be checked and this confirmed with the Federal team.</p> <p>See findings for element GR #5. The program code is incorrectly including some records with a removal episode that is 24 hours or less.</p> <p>OJJ: See notes in element #18.</p>	
22. Removal Transaction Date	<p><u>Program Code LNs 1794 – 1826</u> The removal transaction date is set equal to the record add date of the record selected for element #21.</p> <p>OJJ: The transaction dates are not system dates. Modify the program to select the initial creation date.</p>	2
23. Date of Placement in Current Foster Care Setting	<p><u>Forms: 001B, TIPS 100</u> The 001B form has a page for the placement history. Each time a child is placed in a setting, this form is to be updated and if additional pages are needed they are to be added to the file. The information includes the placement resource name, provider number, provider type, physical and mailing addresses, reason for placement decision, begin and end dates, and the reason for removal from the prior placement.</p> <p>On the TIPS 100 form there is a section for the client location. The form indicates this information is system generated from placement authorization information entered on the TIPS 106 screen. The instructions indicate this information is mandatory and the address is entered for the adoption and foster care programs as the foster/adoptive home or the address of the facility.</p> <p><u>Screen: TIPS Client Placement History Change</u> See notes in element #41.</p> <p>There is a system issue related to the entry of the start and end dates of a placement. The design of the system does not allow staff to end one placement and start the next one on the same day. This is because the system is designed around payments and not the case. Consequently, it appears there is a gap between placements. See information related to placement histories in element #41 for additional information.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> There are nine records reported as missing this information. Element #41 has no missing data.</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p><i>Case File Findings</i></p> <p>DCFS: 10 (18%) of the records analyzed did not match what was reported in AFCARS. There were records marked in error due to the child being hospitalized. See the Case File Findings Summary for details regarding the findings. They included issues with hospitalizations and status changes of the foster care setting.</p> <p>OJJ: 10 (50%) of the records analyzed did not match what was reported in AFCARS. Errors in elements 23 and 24 are related to the method by which the OJJ program code identifies a removal episode and placements.</p> <p><u>Program Code TIN2110 LNs 1842 – 2276 and subprogram TIN2110E:</u></p> <p>The subprogram selects and sorts (by program number, service authorization start date, major service type and minor service type) service authorizations for the current removal episode. Only those with major service type of “100” (24 hour nonrestrictive care), “200” (24 hour restrictive care), and “600” (medical) when the minor service authorization code is “636” (non-pay hospital), are sorted and passed back to the calling program. The returned service authorizations are read and the date of placement in the current foster care setting is set equal to the service authorization start date for the service authorization determined to be the current valid placement.</p> <p>The date the child is placed in his/her own home while still in the agency’s responsibility for placement and care (i.e., AFCARS “trial home visit”) is correctly reported for this element. However, if the child is placed back in the same foster home he/she was in prior to the “trial home visit,” the date in this element should be the date the placement in that setting initially began. This logic is also true for a return after a runaway or an acute care hospitalization.</p> <p>The program code needs to include a nursing home setting if it is not currently accounted for in the logic. The program code does include nursing home in the mapping of element #41.</p> <p>Modify the program code to check if the child actually is in a new location or that the status of the provider changed. The date must not change when there is a change in the status of the same placement setting (e.g., a foster home that becomes a pre-adoptive home, etc.) (CWPM, 1.2B.7, Question #1, #17, and #19).</p> <p>Also, if a child is placed with a non-custodial parent, that is considered a discharge from the AFCARS reporting population and not a placement change. The date reported for this element should be the foster care setting the child was in prior to being placed with the parent.</p> <p>OJJ: See notes in element #18. Make noted changes regarding placement dates and counts as noted to DCFS and in the <i>Guide to an AFCARS Review</i>, Appendix C.</p> <p>The child’s home that he/she was removed from should not be included for this element. OJJ has been including these dates in both placement dates and removal dates.</p>	

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
24. Number of Previous Placement Settings During this Removal Episode	<p><u>Forms:</u> 001B, TIPS 100 The 001B has all placements listed.</p> <p>The TIPS 100 form has a space for the caseworker to indicate the number of placements. The instructions indicate the system will automatically generate the number. It also indicates that the count will include all placements but exclude placements: with parents (major/minor 100-108); runaways (major/minor 100-109); psychiatric hospitalizations (major/minors 200-230 and 200-255); and medical hospitalizations (major/minor 600-636). It also goes on to explain that “replacement in the same placement as placed immediately prior to” one of these is not counted as another placement.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> There are 11 records reported as zero placement count. Element #41 has no missing data.</p> <p><i>Case File Findings</i> DCFS: 9 (16%) of the records analyzed did not match what was reported in AFCARS. In the error cases the child was initially in the hospital when the agency received responsibility for placement and care. The date was incorrect and it should have been the date the child was placed in the foster home setting.</p> <p>OJJ: 11 (55%) of the records analyzed did not match what was reported in AFCARS. Errors in elements 23 and 24 are related to the method the OJJ program code identifies a removal episode and placements. Also, the initial placement in a locked facility is being included in the child’s placement count.</p> <p><u>Program Code LNs 1842 – 2276</u> In regard to institutions with several cottages on their campus, the agency correctly does not count a move from one cottage to another.</p> <p>The program code checks for a hospital stay of 14 days as acute care hospitalizations. However, the program code is not including all values associated with a hospital.</p> <p>The program code incorrectly increments the placement count when there is a change in status of the foster care setting. The number of placements must not include a change in status of the same placement setting (e.g., a foster home that becomes a pre-adoptive home) (CWPM, 1.2B.7, Question #1, #17, and #19).</p> <p>It appears that the placement back with the same foster family after a trial home visit is counted as a new placement. The placement count must not include the return to the same foster care placement setting from a “trial home visit” (CWPM, 1.2B.7, Question #8, 9, 11, and 23). Also, the placement count must not include return from runaway status and entry to the same placement setting (CWPM, 1.2B.7, Question #8, 9, 11, 23, and 24).</p> <p>There are certain temporary living conditions that are not placements, but rather represent a temporary absence from the</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>child's ongoing foster care placement. As such, the title IV-E agency must exclude the following temporary absences from the calculation of the number of previous placement settings for foster care element #24.</p> <ul style="list-style-type: none"> • Visitation with a sibling, relative, or other caretaker (e.g., pre-placement visits with a subsequent foster care provider or pre-adoptive parents) • Hospitalization for medical treatment, acute psychiatric episodes or diagnosis • Respite care • Day or summer camps • Trial home visits • Runaway episodes (CWPM, 1.2B.7, Question #21) <p>This element is not to be initialized or defaulted to zero. If a child's only "placement" in the removal episode is a "runaway," the placement count must be zero (CWPM, 1.2B.7, Question # 24). This is the only acceptable reporting of a zero number of placements.</p> <p>OJJ: See notes in element #18.</p> <p>The child's home that he/she was removed from is not included in the placement count.</p>	
<p>25. Manner of Removal from Home for Current Removal Episode</p> <p>1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined</p>	<p><u>Data Quality</u> <i>Frequency Report (n=5,859): (n=5,859): Voluntary = 14 (.24%); Court Ordered = 5,845 (99.76%); Not Yet Determined = 0; Not reported = 0</i></p> <p><u>Screen (100)</u> This is a mandatory field in TIPS. See information in GR #1 regarding court orders. There are instances where a child is removed with a voluntary agreement in place. In Louisiana, a VPA cannot exceed 30 days; it can be extended for 60 days. At that point if it is determined the child should remain in foster care, the agency obtains a court order.</p> <p>The system does not maintain a history table of this information. Consequently, it is possible for this data to be overwritten and incorrectly reported as a court order and not a VPA. If a VPA is continued via a court order, the state needs to verify if the program code would be reporting a VPA or a Court order based on what is in the system.</p> <p><u>Program Code LNs 2280 – 2300</u> The program code reads the program open reason (applying-reason) for the recent program record. If it is "10" (surrendered by parent), "11" (voluntary placement/adoption) or "28" (voluntary placement), the manner of removal is set to "voluntary." Otherwise, it is set to "court ordered."</p>	2
<p>Actions or Conditions Associated With Child's Removal</p>	<p><u>Screen: Open Reason/Primary Open Reason and Secondary Reasons</u> The Primary FC open reason must be selected and then the user is prompted to select secondary reasons. The options on the screen are: Abandonment (09), Child Surrendered by Parent (10), Voluntary Placement/Adoption (11), Caretaker</p>	

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
0=Does not Apply 1=Applies	<p>Inability/Illness Disability (14), Neglect – Dependency Katrina (20), Physical Abuse – Dependency Katrina (21), Sexual Abuse – Dependency Katrina (22), Maltreatment – Dependency Katrina (23), Death – Dependency Katrina (24), Voluntary Placement (28), Neglect of Child (36), Abuse of Child (37), Sexual Abuse (40), Maltreatment (41), Parent’s Refusal to Assume Responsibility (59), Neglect – Dependency Rita (73), Physical Abuse – Dependency Rita (74), Sexual Abuse – Dependency Rita (75), Maltreatment – Dependency Rita (76), Death – Dependency Rita (77), Abuse/Neglect/ Maltreatment/No Parent Involvement – Rita (78), and Abuse/Neglect/Maltreatment/No Parent Involvement – Katrina (79).</p> <p>The system only requires that at least a primary reason be selected. The State needs to ensure that supervisors are reviewing the records to ensure all contributing factors for why the child entered foster care are being selected. As noted in the case file review findings, nearly all categories had errors and the cause was that the reason was not selected when it was a contributing factor.</p> <p><u>Program Code LNs 2304 – 2648</u> The removal condition fields are initialized to “0” so that if no value is found they remain “does not apply.” There is no logic to account for missing data.</p> <p>The mapping of the removal conditions uses both the primary and the secondary fields to set the AFCARS values.</p>	
26. Physical Abuse (alleged/reported)	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 2 (4%) of the records analyzed did not match what was reported in AFCARS. The response should have been “condition applies.”</p> <p>OJJ: 11 (55%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code LNs 2304 – 2648</u> The open codes mapped to this element are: “19” (combination abuse/neglect) “21” (physical abuse-dependency Katrina) “37” (abuse of child) “74” (physical abuse-dependency Rita)</p>	3
27. Sexual Abuse (alleged/reported)	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 8 (15%) of the records analyzed did not match what was reported in AFCARS. The response should have been “condition applies.”</p> <p><u>Program Code LNs 2304 – 2648</u> The open codes mapped to this element are:</p>	3

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>“22” (sexual abuse-dependency Katrina) “40” (sexual abuse) “75” (sexual abuse-dependency Rita)</p>	
28. Neglect (alleged/reported)	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 5 (9%) of the records analyzed did not match what was reported in AFCARS. In four error cases, the response should have been “condition applies” instead of “condition does not apply.” In two error cases, the response should have been “condition does not apply” instead of “condition applies.”</p> <p><u>Program Code LNs 2304 – 2648</u> The open codes mapped to this element are: “19” (combination abuse/neglect) “20” (neglect dependency Katrina) “23” (maltreatment-dependency Katrina) “36” (neglect of child) “41” (maltreatment) “73” (neglect-dependency Rita) “76” (maltreatment-dependency Rita) “78” (abuse/neglect/mal/no invl Rita) “79” (abuse/neglect/mal/no invl Katrina)</p>	3
29. Alcohol Abuse (parent)	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 1 (2%) of the records analyzed did not match what was reported in AFCARS. The response should have been “condition applies.”</p> <p><u>Program Code LNs 2304 – 2648</u> The open code mapped to this element is “48” (alcohol abuse (parent)).</p>	3
30. Drug Abuse (parent)	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 11 (20%) of the records analyzed did not match what was reported in AFCARS. The response should have been “condition applies.”</p> <p><u>Program Code LNs 2304 – 2648</u> The open code mapped to this element is “49” (drug abuse (parent)).</p>	3
31. Alcohol Abuse (child)	<p><u>Data Quality</u> <i>Case File Findings</i></p>	3

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>OJJ: 2 (10%) of the records analyzed did not match what was reported in AFCARS. The response should have been "condition applies."</p> <p><u>Program Code LNs 2304 – 2648</u> The open code mapped to this element is "38" (alcohol abuse (child)).</p>	
32. Drug Abuse (child)	<p><u>Data Quality</u> <i>Case File Findings</i> OJJ: 3 (15%) of the records analyzed did not match what was reported in AFCARS. The response should have been "condition applies."</p> <p><u>Program Code LNs 2304 – 2648</u> The open code mapped to this element is "39" (drug abuse (child)).</p>	3
33. Child's Disability	<p><u>Program Code LNs 2304 – 2648</u> The open code mapped to this element is "46" (child disability).</p>	3
34. Child's Behavior Problem	<p><u>Program Code LNs 2304 – 2648</u> The open codes mapped to this element are: "47" (child behavior) "71" (FINS)</p>	3
35. Death of Parent(s)	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 1 (2%) of the records analyzed did not match what was reported in AFCARS. The response should have been "condition applies."</p> <p><u>Program Code LNs 2304 – 2648</u> The open codes mapped to this element are: "24" (death-parent) "42" (death of parent) "77" (death-dependency Rita)</p>	3
36. Incarceration of Parent(s)	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 9 (16%) of the records analyzed did not match what was reported in AFCARS. The response should have been "condition applies."</p> <p><u>Program Code LNs 2304 – 2648</u> The open code mapped to this element is "50" (parent incarceration).</p>	3

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
37. Caretaker's Inability to Cope Due to Illness or Other Reason	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 3 (6%) of the records analyzed did not match what was reported in AFCARS. The response should have been "condition applies."</p> <p><u>Program Code LNs 2304 – 2648</u> The open codes mapped to this element are: "14" (caretaker inability) "28" (voluntary placement) "52" (welfare reform/TANF related)</p>	3
38. Abandonment	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 5 (9%) of the records analyzed did not match what was reported in AFCARS. The response should have been "condition applies."</p> <p><u>Program Code LNs 2304 – 2648</u> The open codes mapped to this element are: "09" (abandonment) "18" (unaccompanied refugee minor) "59" (parent's refusal to accept responsibility)</p>	3
39. Relinquishment	<p><u>Program Code LNs 2304 – 2648</u> The open codes mapped to this element are: "10" (child surrendered by parent) "11" (Voluntary Placement/Adoption) may use for Safe Haven Infants "15" (refugee-not unaccompanied minor).</p>	3
40. Inadequate Housing	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 5 (9%) of the records analyzed did not match what was reported in AFCARS. The response should have been "condition applies."</p> <p><u>Program Code LNs 2304 – 2648</u> The open code mapped to this element is "51" (inadequate housing).</p>	3
41. Current Placement Setting 1 = Pre-Adoptive Home 2 = Foster Family Home (Relative)	<p><u>Forms: 001B, TIPS 100</u> The Placement History section of the 001B includes a space for provider type and "relative status." The caseworker is also to enter the major/minor code.</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
<p>3 = Foster Family Home (Non-Relative) 4 = Group Home 5 = Institution 6 = Supervised Independent Living 7 = Runaway 8 = Trial Home Visit</p>	<p><u>Screen:</u> TIPS Client Placement History Change There is a section on the system (TIPS Client Placement History) to show the child’s placement history. However, the list is not a complete history reflecting every location of the child since entering foster care. The information system needs to contain all locations the child has resided since the agency removed the child from his/her home or received responsibility for placement and care.</p> <p>The State team indicated that they do not consider a foster home a pre-adoptive home until the foster parent signs the agreement and all parental rights have been terminated.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> Pre-Adoptive Home = 593 (10%); Foster Family Home (Relative) = 1,352 (23%); Foster Family Home (Non-Relative) = 2,721 (46%); Group Home = 224 (4%); Institution = 234 (4%); Supervised Independent Living = 32 (.55%); Runaway = 57 (0.97%); Trial Home Visit = 646 (11%); Not reported = 0</p> <p>There were records missing a date and a placement count.</p> <p><u>Case File Findings</u> DCFS: 6 (11%) of the records analyzed did not match what was reported in AFCARS. See the case file findings for additional information.</p> <p>OJJ: 12 (60%) of the records analyzed did not match what was reported in AFCARS. In seven of the cases the AFCARS file indicated “trial home visit.” In each case the child was in a foster care setting.</p> <p><u>Program Code LNs 2652 – 3632</u> The program code determines the child’s current placement setting from the provider associated with their most recent service authorization record, as well as, by the major and minor service authorization code combinations.</p> <p>The program code checks for a hospital stay of 14 days as acute care hospitalizations. However, the program code is not including all values associated with a hospital.</p> <p>There are several routines in the program code to check for the child’s current placement. The State needs to re-evaluate the selection method to simplify and to incorporate corrections noted below.</p> <ul style="list-style-type: none"> • The program code checks if a setting is 15 beds or not to determine whether to map the setting to a “group home” or an “institution.” The AFCARS requirement is that a setting more than 12 beds is to be mapped to “institution.” • There are settings under a broad category such as “community home” that need to be better defined and have the size of the setting as part of the determination as to what it should be mapped to in AFCARS. 	

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<ul style="list-style-type: none"> • It was not clear which major/minor code combinations were used throughout the logic and there appears to be some minor codes that are incorrectly mapped to AFCARS. There are some settings that are mapped as a non-relative foster home but it seems that they could also apply to a relative foster home, for example the major code 101 - special board is mapped to a non-relative foster home. Couldn't it be a relative as well? • The section of code starting at line 2804 has values that could map to more than one category in AFCARS. For instance, there is an option "administration - other" that is mapped to non-relative foster home; "alternative residential" (AR) is mapped to institution but it seems this could also be a group home setting in some instances; "administration - TFC" (AT) is mapped to non-relative foster home but a relative could be a therapeutic foster home; "IO, ICPC out-of-state placement" is mapped to non-relative foster home. • "OT, other" is mapped to institution • At the end of this section if no value was found, the element is incorrectly set to "trial home visit" instead of blank. <p>The Louisiana value "Home of parent" (HP) is incorrectly mapped to "relative foster care." This value is used when a child is removed from one parent and placed with the previously non-custodial parent. Since these records are not part of the reporting population if the only placements were from a custodial to a non-custodial parent, then this value will not be reported. If the child had been in foster care and is placed with the non-custodial parent, then this is a discharge for AFCARS reporting purposes and should be reported in element #56 and 58 as reunification. A parent is not considered a relative in AFCARS.</p> <p>OJJ: See notes in element #18. Also, if a child is placed back in his/her home, even if OJJ still has custody of the child, this is to be reported as a discharge in AFCARS and not as a "trial home visit."</p>	
<p>42. Is Current Placement Setting Outside of the State or Tribal Service Area?</p> <p>1 = yes 2 = no</p>	<p><u>Form:</u> 001B The Placement History section of the 001B includes a space for a placement's physical address.</p> <p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): Yes = 177 (3%); No = 5,682 (97%); Not reported = 0</p> <p><u>Program Code LNs 3636 – 3644</u> The program code uses the child's residence and the Parish to determine whether the current placement is out-of-state. If the Parish code is "98" (out-of-state) element #42 is set to "yes." Otherwise it is set to "no." The program code does not check/map missing data.</p> <p>Since this element is setting any value other than "98" to a no, including missing information, this element was rated a 2. If no address information is found then the program code is to set this field to blank.</p>	<p>4 2</p>
<p>43. Most Recent Case Plan Goal</p> <p>1 = Reunify with Parent(s) or</p>	<p><u>Form:</u> TIPS 100 The TIPS Procedure Manual, Appendix C lists the following Program Goals for Foster Care: ADP, Adoption; GCN, Guardianship/Custody to Non-Relative; IND, Alternate Permanent Living Arrangement; LFC, Alternate Permanent Living</p>	<p>2</p>

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
<p>Principal caretaker(s) 2 = Live with Other Relative(s) 3 = Adoption 4 = Long-term Foster Care 5 = Emancipation 6 = Guardianship 7 = Case Plan Goal Not Yet Established</p>	<p>Arrangement; LWR, Guardianship/Custody to Relative Other than Those From Whom the Child was Removed; RCH, Reunify with Parents or Other Caretakers.</p> <p><u>Screen:</u> TIPS Client This is a mandatory field in TIPS. Per Louisiana policy, all children have an initial goal of reunification unless there is an exception related to the Adoption and Safe Families Act (ASFA).</p> <p>The screen includes a column for the goal and the date the goal was set. The options are: Adoption Placement (ADP), APPLA-Alternate Living Arrangement (ALA), Guardianship (GDN), and Return Client to Own Home (RCH).</p> <p>The list on the screen does not match the list in the Manual. One area that does not match are the options for guardianship and living with relative other than those from whom the child was removed. The State team indicate they are focusing on children being placed with relatives and on guardianships. The manual distinguishes between a guardianship with a relative and a non-relative but the system does not. Also, the manual combines guardianship and custody to a relative as one value. The system does not have an option for a child placed with a relative. The AFCARS definition of guardianship only includes those who are not related to the child. The State needs to develop a way for the system and/or the program code to distinguish between non-relative and relative guardianships. "Fictive kin" are not included as relatives for purposes of AFCARS reporting.</p> <p>Additionally, the manual includes "IND, independent living" and "LFC, long term foster care" but these are not on the screen. The 001B form has a page to record relatives, family friends, and other resources for the child/youth who have agreed to serve as "permanent connects for the child/youth." The resource the person agrees to provide is noted (e.g., phone, mail, visits). For AFCARS reporting, the agency needs to identify a way to note if the young person has a permanent connection to an adult and if so, then this is what is to be mapped to the AFCARS value "emancipation." If there is no permanent connection to an adult, then AFCARS would be coded as "long-term foster care."</p> <p>There is not a history table associated with the case plan goal. Consequently, when a new goal is entered it overwrites the prior one. If the State resubmits a prior period, the goal will not be accurate and will not be the one established for that time frame. A history needs to be maintained and the program code needs to check for the date and report the goal per the report period being transmitted.</p> <p>FATS is used for the case planning process and includes information on the child's educational and health status that is included with the case plan.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> Reunify = 4,206 (72%); Live With Other Relative(s) = 16 (.27%); Adoption = 1,268 (22%); Long-Term Foster Care 0; Emancipation = 323 (6%); Guardianship = 46 (.79%); Case Plan Goal Not Yet Established = 0; Not reported = 0</p>	

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p><i>Case File Findings</i></p> <p>DCFS: 10 (18%) of the records analyzed did not match what was reported in AFCARS. There were errors that may be related to timely entry of this information into the system. There were two errors related to the mapping of the State's goal APPLA. There was no identified connection between the child and an adult. This would be mapped to "long-term foster care" and not "emancipation." There was one error that the goal reported to AFCARS was dated after the report period ended.</p> <p>OJJ: 1 (5%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code LNs 3648 – 3704</u></p> <p>The program code maps the three character codes to AFCARS values as follows:</p> <ul style="list-style-type: none"> • "RCH" (return client to own home) is set to "reunification." • "LWR" (live with relative) is set to "live with relative." • "ADP" (adoption placement) is set to "adoption." • "ALA" (alternate permanent planned living arrangement) is set to "emancipation." • "GCN" (guardianship) and "GDN" (guardianship) are set to "guardianship. The screen only lists GDN. Where is GCN being mapped from in the system?" <p>The extraction code includes "IND" (independent living) and "LFC" (long term foster care), which are set to "emancipation." Since these are not on the screen identify where they are being mapped from in the system. Also, all goals of APPLA cannot be mapped to emancipation. See the discussion above under Screen.</p> <p>Program TIN2117 edits the AFCARS file after it is created in TIN2100 and if it finds that the case plan goal is blank, this element is set to "case plan goal not yet established." This is done regardless of how long the child has been in foster care. However, if this is a mandatory field there should never be a blank value. If there were records with a missing case plan goal, it should be mapped to blank. The program code should be modified to only set this element to "not yet established" if the child has been in foster care for less than 60 days.</p> <p>The program code does not check the date field and compare it to the end date of the report period being transmitted to the Children's Bureau.</p>	
<p>44. Caretaker Family Structure</p> <p>1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male 5 = Unable to Determine</p>	<p><u>Form:</u> TIPS 100</p> <p>The TIPS 100 form includes a field for marital status and is noted as mandatory. The options on the form are: Common Law, Divorced, Married, Separated, Single, Widow, and Unknown.</p> <p><u>Screen:</u> TIPS Client Placement History Change (105)</p> <p>On the TIPS Placement History section there is a field for the principal caretaker's family structure at the time the foster care case opened. The options are: married couple, unmarried couple, single female, single male, or unknown. There also</p>	3

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>is space for the date of birth of up to two caretakers if applicable.</p> <p>This is not a mandatory field on the screen.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> Married Couple = 1,563 (27%); Unmarried Couple = 535 (9%); Single Female = 2,499 (43%); Single Male = 261 (4%); Unable to Determine = 982 (17%); Not reported = 19 (.32%)</p> <p><u>Case File Findings</u> DCFS: 16 (29%) of the records analyzed did not match what was reported in AFCARS. See Case File Findings Summary Report for additional information.</p> <p>OJJ: 19 (95%) of the records analyzed did not match what was reported in AFCARS. Eight of the error cases were incorrectly reported as “unable to determine.” The reviewers noted the caretaker were single females and two were single males. In six of the cases, there was a correct year of birth reported in element #45. Eleven error cases indicated “single male.” Two were actually found to be a family structure of “married couple” and the remainder should have been “single female.”</p> <p><u>Program Code LNs 3708 – 3738</u> The program code program code extracts this information from the caretaker family structure field. The State’s values are directly mapped (see screen notes) to the corresponding AFCARS value. If no information is entered, this element is set to blank.</p>	
45. Year of Birth (1 st Principal Caretaker)	<p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> There are five records with a year of birth of 1900, seven with a year of 1901, 199 records in 1910 (State’s default screen year), and one in 1912. There are 48 records missing a year of birth. There are two records with invalid years.</p> <p><u>Case File Findings</u> DCFS: 15 (27%) of the records analyzed did not match what was reported in AFCARS.</p> <p>OJJ: 3 (15%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code LNs 3740 – 3750</u> The program code gets the first principal caregiver’s year of birth from the client record.</p> <p>It appears the program code is obtaining the biological parents’ date of birth if the child had been adopted but reentered foster care. It should report the adoptive parents who are now the legal parents for this element.</p>	3 2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
46. Year of Birth (2 nd Principal Caretaker - if applicable)	<p><u>Data Quality</u> <i>Frequency Report (n=5,859)</i>: There are 2,098 records reported as married and unmarried couple in element #44. There are 2,235 records reported with a year of birth. There are five records with a year of birth of 1900, one with a year of 1907, 41 records in 1910, and one in 1912. There are 16 records with invalid years. There are 3,624 records missing a year of birth.</p> <p><i>Case File Findings</i> DCFS: 16 (29%) of the records analyzed did not match what was reported in AFCARS.</p> <p>OJJ: 3 (15%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code LNs 3752 – 3762</u> The program code gets the second principal caregiver’s year of birth from the child’s client general record. It appears the program code is also getting the biological parents’ date of birth if the child had been adopted but reentered foster care. It should report the adoptive parents who are now the legal parents for this element.</p>	3 2
47. Date of Mother’s Parental Rights Termination (if applicable)	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 5 (9%) of the records analyzed did not match what was reported in AFCARS. In two error cases, a deceased date should have been reported. In one error case it appears that the biological parents TPR date was reported instead of the date the adoptive parents relinquished their rights. In another case, the mother had relinquished her rights and the date was not reported.</p> <p><u>Program Code LNs 3766 – 3834</u> The program code determines the TPR date from the child’s family legal record. The program checks for an “accepted date” and uses the relationship codes “biological/legal mother” (BOM) or “legal mother” (LMO) to determine the TPR date for the mother.</p> <p>If a TPR date is not present but there is a deceased date, the deceased date will be used for this element.</p> <p>Additionally, if there is no TPR or deceased date, then the program code will check for an “abandoned accepted date” or a “surrender accepted date” (in this order).</p> <p>In each of the above situations the program code takes the most recent date found where more than one exists.</p> <p>If none of the above values are found, then this element is left blank.</p> <p>The program code must be modified to report the last TPR date for the “current” parent. If a child had been adopted and</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	re-enters foster care, those adoptive parents' rights are terminated; it is this date that is to be reported, not the biological parent.	
48. Date of Legal or Putative Father's Parental Rights Termination (if applicable)	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 3 (6%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code LNs 3838 – 3906</u> The program code determines the TPR date from the child's family legal record. The program checks for an "accepted date" and uses the relationship codes "biological/legal father" (BLF), "biological father" (BOF), "legal father" (LFA), or "other biological father" (OBF) to determine the TPR date for the mother.</p> <p>In each of these situations the program code takes the most recent date found where more than one exists. If a TPR date is not present but there is a deceased date, the deceased date will be used for this element. Additionally, if there is no TPR or deceased date, then the program code will check for an "abandoned accepted date" or a "surrender accepted date" (in this order).</p> <p>If none of the above values are found, then this element is left blank.</p> <p>The program code must be modified to take the last TPR date, regardless if it is the legal, etc. prior to the end of the report period. If the child had been previously adopted, the biological parents' TPR date is not to be used for this element. The element would be left blank until, and if, the adoptive parent's rights were terminated.</p>	2
49. Foster Family Structure 0=Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male	<p><u>Form: HDU-15</u> This form contains the applicant's date of birth, gender, marital status (single (never married), married, separated, divorced, widowed), race (includes an option of "other"), and ethnicity (Hispanic or Latino only).</p> <p><u>Screen: LARE: Provider/Family Characteristics</u> The options on the screen are: Common Law (C), Divorced (D), Legally Separated (L), Married (M), Other (O), Separated (P), Single (S), Missing Data (U), and Widowed (W).</p> <p>The options on LARE do not match the HDU-15. Neither the form nor LARE includes an option to reflect a family structure of "unmarried couple."</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> Not applicable = 0; Married Couple = 2,686 (46%); Unmarried Couple = 100 (2%); Single Female = 1,653 (28%); Single Male = 109 (2%); Not reported = 1,215 (21%) There were 96 records reported with the invalid value of "5."</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>There were 4,666 records reported in element #41 as a foster home setting. There were 1,193 records reported in element #41 as a non-foster home setting. There were no records reported for FC49 as “not applicable.”</p> <p><i>Case File Findings</i> DCFS: 7 (14%) of the records analyzed did not match what was reported in AFCARS. The analysis of errors does not include those records that were reported as blank (6 records) when the child’s living arrangement was other than a foster home.</p> <p><u>Program Code LNs 3958 – 4134 and 5020 – 5022</u> The program code sets the value for this element in two routines. The first looks at the marital status code for the foster parents. The values “C” (common law), “M” (married) or “P” (separated) are mapped to “married couple.”</p> <p>If the value is “S” (single) but the mother and father’s last names are both present the value is mapped to “unmarried couple.”</p> <p>If “D” (divorced) or “W” (widowed) are found and both mother and father’s names are present the value is also mapped to “unmarried couple.” This may explain some of the errors found in the case file review. While the logic may be plausible, the program code should not be determining a person’s marital status in this manner.</p> <p>If “S,” “D,” or “W” are found and only the mother’s name is present the value is mapped to “single female,” If “S,” “D,” or “W” are found and only the father’s name is present this element is set to “single male.” If “O” (other) or “U” (unknown) are found this element is set to blank.</p> <p>The second routine is performed if no value was set during the previous logic. It looks at the foster care provider’s general record and if there is a value for the age of both foster parents, this element is set to “1” (married couple). If there is an age value for only foster parent 1 and the sex code is “F,” the foster family structure value is set to “3” (single female), else it is set to “4” (single male). If there is an age value for only foster parent 2 and the sex code is “F” the foster family structure value is set to “3” (single female) else it is set to “4” (single male).</p> <p>The options on the list should include the possible family structures and the program code should only have to check for these and not the complex checking.</p> <p>There is no logic to check the value of element #41 and to set this element to “not applicable” if the child’s placement is other than a foster home. This logic must be added.</p>	
50. Year of Birth (1 st Foster Caretaker)	<p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): There are three records with a year of birth of 1901, one with a year of 1905, 39 records in 1910, two in 1911, and three in 1912. There are two records with a year of birth of 2011. There are 1,224 (21%) records</p>	3

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>missing a year of birth.</p> <p><i>Case File Findings</i> DCFS: 6 (11%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code LNs 3958 – 4134</u> The program code sets the year of birth of the first foster parent in the logic described in element #49 for foster family structure.</p> <p>If the family structure is “married couple” or “unmarried couple” both elements #50 and #51 are set from the date of birth fields if present on the child’s family record. Or, from the foster parent age 1 and 2 fields on the provider general record.</p> <p>If the value of element #49 is “single male” or “single female,” only element #50 is populated and #51 is blank.</p> <p>If the foster care setting is anything other than a foster home, both elements #50 and #51 are set to blank.</p>	
51. Year of Birth (2 nd Foster Caretaker)	<p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): There are 2,774 records reported with a year of birth. There are 2,786 records reported with a marital status of married or unmarried couple in element #49.</p> <p>There are four records with a year of birth of 1901, 10 records in 1910, and two in 1911. There are two records with a year of birth of 2011. There are 3,085 (53%) records missing a year of birth. Some of these are records of a married or unmarried couple and the remaining are most likely records of children in a non-foster home setting.</p> <p><i>Case File Findings</i> DCFS: 2 (4%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code LNs 3958 – 4134</u> See notes for element #50.</p>	3
52. Race of 1 st Foster Caretaker a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine	<p><u>Screen: Family Characteristics</u> The options on the screen are: White (01), Black or African American (02), American Indian or Alaskan Native (04), Asian (05), Native Hawaiian/Other Pacific Islander (11), and Unable to Determine (99).</p> <p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 4 (8%) of the records analyzed did not match what was reported in AFCARS.</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p><u>Program Code LNs 4136 – 4175 and 5020 - 5030</u> The program code selects the foster caretakers' race from the race1 field on the provider general record. The program code maps the foster parent race field in the same manner as the child's race (FC8).</p> <p>If the value of element #41 is greater than "3," element #52 race values are correctly set to blank.</p> <p>If a foster parent is indicated to have a race of "unable to determine" and a "yes" for Hispanic origin, the foster parent's race is changed to "white." The race should not be changed. This is an example of the importance of not only training but having options on the screen that would reflect certain situations, such as a person declining to provide their race.</p>	
<p>53. Hispanic or Latino Ethnicity of 1st Foster Caretaker</p> <p>0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine</p>	<p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): Not applicable = 18 (.31%); Yes = 34 (.58%); No = 3,811 (65%); Unable to determine = 797 (14%); Not reported = 1,199 (20%)</p> <p><u>Case File Findings</u> DCFS: 4 (8%) of the records analyzed did not match what was reported in AFCARS. The analysis of errors does not include those records that were reported as blank (6 records) when the child's living arrangement was other than a foster home.</p> <p><u>Program Code LNs 4182 – 4198 and 5020 – 5030</u> The first foster parent's Hispanic or Latino ethnicity is obtained from the provider general record. It is mapped as "Y" is "yes," "N" is "no" and "U" is "unable to determine."</p> <p>If the value of element #41 is greater than "3," element #53 is set to blank. This is incorrect; the program code must be modified to set this element to "not applicable."</p> <p>Program TIN2117 sets all foster family values to "not applicable" if the current placement setting is anything other than pre-adopt home or foster family (relative or non-relative). However, there were errors noted in the test cases and the case file review so it appears there is some underlying issue with how it is executed.</p>	2
<p>54. Race of 2nd Foster Caretaker (if applicable)</p> <p>a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White</p>	<p><u>Data Quality</u> <u>Case File Findings</u> DCFS: 13 (25%) of the records analyzed did not match what was reported in AFCARS. In 11 error cases, the child was placed in a foster home of a single person and the AFCARS fields reported "no" for each of the race categories instead of being blank.</p> <p><u>Program Code LNs</u> The program code gets the foster caretaker's race from the race2 field on the provider general record. If the value of element #41 is greater than "3," the race categories are set to blank. However, the program code does not set this</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
f. Unable to Determine	element to blank when the foster family structure is a single male or female. The race values are mapped the same as in FC8.	
55. Hispanic or Latino Ethnicity of 2 nd Foster Caretaker (if applicable) 0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine	<p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): There are 1,873 records reported as “not applicable.”</p> <p><i>Case File Findings</i> DCFS: 1 of the records analyzed did not match what was reported in AFCARS. The cases incorrectly reported as a blank (6) when the child’s living arrangement was other than a foster home were not included in the analysis of error cases.</p> <p><u>Program Code LNs 4244 – 4250 and 5020 – 5030</u> The second foster parent’s Hispanic or Latino ethnicity is obtained from the provider general record. It is mapped as “Y” is “yes,” “N” is “no” and “U” is “unable to determine.”</p> <p>If the value of element #41 is greater than “3,” element #55 is set to blank. It is remapped (in TIN2117) to “not applicable” if it is blank. While there are responses reported as “not applicable,” the case file review findings indicated there were errors. The State needs to check the logic to ensure it is working correctly. It should also set this element to “not applicable” if the foster parent is single.</p>	2
56. Date of Discharge from Foster Care	<p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): There are 4,028 records reported with no date of discharge (i.e., child is still in foster care). There were 10 records reported as discharged in 2011 and one in 2008.</p> <p><i>Case File Findings</i> DCFS: 2 (4%) of the records analyzed did not match what was reported in AFCARS.</p> <p>OJJ: 6 (30%) of the records analyzed did not match what was reported in AFCARS. There also were dates that were reported after the end of the report period. Nearly all errors are related to the method by which the agency is extracting its cases.</p> <p><u>Program Code LNs 4906 – 4916</u> The program code selects the discharge date, if applicable, from the program close date on the child’s most recent foster care program record where the close date is not after the end of the reporting period. If no date is present, the field is set to blank.</p> <p>OJJ: See notes in element #18. The OJJ cases are not being correctly extracted for elements 56 - 58. The program code used by OJJ incorrectly reports the record as having a discharge when the child is committed to a locked facility after having been in a foster home or group home or other non-secure setting. Once the child is identified as belonging to the AFCARS foster care population, and remains in OJJ’s custody, the record continues to be reported in the foster care</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>population and should not be reported as a discharge for elements 56 - 58. If the child is not expected to return to a community based setting or is expected to be returned to his/her parents, then OJJ could consider the youth discharged from the AFCARS foster care population at the time of placement in the locked facility (see the guidance in the CWPM noted in 1.3). OJJ must modify the program and make the corrections. The checklist in Appendices B and C to the <i>Guide to an AFCARS Review</i> can be used to check that all requirements are met.</p>	
57. Foster Care Discharge Transaction Date	<p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): The numbers in elements 56 and 57 do not match. These are most likely the OJJ records.</p> <p><u>Program Code LNs 4918 – 4922</u> The program code sets the foster care discharge transaction date using the system-generated record closed date on the foster care program record found for element #56.</p> <p>OJJ: The transaction dates are not system dates. Modify the program to select the initial creation date reflective of the date the agency no longer has custody of the child.</p>	2
58. Reason for Discharge 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><u>Screen: Program – Closure Reason</u> The options on the screen are: Adopted (ADP), Child Custody of Correction AG (COR), Child Returned to Home of Parent (CRH), Deceased (DEC), Guardianship Non-Relative (GWN), Guardianship with Relative (GWR), Achieve Independent Living (IND), Leaves to Live with Non-Relative (LWN), Leaves without Plan (LWP), Live with Relative (LWR), Married/Emancipation (MAR), Opened in Error (OIE), Other (OTH), Runaway (RUN), Service Completed (SC), Service No Longer Needed (SNL), Transfer to Other Agency (TOA), Transfer Other Program (TOP), Unknown (UNK), and Unable to Locate (UTL).</p> <p>There is another screen for closure reasons of the program “adoption.” These options are: Adopted (ADP), Reached 18 years of Age (AGE), Adoption Petition Filed (APF), Deceased (DEC), Enter Adoption Setting (EAS), No Longer Living in Home (NLH), Opened in Error (OIE), Other (OTH), Placement Disrupted (PD), Parents Request (PR), Returned to Foster Care (RFC), Service Completed (SC), Subsidy Ineligibility (SI), Service No Longer Needed (SNL), Transfer Other Program (TOP), Unknown (UNK), and Unable to Locate (UTL).</p> <p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): Not Applicable = 17 (.29%); Reunification = 1,125 (19%); Living with Other Relative(s) = 282 (5%); Adoption = 329 (6%); Emancipation = 124 (2%); Guardianship = 16 (.27%); Transfer to Another Agency = 16 (.27%); Runaway = 6 (.10%); Death of Child = 4 (.07); Not reported = 3,940</p> <p><u>Case File Findings</u> DCFS: 3 (9%) of the records analyzed did not match what was reported in AFCARS. The records incorrectly reported as blank when the child was still in foster care (20) were not included in the number of error cases.</p>	2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>OJJ: 17 (85%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code LNs 4906 – 5016</u> The program code selects the most recent foster care record within the report period. The program code is only using the three character closure codes. The values are mapped as follows:</p> <ul style="list-style-type: none"> • “LWP” (leaves without plan), “OTH” (other) and “UNK” (unknown) are mapped to “0” (not applicable). The State team indicated these are obsolete codes. Modify the code to map these to blank. • “CRH” (child returned to home of parent), “SC” (service completed) and “SNL” (service no longer needed) are mapped to “1” (reunification). “SC” and “SNL” may be ones used by FS and for SP (parents). These too should not be mapped to AFCARS. • “LWR” (live with relative) is mapped to “2” (living with other relative). • “ADP” (adopted) is mapped to “3” (adoption). • “AGE” (child reached 18 years of age), “IND” (achieve independent living), “MAR” (married/emancipation), and “TOP” (transfer to other program) are mapped to “4” (emancipation). • “GCN” (guardianship custody to non-relative) and “LWN” (leaves to live with non-rel) are mapped to “5” (guardianship). The value “LWN” should not be mapped to “guardianship” unless there is an actual legal guardianship order. • “TOA” (transfer to other agency) is mapped to “6” (transfer to other agency). • “RUN” (runaway) and “UTL” (unable to locate) are mapped to “7” (runaway). • “DEC” (deceased) is mapped to “8” (death of child). <p>Missing data are mapped to blank. These should be mapped to “not applicable” if the child remains in the agency’s responsibility for placement and care. Only when there is a date of discharge and no discharge reason should this element be reported as blank.</p> <p>OJJ: See notes in element #56. If a child is returned to his parents, this would be reported as a discharge from the AFCARS reporting population.</p>	
<p>Source(s) of Federal Financial Support/ assistance for Child - #59 - 65</p> <p>0-Does not apply 1-Applies</p>	<p><u>TIPS Procedure Manual, Chapter 20, Part Y TIPS Forms and Instructions:</u> The following is noted in the section with instructions for the Client Program Profile. “The following computer related operations on the program profile (TIPS Screen 102) are to be reviewed by staff.</p> <p>A. When a new FC case is opened on the Program Screen (102), the TIPS System: 1) generates Title XX and IV-B eligibility data on the Eligibility Screen (104); and 2) generates appropriate Case Events on the Case Events Screen (110). NOTE: Regional eligibility staff must manually input other eligibility data as appropriate.”</p> <p><u>Program Code LNs 5054 – 5628</u> These fields are initialized to “does not apply.”</p> <p>The program code uses the eligibility and payment detail tables to obtain the values of elements #59 – 66.</p>	

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p>For all elements other than FC63 (see specific notes for the element), the payment detail table is read for codes of “AD” (adoption) or “FC” (foster care), a begin service date less than or equal to the report period end date and greater than or equal to the last removal date, and an end service date greater than or equal to the report period start date. When a record is found that satisfies these criteria the funding source type code on the payment detail record is used to determine whether or not it applies.</p> <p>OJJ: OJJ completes the information on the FAST I and submits the forms to DCFS. Eligibility is done by DCFS and they give OJJ the FAST IV with the results of the determination.</p>	
59. Title IV-E (Foster Care)	<p><u>Screen: TIPS Paid Services Inquiry</u> Eligibility is completed on the FAST form and the information is entered into TIPS. There is a connection on this screen between the listed providers and the provider certification section. If the provider is not a setting that meets the requirements for title IV-E then the value “IVE” will not be the funding source (even if all other criteria are met).</p> <p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 1 of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code LNs 5408 – 5416</u> When the funding source type code is “IVE” the program code sets this element as “applies” if the program code is “FC” (foster care). It is also set to “applies” if the funding source code is “SSE” (Social Security/IV-E). Otherwise, it is set to “does not apply.”</p> <p>“SSE” represents that a child is eligible for SSI due to disability and the agency also determined the child is eligible for title IV-E. If the amount of title IV-E is more beneficial, then it will be used as the source of income. If SSE is indicated on the screen, it is because the agency determined the SSI was the better payment source. Because this value represents two different payment sources, it is not to be included in the extraction code. Only report in this element if title IV-E is a source of income.</p>	2
60. Title IV-E (Adoption Assistance)	<p>The State is using title IV-E Adoption Assistance prior to the finalization of a child’s adoption. The agency will create an adoption assistance payment record the month after an adoption petition is filed.</p> <p><u>Data Quality</u> Frequency Report: There were 81 (1%) records reported as “applies.”</p> <p><u>Program Code LNs 5408 – 5416</u> When the funding source type code is “IVE” the program code sets this element as “applies” if the program code is “AD” (adoption). Otherwise, it is set to “does not apply.”</p>	4 2

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	The extraction may also be picking up non-recurring expenses for this element. This element should only reflect those children whose adoption is not finalized, who are in a pre-adoptive setting, determined eligible for title IV-E Adoption Assistance funds, and does not include any non-recurring expenses that the adoptive family is being reimbursed for or are being paid by the agency.	
61. Title IV-A	<p><u>Program Code LNs 5508 – 5514</u> The program code calls a subprogram (TIN2110A) that looks for the child’s social security number on the limit AFDC table. The logic noted previously that applies to FC59-62 and 64 -65 contains a check against the child’s date of removal. The reference to a funding source type of “IVA” in the loop that applies the date logic is commented out. The program calls the interface program using only the child’s social security number. If a record is found, the program code checks that the child was certified for AFDC during the report period. If so the called program returns a “1” (applies) otherwise it sets the value of element #61 to “0” (does not apply).</p> <p>The program code must ensure that the IV-A payment occurs after the child entered foster care and is made to a relative.</p>	4 2
62. Title IV-D (Child Support)	<p><u>Program Code</u> This information is received through the interface with the child support system (LASIS). The State needs to confirm that the information received is the reimbursed amount and DCFS is the payee. This element should not reflect that there is an order in place, but that a payment was made to the agency.</p> <p>Modify the program code to include parental contributions.</p>	2
63. Title XIX (Medicaid)	<p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): There were only 2,207 (38%) records reported as “applies.” The State team indicated this is not accurate.</p> <p><i>Case File Findings</i> DCFS: 4 of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code LNs 5054 – 5146</u> This element is set to “applies” when a record is found for the child on the eligibility table with a program code of “AD” (adoption) or “FC” (foster care), an eligibility start date less than or equal to the report period end date, an eligibility close date is “0” or within the reporting period, and the fund source type is “XIX”. Otherwise, it is set to “does not apply.” It is also set to “applies” if the funding source type code of the payment detail record is “XIX.” Based on discussions with the State team the program code is checking for a payment which may be resulting in the underreporting of this information. There is a section that was noted that needs to be commented out of the routine.</p>	2
64. SSI or Other Social Security Benefits	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 4 of the records analyzed did not match what was reported in AFCARS.</p>	4

AFCARS Assessment Review Findings: Foster Care Elements
State: Louisiana

Data Element	Findings/Notes ¹	Rating Factor
	<p><u>Program Code LNs 5430 -5439</u> If the funding source type code is either "SSE" (Social Security/IV-E) or "SSI" (Social Security income), this element is set to "applies." Otherwise, it is set to "does not apply."</p>	
65. None of the Above	<p><u>Program Code LNs 5388 – 5460 and 5518 – 5526</u> The program code checks for funding source codes on the selected payment detail record of "AR" (at risk), "BG " (child care block grant), "IVB" (IV-B), "OTH" (other), "REF" (refugee), "RIV" (refugee IV-E), "STA" (State), "WIN" (WIN) and if one or more are found sets this element to "applies." Otherwise, if elements #59 through 64 are "does not apply" and there are no other sources of income, the program code sets this element to "does not apply."</p> <p>The State needs to explain the value "refugee IV-E." Does this mean the child was determined to be eligible for title IV-E?</p>	4
66. Amount of Monthly Foster Care Payment	<p><u>Program Code LNs 5158 – 5628</u> Modify the program code to more accurately capture the payment for the current living arrangement. Do not sum payments to multiple providers that were paid in the same month. Report a payment that was made to a provider for the full month.</p>	2

AFCARS Assessment Review Findings: Adoption Elements
State: Louisiana

Data Element	Findings/Notes	Rating Factor
1. Title IV-E Agency	<u>Program Code TIN2130⁵ LN 2115</u> : The FIPS code assigned to Louisiana (22) is hard coded in the program code.	4
2. Report Period Ending Date	<u>Program Code: LN 2120</u> The report period end date is manually entered.	4
3. Record number	<u>Program Code: LN 2125</u> The number is encrypted in TIN2131 prior to being transmitted to the Children's Bureau.	4
4. Did the title IV-E Agency have any involvement in this adoption? 1=Yes 2=No	<u>Program Code: LN 2130</u> This element is hard coded to "yes." The State team indicated they are only reporting those adoptions that have State agency involvement per the requirements in 45 CFR 1355.40(a)(3) and Appendix B to Part 1355--Adoption Data Elements, Section I.	4
5. Child's Date of Birth	<u>Program Code: LN 2145</u> The child's date of birth is obtained from their client general record. <u>Data Quality</u> <i>Case File Findings</i> 1 (4%) of the records analyzed did not match what was reported in AFCARS.	4
6. Sex 1=Male 2=Female	<u>Program Code: LNs 2140 – 2190</u> The child's sex code is obtained from the client general record and mapped as follows: "M" is set to "1" (male), "F" is set to "2" (female), and "U" is mapped to blank.	4
7. Child's Race 0=No 1=Yes 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	<u>Program Code: LNs 2195 – 2290</u> See FC8, the mapping is the same for both files. <u>Data Quality</u> <i>Case File Findings</i> 3 (11%) of the records analyzed did not match what was reported in AFCARS.	2

⁵ All referenced line numbers are for TIN2130 unless otherwise noted.

AFCARS Assessment Review Findings: Adoption Elements
State: Louisiana

Data Element	Findings/Notes	Rating Factor
<p>8. Child's Hispanic or Latino Ethnicity</p> <p>1=Yes 2=No 3=Unable to determine</p>	<p><u>Program Code: LNs 2295 - 2335</u> See FC9, the mapping is the same in both files.</p> <p><u>Data Quality</u> <i>Case File Findings</i> 5 (18%) of the records analyzed did not match what was reported in AFCARS.</p>	3
<p>General Information for elements 9 - 15</p>	<p><u>Screen: Louisiana Adoption Resource Exchange (LARE)</u> The system does not have a means to collect the primary basis for a child's special need. Instead, this information is determined as part of the extraction and creation of the AFCARS file. This information should be determined by the child's worker rather than by the system. A method must be added to the system to distinguish for the purposes of AFCARS reporting the condition that was the biggest barrier to a child being adopted. The reporting of element #9 is linked to the agency having made a determination of special needs and this is done through the agency's eligibility screens. The conditions that the program code is checking in order to map the information to adoption element #10 needs to be those used by the State to determine a child's eligibility for special needs payments/services (State or Federal).</p> <p>The collection of the diagnosed condition information in LARE is different that the collection of information in TIPS. (See notes for foster care 10 - 15.) LARE contains specific diagnoses that are then mapped to the AFCARS categories. See issues identified in foster care elements #11 – 15.</p> <p>LARE - Problems and Special Needs (152A) This screen has the following list: Physical, Emotional, Intellectual, Behavioral, Alcohol/Drug Affected, Learning. The worker is then to select one of the following: Mild, Moderate, None, Profound, Severe.</p> <p>LARE - Child's Diagnosed Disabilities (152B) The severity list is also used for these conditions. In addition, there is a diagnosed date field. The options list for this screen is very extensive.</p> <p><u>Program Code AD 11 - 15, LNs 2885 – 3145</u> Because of method used for extracting the data for elements 9 and 10, the program code correctly reports elements #11 through 15 only if the primary basis was determined to be "4" (medical). Once modifications are made to the system to correctly capture element 10, the program code will need to be revised and the State needs to make sure that elements 11 - 15 contain the response of "applies" only if the response to element 10 is "medical conditions or mental, physical or emotional disabilities."</p>	
<p>9. Has the title IV-E agency determined that the child has special needs?</p>	<p><u>Screen: Louisiana Adoption Resource Exchange (LARE)</u></p> <p><u>Data Quality</u></p>	2

AFCARS Assessment Review Findings: Adoption Elements
State: Louisiana

Data Element	Findings/Notes	Rating Factor
<p>1=Yes 2=No</p>	<p><i>Frequency Report</i> (n=314): Yes = 219; No = 95; Not reported = 0 There are 288 records reported as the child receiving an adoption subsidy (AD35). There cannot be more records indicating the child is receiving a subsidy than the number having been determined eligible for a subsidy.</p> <p><i>Case File Findings</i> 6 (21%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code: LNs 2465 – 2875</u> This element is initialized to “2” (no).</p> <p>The extraction logic follows a hierarchy of steps and the processing stops as soon as a value is set.</p> <p>First, the program code checks whether any of the disability codes on the child’s general record are set to “Y” (yes). If so, this element is set to “yes.” If no disability information was found on the general record, the program code next checks the eight disability fields on LARE. If any are found, (excluding “NCA” (not currently available), “NKD” (diagnosis of no known disorder), “OAH” (other adoption hindrance), and “UNK” (unknown and undiagnosed)), special needs is set to “yes.”</p> <p>If nothing is found on LARE the program next uses the child’s date of birth to determine their current age. If the age is greater than or equal to “12,” or for a white male greater than or equal to “11” years of age, special needs is set to “yes.” If the age computed does not meet this criteria, then the program uses a combination of age and race. A non-white female older than five or a non-white male of any age results in this element set to “yes.”</p> <p>The final test, if no value has been established, is to check for the presence of other siblings in the LARE child record. If there are at least two siblings found special needs is set to “yes.”</p>	
<p>10. Primary Factor or Condition for Special Needs</p> <p>0=Not applicable 1=Racial/Ethnic Background 2=Age 3=Membership in a Sibling Group 4=Medical conditions or Mental, Physical or Emotional Disabilities 5=Other</p>	<p><u>Data Quality</u> <i>Frequency Report</i> (n=314): Not applicable = 95; Race/Original Background = 54 (17%); Age = 16 (5%); Sibling group = 36 (12%); Medical, etc. = 113 (36%); Other = 0; Not reported = 0</p> <p><i>Case File Findings</i> 6 (29%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code: LNs 2465 – 2875</u> The primary basis of special needs field is initialized to “0” (not applicable) prior to processing. The primary basis value is set at each point in the previous logic for element #9. The order of processing is: disabilities, age (see element 9 for restrictions), race (see element 9 for restrictions), then siblings. No logic sets the value to “5” (other).</p> <p>As noted above changes to the system must be completed and the hierarchy in the program code removed. The</p>	2

AFCARS Assessment Review Findings: Adoption Elements
State: Louisiana

Data Element	Findings/Notes	Rating Factor
	caseworker/eligibility worker must determine if a child is special needs and the biggest barrier to the child being adopted.	
<p>11. Type of Disability-Mental Retardation</p> <p>0=Does not Apply 1=Yes, applies</p>	<p><u>Program Code: LNs 2890 – 2900 and 3025 – 3045</u> This element is set to “yes, applies” if the program code finds that the field “intellectually disabled” on LARE 152A is flagged as applying, or if one of the following disability codes are found:</p> <p>“BMR” (borderline mental retardation) “DNS” (dissociative disorders) - This should be mapped to #14. “MIR” (mild mental retardation) “MOR” (moderate mental retardation) “PMR” (profound mental retardation) “SMR” (severe mental retardation).</p>	2
<p>12. Type of Disability-Visually or Hearing Impaired</p>	<p><u>Program Code: LNs 2935 -2945 and 3005 – 3015</u> The program code sets visually or hearing impaired to “yes” if the client general record’s visual-hearing disabled code is “Y” (yes) , or if one of the following disability codes are found:</p> <p>“BBE” (blind both eyes) “BLP” (blind legally – partial sight) “BOE” (blind one eye) “DFM” (deaf mute) “DHH” (deaf only hard of hearing) “DYC” (deaf yet able to communicate) “OCD” (other circulatory disorder) “OND” (other neurological disorder) “ORD” (other respiratory disorder).</p> <p>The last three should be mapped to #15.</p>	2
<p>13. Type of Disability-Physically Disabled</p>	<p><u>Program Code: LNs 2890 -2900 and 3025 – 3045</u> This element is set to “yes, applies” if the program code finds that the field “physical” on LARE 152A is flagged as applying, or if one of the following disability codes are found:</p> <p>“ARH” (arthritis/rheumatism) “CPY” (cerebral palsy) “LLU” (loss of limb use) “LOL” (loss of limb) “MDY” (muscular dystrophy) “MSC” (multiple sclerosis)</p>	2

AFCARS Assessment Review Findings: Adoption Elements
State: Louisiana

Data Element	Findings/Notes	Rating Factor
	<p>“OPD” (other psychiatric disorder) - This should be mapped to #14 “PDD” (passive development disorder) - This should be mapped to #15. “PRK” (parkinsonianism) “SDD” (specific developmental disorder) - This should be mapped to the specific category of the developmental delay. “SPB” (spina bifida) “SPC” (spinal cord disorder) “STK” (stroke) “SUA” (substance abuse, alcohol) “SUB” (fc substance abuse disorder) “SUC” (substance abuse, cocaine).</p> <p>If the last three items are criteria used to determine a child eligible as a special needs child, then map them to element #15.</p>	
<p>14. Type of Disability-Emotionally Disturbed</p>	<p><u>Program Code: LNs 2905 -2915 and 3055 - 3090</u> This element is set to “yes, applies” if the program code finds that the field “behavioral” on LARE 152A is flagged as applying, or if one of the following disability codes are found:</p> <p>“ADJ” (adjustment disorder) “AFF” (affective disorders) “ANX” (anxiety disorders) “ATT” (attention deficit disorder) “AUT” (autism) - Map this to element #15 “CON” (conduct disorder) “DEM” (dementias arising in sen and pre s) - This should be mapped to #15. “DIS” (dissociative disorder) “DLX” (dyslexia) - Map this to element #15 “EAT” (eating disorders) “ENC” (encopresis) - This does not map to AFCARS “ENU” (enuresis) - This does not map to AFCARS “FAC” (factitious disorders) “IMP” (disorder impulse control NE/CLA) “IND” (substance – induced) “LRN” (learning disorder) - Map this to element #15 “NUR” (neurotic disorders) “OPM” (other disorders w/physical mainf) - Map this to element #13 “PAR” (paranoid disorders) “PER” (personality disorders)</p>	<p style="text-align: center;">2</p>

AFCARS Assessment Review Findings: Adoption Elements
State: Louisiana

Data Element	Findings/Notes	Rating Factor
	<p>“SCZ” (schizophrenic disorders) “SEX” (psychosexual disorders) “SMD” (stereotyped movement disorders) - Map this to element #13 “SOM” (somatoform disorders) “SUO” (substance abuse other).</p> <p>If the last item is a criteria used to determine a child eligible as a special needs child, then map them to element #15.</p>	
15. Type of Disability-Other Medically Diagnosed Condition Requiring Special Care	<p>Program Code: LNs 2950 – 2960 and 3095 - 3125 The program code sets other medically diagnosed conditions to “yes” if the client general record’s other disabled code is “Y” (yes). It also sets it to “yes” if any of the following disability codes are found on the LARE child record:</p> <p>“AID” (AIDS) “ALG” (allergy) - This does not map to AFCARS “APH” (aphasia) “APR” (aproxia) “ARC” (AIDS related complex) “ASM” (asthma) - Mapping to AFCARS depends on severity “CAN” (cancer) “CFB” (cystic fibrosis) “DBT” (diabetes) “DOI” (other disorders infancy/child/ad) - This is too vague and may not be something that is mapped to AFCARS. “EMP” (emphysema) “EPY” (epilepsy) “HEM” (hemophilia) “HRT” (heart disease) “HTC” (Huntington’s chorea) “HYD” (hydrocephalus) - Map this to element #11 “LUK” (leukemia) “MIC” (microcephalus) - Map this to element #11 “OED” (other endocrine disorder) “OHD” (other health disorder) - This is too broad to map to AFCARS. “OMD” (other muscular disorder) - This should be mapped to #13 “OSD” (other sensory disorder) - This is too broad to map to AFCARS. “OTH” (other disability) “PDE” (prenatal drug exposure) “SCA” (sickle cell anemia) “SDO” (seizure disorder)</p>	2

AFCARS Assessment Review Findings: Adoption Elements
State: Louisiana

Data Element	Findings/Notes	Rating Factor
	<p>“SPI” (speech impairment) “TBL” (tuberculosis) - This would only be mapped to AFCARS if it is a criteria for special needs eligibility. “ULC” (unknown and undiagnosed) - This does not map to AFCARS elements 11 - 15.</p>	
16. Mother’s Year of Birth	<p><u>Data Quality</u> <i>Case File Findings</i> 1 (4%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code: LNs 3170 – 3340</u> The program code first looks for the birth date of the client on the general record with a relationship to the child of “BOM” (biological/legal mother). If found, the year of birth is extracted from this date. If not, the program searches for the person with a relationship code of “LMO” (legal mother) and uses that birth date if found.</p> <p>The program code is not checking if this is the current legal mother. See issues identified in the case file review for the caretaker family structure.</p>	2
17. Father’s Year of Birth	<p><u>Data Quality</u> <i>Case File Findings</i> 9 (32%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code: LNs 3350 – 3520</u> The program code first looks for the birth date of the client on the general record with a relationship to the child of “BLF” (biological/legal father) or “BOF” (biological father). If found, the year of birth is extracted from this date. If not, the program searches for the person with a relationship code of “LFA” (legal father) or “OBF” (other biological father) and uses that birth date if found.</p> <p>See notes in element #16 regarding the current legal parent.</p>	2
18. Was the Mother married at the time of the child's birth? 1=Yes 2=No 3-Unable to determine	<p><u>Screen: LARE 157A - Child's Biological Parents</u> Since the LARE screens are not utilized until the goal of adoption is set and the child is freed for adoption, this field is completed much later in the life cycle of a case. This field needs to be moved to a TIPS screen and completed early in the life cycle of a child’s removal episode.</p> <p><u>Data Quality</u> <i>Frequency Report</i> (n=314): Yes = 60 (19%); No = 240 (76%); Unable to determine = 14 (4%) <i>Case File Findings</i> 1 (4%) of the records analyzed did not match what was reported in AFCARS.</p>	2

AFCARS Assessment Review Findings: Adoption Elements
State: Louisiana

Data Element	Findings/Notes	Rating Factor
	<p><u>Program Code: LNs3860 – 3910</u> The program code determines this element by checking the macb (married at child's birth) field from the LARE child record and mapping it as "Y"(yes), "N" (no), and "U" (unable to determine). There is no logic to account for missing or invalid data.</p>	
19. Date of Mother's Termination of Parental Rights	<p><u>Screen: LARE</u> This is not carried over from the legal (court) screen; it is re-entered by a different staff person.</p> <p><u>Program Code: LNs 3920 – 4310</u> The program code determines the mother's TPR date from data found in the child's LARE legal record.</p> <p>The logic used for identifying the TPR date is the same as for FC47. See issues identified for FC47.</p>	2
20. Date of Father's Termination of Parental Rights	<p><u>Data Quality</u> <i>Case File Findings</i> 1 (4%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code: LNs 3920 - 4310</u> The program code determines the father's TPR date from data found in the child's family legal record. If a TPR accepted date is found for the father (relationship to child code of "BLF" (biological/legal father) or "BOF" (biological father)), that is used for the TPR date. If there is no TPR date but there is a deceased date that is used. If there is no deceased date the code looks for an abandoned accepted date and if found uses that. If no abandoned date is found, the program checks for a surrender accepted date and if found uses it to set the value of element #48.</p> <p>If the fathers TPR date was not set in the foregoing logic the program code next looks for a relationship to child code of "OBF" (other biological father) or "LFA" (legal father) and follows the same logical steps as described above to find a TPR date. If no value is found the field is set to blank.</p> <p>See issues identified in FC 48.</p>	2
21. Date Adoption Legalized	<p><u>Program Code: LNs 4390 – 4420</u> The program code selects the date the adoption was legalized from the program close date of the child's record where the program code is "FC" (foster care) and the program closure code is "ADP" (adoption).</p>	4
22. Adoptive Parents' Family Structure	<p><u>Screen:</u> The program code is using the same provider screens used for foster care element #49. See those notes for additional findings.</p> <p><u>Data Quality</u> <i>Frequency Report</i> (n=314): Married couple = 204 (65%); Unmarried couple = 1 (.32%); Single Female = 99 (32%); Single Male = 0; Not Reported = 10 (3%)</p>	3 2

AFCARS Assessment Review Findings: Adoption Elements
State: Louisiana

Data Element	Findings/Notes	Rating Factor
4=Single male	<p><u>Case File Findings</u> 1 (4%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code: LNs 4815 - 4965</u> The program code determines the adoptive parent's family structure from the marital status code on the child's adoption family record and the sex code on their TIPS provider record.</p> <p>If marital status is "C" (common law), "M" (married) or "P" (separated) element #22 is set to "1" (married couple).</p> <p>For marital status codes of "D" (divorced), "S" (single) or "W" (widowed) the program code checks the sex code of provider one and two from the provider general record. If either is "F" (female) the family structure is set to "3" (single female). If "M" (male) the element is set to "4" (single male). If there is only one parent and the marital status is "single" then the program code should only be checking the gender to determine if it is a single male or female and not checking the fields of both providers.</p> <p>If both male and female are found the value is set to "2" (unmarried couple). Missing data or unknown values are set to blank. As noted in FC49, the program code cannot determine a marital status based on there being a male and a female. This element was rated a two due to the same errors as those in FC49.</p>	
23. Adoptive Mother's Year of Birth	<p><u>Program Code: LNs 4955 – 4956</u> The program code gets the adoptive mother's year of birth from the child's adoptive family record.</p>	3
24. Adoptive Father's Year of Birth	<p><u>Program Code: LNs 4955 – 4956</u> The program code gets the adoptive father's year of birth from the child's adoptive family record.</p>	3
25. Adoptive Mother's Race a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine	<p><u>Program Code: LNs 4875 – 5284</u> The adoptive mother's race is determined by inspecting the race codes for both providers on the child's TIPS provider record. For sex code of "F" (female), race is mapped the same as noted in FC8 & 52.</p> <p>The foster care logic that incorrectly sets the value of foster parent 1 and 2 to "white" if the value of Hispanic origin is "yes" and race is "unable to determine" has been commented out in the adoption program code.</p>	2
26. Adoptive Mother's Hispanic Origin 0=Not Applicable 1=Yes	<p><u>Data Quality</u> <u>Case File Findings</u> 7 (25%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code: LNs 5880 – 5935</u></p>	2

AFCARS Assessment Review Findings: Adoption Elements
State: Louisiana

Data Element	Findings/Notes	Rating Factor
2=No 3=Unable to determine	<p>The adoptive mother's Hispanic origin is determined by the mother's Hispanic flag on the child's foster care provider record. This code is mapped as "Y" is "1" (yes), "N" is "2" (no), and "U" is "3" (unable to determine).</p> <p>The program logic initializes the field to "0" (not applicable) and then maps whatever code is found on the provider record</p> <p>If the adoptive family structure is "single male," the adoptive mother's Hispanic origin should be reported as "not applicable."</p>	
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	<p><u>Program Code: LNs 5375 – 5690</u> The adoptive father's race is determined by inspecting the race codes for both providers on the child's TIPS provider record. For sex code of "M" (male), race is mapped the same as noted in FC8 & FC54.</p>	2
28. Adoptive Father's Hispanic Origin 0=Not Applicable 1=Yes 2=No 3=Unable to determine	<p><u>Data Quality</u> <i>Case File Findings</i> 5 (18%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code: LNs 5940 – 5995</u> The program logic initializes the field to "0" (not applicable) and then maps whatever code is found on the provider record. The adoptive father's Hispanic origin is determined by the father's Hispanic flag on the child's foster care provider record. This code is mapped as "Y" is "1" (yes), "N" is "2" (no), and "U" is "3" (unable to determine).</p> <p>The 104 values of "not applicable" in the 12B file are because no value would have been entered for the father for the 99 single female adoptions and the father's Hispanic origin value was initialized to "not applicable" which would be the default. If the adoptive family structure is "single female," the adoptive father's Hispanic origin should be reported as "not applicable."</p>	2
Elements #29 –32 0 = Does not Apply 1 = Applies	<p><u>Frequency Report:</u> These elements appear to be reported to reflect all relationships that apply. The total for "applies" across elements #30 – 32 is 406.</p> <p>The program code sets the value of elements #29 – 32 by checking the type and subtype codes of three possible providers on the child's foster care provider record.</p>	
29. Relationship to Adoptive Parent-Stepparent	<p><u>Program Code: LN 6420</u> Stepparent is hard coded to "0" (does not apply).</p>	2

AFCARS Assessment Review Findings: Adoption Elements
State: Louisiana

Data Element	Findings/Notes	Rating Factor
0=Does not apply 1=Yes, Applies	This is not an option and there have been circumstances where a stepparent adopted the child who was in foster care. The value needs to be added to the system.	
30. Relationship to Adoptive Parent - Other Relative 0=Does not apply 1=Yes, Applies	<u>Data Quality</u> <i>Case File Findings</i> 2 (7%) of the records analyzed did not match what was reported in AFCARS. <u>Program Code: LNs 6005 – 6410</u> The program code checks if there is a provider type of “02” (foster parent) and a subtype of “FR” (foster home – relative) or a provider type of “03” (adoption participant) and a subtype of “KA” (kinship adoption) or a provider type of “06” (child placing agency) and a subtype of “FR” (relative placement) or a provider type of “07” (other) and a subtype of “RL” (non-certified foster home).	2
31. Relationship to Adoptive Parent - Foster Parent 0=Does not apply 1=Yes, Applies	<u>Data Quality</u> <i>Case File Findings</i> 3 (11%) of the records analyzed did not match what was reported in AFCARS. <u>Program Code: LNs 6005 – 6410</u> The program code sets the child’s relationship to the adoptive parent to “Foster Parent” if the provider type is “02” (foster parent).	3 2
32. Relationship to Adoptive Parent - Other Non-relative 0=Does not apply 1=Yes, Applies	<u>Data Quality</u> <i>Case File Findings</i> 20 (71%) of the records analyzed did not match what was reported in AFCARS. <u>Program Code: LNs 6395 – 76410</u> The program code sets the child’s relationship to the adoptive parent to “Other Non-relative” if neither “other relative” nor “foster parent” is set to “applies.”	2
33. Child was placed from 1=Within State or Tribal Service Area 2=Another State or Tribal Service Area 3=Another Country	<u>Program Code: LNs 6425</u> The program code sets the value of element #33 to “1” (within State) in all cases. No logic sets the value to “2” (another State) or “3” (another country). There are no fields in the system to collect this element. See GR11 for additional information. If the State enters into adoption agreements with a family residing in Louisiana who adopted a child through a private adoption agency in another State, there needs to be a way to distinguish the adopted child was placed from another State.	1
34. Child was placed by 1=Public agency	<u>Program Code: LNs 6435 – 6515</u> The program code checks for the placing agency code on the LARE legal record. If the code is “11” through “19” (all LA public agency region codes), the value is set to “1” (public agency).	2

AFCARS Assessment Review Findings: Adoption Elements
State: Louisiana

Data Element	Findings/Notes	Rating Factor
<p>2=Private agency 3=Tribal Agency 4=Independent person 5=Birth parent</p>	<p>If it is "01," "03" through "07" (intra-family adoptions), "20" (adoption by own parent) or "23" (private guardian adoption) it is set to "5" (birth parent). The DCFS team indicated these may be old codes. They will research and if these values are not relevant will remove them from the code.</p> <p>If the value of element #34 hasn't been set by either of these routines, the program code sets it to "2" (private agency). If no information is found this element defaults to public agency.</p> <p>This element needs to distinguish between the private agencies that are under contract to the State agency. These private agencies are to be reported as "public agency." Private agency should only be those cases that DCFS entered into an adoption agreement with a family adopting a special needs child through a private agency.</p>	
<p>35. Is the Child Receiving a Monthly Subsidy?</p> <p>1=Yes 2=No</p>	<p><u>Data Quality</u> <i>Case File Findings</i> 1 (4%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code: LNs 6985 – 7565</u> This element is initialized to "2" (no).</p> <p>The program code determines if the child is receiving a monthly subsidy by checking the amount calculated for element #36. If it is greater than zero element #35 is set to "1" (yes).</p> <p>The program code must be modified to check if the child's adoption subsidy agreement is for Medicaid only. If the agreement is for Medicaid and no payment, this element is to be set to "yes."</p>	2
<p>36. Monthly Amount</p>	<p><u>Data Quality</u> <i>Case File Findings</i> 1 (4%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>Program Code: LNs 6985 – 7565</u> The program code looks for a payment detail record for the child where the service dates are within the reporting period, the major service type is "010" (special board) or "100" (24 hour non- restrictive care) and the minor service types are not "104" (detention) or "105" (non-pay private agency). The program reads all payment detail records that satisfy these conditions and builds a table of amounts paid by month during the reporting period. It then reads this table from the most recent to the earliest month and takes the first monthly total where a full month of payments was made. The total of payments for that month is used for the monthly amount in element #36.</p> <p>The amount to be reported for this element is only to be the amount that is in the agreement. Calculate the per diem amount recorded in the adoption agreement and multiply that amount by 30 days.</p>	2

AFCARS Assessment Review Findings: Adoption Elements
State: Louisiana

Data Element	Findings/Notes	Rating Factor
	If adoption element #35 (Monthly subsidy) equals 2 (no), then adoption element #36 (Monthly amount) must equal 00000.	
37. Is the Child receiving a title IV-E adoption subsidy? 1=Yes 2=No	<u>Data Quality</u> <i>Case File Findings</i> 1 (4%) of the records analyzed did not match what was reported in AFCARS. <u>Program Code: LNs 6990 – 7050</u> The program code initializes element #37 to “2” (no). It sets it to “1” (yes) if the funding source code of any payment detail record selected for the monthly amount calculation is “IVE” (Title IV-E).	4

Section 3

Case File Review

Case File Findings Summary Report

State: Louisiana

Background

The purpose of the case file review is to assess the accuracy of the data reported to AFCARS by comparing what was reported to what is found in the child's paper file. A sample of 80 foster care records and 30 adoption records is selected from the most recent AFCARS report period prior to the onsite review. The AFCARS data submitted to the Children's Bureau for each record is then compared to information found in the paper case file. The process involved all members of the State and Federal teams, technical and program.

Summary

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 matrices that follow provide detailed findings. There are six columns in the matrices, they are:

- AFCARS Element - This is the name of each AFCARS element with the corresponding values.
- Data in AFCARS Matches Paper File - The number of records in which the reviewer found that the data submitted to AFCARS matched what was found in the paper file.
- Data in AFCARS Does Not Match Paper File - The number of records in which the reviewer found that the data submitted to AFCARS did not match what was found in the paper file.
- Questionable - The number of records where either the reviewer was not sure whether the data were the correct or based on final analysis there was some type of inconsistency between what was reported and what was noted by the reviewer. Comments are provided in the comment column for these situations.
- Not Found - Indicates that the reviewer was not able to locate the information pertaining to the element in the paper file. This can either be due to a missing file or sections of the file, or the data are now only recorded in the information system and there are no paper documents with the data. This is not considered a negative finding.
- Comments - This column includes findings regarding the errors that were identified in the column "Data in AFCARS Does Not Match Paper File" as well as any other pertinent information pertaining to the element and the findings.

Foster Care

Number of Cases in Sample	80
Number of Cases not Sent to Office	0
Number of Cases Reviewed	75
DCFS	55
OJJ	20
Number of Cases Analyzed	75

**Case File Findings Summary Report
State: Louisiana**

DCFS Cases

Placement Information (FC 23, 24, and 41)

There were issues identified that were also found in the analysis of the extraction code. These include the incorrect reporting of a foster care setting when the status changes (unlicensed relative foster home to licensed foster home, foster home to pre-adoptive home); not reporting nursing homes, changes in the date when the child returns to the same foster care setting he/she was in prior to a temporary absence from that foster care setting.

Another error was a child was placed with the non-custodial father after having been in foster care. The date and setting were incorrect. The child was reported as having a living arrangement of “trial home visit.” The last setting the child was in before being placed with the father should be reported (non-relative foster home) and the date that placement began reported in FC23. The date the child was placed with the father is the date of discharge from the AFCARS reporting population (FC56).

One error case indicated the child’s living arrangement was a relative foster home. The reviewer’s notes indicated the setting as a “fictive kin.” Only individuals that are related to the child by blood or marriage are to be considered relatives for AFCARS reporting.

There were other errors that may be related to the categories used in the system to identify the living arrangement or due to incorrect mapping of certain settings. For instance, a living arrangement found by the reviewer as a non-relative foster home was reported as “institution.”

#43. Most Recent Case Plan Goal

There were errors that may be related to timely entry of this information into the system. There were two errors related to the mapping of the State’s goal APPLA. There was no identified connection between the child and an adult. This would be mapped to “long-term foster care” and not “emancipation.” There was one error that the goal reported to AFCARS was dated after the report period ended.

44. Caretaker Family Structure and Years of Birth (FC 45 and 46)

There were nine cases reported to AFCARS with the value “unable to determine.” In none of the cases had the child entered foster care as a Safe Haven infant. In each case, the reviewer was able to identify the caretakers’ marital status. In addition, in several of these cases a year of birth was reported to AFCARS for the caretakers.

There were seven cases that the reviewers found a different marital status than the one reported to AFCARS. Reviewers were instructed to record information on the individuals from whom the child was removed.

**Case File Findings Summary Report
State: Louisiana**

The case file review confirmed the use of a default year (1910) in four cases where “unable to determine” was reported in element #44. The reviewer found the caretaker’s actual date of birth. There were also cases of the default year being reported even if there was a marital status reported in FC44.

49. Foster Family Structure and Years of Birth (FC50 and 51)

In addition to the error noted in the extraction code that this element is not set to “not applicable” when the child’s living arrangement is other than a foster home, there were errors of invalid data reported. There were records reported with the value “5.” This is a value that is valid for FC44. It appears the extraction code, and system, are using the same values for both foster parents and parents /other caretakers. Other errors related to the errors noted above for placement.

There were also default years reported for the foster parents. The reviewers found an actual year of birth.

OJJ Cases

The errors found in the OJJ cases primarily reflect the incorrect extraction of the information for removal episodes and placements. The reviewers noted in many of the cases that the child had one removal but many placements. The opposite of what was reported to AFCARS. The case file reflected the underreporting of information due to OJJ’s system not capturing the relevant information.

Adoption

Number of Cases in Sample	30
Number of Cases Reviewed	28
Number of Cases in Analyzed	28

The significant issue identified in the case file review was with the reporting of the information on whether the agency had determined a child eligible for adoption assistance and the primary basis of special needs. The review reflected an underreporting of this information. An accurate analysis could not be made on the primary basis. Reviewers noted what conditions existed and either did not note what was the greatest barrier to a child being adopted or did not have enough information at hand to make that decision during the review.

Another area that was incorrectly reported was the relationship of the adoptive parents to the child. The largest number of errors occurred for element 32, other non-relative. In nearly all of the cases, this element should have been reported as “applies” in addition to the relationship that was reported to AFCARS (foster parent).

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
4. Local FIPS Code	49	6	0	0	
5. Date of Most Recent Periodic Review (if applicable)	47	7	0	1	<p>In three error cases, a later date was found by the reviewer.</p> <p>In two error cases the review date was earlier than the one reported to AFCARS. In one case, the reviewer noted a date that was a week earlier than the one reported to AFCARS. One was two days earlier.</p> <p>The case marked as questionable was in De Soto Parrish. A date that was a month after the child came into care was noted by the reviewer. The child discharged at six months after entering care.</p>
6. Date of Birth	53	2	0	0	
7. Sex 1 = Male 2 = Female	55	0	0	0	
8. Child's Race 0=No 1=Yes 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	55	0	0	0	
9. Child's Hispanic or Latino Ethnicity	51	4	0	0	In the error cases the response should have been "no" instead of "unable to determine."

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
1 = Yes 2 = No 3 = Unable to Determine					
10. Has the Child Been Clinically Diagnosed with a Disability(ies)? 1 = Yes 2 = No 3 = Not Yet Determined	34	19	0	2	<p>In 14 error cases the response should have been "yes" instead of "no." In one case the child had suffered severe head trauma and was placed in a nursing home.</p> <p>In one error case the response should have been "yes" instead of "not yet determined."</p> <p>In one error case the child had only been in care 2 days as of the end of the report period. The response should have been "not yet determined" instead of "no." There was not a medical report as of 9/30/12.</p> <p>In one questionable case the child had been in foster care for a month as of the end of the report period and the AFCARS file indicated "no" as a response to this element. However, the reviewer was unable to verify as there was no documentation in the file that the child had or had not been seen by a health care professional. The response could have been "no" or it could be "not yet determined" if the agency had not received a medical report yet.</p> <p>In one case the child was in foster care for 48 hours. The response to this element was "no." It doesn't seem likely that the child had been seen by a health care professional in that time frame. Since it may be possible, this case was marked</p>

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
					questionable.
11. Mental Retardation 0 = Condition Does Not Apply 1 = Condition Applies	51	4	0	0	In two error cases, the response should have been "condition applies" instead of "condition does not apply." In one error case the response should have been "condition does not apply" instead of "condition applies."
12. Visually or Hearing Impaired 0 = Condition Does Not Apply 1 = Condition Applies	54	1	0	0	The response should have been "condition does not apply" instead of "condition applies."
13. Physically Disabled (Child) 0 = Condition Does Not Apply 1 = Condition Applies	53	2	0	0	In one error cases, the response should have been "condition applies" instead of "condition does not apply."
14. Emotionally Disturbed (DSM-IV)	38	17	0	0	The response should have been "condition applies" instead of "condition does not apply."
15. Other Medically Diagnosed Conditions Requiring Special Care 0 = Condition Does Not Apply 1 = Condition Applies	49	6	0	0	In five error cases, the response should have been "condition applies" instead of "condition does not apply." In one error case the response should have been "condition does not apply" instead of "condition applies."
16. Has this Child Ever Been Adopted? 1 = Yes 2 = No 3 = Unable to Determine	55	0	0	0	
17. If Yes, How Old was the Child when Adoption was Legalized?	4	0	0	0	The cases that were incorrectly reported as a blank for this element (52), when element #16 was a "no," were not marked in error for purposes of the

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
0 = Not Applicable 1=less than 2 years old 2=2-5 years old 3=6 to 12 years old 4=13 years or older 5 = Unable to Determine					analysis of the case file information. Note that in one of the correct cases it was correct because the reviewer found that the response to element #16 should have been "no" instead of "unable to determine." The response reported to AFCARS, however, was incorrect because the response should relate to the response in element #16.
18. Date of First Removal from Home	50	3	2	0	In the error cases the child was initially in the hospital when the agency received responsibility for placement and care. The date was incorrect and it should have been the date the child was placed in the foster home setting.
19. Total Number of Removals from Home To Date	53	0	2	0	
20. Date Child was Discharged from Last Foster Care Episode	53	0	2	0	
21. Date of Latest Removal from Home	50	5	0	0	In four error cases the child was initially in the hospital when the agency received responsibility for placement and care. The date was incorrect and it should have been the date the child was placed in the foster home setting. One error case should have been a day earlier than what was reported to AFCARS.
23. Date of Placement in Current Foster Care Setting	45	10	0	0	In one error case, the child had been hospitalized for four days and then returned to the same foster home. The date was incorrectly reported as the date the child exited the hospital and went back to the foster home. The date should have been the date the child was initially placed at the foster home. (Note that the number of placement settings

AFCARS Assessment Review Case File Findings: Foster Care Elements
State: Louisiana
Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
					<p>in element #24 was correct.)</p> <p>In one error case the child only had one placement and the date reported is the date the foster parents became certified.</p> <p>It appears that in three error cases the date reported reflects when the foster home became a "pre-adoptive home."</p> <p>In one error case the reviewer found an additional placement.</p> <p>In one error case the date reported to AFCARS was the sibling's. The child being reviewed was moved to the same home as the sibling but a month later.</p> <p>In one error case the child was placed with the non-custodial father. The date reported for element was this date. It should have been the date of the foster home the child was in prior to being placed with the father. See notes in #41 and 56.</p> <p>In one error the date the reviewer found was for a setting after the one reported to AFCARS.</p> <p>One error case had additional placements that were not included - a hospitalization and the current setting of a nursing home.</p>
24. Number of Previous Placement Settings During this Removal Episode	46	9	0	0	<p>In six error cases the number of placements was less than what was reported to AFCARS. > In one case, it appears that the child remained at the same address but the name of the foster parent changed.</p>

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
					<p>>In one case the child had one placement and it appears that when the home was certified the count increased.</p> <p>>It appears in 3 instances the change to a pre-adoptive home was counted as a placement move.</p> <p>>In one case it appears that the return to the same foster home from an acute stay hospitalization was counted as a new placement.</p> <p>In three error cases the reviewer found additional placements.</p>
<p>25. Manner of Removal from Home for Current Removal Episode</p> <p>1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined</p>	55	0	0	0	
<p>Actions or Conditions Associated With Child's Removal</p> <p>26. Physical Abuse (alleged/reported)</p>	53	2	0	0	The response should have been "condition does not apply" instead of "condition applies."
<p>27. Sexual Abuse (alleged/reported)</p>	47	8	0	0	In the error cases, the response should have been "condition applies" instead of "condition does not apply."
<p>28. Neglect (alleged/reported)</p>	50	5	0	0	<p>In four error cases, the response should have been "condition applies" instead of "condition does not apply."</p> <p>In two error cases, the response should have been "condition does not apply" instead of "condition applies."</p>

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
29. Alcohol Abuse (parent)	54	1	0	0	In the error case, the response should have been "condition applies" instead of "condition does not apply."
30. Drug Abuse (parent)	44	11	0	0	In the error cases, the response should have been "condition applies" instead of "condition does not apply."
31. Alcohol Abuse (child)	55	0	0	0	
32. Drug Abuse (child)	55	0	0	0	
33. Child's Disability	55	0	0	0	
34. Child's Behavior Problem	53	2	0	0	In one error case, the response should have been "condition applies" instead of "condition does not apply." In the other error case, the response should have been "condition does not apply" instead of "condition applies."
35. Death of Parent(s)	54	1	0	0	In the error case, the response should have been "condition applies" instead of "condition does not apply."
36. Incarceration of Parent(s)	46	9	0	0	The responses should have been "condition applies" instead of "condition does not apply."
37. Caretaker's Inability to Cope Due to Illness or Other Reason	52	3	0	0	In the error cases, the response should have been "condition applies" instead of "condition does not apply."
38. Abandonment	50	5	0	0	In the error cases, the response should have been "condition applies" instead of "condition does not apply."
39. Relinquishment	55	0	0	0	
40. Inadequate Housing	50	5	0	0	The response should have been "condition applies" instead of "condition does not apply."
41. Current Placement Setting	49	6	0	0	In two error cases the living arrangement was

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
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					"foster family home (relative) instead of "foster family home (non-relative). In one instance it may be that once the family was certified they were entered as a new placement. One error case, the AFCARS file indicated the child was placed with a relative. The reviewer's notes indicated "fictive kin." Only individuals that are related to the child by blood or marriage are to be considered relatives for AFCARS reporting. In one error case the AFCARS file indicated "trial home visit." However, the child was placed with the non-custodial father and should have been reported as discharged from the AFCARS reporting population. The last setting the child was in before being placed with dad should have been reported (non-relative foster home). In one error case the response should have been "non-relative" foster home instead of "institution." In one error case the setting was a nursing home. Institution instead of relative foster home should have been reported.
42. Is Current Placement Setting Outside of the State or Tribal Service Area? 1 = yes 2 = no	55	0	0	0	
43. Most Recent Case Plan Goal 1 = Reunify with Parent(s) or Principal caretaker(s)	45	10	0	0	In four error cases, the recent case plan goal found by the reviewer was "adoption" instead of "reunification."

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
2 = Live with Other Relative(s) 3 = Adoption 4 = Long-term Foster Care 5 = Emancipation 6 = Guardianship 7 = Case Plan Goal Not Yet Established					In two error cases the goal reported was “emancipation” but the child did not have a permanent connection to an adult. The APPLA goal should have been mapped to “long-term foster care.” In one error case the goal should have been “reunification” instead of “adoption.” The goal of adoption was set after the report period submitted. In two error cases the goal should have been “long-term foster care” instead of “reunification.” In one error case the goal should have been “guardianship” instead of “reunification.”
44. Caretaker Family Structure 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male 5 = Unable to Determine	39	16	0	0	In five error cases the response should have been “married couple” instead of “unable to determine.” Note that in one case, the AFCARS element #45 had a date of birth reported, which was the correct year of birth. In one error case the response should have been “unmarried couple” instead of “unable to determine.” The correct birth year was reported to element #45. In three error cases the response should have been “single female” instead of “unable to determine.” In one case, the correct birth year was reported in element #45. In five error cases the response should have been “married couple” instead of “single female.” In one instance, it appears that the information reported for this element reflected the biological parents and not

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
					<p>the adoptive parents.</p> <p>In one error cases the response should have been "married couple" instead of "single male."</p> <p>In one error case the response should have been "single female" instead of "married couple."</p>
45. Year of Birth (1 st Principal Caretaker)	40	15	0	0	<p>It appears a default year was used (1910) in 4 cases where "unable to determine" was reported in element #44. The reviewer found a birth year.</p> <p>In one case, it appears that the default 1910 was reported even though element #44 indicated "single female." The mother was not immediately located at the time the child was removed. The reviewer did find an actual birth year for the mother.</p> <p>In one error case element #44 contained "unable to determine" (reviewer found the caretakers were a married couple) and a date was reported in this element. The reviewer however found a different date than the one reported.</p> <p>In nine error cases the reviewer found a different date than the one reported. In two instances it appears the foster parent's birth year was reported.</p>
46. Year of Birth (2 nd Principal Caretaker - if applicable)	39	16	0	0	<p>In four cases the reviewer found that the response in element #44 should have been "married couple" and this element was blank.</p> <p>In one error case the response to element #44 was actually a married couple (the adoptive parents) and the reviewer found a date of birth.</p>

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
					<p>In six error cases the reviewer found a year of birth and the AFCARS field was blank because element #44 was incorrectly reported as a single female/single male.</p> <p>This element should have been blank based on the reviewers note that the child was removed from a single female and not a married couple.</p> <p>In three error cases the reviewer found a different date than the one reported to AFCARS. In one instance it appears the foster parent's birth year was reported.</p> <p>In one error case a year should have been reported instead of 0000. Note, that the response in element #44 was "unable to determine" and the reviewer found the marital structure of "unmarried couple."</p>
47. Date of Mother's Parental Rights Termination (if applicable)	50	5	0	0	<p>In two error cases, a deceased date should have been reported.</p> <p>In one error case it appears that the biological parents TPR date was reported instead of the date the adoptive parents relinquished their rights.</p> <p>In one error case the mother had relinquished her rights and the date was not reported.</p> <p>In one error case a later date was found by the reviewer than the one reported to AFCARS.</p>
48. Date of Legal or Putative Father's Parental Rights Termination (if applicable)	51	3	0	1	<p>In one error case the reviewer found a relinquishment and the date was not reported to AFCARS.</p>

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
					<p>In one error case it appears that the biological parents TPR date was reported instead of the date the adoptive parents relinquished their rights.</p> <p>In one error case a later date was found by the reviewer than the one reported to AFCARS.</p> <p>In one questionable case the reviewer noted that the case record made references to the dad's parental rights being terminated but a court order was not found.</p>
<p>49. Foster Family Structure</p> <p>0=Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male</p>	42	7	0	0	<p>The cases incorrectly reported as a blank (6) when the child's living arrangement was other than a foster home were not included in the analysis of error cases.</p> <p>In two error cases the State reported an invalid value for this element (5). The reviewers did find a marital status for the foster parent. In one of the cases the child was in the home of a relative that was not paid a foster payment.</p> <p>In one error case the response should have been "married couple" instead of "unmarried couple."</p> <p>In two error cases this element was reported as blank but the child was in a foster home. In one case, the reviewer found that the foster parent was single. (The reviewer did not note the foster parent's gender.) The other case the reviewer did not have the provider file.</p> <p>In one error case this was reported as blank (#41 indicated THV) but the child was returned to the</p>

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
					<p>non-custodial father and so the foster parent information of the prior setting should have been reported.</p> <p>In one error case this should have been "not applicable" instead of "single female." The child was placed in a nursing home.</p>
50. Year of Birth (1 st Foster Caretaker)	48	6	1	0	<p>In one error case a year of 1910 was reported. This was the same case that had an invalid value reported for element #49. The reviewer did find a year of birth.</p> <p>In one error case this was reported as blank (#41 indicated THV) but the child was returned to the non-custodial father and so the foster parent information of the prior setting should have been reported.</p> <p>In two error case the reviewer found a different date than the one reported to AFCARS.</p> <p>In one error case this element was reported as blank but the child was in a foster home. The reviewer found the foster parent's year of birth.</p> <p>In one error case this element should have been blank. The child was placed in a nursing home that was not reported.</p>
51. Year of Birth (2 nd Foster Caretaker)	51	2	1	1	<p>In one error case the reviewer found that the foster parents were a married couple and this element was blank. (One case is the one reported with an invalid value in element #49.)</p> <p>In one error case the reviewer found a different</p>

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
					<p>date from the one reported to AFCARS.</p> <p>In one case this was reported as blank (#41 indicated THV) but the child was returned to the non-custodial father and so the foster parent information of the prior setting should have been reported. The case was marked as questionable since the reviewer did not note if the foster parents were single or married.</p>
<p>52. Race of 1st Foster Caretaker</p> <p>a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine</p>	50	4	1	0	<p>In two error case the races were all reported as "no" but the child was in a foster home. The reviewer found the foster parent's race information. One case the foster parents were non-paid relatives.</p> <p>In one error case this was reported as blank (#41 indicated THV) but the child was returned to the non-custodial father and so the foster parent information of the prior setting should have been reported.</p> <p>In one error case this element should have been blank. The child was placed in a nursing home that was not reported.</p>
<p>53. Hispanic or Latino Ethnicity of 1st Foster Caretaker</p> <p>0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine</p>	44	4	1	0	<p>The cases incorrectly reported as a blank (6) when the child's living arrangement was other than a foster home were not included in the analysis of error cases.</p> <p>In one error case the reviewer found that the first foster parent was not Hispanic/Latino; AFCARS indicated "unable to determine."</p> <p>In two error cases this element was reported as "not applicable" but the child was in a foster home.</p>

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
					<p>The reviewer found the foster parent's Hispanic/Latino information.</p> <p>In one error case this was reported as blank (#41 indicated THV) but the child was returned to the non-custodial father and so the foster parent information of the prior setting should have been reported.</p> <p>In one error case this element should have been "not applicable." The child was placed in a nursing home that was not reported.</p>
<p>54. Race of 2nd Foster Caretaker (if applicable)</p> <p>a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine</p>	40	13	1	1	<p>In 11 error cases, the child was placed in a foster home of a single person and the AFCARS fields reported "no" for each of the race categories instead of being blank.</p> <p>In one case this was reported as blank (#41 indicated THV) but the child was returned to the non-custodial father and so the foster parent information of the prior setting should have been reported. The case was marked as questionable since the reviewer did not note if the foster parents were single or married.</p> <p>In one error case this element should have been blank. The child was placed in a nursing home that was not reported.</p>
<p>55. Hispanic or Latino Ethnicity of 2nd Foster Caretaker (if applicable)</p> <p>0 = Not Applicable 1 = Yes 2 = No</p>	46	1	1	1	<p>The cases incorrectly reported as a blank (6) when the child's living arrangement was other than a foster home were not included in the analysis of error cases.</p> <p>In one error case the reviewer found that the</p>

AFCARS Assessment Review Case File Findings: Foster Care Elements
State: Louisiana
Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
3 = Unable to Determine					second foster parent was not Hispanic/Latino; AFCARS indicated "unable to determine." In one case this was reported as blank (#41 indicated THV) but the child was returned to the non-custodial father and so the foster parent information of the prior setting should have been reported. The case was marked as questionable since the reviewer did not note if the foster parents were single or married.
56. Date of Discharge from Foster Care	53	2	0	0	A date was reported to AFCARS but the reviewer noted the child was still in foster care as of the end of the report period. In one error case, the child was placed with the non-custodial father. This should have been reported as a discharge from the AFCARS reporting population.
58. Reason for Discharge 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	32	3	0	0	The records incorrectly reported as blank when the child was still in foster care (20), were not included in the number of error cases. The discharge reason should have been "living with other relatives" instead of "reunification." In one error case the reviewer noted the child was still in foster care as of the end of the report period. In one error case, the child was placed with the non-custodial father. This should have been reported as a discharge from the AFCARS reporting population.
Source(s) of Federal Financial Support/assistance for Child					

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
0-Does not apply 1-Applies					
59. Title IV-E (Foster Care)	55	1	0	0	The error case was on a child who entered foster care in the last month of the report period and had been determined eligible prior to September 30 th . The response should have been "condition applies" instead of "condition does not apply."
60. Title IV-E (Adoption Assistance)	55	0	0	0	
61. Title IV-A	55	0	0	0	
62. Title IV-D (Child Support)	55	0	0	0	
63. Title XIX (Medicaid)	51	4	0	0	In the error cases, the response should have been "condition applies" instead of "condition does not apply."
64. SSI or Other Social Security Benefits	51	4	0	0	In the error cases, the response should have been "condition applies" instead of "condition does not apply."
65. None of the Above	55	0	0	0	
66. Amount of Monthly Foster Care Payment	55	0	0	0	

AFCARS Assessment Review Case File Findings: Adoption Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
5. Child's Date of Birth	27	1	0	0	
6. Sex 1=Male 2=Female	28	0	0	0	
7. Child's Race 0=No 1=Yes 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	25	3	0	0	In two of the error cases the reviewers found an additional race that should have been selected. In case white should have been selected and in the other Black/African American. In one case, the reviewer found that the response should have been both Black/African American and White instead of "unable to determine."
8. Child's Hispanic or Latino Ethnicity 1=Yes 2=No 3=Unable to determine	23	5	0	0	The responses should have been "no" instead of "unable to determine."
9. Has the title IV-E agency determined that the child has special needs? 1=Yes 2=No	22	6	0	0	There were 6 records reported to AFCARS as "no" and the response to element #35, child receiving a monthly subsidy, was "yes." The reviewer noted the child's special need factor in element #10 should have been: > "medical" = 3. > "other State defined" = 1. > There were two that the reviewed did not write the factor. So, element 10 was marked as

AFCARS Assessment Review Case File Findings: Adoption Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
					questionable.
10. Primary Factor or Condition for Special Needs 0=Not applicable 1=Racial/Ethnic Background 2=Age 3=Membership in a Sibling Group 4=Medical conditions or Mental, Physical or Emotional Disabilities 5=Other	15	6	0	7	In one error record the AFCARS file indicated "sibling," the reviewer indicated this was incorrect. It was not clear what the primary factor was. There were 6 records reported to AFCARS as "no" and the response to element #35, child receiving a monthly subsidy, was "yes." <u>Questionable Records</u> In all of the questionable cases the child had more than one special needs factor but all the records indicated Racial/Ethnic Background in AFCARS. In each case the child was an African American male. In three of these, the child was less than 2 years of age. There were situations that "other" could have been the response.
11. Type of Disability-Mental Retardation 0=Does not Apply 1=Yes, applies	25	1	0	2	The response should have been "yes, applies" instead of "does not apply."
12. Type of Disability-Visually or Hearing Impaired	25	1	0	2	The response should have been "does not apply" instead of "yes, applies."
13. Type of Disability-Physically Disabled	25	0	0	2	
14. Type of Disability-Emotionally Disturbed	25	2	0	2	The response should have been "yes, applies" instead of "does not apply."
15. Type of Disability-Other Medically Diagnosed Condition Requiring Special Care	25	2	0	2	In one case, the response should have been "yes, applies" instead of "does not apply." In the other case, the response should have been

AFCARS Assessment Review Case File Findings: Adoption Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
					"does not apply" instead of "yes, applies."
16. Mother's Year of Birth	27	1	0	0	A wrong year was entered/reported.
17. Father's Year of Birth	19	9	0	0	In three error cases the default year of 1900 was entered/reported. In two error cases the default year of 1910 was entered/reported. In four error cases the wrong year was entered/reported.
18. Was the Mother married at the time of the child's birth? 1=Yes 2=No 3-Unable to determine	27	1	0	0	The response should have been "yes" instead of "no."
19. Date of Mother's Termination of Parental Rights	27	0	0	1	
20. Date of Father's Termination of Parental Rights	26	1	0	1	In the error case the TPR actually occurred earlier.
21. Date Adoption Legalized	28	0	0	0	
22. Adoptive Parents' Family Structure 1=Married couple 2=Unmarried couple 3=Single female 4=Single male	27	1	0	0	In the error case the spouse died before the adoption was finalized and the marital status was not updated. Elements 24, 27, and 28 were correct and reflected that the adoptive parent was single.
23. Adoptive Mother's Year of Birth	28	0	0	0	
24. Adoptive Father's Year of Birth	28	0	0	0	

AFCARS Assessment Review Case File Findings: Adoption Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
25. Adoptive Mother's Race a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine	28	0	0	0	
26. Adoptive Mother's Hispanic Origin 0=Not Applicable 1=Yes 2=No 3=Unable to determine	21	7	0	0	The response should have been "no" instead of "unable to determine."
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	28	0	0	0	
28. Adoptive Father's Hispanic Origin 0=Not Applicable 1=Yes 2=No 3=Unable to determine	23	5	0	0	The response should have been "no" instead of "unable to determine."

AFCARS Assessment Review Case File Findings: Adoption Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
29. Relationship to Adoptive Parent-Stepparent 0=Does not apply 1=Yes, Applies	28	0	0	0	
30. Relationship to Adoptive Parent - Other Relative 0=Does not apply 1=Yes, Applies	26	2	0	0	In one error case the response should have been "applies" instead of "does not apply." In the other case, the response should have been "applies." The Relative was also a foster parent and this was correctly indicated.
31. Relationship to Adoptive Parent - Foster Parent 0=Does not apply 1=Yes, Applies	25	3	0	0	The response should have been "applies" instead of "does not apply." In each case, the adoptive parent was not related to the child and element AD32 was correctly reported as "applies."
32. Relationship to Adoptive Parent - Other Non-relative 0=Does not apply 1=Yes, Applies	8	20	0	0	In 19 of the error cases, the response should have been "applies" as an additional relationship. In one error case, the response should have been "applies" as AD30 was incorrectly reported as applying.
33. Child was placed from 1=Within State or Tribal Service Area 2=Another State or Tribal Service Area 3=Another Country	28	0	0	0	
34. Child was placed by 1=Public agency 2=Private agency	28	0	0	0	

AFCARS Assessment Review Case File Findings: Adoption Elements

State: Louisiana

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
3=Tribal Agency 4=Independent person 5=Birth parent					
35. Is the Child Receiving a Monthly Subsidy? 1=Yes 2=No	27	1	0	0	The response should have been "yes."
36. Monthly Amount	27	1	0	0	There should have been an amount reported.
37. Is the Child receiving a title IV-E adoption subsidy? 1=Yes 2=No	27	1	0	0	The response should have been "yes."

AFCARS Assessment Review Case File Findings: Foster Care Elements

State: Louisiana OJJ

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
3. Local FIPS Code	19	0	0	0	
5. Date of Most Recent Periodic Review (if applicable)	14	5	0	0	Three error cases had the initial custody court order date for this element. Two error cases the dates were off by a week.
6. Date of Birth	19	0	0	0	
7. Sex 1 = Male 2 = Female	19	0	0	0	
8. Child's Race 0=No 1=Yes 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	19	0	0	0	
9. Child's Hispanic or Latino Ethnicity 1 = Yes 2 = No 3 = Unable to Determine	18	2	0	0	In one error case the response should have been "no" instead of "yes." In the other error case, the response should have been "no" instead of "unable to determine."
10. Has the Child Been Clinically Diagnosed with a Disability(ies)? 1 = Yes	0	20	0	0	In 18 cases the response should have been "yes" instead of "not yet determined." In one case the response should have been "no"

**AFCARS Assessment Review Case File Findings: Foster Care Elements
State: Louisiana OJJ**

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
2 = No 3 = Not Yet Determined					instead of "not yet determined." In one case the response should have been "yes" instead of "no."
11. Mental Retardation 0 = Condition Does Not Apply 1 = Condition Applies	15	5	0	0	In the error cases the response should have been "condition applies."
12. Visually or Hearing Impaired 0 = Condition Does Not Apply 1 = Condition Applies	20	0	0	0	
13. Physically Disabled (Child) 0 = Condition Does Not Apply 1 = Condition Applies	20	0	0	0	
14. Emotionally Disturbed (DSM-IV)	1	19	0	0	In the error cases the response should have been "condition applies."
15. Other Medically Diagnosed Conditions Requiring Special Care 0 = Condition Does Not Apply 1 = Condition Applies	18	2	0	0	In the error cases the response should have been "condition applies."
16. Has this Child Ever Been Adopted? 1 = Yes 2 = No 3 = Unable to Determine	14	6	0	0	The responses should have been "no" instead of "unable to determine."
17. If Yes, How Old was the Child when Adoption was Legalized?	20	0	0	0	

**AFCARS Assessment Review Case File Findings: Foster Care Elements
State: Louisiana OJJ**

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
0 = Not Applicable 1=less than 2 years old 2=2-5 years old 3=6 to 12 years old 4=13 years or older 5 = Unable to Determine					
18. Date of First Removal from Home	10	10	0	0	Errors in elements 18 - 21 are related to the method the OJJ program code identifies a removal episode. See foster care element findings.
19. Total Number of Removals from Home To Date	7	13	0	0	
20. Date Child was Discharged from Last Foster Care Episode	7	13	0	0	
21. Date of Latest Removal from Home	5	15	0	0	
23. Date of Placement in Current Foster Care Setting	10	10	0	0	Errors in elements 23 and 24 are related to the method the OJJ program code identifies a removal episode and placements. See foster care element findings.
24. Number of Previous Placement Settings During this Removal Episode	9	11	0	0	Errors in elements 23 and 24 are related to the method the OJJ program code identifies a removal episode and placements. See foster care element findings. Also, the initial placement in a locked facility is being included in the child's placement count.
25. Manner of Removal from Home for Current Removal Episode 1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined	20	0	0	0	

**AFCARS Assessment Review Case File Findings: Foster Care Elements
State: Louisiana OJJ**

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
Actions or Conditions Associated With Child's Removal 0=Does not Apply 1=Applies 26. Physical Abuse (alleged/reported)	20	0	0	0	
27. Sexual Abuse (alleged/reported)	20	0	0	0	
28. Neglect (alleged/reported)	20	0	0	0	
29. Alcohol Abuse (parent)	20	0	0	0	
30. Drug Abuse (parent)	20	0	0	0	
31. Alcohol Abuse (child)	18	2	0	0	In the error cases, the response should have been "condition applies" instead of "condition does not apply."
32. Drug Abuse (child)	17	3	0	0	In the error cases, the response should have been "condition applies" instead of "condition does not apply."
33. Child's Disability	20	0	0	0	
34. Child's Behavior Problem	20	0	0	0	
35. Death of Parent(s)	20	0	0	0	
36. Incarceration of Parent(s)	20	0	0	0	
37. Caretaker's Inability to Cope Due to Illness or Other Reason	20	0	0	0	
38. Abandonment	20	0	0	0	
39. Relinquishment	20	0	0	0	
40. Inadequate Housing	20	0	0	0	

**AFCARS Assessment Review Case File Findings: Foster Care Elements
State: Louisiana OJJ**

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
<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>	7	12	0	0	<p>In two error cases, the response should have been "institution" instead of "trial home visit."</p> <p>In five error cases, the response should have been "group home" instead of "trial home visit."</p> <p>In four error cases, the response should have been "group home" instead of "institution."</p> <p>In one error case, the response should have been "group home" instead of "runaway."</p> <p>One record reported as "trial home visit." This is incorrect.</p>
<p>42. Is Current Placement Setting Outside of the State or Tribal Service Area?</p> <p>1 = yes 2 = no</p>	20	0	0	0	
<p>43. Most Recent Case Plan Goal</p> <p>1 = Reunify with Parent(s) or Principal caretaker(s) 2 = Live with Other Relative(s) 3 = Adoption 4 = Long-term Foster Care 5 = Emancipation 6 = Guardianship 7 = Case Plan Goal Not Yet Established</p>	19	1	0	0	<p>The goal was "APPLA" instead of "reunification."</p>
<p>44. Caretaker Family Structure</p>	1	19	0	0	<p>Eight of the error cases were incorrectly reported as "unable to determine." The reviewers noted the</p>

**AFCARS Assessment Review Case File Findings: Foster Care Elements
State: Louisiana OJJ**

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male 5 = Unable to Determine					caretaker were single females and two were single males. In six of the cases, there was a correct year of birth reported in element #45. Eleven error cases indicated "single male." Two were actually found to be a family structure of "married couple" and the remainder should have been "single female."
45. Year of Birth (1 st Principal Caretaker)	17	3	0	0	In two error cases this element was blank but the reviewer found a birth year. In one error case the wrong year of birth was reported.
46. Year of Birth (2 nd Principal Caretaker - if applicable)	16	3	0	0	There should have been a year of birth reported.
47. Date of Mother's Parental Rights Termination (if applicable)	19	0	0	0	
48. Date of Legal or Putative Father's Parental Rights Termination (if applicable)	19	0	0	0	
49. Foster Family Structure 0=Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male	1	0	0	1	The records of youth living in a non-foster home setting (18) were not included in the analysis of the error cases. In each case this element was incorrectly reported as a blank.
50. Year of Birth (1 st Foster Caretaker)	18	0	1	1	
51. Year of Birth (2 nd Foster Caretaker)	18	0	1	1	
52. Race of 1 st Foster Caretaker	18	0	1	1	

**AFCARS Assessment Review Case File Findings: Foster Care Elements
State: Louisiana OJJ**

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine					
53. Hispanic or Latino Ethnicity of 1 st Foster Caretaker 0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine	0	0	1	1	The records of youth living in a non-foster home setting (18) were not included in the analysis of the error cases. In each case this element was incorrectly reported as a blank.
54. Race of 2 nd Foster Caretaker (if applicable) 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	18	0	1	1	
55. Hispanic or Latino Ethnicity of 2 nd Foster Caretaker (if applicable) 0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine	0	0	1	1	The records of youth living in a non-foster home setting (18) were not included in the analysis of the error cases. In each case this element was incorrectly reported as a blank.

**AFCARS Assessment Review Case File Findings: Foster Care Elements
State: Louisiana OJJ**

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
56. Date of Discharge from Foster Care	14	6	0	0	In two of the error cases the removal episode had not ended. In most cases, the child's placement setting changed to a locked facility. This is being incorrectly reported as a discharge. In two error cases the discharge did not occur in the 2012B report period. The date reported for this element was in October, 2012.
58. Reason for Discharge 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	3	17	0	0	In two of the error cases the removal episode had not ended. The child's placement setting changed to a locked facility. This is being incorrectly reported as a discharge. In two error cases the discharge did not occur in the 2012B report period. The date reported for this element was in October, 2012. In 11 error cases the child was still in OJJ's responsibility and element #56 was correctly reported as blank but element #58 indicated "reunification." In one error case the response should have been "guardianship" instead of "reunification."
Source(s) of Federal Financial Support/assistance for Child 0-Does not apply 1-Applies	20	0	0	0	All of the cases were correctly reported as "condition applies."
59. Title IV-E (Foster Care)					
60. Title IV-E (Adoption Assistance)	20	0	0	0	

**AFCARS Assessment Review Case File Findings: Foster Care Elements
State: Louisiana OJJ**

Report Period Used for Sample: April 1, 2012 - September 30, 2012 (2012B)

Data Element	Data In AFCARS Matches Case File	Data In AFCARS Does Not Match Paper File	Not Found	Questionable	Notes
61. Title IV-A	20	0	0	0	
62. Title IV-D (Child Support)				20	There no records reported as "condition applies." This may be accurate but the State needs to verify.
63. Title XIX (Medicaid)				20	There no records reported as "condition applies." This may be accurate but the State needs to verify.
64. SSI or Other Social Security Benefits	20	0	0	0	There were no records with this condition applying.
65. None of the Above	20	0	0	0	
66. Amount of Monthly Foster Care Payment	0	20	0	0	All records were reported with as a zero amount.

Tab B

AFCARS Improvement Plan

Section 1: General Requirements

Section 2: Foster Care and Adoption Elements

IMPROVEMENT PLAN INSTRUCTIONS

The Improvement Plan is the working document for recording progress on each task by the State, comments, and the Children's Bureau's response. It is to reflect the history of the improvement plan phase with all related notes, approvals, questions, etc. An electronic copy of the document will be e-mailed to the State once it has received the hard copy of the report.

The State is to provide its initial estimated completion dates for each task within 30 days of receiving the report. The document is then to be emailed to the Federal review team.

In the foster care and adoption data element matrices, the data elements have been organized by rating factors, with data elements receiving a "1" listed first. Elements that received a "4" are not included on the corrective action workplans. However, the State should review the findings document (see Tab A). The data element may contain notes that the State may want to consider in order to more efficiently collect the AFCARS data. Additionally, elements that are related are grouped together in one row, since a change in one element will result in a change to the related elements. In the case where both a system problem (factor #2) and a possible worker entry problem (factor #3) exist, the lower rating factor will be given to the data element. If the system error is corrected, but the worker entry problem still exists, the element will be re-evaluated and given a "3" by the Federal Regional Office. In order for the element to be determined to be in compliance, it must meet the criteria in factor #4.

Each task is numbered. Dates and any comments are to be numbered according to the corresponding task. If a date changes, do not delete it. Instead, use the strike-through function and type in the new date.

The Improvement Plan contains five columns:

Element/Requirement: This column lists every AFCARS adoption and foster care data element, and general requirement with a rating factor of a 1, 2, or 3.

Rating Factor: This is the final rating factor based on the findings for the data element/general requirements.

Findings: This column includes the findings that need corrections.

Tasks: This column includes the actions that must be taken in order to bring the data element/general requirement into compliance with the AFCARS requirements. Some task items may include suggestions for changes and are, therefore, optional items for the State to consider implementing. Each task is numbered.

Estimated/Completed Date: This column is to be used by the State to list the dates by which it intends to complete each action item, and is updated by the State to reflect the actual completion date. The corresponding task number should be included with the date. The State should use "strikethrough" of the old dates when updating information. Once ACF has reviewed changes made by the State, it will list the approval date in this column.

Notes: This column may be used either by the State or the Federal staff to record follow-up notes, etc. This column may also contain follow-up questions of the Federal review team based on post-site visit analysis. The corresponding task number should be included with the note.

Sample

Data Element	Rating Factor	Findings	Tasks	Estimated & Completion Date	Notes
#, element	2	1) Finding	1) Task	1) m/day/yr	1) <u>CB, m/yr</u> : This is a blank example. <u>ST, m/yr</u> : The State made the modifications to the program code at line/section number.

Section 1

General Requirements

AFCARS Assessment Review Improvement Plan: General Requirements
State: Louisiana

No.	Requirement	Rating Factor	Findings	Tasks	Date	Notes
Foster Care Reporting Population						
5	The reporting system includes all children who have or had been in foster care at least 24 hours. (Appendix A to Part 1355--Foster Care Data Elements, Section II--Definitions).	2	<p><u>System</u> Louisiana does not exclude all removal episodes that are less than 24 hours from the AFCARS population. The extraction code is only checking for start and end dates of a removal episode that are on the same day.</p> <p>Two approaches that the State can consider are: a) adding a time field to the removal/discharge date fields; or, b) add a checkbox to the discharge field that identifies the episode as being 24 hours or less.</p>	<p><u>System</u> 1) Identify, develop, and implement a method to capture if a removal episode is 24 hours or less. 2) Modify the extraction to reflect above system change.</p>		
11	<p>For the purposes of adoption reporting, data are required to be transmitted by the title IV-E agency ... on all adopted children for whom the agency is providing adoption assistance (either ongoing or for nonrecurring expenses), care or services directly or by contract or agreement with other private or public agencies. (45 CFR 1355.40(a)(3)).</p> <p>The title IV-E agency must report on all children who are adopted in the State or Tribal service area during the reporting period and in whose adoption the title IV-E agency has had any involvement.</p>	2	<p><u>System</u> 1) The State does enter into adoption agreements with families adopting a special needs child through a private agency. However, these are not currently included in the system in a way that they can be identified for reporting. The State is not reporting the private adoption records for cases in which they are only paying the non-recurring adoption expense. 2) However, not all the information needed for the AFCARS adoption file is entered (e.g., demographics or TPR dates). 3) The State is checking its policy to confirm if they would enter into an agreement with a family who resides in LA but is adopting a special needs</p>	<p><u>System</u> 1) Identify and implement changes to the system to capture information on private agency adoptions. 2) Enter all information required for the AFCARS adoption file; regardless if it is for an adoption subsidy/service or the non-recurring expenses. 3) Provide an update in the initial AIP Update.</p> <p><u>Program Code</u> 1) Modify the program code to identify and extract private agency adoption records. 1a) Include records in which only</p>		

AFCARS Assessment Review Improvement Plan: General Requirements
State: Louisiana

No.	Requirement	Rating Factor	Findings	Tasks	Date	Notes
	<p>...reports on the following are mandated: (b) All special needs children who were adopted in the State or Tribal service area, whether or not they were in the public foster care system prior to their adoption and for whom non-recurring expenses were reimbursed; and (c) All children adopted for whom an adoption assistance payment or service is being provided based on arrangements made by or through the title IV-E agency. (Appendix B to Part 1355--Adoption Data Elements, Section I).</p>		<p>child that is being placed for adoption by a private agency in another State.</p>	<p>the non-recurring adoption expense is paid by the agency.</p>		
12	<p>The data must be extracted from the data system as of the last day of the reporting period (45 CFR 1355.40(b)(1)). <u>For foster care information (regular files)</u>, the child-specific data to be transmitted must reflect the data in the information system when the data are extracted. (45 CFR 1355.40(b)(2)).</p> <p>Report the status of all children in foster care as of the last day of the reporting period. Also, provide data for</p>	3	<p>There were elements that the program code does not check the information against the regular report period dates.</p> <p>There are data elements that do not have a date field. If the child's circumstances change, the data are overwritten in the system.</p> <p>There are fields that are not saved to a history table. Example: The system does not store all case plan goals with its associated date.</p> <p>If data are missing, the extraction code does insert a valid value into</p>	<p><u>System</u> 1) See individual data elements for needed changes.</p>		

AFCARS Assessment Review Improvement Plan: General Requirements
State: Louisiana

No.	Requirement	Rating Factor	Findings	Tasks	Date	Notes
	<p>all children who were discharged from foster care at any time during the reporting period, or in the previous reporting period, if not previously reported. (Appendix D, 45 CFR 1355 Foster Care and Adoption Record Layouts Section A.1.b(5)); (AFCARS Technical Bulletin #6, Data Extraction).</p>		<p>the file. See individual data elements.</p>			
13	<p>The data must be extracted from the data system as of the last day of the reporting period (45 CFR 1355.40(b)(1)). <u>For foster care information (subsequent files)</u>, the child-specific data to be transmitted must reflect the data in the information system when the data are extracted. (45 CFR 1355.40(b)(2)).</p> <p>Report the status of all children in foster care as of the last day of the reporting period. (AFCARS Technical Bulletin #6, Data Extraction)</p>	2	<p><u>Program Code:</u> For subsequent submissions the current process will not always result in correct data. In some instances it is due to the selection of a subsequent file and the lack of a requirement in the program code to check for information within the report period being extracted. In other instances it is due the lack of history tables in the information system. <u>Example:</u> The title IV-E agency is extracting the 2011B report period on June 8, 2012 for submission to the Children’s Bureau. Data in the 2011B file must reflect the child’s circumstances as of September 30, 2011. If a diagnosis or a case plan goal has changed since September 30, 2011, the new information is not to be included in the 2011B file.</p>	<p><u>Program Code</u> 1) See GR12 and individual elements. 2) Modify the selection code to ensure the file is checking for the subsequent report period being extracted.</p>		
21	<p>General Data Quality</p> <p>For data to be considered “quality” it must be accurate,</p>	3	<p>There are data quality issues due to the design of the systems and the number of systems used to collect information. There are 68 (55%)</p>	<p>1) Describe, develop, and implement a method to ensure the accurate and timely entry of the AFCARS data; including but not</p>		

AFCARS Assessment Review Improvement Plan: General Requirements
State: Louisiana

No.	Requirement	Rating Factor	Findings	Tasks	Date	Notes
	<p>complete, timely, and consistent in definition and usage across the entire IV-E agency and State/Tribal service area. The quality of the AFCARS data is assessed by the agency on a regular and continuous basis in order to sustain a high level of quality data. The agency incorporates AFCARS data into its quality assurance/continuous quality improvement plan. The agency involves staff from every level of the organization, and other stakeholders from outside of the agency.</p>		<p>items (GR and elements) that need technical corrections.</p> <ul style="list-style-type: none"> ◦ Mandatory fields in the system and on forms. ◦ Use of terms “other,” “unknown,” or “unable to determine.” ◦ Some of the edit routines set AFCARS elements to a valid value if the data are missing. <p>The TIPS Procedural Manual includes timeframes for timely entry of the information.</p> <p>There are 25 (20%) items rated a 3. The manual indicates the “worker assigned to the client is responsible for completing the form or assuring its completion by the clerical worker.” Also, supervisors are “responsible for reviewing the form for accuracy and completeness prior to data entry into TIPS.”</p> <ul style="list-style-type: none"> - Race; - Hispanic - High response rate for “unable to determine;” - Disability - information not updated; Conditions for removal; foster parent demographics; previously adopted. <p>There does not seem to be a continuous quality assurance process of the AFCARS data that is done on a regular basis. The AFCARS frequency report is not used throughout local offices or at the Central Office to identify</p>	<p>limited to supervisory oversight and management reports.</p> <p>1a) In the above plan, address how supervisors ensure accurate data entry.</p> <p>2) Describe how the agency will monitor the accuracy of AFCARS data, including completeness of the data and timely entry of the data, over time.</p> <p>3) Describe how the title IV-E agency utilizes management reports and the data in its analyses. Provide brief examples.</p> <p>4) 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>5) Include system and importance of data quality training in the agency’s training for staff and include in the State’s training plan (in the State’s title IV-B, Child and Family Services Plan and Annual Progress and Services Report).</p> <p>5a) Implement regular trainings/refreshers for staff on the system as well as forms so there is a common understanding</p>		

AFCARS Assessment Review Improvement Plan: General Requirements
State: Louisiana

No.	Requirement	Rating Factor	Findings	Tasks	Date	Notes
			<p>inconsistencies between data elements or for underreporting of the data.</p> <p>It is not clear that there is a process in place for oversight regarding accuracy of what was on a form and what is entered into the system.</p> <p>Training - Ongoing training for caseworkers regarding the information system: Training appears to be episodic and driven by changes to the systems, or to new worker training.</p> <p><u>OJJ/DCFS Cases</u> As noted in GR4, there were issues however identified through the case file review.</p>	<p>of what should be reported and how case events and demographics are entered/reported.</p> <p>6) The State will need to verify and ensure that caseworkers are using the correct code when entering cases where the child is removed from a custodial parent and placed with a non-custodial parent and DCFS has legal custody of the child.</p> <p><u>OJJ/DCFS Cases</u> 1) The State needs to further evaluate the OJJ/DCFS cases once OJJ has made corrections to its extraction code. Provide synopsis of results.</p> <p>2) The State and Children's Bureau will need to continue to monitor the files after the OJJ extraction code is corrected for removals and placements to determine if there are other issues.</p>		

Section 2

Foster Care and Adoption Elements

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
3. Local Agency (FIPS Code)	3	<p><u>Data Quality</u> <i>Case File Findings</i> DCFS: There were six errors. There seems to be an issue when the child is placed in another Parish but the case of the parent is with the original worker and the original court. In addition, there were instances where the case was closed in one Parish and transferred to another. The original Parish was reported to AFCARS.</p> <p>It may be possible the caseworkers are changing who the primary worker is on the child's screen when the child is placed in another Parish.</p> <p><u>Program Code LNs 1600 – 1750</u> The program code sets this element by selecting the Parish code from the 102 screen and then identifies that caseworker's office.</p>	<p>1) The State needs to ensure that the primary worker field does not change <i>unless</i> there is an actual change in the primary worker.</p> <p>1a) The State identified having the program code check the court of original jurisdiction may be a better approach.</p>		
5. Date of Most Recent Periodic Review (if applicable)	2	<p><u>Program Code - OJJ</u> 1) There are court hearing events other than the permanency hearing reported for this element. It appears that the initial hearing is being included (based on the case file review) for this element.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859)</i>: There are five records with review dates in 2007 and</p>	<p><u>Program Code - OJJ</u> 1) Modify the extraction code to report administrative reviews and the permanency hearings.</p> <p>2) Modify the program code to ensure the periodic review is reflective of the report period being extracted and transmitted. See the requirements checklist for additional information</p>		

¹ Overall, the findings and tasks are applicable to the Children and Family Services (DCFS). Findings applicable to the Department of Public Safety and Corrections, Office of Juvenile Justice (DPSC/OJJ) are included when discussed and are noted as OJJ. DCFS is ultimately responsible for ensuring the accuracy of OJJ's file in addition to the DCFS files.

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>2010; all indicated a discharge except for two records. There are 179 records with a year of 2011. Of these 179 records, only one record was still open as of the end of the 2012B report period. The date of the review was May, 2011.</p> <p>There are 1,672 (28%) records reported as blank. There are instances where the child has been in care for more than 6 months prior to discharge and some that were still in foster care at the end of the collection period.</p> <p><i>Case File Findings</i> DCFS: 7 (13%) of the records analyzed did not match what was reported in AFCARS. Dates found were both before and after the date reported to AFCARS.</p> <p>OJJ: 5 (26%) of the records analyzed did not match what was reported in AFCARS. In three of the error cases, the date reported was the initial custody hearing date.</p>	<p>regarding the reporting of periodic review dates.</p> <p><u>Data Quality</u> 1) If a child has been in foster care for six months, there should be a periodic review conducted and the date reported to AFCARS. DCFS needs to ensure timely data entry.</p>		
<p>FC 8 Child's Race AD 7 Child's Race</p> <p>0=No 1=Yes</p> <p>a. American Indian or Alaska Native b. Asian c. Black or African American</p>	<p>2</p>	<p><u>Program Code</u> 1) The program code initializes this element to zeroes.</p> <p>2) If no individual race is mapped to "yes," "unable to determine" is set to "yes."</p> <p>3) If the child's Hispanic origin is "yes" and the race is "unable to determine," the program code changes the child's race to</p>	<p><u>Program Code</u> 1) Initialize these fields to blank.</p> <p>2) If none of the race fields indicate "yes" or the value used for the AFCARS administrative value "unable to determine", map the element to blank</p> <p>3) Modify the program code to set the race value to blank. 3a) Send a notice to the caseworker to</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
<p>d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine</p>		<p>“white.”</p> <p><u>Forms:</u> 001B, TIPS 100 <u>Screen:</u> Client Characteristics and Significant Relationships (101) <u>NYTD Reporting:</u> DCFS has a separate system for NYTD. The caseworker has the youth confirm the race information and if the youth indicates a different race(s), then it is corrected in the NYTD database. The information in TIPS is not always updated and so the AFCARS data and the NYTD data may not match.</p> <p>Also, the NYTD definition of “unknown” encompasses two situations. See the Element Findings document for additional information. Also, see the NRC-CWDT’s web site for resources on AFCARS/NYTD reporting.</p> <p><u>Data Quality</u> <u>Frequency Report:</u> There are no records reported as missing for these values. There are 117 (2%) records reported as having two or more races selected.</p>	<p>confirm the child’s race with either the child or parent, or if the child/person declined to provide the information.</p> <p><u>Data Quality/Screen</u> 1) DCFS needs to have the same fields for race collection in AFCARS and NYTD. If the child provides updated information for NYTD, information in TIPS should be updated.</p>		
<p>FC9 Child’s Hispanic or Latino Ethnicity AD8 Child’s Hispanic or Latino Ethnicity 1 = Yes 2 = No 3 = Unable to Determine</p>	<p>3</p>	<p><u>Data Quality</u> <u>Frequency Report</u> (n=5,859): Yes = 121 (2%); No = 5,217 (89%); Unable to determine = 521 (9%); Not reported = 0 The response rate for “unable to determine” appears high. There are more records here than what was reported for race.</p> <p><u>Case File Findings</u></p>	<p>1) The State needs to verify that the parent and/or youth declined to provide the information and how many are infants entering foster care from Safe Haven.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>DCFS: 4 (7%) of the records analyzed did not match what was reported in AFCARS. The responses should have been “no” instead of “unable to determine.”</p> <p>OJJ: 2 (10%) of the records analyzed did not match what was reported in AFCARS. In one error case, the response should have been “no” instead of “yes.” In the other error case, the response should have been “no” instead of “unable to determine.”</p> <p><u>Forms:</u> 001B, TIPS 100 <u>Screen:</u> Client Characteristics and Significant Relationships (101) The NYTD value “declined” is not listed. As noted in element FC8, NYTD information is collected in a different system. The same issue noted in #8 regarding consistent information applies to this element.</p> <p><i>NYTD Reporting:</i> NYTD includes the options “unknown” and “declined.” See the Element Findings document for additional information.</p>			
<p>10. Has the Child Been Clinically Diagnosed with a Disability(ies)?</p> <p>1 = Yes 2 = No 3 = Not Yet Determined</p>	<p>2</p>	<p><u>Forms:</u> TIPS 100, 98B <u>Screens/System:</u> 1) Medical, mental health, educational, and behavioral conditions are entered in multiple locations/systems: TIPS Characteristics Screen (101); LARE Problems and Special Needs (152A) and Child’s Diagnosed Disabilities (152B); FATS medical information section; and,</p>	<p><u>Forms</u> 1) Modify the forms to include: a) the specific diagnosed condition; and, b) the start and end dates of the diagnosis.</p> <p><u>Screens/System</u> 1) The State must develop a means to either link the information from each</p>		<p><u>CB, 11/2013:</u> If a section is added that includes a history of medical/psychological/educational exams, this could be used to determine the response for element #10 without there being a specific question. A means though may need to be added to determine if the child had been seen by a health care provider but the</p>

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>TIPS education section. The systems are not linked together and the data are not shared across the systems. The caseworkers must enter the information in each of the system - causing duplicate data entry.</p> <p>2) The system does not contain a field to identify if the child has received a health/mental health assessment; or if the child has been seen and the agency has not received the results of the examination.</p> <p>3) Diagnosed dates (begin and end) cannot be entered into the system.</p>	<p>system by interface or have the program code check the database tables for each system. The State should consider having one central location for caseworkers to enter the information once; the data once entered would then populate other fields where the information is needed (case plan, health history, adoption special needs, etc.).</p> <p>a) Add a field that identifies if the child has received an examination.</p> <p>b) Add a comprehensive list of diagnosed conditions.</p> <p>c) Add start and end dates for each diagnosis.</p> <p>d) Do not use the term disability to describe diagnosed conditions.</p> <p>1a) In the interim, develop a method to report the information in elements 10 - 15 from one of these other systems, such as FATS or LARE.</p> <p>2) Develop/implement changes to the system and program code that will allow sufficient information to be gathered so that the program code can determine the appropriate response to FC10.</p> <p>3) Modify the program code to determine if the child has at least one active condition that is mapped to AFCARS for the report period. If there is an active diagnosed condition, set FC10 to "yes."</p>		<p>caseworker had not yet received a report. If a question is added to the system, the worker would answer "yes" if the child was examined and a diagnosis was made; then the caseworker would have to enter all diagnoses received.</p>

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>4) The fields on the 101 screen must be completed by the worker <i>at the time the case is opened</i>.</p> <p><u>OJJ</u> 1) The OJJ system (JETS) does not collect this information.</p> <p><u>Program Code</u> 1) The response to element #10 is determined based on whether there is a response of "condition applies" in any of elements 11 - 15.</p> <p>2) If items for FC11 - 15 are set to "does not apply," this element is mapped to "no." Missing or any other value is also mapped to "no."</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859): Yes = 737 (13%); No = 4,951 (85%); Not Yet Determined = 171 (3%); Not reported = 0</i></p> <p><u>Case File Findings</u> DCFS: 19 (36%) of the records analyzed did not match what was reported in AFCARS. In the majority of the cases, the</p>	<p>4) Modify the system by not requiring this information at the time a case is opened. The agency may want to determine a later time, such as after a case has been open three months, and make this a mandatory field at that time or have an alert set to remind the worker.</p> <p><u>OJJ</u> 1) JETS must be modified and fields added to collect the diagnosed conditions, as well as the start and end dates of the diagnosis. See the suggested modifications for DCFS.</p> <p><u>Program Code</u> 1) Update and make appropriate modifications to the program code once changes are made to the system per the task in the above section.</p> <p>2) Modify the program code to set this element to blank if no information is entered into the system for any of the categories (11 - 15).</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>response should have been “yes” instead of “no.” See the Case File Findings for additional information.</p> <p>OJJ: All of the cases reviewed were incorrect. As noted above, the OJJ system is not collecting this data. In the majority of cases, the response should have been “yes” instead of “not yet determined.”</p>			
<p>11. Mental Retardation 12. Visually or Hearing Impaired 13. Physically Disabled 14. Emotionally Disturbed 15. Other Medically Diagnosed Conditions Requiring Special Care</p> <p>0 = Condition Does Not Apply 1 = Condition Applies</p>	2	<p><u>Systems/Screens</u> 1) See notes in FC10. TIPS 101 screen does not contain comprehensive medical/psychological/educational fields. Information that is more comprehensive is recorded in other systems or subsystems of TIPS.</p> <p>2) Diagnosed dates (begin and end) cannot be entered into the system.</p> <p><u>Program Code</u> Missing data is set to “does not apply.” Program TIN2117 will remap it to “does not apply” if it is blank.</p> <p><u>Data Quality</u> <i>TIPS Guidance to caseworkers:</i> There are conditions listed that the instructions provides the wrong AFCARS value for the condition.</p> <p><i>Case File Findings:</i> See the Case File Review Findings Document.</p>	<p><u>Systems/Screens</u> 1) Modify the system to include one location to record health related information. See tasks in FC10</p> <p>2) Add a start date and an end date for each diagnosis. Alternatively, associate it with the date the child was seen by a health care professional and the diagnosis was made or ended.</p> <p><u>Program Code</u> 1) Interim correction: Modify the program code to set FC11 - 15 to blank if no information is entered into the system.</p> <p><u>Data Quality</u> <i>TIPS Guidance to caseworkers:</i> 1) Code Hydrocephalus and Microcephalus to FC11. 2) Legally Blind – partial sight can be coded to FC12. 3) Other Muscular Disorder would be</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
			<p>coded to FC13.</p> <p>3a) The diagnosis of Specific Developmental Disorder is coded as FC13. While in some cases this may be correct, based on the latest International Statistical Classification of Diseases and Related Health Problems (ICD-10), they indicate four categories - specific developmental disorders of speech and language, specific developmental disorders of scholastic skills, <i>specific developmental disorder of motor function</i>, and mixed specific developmental disorder.</p> <p>The State needs to have the caseworker select the specific individual AFCARS category(ies) that are identified for the delay.</p> <p>4) Other Psychiatric Disorder and Other Emotional Disability are to be coded to FC14.</p> <p>5) Other Circulatory Disorder, Other Neurological Disorder; Autism; Dyslexia; Learning Disorder; Dementia; Passive Development Disorders; and, Other Respiratory Disorder are to be coded to FC15.</p> <p>6) The following items are not to be coded to AFCARS: Encopresis; Enuresis; Substance Induced; Other Disorders – Physical Manifestations;</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
			<p>Psychosexual Disorders; and, Substance Abuse – Other (none of the substance abuse conditions are mapped to FC10 - 15); Allergy (unless it severely affects activities of daily living (ADL); Asthma (unless it severely affects ADL); Tuberculosis; psychosexual disorders (unless there is some other related emotional issues and if so, map that condition); and, Ulcer.</p> <p>7) The following Other disorders – physical manifestations; Other Disorders Infancy/Child/Adult; Other Endocrine Disorder; and, Other Health Disorder are vague and probably need to be made more specific in order to be included in AFCARS.</p> <p>8) Huntington’s Chorea should not be mapped to AFCARS as it would not be applicable to a person under the age of 30.</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>Program Code</u> 1) There is no logic to set the value of #16 to “unable to determine” or blank.</p>	<p><u>Program Code</u> 1) Modify the program code to check for fields in the system that identifies the child as a Safe Haven Infant. If this is the reason a child entered foster care, then FC16 is to be mapped to the AFCARS administrative value “unable to determine.”</p> <p><u>Screen</u> 1) This field cannot be mandatory in order to open a case, as the information may not be known initially.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p><u>Data Quality</u> Frequency Report (n=5,859): Yes = 123 (2%); No = 5,677 (97%); Unable to determine = 59 (1%); Not reported = 0</p> <p><u>Case File Findings</u> OJJ: 6 (%) of the records analyzed did not match what was reported in AFCARS. The responses should have been “no” instead of “unable to determine.”</p>	<p>2) If a data is not known, the worker can enter an estimated date. The option “unable to determine” should only be mapped in AFCARS if the child was a Safe Haven baby.</p>		
<p>17. If Yes, How Old was the Child when Adoption was Legalized?</p> <p>0 = Not Applicable 1=less than 2 years old 2=2-5 years old 3=6 to 12 years old 4=13 years or older 5 = Unable to Determine</p>	<p>2</p>	<p><u>Program Code</u> 1) If no date is found, element #17 is set to blank. If element #16 is set to “no,” this element is set to blank. The Program TIN2117 is supposed to set this element to “not applicable” if the value mapped for element #16 is “no.” However, based on a review of the detailed file it appears there is an issue with the extraction. There were 5,564 records reported as “no” in FC16 and this element was blank. It could be due to the “and” statement: AND #AGE-PREV-ADOPTION NE '0'.</p> <p>2) If the date found is the default date (19000101), this element is set to “unable to determine.”</p> <p><u>Data Quality</u> Frequency Report (n=5,859): Not applicable = 172 (3%); Unable to determine = 0; Age categories = 123; Not reported = 5,564</p> <p><u>Case File Findings</u></p>	<p><u>Program Code</u> 1) Check the extraction code to identify if the TIN2117 program needs to be modified. The program code is to report: a) If the child has never been adopted prior to the current removal episode, FC 16 = no and FC17 = not applicable. b) If the child had been previously adopted but the age is not known (and the parents cannot estimate the age within one of the age ranges to the left), then FC16 = yes and FC17 = blank. c) If the child is a Safe Haven child, FC16 and 17 = unable to determine.</p> <p>2) Modify the program code to map a default date to blank.</p> <p><u>Suggestion</u> A modification to the system the agency may want to consider is the addition of fields to record where the adoption occurred (State/Country) and the type of agency that handled the adoption. This would cover the information required in</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		DCFS: There were records that the information did not match between the case file and the AFCARS file. If the response was “no” for element #16, this element was incorrectly reported as a blank. Otherwise, for those records identified as having a previous adoption, this element was correct.	the title IV-B Plan (422(b)(12) of the Act) regarding Inter-Country Adoptions.		
18. Date of First Removal from Home	2	<p><u>Program Code</u></p> <p>1) When the initial placement in the first removal from home is a hospital, the State incorrectly reports the removal date as the court ordered date of placement and care responsibility.</p> <p>2) If in the first-ever removal episode the child's first placement was a detention facility and the child subsequently enters a foster care setting within the scope of title IV-E, the date of the foster care placement is the first removal from home date.</p> <p>3) See findings for element #19 and GR #5. The program code is incorrectly including some records with a removal episode that is 24 hours or less.</p> <p>OJJ</p> <p>1) The OJJ cases are not being correctly extracted for elements 18 - 24, 41, and 56 - 58. The program code used by OJJ incorrectly reports the record as having a discharge when the child is committed to a locked facility after having been in a foster home or group home or other non-secure</p>	<p><u>Program Code</u></p> <p>1) The program code needs to be modified to check if there is a foster care placement after the hospitalization. If there is a foster care placement, the program code is to extract the begin date of the placement as the date of the first removal from home.</p> <p>2) It appears that DCFS may be reporting this situation correctly. However, the program code should be checked and this confirmed with the Federal team.</p> <p>3) If the first-ever removal from home is an episode that was 24-hours or less in duration, the date of that episode is to never be included as a first removal date.</p> <p>OJJ</p> <p>1) OJJ must modify the program and make the corrections. The checklist in Appendices B and C to the <i>Guide to an AFCARS Review</i> can be used to check that all requirements are met.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>setting. Once the child is identified as belonging to the AFCARS foster care population, and remains in OJJ's custody, the record continues to be reported in the foster care population. A move to a secure setting is considered a placement move instead of a discharge. If the child is not expected to return to a community based setting, or it is expected he/she will return to his/her parents, then OJJ could consider the youth discharged from the AFCARS foster care population.</p> <p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 3 (6%) of the records analyzed did not match what was reported in AFCARS. In the error cases, the child was initially in the hospital when the agency received responsibility for placement and care. The date was incorrect and it should have been the date the child was placed in the foster home setting.</p> <p>OJJ: 9 (45%) of the records analyzed did not match what was reported in AFCARS. Errors in elements 18 - 21 are related to the method the OJJ program code identifies a removal episode. See findings related to the extraction code.</p>			
19. Total Number of Removals from Home To Date	2	<p><u>Program Code</u> 1) The program code counts the number of foster care service episodes that have a gap of more than one day between episodes. A discharge and a new removal may occur on the same day and these</p>	<p><u>Program Code</u> 1) The program code should be checking for actual removal episodes and not check for a gap.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>should be counted separately.</p> <p>2) The program code is incorrectly handling removal episodes that are 24 hours or less.</p> <p>3) If the child has removal episodes that includes a placement setting that was only a hospital or a locked facility, the program code will incorrectly include it for this element.</p> <p>OJJ: See notes in element #18.</p> <p><u>Data Quality</u> <u>Case File Findings</u> OJJ: 12 (60%) of the records analyzed did not match what was reported in AFCARS. Errors in elements 18 - 21 are related to the method the OJJ program code identifies a removal episode.</p>	<p>2) Modify the program code to exclude from the removal count all episodes that are 24 hours or less.</p> <p>3a) Modify the program code to exclude all removal episodes that contain only a placement that is a hospital.</p> <p>3b) Modify the program code to exclude all removal episodes that contain only a placement that is a locked facility.</p> <p>OJJ 1) Modify the program code per the requirements noted in Appendix B of the Guide to an AAR, as well as FC18.</p>		
20. Date Child was Discharged from Last Foster Care Episode	2	<p><u>Program Code</u></p> <p>1) If a record is found and the date is more than one day prior to the most recent FC removal, that record's close date is used as the last discharge date.</p> <p>2) If there was a prior removal episode that was 24-hours or less, and the child later re-enters foster care, the end date of the previous 24-hour episode is not to be reported for this element.</p> <p>3) If the child's prior removal episode only included a placement that was a hospital or detention (locked) facility, the end date</p>	<p><u>Program Code</u></p> <p>1) See task 1 in FC19. As changes are made for that task make changes to FC20 accordingly.</p> <p>2) As changes are made to correct the system and the program code for removal episodes that are for 24 hours or less, make changes to FC20 accordingly.</p> <p>3) Modify the program code to check for the discharge date of a prior removal episode that included foster care</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>of this episode is not to be reported for this element.</p> <p>OJJ: See notes in element #18.</p> <p><u>Data Quality</u> <i>Case File Findings</i> OJJ: 12 (60%) of the records analyzed did not match what was reported in AFCARS. Errors in elements 18 - 21 are related to the method the OJJ program code identifies a removal episode. See foster care element findings.</p>	<p>placements.</p> <p>OJJ 1) Modify the program code per the requirements noted in Appendix B of the Guide to an AAR, as well as FC18.</p>		
21. Date of Latest Removal from Home	2	<p><u>Program Code</u> 1) The program code selects the latest removal date where the program acceptance date is greater than zero and is at least one day later than the previous program close date. A discharge and a new removal may occur on the same day and these should be counted separately.</p> <p>2) When the initial placement is a hospital, the State incorrectly reports the removal date as the court ordered date of placement and care responsibility.</p> <p>3) If the child's first placement was a detention facility and the child subsequently enters a foster care setting within the scope of title IV-E, the date of the foster care placement is the removal from home date. It appears that DCFS may be reporting this situation correctly. However, the program code should be</p>	<p><u>Program Code</u> 1) Modify the program code to check for the start date of a removal episode regardless of the discharge date of a prior episode.</p> <p>2) Modify the program code to check if there is a foster care placement after the hospitalization. If there is a foster care placement, extract the start of the foster care placement as the date of latest removal from home.</p> <p>3) Verify and confirm in the AIP update if the program code is extracting this situation correctly.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>checked and this confirmed with the Federal team.</p> <p>4) See findings for element GR #5. The program code is incorrectly including some records with a removal episode that is 24 hours or less.</p> <p>OJJ: See notes in element FC18.</p> <p><u>Data Quality</u> <i>Case File Findings</i> DCFS: 5 (9%) of the records analyzed did not match what was reported in AFCARS. In four error cases, the child was initially in the hospital when the agency received responsibility for placement and care. The date was incorrect and it should have been the date the child was placed in the foster home setting. One error case should have been a day earlier than what was reported to AFCARS.</p> <p>OJJ: 14 (70%) of the records analyzed did not match what was reported in AFCARS. Errors in elements 18 - 21 are related to the method the OJJ program code identifies a removal episode. See foster care element findings.</p>	<p>4) See GR #5.</p> <p>OJJ 1) See notes for FC18</p>		
22. Removal Transaction Date	2	<p><u>Program Code OJJ:</u> The transaction dates are not system dates.</p>	<p>OJJ Modify the program to select the initial creation date.</p>		
23. Date of Placement in Current Foster Care Setting	2	<p><u>Forms:</u> 001B, TIPS 100 <u>Screen:</u> TIPS Client Placement History Change</p>	<p><u>Screen</u> 1) Modify the system so it does not display gaps in the dates of placement.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>1) There is a system issue related to the entry of the start and end dates of a placement. The design of the system does not allow staff to end one placement and start the next one on the same day.</p> <p><u>Program Code</u></p> <p>1) The program code incorrectly reports the placement date when a child is placed back in the same foster home he/she was in prior to a "trial home visit," hospital, and runaway.</p> <p>3) The program code does include nursing home in the mapping of element #41.</p> <p>4) The program code does not account for the change in status of a foster home.</p> <p>5) The program code incorrectly considers a placement with a non-custodial parent as a placement instead of a discharge from the AFCARS reporting population.</p> <p>OJJ: 1) See notes in element #18.</p> <p><u>Data Quality</u></p>	<p><u>Program Code</u></p> <p>1) Modify the program code to reset the placement date to the initial placement date for a setting if a child returns to the same setting after: a) a trial home visit; b) a runaway episode; or, c) an acute care hospitalization.</p> <p>3) Modify the program code to include a placement date if a child enters a nursing home setting.</p> <p>4) Modify the program code to check if the child actually is in a new location or that the status of the provider changed. 4a) If there was a status change, the program code is not to report a new placement date.</p> <p>5) Modify the program code to continue reporting the date of the placement the child was in prior to being placed with a non-custodial parent.</p> <p>OJJ 1) Modify the program code to report the date a child/youth enters a locked facility.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p><i>Frequency Report (n=5,859):</i> There are nine records reported as missing this information. Element #41 has no missing data.</p> <p><i>Case File Findings</i> DCFS: 10 (18%) of the records analyzed did not match what was reported in AFCARS. There were records marked in error due to the child being hospitalized. See the Case File Findings Summary for details regarding the findings. They included issues with hospitalizations and status changes of the foster care setting.</p> <p>OJJ: 10 (50%) of the records analyzed did not match what was reported in AFCARS. Errors in elements 23 and 24 are related to the method the OJJ program code identifies a removal episode and placements.</p>			
24. Number of Previous Placement Settings During this Removal Episode	2	<p><u>Forms:</u> 001B, TIPS 100 <u>Program Code</u></p> <p>1) This element is not to be initialized or defaulted to zero. Zero is an acceptable value if the child's only placement in the removal episode is "runaway."</p> <p>2) The program code incorrectly counts a change in status of the foster care setting.</p> <p>3) It appears that the placement back with the same foster family after a trial home visit with the parent is counted as a new placement.</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to initialize this element to blank.</p> <p>2) Modify the program code to exclude in the placement count a change in the status of a foster home.</p> <p>3) Modify the program code to exclude from the placement count the return to the same foster home the child was in prior to a trial home visit.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>4) The program code checks for a hospital stay of 14 days as acute care hospitalizations. However, the program code is not including all values associated with a hospital.</p> <p>OJJ: 1) See notes in element #18.</p> <p>2) The child's home that he/she was removed from is not included in the placement count.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> There are 11 records reported as zero placement count. Element #41 has no missing data.</p> <p><i>Case File Findings</i> DCFS: 9 (16%) of the records analyzed did not match what was reported in AFCARS. In the error cases, the child was initially in the hospital when the agency received responsibility for placement and care. The date was incorrect and it should have been the date the child was placed in the foster home setting.</p> <p>OJJ: 11 (55%) of the records analyzed did not match what was reported in AFCARS. Errors in elements 23 and 24 are related to the method the OJJ program code</p>	<p>4) Modify the program code to check for all hospital settings and calculate the number of days.</p> <p>OJJ 1) Include in the number of placements locked facilities. 1a) A child who is in a foster care setting then moves to locked facility is considered to have two placements.</p> <p>2) Do not include the child's removal home in the number of placements.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		identifies a removal episode and placements. Also, the initial placement in a locked facility is being included in the child's placement count.			
25. Manner of Removal from Home for Current Removal Episode 1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined	2	<u>System/Screen (100)</u> 1) The system does not maintain a history table of this information. Consequently, it is possible for this data to be overwritten and incorrectly reported as a court order and not a VPA. <u>Data Quality</u> <i>Frequency Report (n=5,859): (n=5,859):</i> Voluntary = 14 (.24%); Court Ordered = 5,845 (99.76%); Not Yet Determined = 0; Not reported = 0	<u>System/Screen (100)</u> 1) Modify the system to include a history table of court orders and voluntary placement agreements. <u>Program Code</u> 1) Modify the program code to check the history table. If the child's initial manner of removal is a voluntary agreement and the agency later obtains a court order to maintain the removal episode, the program code will continue to report "voluntary."		
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	3	See the Case File Review Findings document for the results of the case file review. <u>Screen: Open Reason/Primary Open Reason and Secondary Reasons</u> 1) The system only requires that at least a primary reason be selected. As noted in the case file review findings, nearly all categories had errors and the cause was that the reason was not selected when it was a contributing factor. <u>Program Code</u> The mapping of the removal conditions uses both the primary and the secondary fields to set the AFCARS values.	1) Safe Haven Infants are to be reported as "relinquished." 2) Infants exposed in-utero to alcohol or drugs are to be reported as Child Alcohol Abuse and/or Child Drug Abuse respectively. <u>System/Screen Suggestion</u> The State should consolidate the fields into one and eliminate the primary and secondary fields.		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
<p>#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>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>2</p>	<p><u>Forms:</u> 001B, TIPS 100 <u>Screen:</u> TIPS Client Placement History Change 1) The TIPS Client Placement History does not display a complete history of every location the child has resided in since entering foster care.</p> <p><u>Program Code</u> 1) There are several routines in the program code checking for the child's current placement. Also, there are some specific issues DCFS needs to address and correct. a) There are broad categories of settings (e.g. "community home") that need to be better defined/identified. "OT, other" is mapped to institution. b) The Federal team was not able to assess accurately which major/minor code</p>	<p><u>Screen</u> 1) Modify the information system to display all locations the child has resided since the agency removed the child from his/her home or received responsibility for placement and care.</p> <p>1a) Train caseworkers to enter every location the child is residing at during the removal episode.</p> <p><u>Program Code</u> 1) Re-evaluate the routine for placements. Note in the AIP Update the finding and intended modifications.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>combinations were used throughout the logic.</p> <p>c) Some minor codes appear to be mapped incorrectly. There are some settings that are mapped as a non-relative foster home but it seems that they could also apply to a relative foster home. For example, the major code 101 - special board is mapped to a non-relative foster home.</p> <p>d) The section of code starting at line 2804 has values that could map to more than one category in AFCARS. For instance:</p> <ul style="list-style-type: none"> ○ "administration - other" is mapped to non-relative foster home; ○ "alternative residential" (AR) is mapped to institution but it seems this could also be a group home setting in some instances; ○ "administration - TFC" (AT) is mapped to non-relative foster home but a relative could be licensed as a therapeutic foster home; ○ "IO, ICPC out-of-state placement" is mapped to non-relative foster home. <p>e) At the end of this section of code if no value was found, the element is incorrectly set to "trial home visit" instead of blank.</p> <p>2) In one section of the placement routine, the program code checks if a setting has 15 beds to determine if the setting should be mapped to the AFCARS value for "group home." The AFCARS requirement for group homes is one that is between 7</p>	<p>2) Modify the program code to map settings that are between 7 and 12 beds to "group home."</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>and 12 beds</p> <p>3) The Louisiana value "Home of parent" (HP) is incorrectly mapped to "relative foster care." This value is used when a child is removed from one parent and placed with the previously non-custodial parent. A parent is not considered a relative in AFCARS. GR #6 addresses the removal of a child from a custodial parent who is initially placed with a non-custodial parent and the agency excludes these records when selecting the reporting population.</p> <p>OJJ 1) See notes in element #18.</p> <p>2) OJJ is incorrectly reporting a record of a child who is placed back in his/her home as a "trial home visit." For OJJ cases, this is to be reported as a discharge from the AFCARS population even if OJJ still has custody of the child.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> Pre-Adoptive Home = 593 (10%); Foster Family Home (Relative) = 1,352 (23%); Foster Family Home (Non-Relative) = 2,721 (46%); Group Home = 224 (4%); Institution = 234 (4%); Supervised Independent Living = 32 (.55%); Runaway = 57 (0.97%); Trial Home Visit = 646 (11%); Not reported = 0</p>	<p>3) Modify the program code for records where the child is in foster care then is placed with the non-custodial parent. Report this as a discharge from the AFCARS reporting population (FC56) with an outcome of reunification (FC58).</p> <p>OJJ 1) Modify the program code as needed to include placement in a locked facility and map this to "institution."</p> <p>2) Modify the program code to report reunification in FC58 and the date of the child's placement in his/her home for FC59.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>There were records missing a date and a placement count.</p> <p><i>Case File Findings</i> DCFS: 6 (11%) of the records analyzed did not match what was reported in AFCARS. See the case file findings for additional information.</p> <p>OJJ: 12 (60%) of the records analyzed did not match what was reported in AFCARS. In seven of the cases the AFCARS file indicated "trial home visit." In each case, the child was in a foster care setting.</p>			
<p>42. Is Current Placement Setting Outside of the State or Tribal Service Area?</p> <p>1 = yes 2 = no</p>	2	<p><u>Program Code</u> The program code sets any value other than 98 to "no," including missing information.</p> <p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): Yes = 177 (3%); No = 5,682 (97%); Not reported = 0</p>	<p><u>Program Code</u> Modify the program code to set this element to blank if no address information is entered into the system.</p>		
<p>43. Most Recent Case Plan Goal</p> <p>1 = Reunify with Parent(s) or Principal caretaker(s) 2 = Live with Other Relative(s) 3 = Adoption 4 = Long-term Foster Care 5 = Emancipation 6 = Guardianship 7 = Case Plan Goal</p>	2	<p><u>Form</u>: TIPS 100 <u>Screen</u>: TIPS Client There are discrepancies between the list in the TIPS manual and the fields on the screen.</p> <p>1) The manual distinguishes between a guardianship with a relative and a non-relative but the system does not.</p> <p>2) The manual includes "IND, independent living" and "LFC, long term foster care" but these are not on the screen.</p> <p>3) The TIPS system does not have a</p>	<p><u>Forms and System</u> 1a) Develop a way to distinguish guardianship to a relative from guardianship with a non-relative (fictive kin is not consider a relative for AFCARS reporting).</p> <p>2) Confirm if there is a field in TIPS to document individuals who have made a permanent connection/commitment to a child/youth.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
Not Yet Established		<p>history table associated with the case plan goal.</p> <p><u>Program Code</u> 1a) The program code maps “ALA” (alternate permanent planned living arrangement) to “emancipation.” APPLA cannot be mapped to emancipation. See the discussion above under Screen.</p> <p>2) The extraction code includes “IND” (independent living) and “LFC” (long-term foster care), which are set to “emancipation.” These options are not on the screen.</p> <p>3) “GCN” (guardianship) and “GDN” (guardianship) are set to “guardianship.” The screen only lists GDN.</p> <p>4) If there were records that would be missing the case plan goal the program code would map it to “not yet established.”</p>	<p>3) Modify the database to maintain a history of the child’s case plan goals and dates.</p> <p><u>Program Code</u> 1a) In instances where another goal is not applicable for a youth, modify the program code to report children/youth who have a permanent connection with an adult to “emancipation.”</p> <p>1b) In instances where another goal is not applicable for a youth, modify the program code to report “long-term foster care for those youth who do not have a permanent connection to an adult.</p> <p>2) Identify where the program code is picking these values from within the system</p> <p>3a) Where is CGN being mapped from in the system?</p> <p>3b) Map goals of a relative obtaining guardianship of a child to the AFCARS value for “live with other relative(s).”</p> <p>4a) Modify the program code to map missing case plan goals to blank.</p> <p>4b) Modify the program code to set this element to not yet established if the child has been in foster care for less than 60 days.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>5) The program code does not check the date field and compare it to the end date of the report period being transmitted to the Children's Bureau.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> Reunify = 4,206 (72%); Live With Other Relative(s) = 16 (.27%); Adoption = 1,268 (22%); Long-Term Foster Care 0; Emancipation = 323 (6%); Guardianship = 46 (.79%); Case Plan Goal Not Yet Established = 0; Not reported = 0</p> <p><u>Case File Findings</u> DCFS: 10 (18%) of the records analyzed did not match what was reported in AFCARS. OJJ: 1 (5%) of the records analyzed did not match what was reported in AFCARS.</p>	<p>5) Add a check for the date of the goal against the report period being extracted.</p>		
<p>44. Caretaker Family Structure</p> <p>1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male 5 = Unable to Determine</p>	<p>3</p>	<p><u>Form:</u> TIPS 100 The options on the form are: Common Law, Divorced, Married, Separated, Single, Widow, and Unknown. <u>Screen:</u> TIPS Client Placement History (105) The options are: married couple, unmarried couple, single female, single male, or unknown.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> Married Couple = 1,563 (27%); Unmarried Couple = 535 (9%); Single Female = 2,499 (43%); Single Male = 261 (4%); Unable to Determine = 982 (17%); Not reported = 19</p>	<p><u>Form/Screen</u> 1) Replace "unknown" with values that reflect why a caseworker would not be able to gather this information (e.g., Safe Haven, incapacitated, etc.).</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>(.32%)</p> <p><i>Case File Findings</i> DCFS: 16 (29%) of the records analyzed did not match what was reported in AFCARS.</p> <p>OJJ: 19 (95%) of the records analyzed did not match what was reported in AFCARS.</p>			
45. Year of Birth (1 st Principal Caretaker)	2	<p><u>Program Code</u> The program code selects the biological parents' date of birth on children who had been previously adopted.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> There are five records with a year of birth of 1900, seven with a year of 1901, 199 records in 1910 (State's default <i>screen</i> year), and one in 1912. There are 48 records missing a year of birth. There are two records with invalid years.</p> <p><i>Case File Findings</i> DCFS: 15 (27%) of the records analyzed did not match what was reported in AFCARS.</p> <p>OJJ: 3 (15%) of the records analyzed did not match what was reported in AFCARS.</p>	<p><u>Program Code</u> Modify the extraction of information to check for the current legal parent.</p>		
46. Year of Birth (2 nd Principal Caretaker - if applicable)	2	<p><u>Program Code</u> The program code selects the biological parents' date of birth on children who had been previously adopted.</p>	<p><u>Program Code</u> Modify the extraction of information to check for the current legal parent.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> There are 2,098 records reported as married and unmarried couple in element #44. There are 2,235 records reported with a year of birth. There are five records with a year of birth of 1900, one with a year of 1907, 41 records in 1910, and one in 1912. There are 16 records with invalid years. There are 3,624 records missing a year of birth.</p> <p><i>Case File Findings</i> DCFS: 16 (29%) of the records analyzed did not match what was reported in AFCARS.</p> <p>OJJ: 3 (15%) of the records analyzed did not match what was reported in AFCARS.</p>			
<p>47. Date of Mother's Parental Rights Termination (if applicable)</p> <p>48. Date of Legal or Putative Father's Parental Rights Termination (if applicable)</p>	2	<p><u>Program Code</u> The program code selects the biological parents' TPR date on children who had been previously adopted.</p> <p><u>Data Quality</u> <i>#47 Case File Findings</i> DCFS: 5 (9%) of the records analyzed did not match what was reported in AFCARS. In two error cases, a deceased date should have been reported. In one error case, it appears that the biological parents TPR date was reported instead of the date the adoptive parents relinquished their rights. In another case, the mother had relinquished her rights and the date was not reported.</p> <p><i>#48 Case File Findings</i></p>	<p><u>Program Code</u> Modify the program code to select the last TPR date in the system for the "current" parent if the child had previously been adopted. Do not include the biological parent's TPR date.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		DCFS: 3 (6%) of the records analyzed did not match what was reported in AFCARS.			
49. Foster Family Structure 0=Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male	2	<p><u>Form:</u> HDU-15 <u>Screen:</u> LARE: Provider/Family Characteristics 1) The options on LARE do not match the HDU-15. Neither the form nor LARE includes an option to reflect a family structure of "unmarried couple."</p> <p><u>Program Code</u> 1) There are several checks in the program code for both the value entered and the names of the individual(s) in the household. (The values "S," "D," or "W" and there is a last name for a mother and a father are mapped to "unmarried couple." "S," "D," or "W" a and only the mother's name is present the value is mapped to "single female," "S," "D," or "W" and only the father's name is present are mapped to "single male. The second routine is performed if no value was set during the previous logic and checks for the age of the foster parent(s).</p> <p>2) There is no logic to check the value of element #41 and to set this element to "not applicable" if the child's placement is other than a foster home.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> Not applicable = 0; Married Couple = 2,686 (46%); Unmarried Couple = 100 (2%); Single</p>	<p><u>Form/Screen</u> 1) Add an option that includes "unmarried couple."</p> <p><u>Program Code</u> 1) Remove the condition for checking the names and ages. The code cannot determine the marital status based on last names or ages. Modify the program code to check the marital status entered for the foster parent(s).</p> <p>2) Modify the program code to check the living arrangement in FC41 and map this element to "not applicable" if the setting is a value of 4 - 8.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>Female = 1,653 (28%); Single Male = 109 (2%); Not reported = 1,215 (21%) There were 96 records reported with the invalid value of "5."</p> <p>There were 4,666 records reported in element #41 as a foster home setting. There were 1,193 records reported in element #41 as a non-foster home setting. There were no records reported for FC49 as "not applicable."</p> <p><i>Case File Findings</i> DCFS: 7 (14%) of the records analyzed did not match what was reported in AFCARS. The analysis of errors does not include those records that were reported as blank (6 records) when the child's living arrangement was other than a foster home.</p>			
<p>50. Year of Birth (1st Foster Caretaker) 51. Year of Birth (2nd Foster Caretaker)</p> <p>AD23 Adoptive Mother's Year of Birth AD24 Adoptive Father's Year of Birth</p>	3	<p><u>Data Quality</u> <i>FC50 Frequency Report</i> (n=5,859): There are three records with a year of birth of 1901, one with a year of 1905, 39 records in 1910, two in 1911, and three in 1912. There are two records with a year of birth of 2011. There are 1,224 (21%) records missing a year of birth.</p> <p><i>FC 51 Frequency Report</i> (n=5,859): There are 2,774 records reported with a year of birth. There are 2,786 records reported with a marital status of married or unmarried couple in element #49.</p> <p>There are four records with a year of birth</p>			

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>of 1901, 10 records in 1910, and two in 1911. There are two records with a year of birth of 2011. There are 3,085 (53%) records missing a year of birth. Some of these are records of a married or unmarried couple and the remaining are most likely records of children in a non-foster home setting.</p> <p><i>Case File Findings</i> FC 50 - DCFS: 6 (11%) of the records analyzed did not match what was reported in AFCARS. FC 51 - DCFS: 2 (4%) of the records analyzed did not match what was reported in AFCARS.</p>			
<p>52. Race of 1st Foster Caretaker 54. Race of 2nd Foster Caretaker (if applicable)</p> <p>AD 25 Adoptive Mother's Race AD 27 Adoptive Father's Race</p> <p>a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine</p>	2	<p><u>Screen: Family Characteristics</u> <u>Program Code:</u> The program code maps the foster parent race field in the same manner as the child's race (FC8).</p> <p>1) The program code initializes this element to zeroes. 2) If no individual race is mapped to "yes," "unable to determine" is set to "yes." 3) If the foster parent's Hispanic origin is "yes" and the race is "unable to determine," the program code reports the race as "white."</p> <p><u>Data Quality</u> <i>Case File Findings</i> DCFS: FC52 - 4 (8%) of the records analyzed did not match what was reported</p>	<p><u>Program Code</u> 1) Initialize these fields to blank.</p> <p>2) If none of the race fields indicate "yes" or the value used for the AFCARS administrative value "unable to determine," map the element to blank</p> <p>3) Modify the program code to set the race value to blank.</p> <p>3a) Send a notice to the caseworker to confirm the foster parent's race.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>in AFCARS. FC54 - 13 (25%) of the records analyzed did not match what was reported in AFCARS. In 11 error cases, the child was placed in a foster home of a single person and the AFCARS fields reported "no" for each of the race categories instead of being blank.</p>			
<p>53. Hispanic or Latino Ethnicity of 1st Foster Caretaker</p> <p>55. Hispanic or Latino Ethnicity of 2nd Foster Caretaker (if applicable)</p> <p>0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine</p>	<p>2</p>	<p><u>Program Code</u> 1) If the value of element #41 is greater than "3," element #53 is set to blank. Program TIN2117 sets this element to "not applicable" if the current placement setting is anything other than pre-adopt home or foster family (relative or non-relative). However, there were errors noted in the test cases and the case file review so it appears there is some underlying issue with how it is executed.</p> <p>2) If FC49 is either a single male or female, FV55 should be "not applicable."</p> <p><u>Data Quality</u> <i>FC 53 Frequency Report</i> (n=5,859): Not applicable = 18 (.31%); Yes = 34 (.58%); No = 3,811 (65%); Unable to determine = 797 (14%); Not reported = 1,199 (20%)</p> <p><u>Case File Findings</u> DCFS: FC 53 (8%) of the records analyzed did not match what was reported in AFCARS. The analysis of errors does not include those records that were reported as blank (6 records) when the child's living arrangement was other than a</p>	<p><u>Program Code</u> 1) Make corrections to the program code to set FC53 and 54 to "not applicable" when the response to FC41 is a value of 4 - 8.</p> <p>2) Verify this is operating correctly in the program code.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>foster home.</p> <p><i>FC55 Frequency Report (n=5,859):</i> There are 1,873 records reported as “not applicable.”</p> <p><i>Case File Findings</i> DCFS: FC55 - 1 of the records analyzed did not match what was reported in AFCARS. The cases incorrectly reported as a blank (6) when the child's living arrangement was other than a foster home were not included in the analysis of error cases.</p>			
56. Date of Discharge from Foster Care	2	<p><u>Program Code - OJJ</u> 1) OJJ incorrectly reports record as discharged when the child is committed to a locked facility after having been in a foster home or group home or other non-secure setting.</p> <p><u>Data Quality</u> <i>Frequency Report (n=5,859):</i> There are 4,028 records reported with no date of discharge (i.e., child is still in foster care). There were 10 records reported as discharged in 2011 and one in 2008.</p> <p><i>Case File Findings</i> DCFS: 2 (4%) of the records analyzed did not match what was reported in AFCARS.</p> <p>OJJ: 6 (30%) of the records analyzed did not match what was reported in AFCARS. There also were dates that were reported after the end of the report period. Nearly</p>	<p><u>Program Code - OJJ</u> 1) Modify the program code to:</p> <p>a) For youth that the agency expects to return to a foster care setting after the placement in a locked facility, report the placement in the locked facility in FC23, 24, and 41. FC56 is left blank.</p> <p>b) If the agency does not plan for the child to return to a foster care setting, then the agency can decide if this will be reported as a placement change or a discharge from the AFCARS reporting population.</p> <p>c) If the agency intends that the child will return to his/her parents upon release from the locked facility, the agency can decide if this will be reported as a placement change or a discharge from the AFCARS reporting population.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		all errors are related to the method the agency is extracting its cases.	d) Youth who are returned home are to be reported as discharged from the AFCARS foster care population.		
57. Foster Care Discharge Transaction Date	2	<u>Program Code - OJJ</u> The dates reported for this element are not system dates.	<u>Program Code - OJJ</u> Modify the program to select the initial creation date reflective of the date the agency no longer has custody of the child.		
58. Reason for Discharge 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	2	<u>Program Code</u> 1) "LWP" (leaves without plan), "OTH" (other) and "UNK" (unknown) are mapped to "0" (not applicable). The State team indicated these are obsolete codes. 2) "SC" (service completed) and "SNL" (service no longer needed) are mapped to "1" (reunification). "SC" and "SNL" may be ones used by FS and for SP (parents). 3) "LWN" (leaves to live with non-rel) is mapped to "5" (guardianship). 4) Missing data are mapped to blank. OJJ OJJ incorrectly reports record as discharged when the child is committed to a locked facility after having been in a foster home or group home or other non-	<u>Program Code</u> 1) Modify the code to map these to blank. 2) These values should not be mapped to AFCARS. 3) The value "LWN" should not be mapped to "guardianship" unless there is an actual legal guardianship order. 4) Modify the program code to map records of children who are still in foster care as "not applicable." 4a) If there is a discharge and the reason was not entered, these are to be mapped to blank. <u>Program Code - OJJ</u> 1) Modify the program code to: a) For youth that the agency expects to		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>secure setting.</p> <p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): Not Applicable = 17 (.29%); Reunification = 1,125 (19%); Living with Other Relative(s) = 282 (5%); Adoption = 329 (6%); Emancipation = 124 (2%); Guardianship = 16 (.27%); Transfer to Another Agency = 16 (.27%); Runaway = 6 (.10%); Death of Child = 4 (.07); Not reported = 3,940</p> <p><u>Case File Findings</u> DCFS: 3 (9%) of the records analyzed did not match what was reported in AFCARS. The records incorrectly reported as blank when the child was still in foster care (20) were not included in the number of error cases.</p> <p>OJJ: 17 (85%) of the records analyzed did not match what was reported in AFCARS.</p>	<p>return to a foster care setting after the placement in a locked facility, report the placement in the locked facility in FC23, 24, and 41. FC56 is reported as “not applicable.”</p> <p>b) If the agency does not plan for the child to return to a foster care setting, then the agency can decide if this will be reported as a placement change or a discharge from the AFCARS reporting population.</p> <p>c) If the agency intends that the child will return to his/her parents upon release from the locked facility, the agency can decide if this will be reported as a placement change or a discharge from the AFCARS reporting population.</p> <p>d) Youth who are returned home are to be reported as discharged from the AFCARS foster care population with a reason of reunification.</p>		
<p>59. Source(s) of Federal Financial Support/ assistance for Child - Title IV-E (Foster Care)</p> <p>0-Does not apply 1-Applies</p>	<p>2</p>	<p><u>Program Code</u> The funding source code “SSE” (Social Security/IV-E) represents a child is eligible for SSI due to disability and the agency also determined the child is eligible for title IV-E. If the amount of title IV-E is more beneficial, then it will be used as the source of income. If SSE is indicated on the screen, it is because the agency determined the SSI was the better payment source.</p>	<p><u>Program Code</u> Modify the program code to exclude the source code SSE. This element should reflect title IV-E foster care only as the source of income.</p>		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<u>Data Quality</u> <i>Case File Findings</i> DCFS: 1 of the records analyzed did not match what was reported in AFCARS.			
60. Title IV-E (Adoption Assistance)	2	<u>Program Code</u> The extraction is picking up the adoption non-recurring expenses. <u>Data Quality</u> Frequency Report: There were 81 (1%) records reported as "applies."	<u>Program Code</u> 1) Modify the program code to exclude non-recurring fees. 2) Confirm that the program code is selecting records for this element and reporting it as applies for children who have not yet been adopted, and/or the payment began prior to the adoption finalization date.		
61. Title IV-A	2	<u>Program Code</u> The reference to a funding source type of "IVA" in the loop that applies the date logic to check if the payment was after the child's date of removal and placement into foster care is commented out.	<u>Program Code</u> Modify the program code to check if a title IV-A payment was paid to a relative on behalf of the child in foster care and that it was after the child's entry into foster care.		
62. Title IV-D (Child Support)	2	<u>Program Code</u> 1) This information is received through the interface with the child support system (LASIS). 2) The program code is not including the value "parental contributions."	<u>Program Code</u> 1) The State needs to confirm that the information received is the reimbursed amount and DCFS is the payee. This element should not reflect that there is an order in place, but that a payment was made to the agency. 2) Modify the program code to include parental contributions.		
63. Title XIX (Medicaid)	2	<u>Program Code</u> Based on discussions with the State team the program code is checking for a payment, which may be resulting in the underreporting of this information. There	<u>Program Code</u> Note what changes are needed to the program code.		

AFCARS Assessment Review Improvement Plan: Foster Care Elements
State: Louisiana

Data Element	Rating Factor	Findings ¹	Tasks	Date	Notes
		<p>is a section that was noted that needs to be commented out of the routine.</p> <p><u>Data Quality</u> <i>Frequency Report</i> (n=5,859): There were only 2,207 (38%) records reported as "applies." The State team indicated this is not accurate.</p> <p><i>Case File Findings</i> DCFS: 4 of the records analyzed did not match what was reported in AFCARS.</p>			
66. Amount of Monthly Foster Care Payment	2	<p><u>Program Code</u> 1) The program code is not selecting the amount for the current setting.</p> <p>2) The program code is incorrectly adding together amounts to multiple providers that occur in a single month.</p>	<p><u>Program Code</u> 1) Modify the program code to report the payment for the current living arrangement.</p> <p>2) Modify the program code to report a full monthly amount to one provider. Do not sum payments to multiple providers that were paid in the same month. Report a payment that was made to a provider for the full month.</p>		

AFCARS Assessment Review Improvement Plan: Adoption Elements
State: Louisiana

Data Element	Rating Factor	Findings	Tasks	Date	Notes
<p>9. Has the title IV-E agency determined that the child has special needs?</p> <p>10. Primary Factor or Condition for Special Needs</p> <p>0=Not applicable 1=Racial/Ethnic Background 2=Age 3=Membership in a Sibling Group 4=Medical conditions or Mental, Physical or Emotional Disabilities 5=Other</p>	<p>2</p>	<p><u>Screen:</u> Louisiana Adoption Resource Exchange (LARE) - Problems and Special Needs (152A) and Child's Diagnosed Disabilities (152B) The system does not have a means to collect the primary basis for a child's special need.</p> <p><u>Program Code</u> 1) AD9 is initialized to "2" (no) and is based on the results of AD10. AD10 is initialized to "0" (not applicable). The order of processing for AD10 is: disabilities, age (see element 9 for restrictions), race (see element 9 for restrictions), then siblings. The first category that is found by the code is reported as the primary basis for special needs. If no conditions are found, then AD10 remains "not applicable" and AD9 is reported as "no." 2) There is no logic to set AD10 to the value to "5" (other).</p> <p><u>Data Quality</u> <i>AD9 Frequency Report</i> (n=314): Yes = 219; No = 95; Not reported = 0 There are 288 records reported as the</p>	<p><u>System</u> 1) A method must be added to the system to distinguish for the purposes of AFCARS reporting the condition that was the biggest barrier to a child being adopted. 2) The reporting of element #9 should be linked to the agency having made a determination of special needs that is completed on the eligibility screens. 3) The conditions are those used by the State to determine a child's eligibility for special needs payments/services (State or Federal).</p> <p><u>Program Code</u> 1) Interim solution until changes are made to the system is for the Program and IT staff to identify how this data will accurately reflect the child's barrier to adoption. 2) Add logic to report those conditions that are state defined criteria for a child's eligibility for special needs payments/services and map them to the AFCARS value "other."</p>		

AFCARS Assessment Review Improvement Plan: Adoption Elements
State: Louisiana

Data Element	Rating Factor	Findings	Tasks	Date	Notes
		<p>child receiving an adoption subsidy (AD35). There cannot be more records indicating the child is receiving a subsidy than the number having been determined eligible for a subsidy.</p> <p><i>AD10 Frequency Report (n=314): Not applicable = 95; Race/Original Background = 54 (17%); Age = 16 (5%); Sibling group = 36 (12%); Medical, etc. = 113 (36%); Other = 0; Not reported = 0</i></p>			
<p>11. Type of Disability- Mental Retardation</p> <p>0=Does not Apply 1=Yes, applies</p>	2	<p><u>Program Code AD 11 - 15</u></p> <p>1) Because of method used for extracting the data for elements 9 and 10, the program code correctly reports elements #11 through 15 only if the primary basis was determined to be "4" (medical).</p> <p>2) There were mapping errors for this element. - "DNS" (dissociative disorders).</p>	<p><u>Program Code</u></p> <p>1) Once modifications are made to the system to correctly capture element 10, the program code will need to be revised and the State needs to make sure that elements 11 - 15 contain the response of "applies" only if the response to element 10 is "medical conditions or mental, physical or emotional disabilities."</p> <p>2) Remove the mapping of DNS to this element.</p> <p>3) Map the following to this element: - HYD (hydrocephalus) - MIC (microcephalus).</p>		
<p>12. Type of Disability- Visually or Hearing Impaired</p>	2	<p><u>Program Code</u></p> <p>There were mapping errors for this element. - "OCD" (other circulatory disorder) - "OND" (other neurological disorder) - "ORD" (other respirator disorder).</p>	<p>1) Remove these items from the mapping of AD12.</p>		
<p>13. Type of Disability-</p>	2	<p><u>Program Code</u></p>	<p>1) Remove these items from the</p>		

AFCARS Assessment Review Improvement Plan: Adoption Elements
State: Louisiana

Data Element	Rating Factor	Findings	Tasks	Date	Notes
Physically Disabled		1) There were mapping errors for this element. - "OPD" (other psychiatric disorder) - "PDD" (passive development disorder) - "SDD" (specific developmental disorder)	mapping of AD13. 1a) Map SDD to the specific area of the developmental disorder. 2) If "SUA" (substance abuse, alcohol), "SUB" (fc substance abuse disorder), and "SUC" (substance abuse, cocaine) are criteria used to determine a child eligible as a special needs child, then map them to element #15. 3) Map the following to this element: - OPM (other disorders w/physical mainf) SMD (stereotyped movement disorders).		
14. Type of Disability-Emotionally Disturbed	2	<u>Program Code</u> 1) There were mapping errors for this element. - "AUT" (autism) - "DEM" (dementias) - "DLX" (dyslexia) - "LRN" (learning disorder) - "OPM" (other disorders w/physical mainf) - "SMD" (stereotyped movement disorders) "ENC" (encopresis) "ENU" (enuresis) - "IND" (substance – induced) and - "SUO" (substance abuse other).	1) Remove these items from the mapping of AD14. 2) Map the following to this element: - DNS - OPD.		
15. Type of Disability-Other Medically Diagnosed Condition Requiring Special Care	2	<u>Program Code</u> 1) There were mapping errors for this element. - "ALG" (allergy) - "ASM" (asthma) "DOI" (other disorders infancy/child/ad)	1) Remove these items from the mapping of AD14. 2) Map the following to this element: - OCD - OND		

AFCARS Assessment Review Improvement Plan: Adoption Elements
State: Louisiana

Data Element	Rating Factor	Findings	Tasks	Date	Notes
		<ul style="list-style-type: none"> - "HYD" (hydrocephalus) - "MIC" (microcephalus) - "OHD" (other health disorder) - "OMD" (other muscular disorder) - "OSD" (other sensory disorder) - "TBL" (tuberculosis) - "ULC" (unknown and undiagnosed). 	<ul style="list-style-type: none"> - ORD - PDD - AUT -DEM - DLX - LRN <p>3) If "IND" (substance – induced), "SUO" (substance abuse other), "TBL" (tuberculosis) are criteria used to determine a child eligible as a special needs child, then map them to element #15.</p> <p>4) The following are too broad. If the agency wants to include then the diagnosis needs to be narrowed down to a specific condition.</p> <ul style="list-style-type: none"> - OHD (other health disorder) - OSD (other sensory disorder) <p>5) "ASM" (asthma) - Mapping to AFCARS depends on severity.</p>		
<p>16. Mother's Year of Birth</p> <p>17. Father's Year of Birth</p>	2	<p><u>Program Code</u> The program code is not checking if this is the current legal mother or father. See issues identified in the case file review for the caretaker family structure.</p>	<p><u>Program Code</u> 1) Modify the program code to check for the last legal parent of the child.</p>		
<p>18. Was the Mother married at the time of the child's birth?</p> <p>1=Yes 2=No 3-Unable to determine</p>	2	<p><u>Screen: LARE 157A - Child's Biological Parents</u> Since the LARE screens are not utilized until the goal of adoption is set and the child is freed for adoption, this field is completed much later in the life cycle of a case.</p>	<p><u>System</u> 1) This field needs to be moved to a TIPS screen and completed early in the life cycle of a child's removal episode.</p> <p><u>Program Code</u></p>		

AFCARS Assessment Review Improvement Plan: Adoption Elements
 State: Louisiana

Data Element	Rating Factor	Findings	Tasks	Date	Notes
			1) Make modifications to the program code to account for the new location of this field.		
19. Date of Mother's Termination of Parental Rights 20. Date of Father's Termination of Parental Rights	2	<u>Screen: LARE</u> This is not carried over from the legal (court) screen; it is re-entered by a different staff person. <u>Program Code</u> 1) See issues identified in FC47 and 48.	<u>System</u> 1) Modify the system to populate the TPR dates of the parents from the legal screen. 2) Modify the extraction of the TPR dates for the adoption file in accordance with action steps in FC47 and 48.		
22. Adoptive Parents' Family Structure 1=Married couple 2=Unmarried couple 3=Single female 4=Single male	2	<u>Screen:</u> The program code is using the same provider screens as used for foster care element #49. See those notes for additional findings. However, the extraction process is more direct and simpler. <u>Program Code</u> See notes in the findings document as well as FC49. <u>Data Quality</u> <i>Frequency Report (n=314):</i> Married couple = 204 (65%); Unmarried couple = 1 (.32%); Single Female = 99 (32%); Single Male = 0; Not Reported = 10 (3%) <i>Case File Findings</i> 1 (4%) of the records analyzed did not match what was reported in AFCARS.	<u>System</u> 1) Changes to this element are the same as FC49. <u>Program Code</u> 1) Changes to this element are the same as those in FC49		
26. Adoptive Mother's Hispanic Origin 0=Not Applicable 1=Yes	2	<u>Program Code</u> 1) If the adoptive family structure is "single male," the adoptive mother's Hispanic origin is not set to "not applicable."	<u>Program Code</u> 1) Modify the program code to set AD26 to "not applicable" if the adoptive parent is a single male.		

AFCARS Assessment Review Improvement Plan: Adoption Elements
State: Louisiana

Data Element	Rating Factor	Findings	Tasks	Date	Notes
2=No 3=Unable to determine			2) Modify the program code to set AD27 to "not applicable" if the adoptive parent is a single female.		
Elements #29 –32 Relationship to Adoptive Parent- 29. Stepparent 30. Other Relative 31. Foster Parent 32. Other Non-relative 0 = Does not Apply 1 = Applies	2	<u>Frequency Report (n=314):</u> 1) These elements appear to be reported to reflect more than one relationship type. The total for "applies" across elements #30 – 32 is 406. However, based on the case file findings, these are rated a 2. 2) Stepparent is hard coded to "0" (does not apply). This is not an option on the system and since there have been stepparents who have adopted a child that is in foster care, this needs to be added as a value. 3) The program code sets AD32 if neither "other relative" nor "foster parent" is set to "applies." This is used as a default.	<u>Program Code/System</u> 1) Verify if there are any errors in the program code or the system that is preventing more than one relationship from being identified. 2) Add either an option to the system or modify the program code to identify stepparent adoptions. 3) Modify the program code to identify the actual relationship between the child and the adoptive parent.		
33. Child was placed from 1=Within State or Tribal Service Area 2=Another State or Tribal Service Area 3=Another Country	1	<u>Program Code</u> The program code sets the value of element #33 to "1" (within State) in all cases. No logic sets the value to "2" (another State) or "3" (another country). There are no fields in the system to collect this element.	<u>Program Code/System</u> 1) Identify a method to capture if the child was placed from within State or from another State. 2) Describe and implement the method chosen by the State.		
34. Child was placed by 1=Public agency 2=Private agency 3=Tribal Agency 4=Independent person	2	<u>Program Code</u> 1) The State team indicated that "01," "03" through "07" (intra-family adoptions), "20" (adoption by own parent) or "23" (private guardian adoption) may be old values and not used any longer.	<u>Program Code</u> 1) In the AIP Update provide results of the State's findings.		

AFCARS Assessment Review Improvement Plan: Adoption Elements
State: Louisiana

Data Element	Rating Factor	Findings	Tasks	Date	Notes
5=Birth parent		<p>2) If no information is found this element defaults to public agency.</p> <p>3) This element needs to distinguish between the private agencies that are under contract to the agency. Private agency should only be those cases that DCFS entered into an adoption agreement with a family adopting a special needs child through a private agency.</p>	<p>2) Modify the program code to set this element to blank if no information is entered on the placing agency.</p> <p>3) Modify the program code to map private adoption agencies under contract to DCFS to "public agency."</p>		
<p>35. Is the Child Receiving a Monthly Subsidy?</p> <p>1=Yes 2=No</p>	2	<p><u>Program Code</u></p> <p>1) The program code determines if the child is receiving a monthly subsidy by checking the amount calculated for element #36. If it is greater than zero element #35 is set to "1" (yes).</p> <p><u>Data Quality</u> <i>Case File Findings</i> 1 (4%) of the records analyzed did not match what was reported in AFCARS.</p>	<p>1) Modify the program code to check if the child's adoption subsidy agreement is for Medicaid only, and if so, map this element to "yes."</p>		
36. Monthly Amount	2	<p><u>Program Code</u></p> <p>The program code checks the payment detail record for the child instead of checking the amount from the adoption agreement. The amount agreed upon with the family is a per diem amount and that is entered into the system.</p>	<p>Calculate the per diem amount recorded in the adoption agreement and multiply that amount by 30 days.</p>		