

**AFCARS Reporting:
Entering AFCARS Data in eWiSACWIS User Guide
Updated June 2010**

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Entering AFCARS Data in eWiSACWIS

1. Introduction

State child welfare programs and those administering child welfare services are responsible for meeting federal reporting requirements associated with their Adoption and Foster Care Analysis and Reporting System (AFCARS).

This document will describe how and where each AFCARS data element is captured in eWiSACWIS.

2. AFCARS Data Entry

2.1 Maintain Case Page

eWiSACWIS Field	AFCARS Element	Definition
County	#3	Local FIPS Code (County of jurisdiction or where jurisdiction would be located, i.e. for the Regional Adoption Program)

Case
 Last/Provider: eWiSACWIS Number: 9221897 Status: Open
 First: Mommy Initial: Open Date: 09/18/2007

Participants | Address | Collaterals | Closing History

Basic
 Case Type: CPS Family - Ongoing Restricted Case
 County: Milwaukee Site/Region: Milwaukee Region 3
 Number of Household Members: CARES Case Number: County Case Number:

Name	Hshld	Status	DOB	Gender	Relationship	Legal	Prg	DeActivate	Remove
eWiSACWIS_Daddy	Y	Active	04/02/1974	Male	Present Spouse	None	N	DeActivate	Remove
eWiSACWIS_Daughter_B.	Y	Active	05/16/1992	Female	Biological Child	None	N	DeActivate	Remove
eWiSACWIS_Mommy	Y	Active	07/11/1977	Female	Reference Person	None	N	DeActivate	Remove
eWiSACWIS_Son	Y	Active	07/18/1999	Male	Biological Child	None	N	DeActivate	Remove

Options: Save Close

Entering AFCARS Data in eWiSACWIS

2.2 Person Management Page – Basic Tab

eWiSACWIS Field	AFCARS Element	Definition
Birth Date	#6	The date of birth for the child
	#45	The date of birth for the child's Primary Caretaker, from whose home the child was removed
	#46	The date of birth for the child's Secondary Caretaker, from whose home the child was removed
	#50	The date of birth for the child's current/most recent Foster Parent 1
	#51	The date of birth for the child's current/most recent Foster Parent 2
Gender	#7	The gender of the child
Race fields	#8a-f	The race(s) of the child*
	#52a-f	The race(s) of the child's current/most recent Foster Parent 1
	#54a-f	The race(s) of the child's current/most recent Foster Parent 2
Hispanic/Latino	#9	The Hispanic/Latino Ethnicity designation of the child *
	#53	The Hispanic/Latino Ethnicity designation of the child's current/most recent Foster Parent
	#55	The Hispanic/Latino Ethnicity designation of the child's current/most recent Foster Parent 2
Child was previously Adopted	#16	Indicates whether the child was Adopted prior to being placed in Out of Home care.
Age Adopted	#17	If Adopted, this field designates the child's age at time of adoption

* A person's race and ethnicity is determined by how he or she defines himself or herself or how others define him or her. In the case of a young child, parents determine the race of the child. Workers must ask clients this information and not make assumptions on which and how many races or whether the client is Hispanic or Latino or not. When a worker, rather than the client, makes this determination, he or she may be under-representing all possible races.

Entering AFCARS Data in eWiSACWIS

Person Management 'Badger, Bucky' ID: 9266275 -- Web Page Dialog

eWiSACWIS TM Print Spell Check Help

Basic | Parent Info | Additional | Address | Education | Characteristics | Medical/Mental Health

Name
ID: 9266275 Prefix: [] First Name: Bucky MI: [] Last Name: Badger Suffix: []

Basic
Gender: Male [] US Citizen Status: U.S. Citizen [] County Person ID: []
Birth Date: 05/04/2000 Citizenship Verification: Birth Certificate [] SSN: []
Commitment#: - Birth Place: [] Death Date: 00/00/0000
Wisconsin Resident: Yes [] Identity: [] HSRS ID: []
Religion: [] **Marital Status:** Single Male [] MCI ID: []
Primary Language: English [] Interpreter Required

Race/Ethnicity/Tribal Identification
Race: American Indian/Alaskan Native [] **Ethnicity:** Native American [] **Hispanic/Latino:** No
Race: [] Indian Tribe: Ho Chunk [] Indian Tribe 2: []
Race: [] Clan: [] Clan 2: []
Race: [] Status: Member [] Status 2: []
Race: [] Tribal Membership #: [] Tribal Membership # 2: []

Adoption Information
Child was previously Adopted: No [] Type of Adoption: Details []
Age Adopted: [] Pre-Adoptive []
Adopted By: [] Relationship to Child: [] Child Receives VM Adoption Assistance
Country of Birth: []
Options: []

Entering AFCARS Data in eWiSACWIS

2.3 Person Management Page – Characteristics Tab

eWiSACWIS Field	AFCARS Element	Definition
Person has a Clinically Diagnosed Disability	#10	Indicates whether the person has a clinically diagnosed disability
Disability Type checkboxes	#11-15	If the person has a clinically diagnosed disability, use these fields to indicate what type of disability*

* The *Details* flair associated with each element gives the definition of the clinically diagnosed disability.

Person Management 'Badger, Bucky' ID: 9266275 -- Web Page Dialog

eWiSACWIS TM Print Spell Check Help

Basic Parent Info Additional Address Education **Characteristics** Medical/Mental Health

Disability/Special Needs Information

Person has a Clinically Diagnosed Disability: Yes

Learning Disability [Details](#) **Other Medically Diagnosed Conditions** [Details](#)

Mental Retardation [Details Asthma \[Details\]\(#\) Diabetes \[Details\]\(#\)](#)

Physically Disabled [Details](#) Seizure Disorder [Details](#)

Visually/Hearing Impaired [Details](#) Congenital Malformation [Details](#)

Emotionally Disturbed [Details](#)

Anxiety Depression

ADD Other

ADHD Severe ED

Reactive Attachment Disorder

Chronic/Medically Complex Conditions

Select those values which have been diagnosed by a physician, psychologist or other qualified mental health professional. [Details](#)

Developmental Delay Medically Complex Child Medically Fragile Infant Prematurity Technology Dependent Weight Concern

Substance Use/Behavior Problem

Alcohol Freq.: Known Use/Unknown Frequency **Marijuana Freq.:** **Behavior Problem** [Details](#)

Drugs Freq.: Occasional/Monthly Use **Solvents Freq.:**

Primary Caretaker(s) Information

Emotionally Disturbed: Yes **Learning Disability:** No **Visually or Hearing Impaired:** No **Drug Abuse:** No

Physically Disabled: No **Other Medical Condition:** No **Alcohol Abuse:** Yes **Mental Retardation:** Yes

Standard Program Services

Options:

Entering AFCARS Data in eWiSACWIS

2.4 Out of Home Placement Page

eWiSACWIS Field	AFCARS Element	Definition
Removed From Home	#18 & 21	These fields mark the begin date of placement episode due to a court order or Voluntary Placement Agreement (VPA). Element #18 marks the child's very first removal from home due to a court order or VPA. Element #21 marks the child's most recent removal from home due to a court order or VPA.*
	#19	This is a computed field. It counts the total number of times the child has been removed and placed in Out of Home Care due to a court order or VPA.
Placement Begin	#23	This field marks the begin date of the child's most recent Out of Home Care placement setting
	#24	This is a computed field. It counts the total number of placement settings the child has been in since and including the placement shown in #21
Manner	#25	This indicates the removal manner (e.g., court order or VPA) at the time of the most recent removal from home
Placement Setting	#41	This indicates the child's current placement setting (Shelter, Foster Home, etc.)
Caretaker Structure	#44	This indicates the structure of the child's Caretaker at the time of most recent removal from home*
Primary Caretaker	#45	The date of birth for the child's primary caretaker is pulled from this person's Person Management record
Secondary Caretaker	#46	The date of birth for the child's secondary caretaker is pulled from this person's Person Management record

* To properly document a child's caretaker(s), a removal (Removed From Home) should not be created in a Pre-Adoptive Child case. Therefore, a removal should be documented in the case a child originated in prior to the Termination of Parental Rights.

Entering AFCARS Data in eWiSACWIS

Out of Home Placement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Child
Child: Badger, Daughter (9266314) Case Name: Badger, Bucky (8234525) Request Number:

Service Provider ICWA

Placement Information

County: Milwaukee

Removed From Home: 12/05/2009

Placement Begin: 12/05/2009

Placement End: 00/00/0000

VPA Effective: 00/00/0000

Service Category: Foster Home - Level 1

Service Type: FH-Level 1

Placement Setting: Fstr Fam Hm (Relative)

Child Specific Rate: \$0.00 per

Current Basic Rate: \$215.00 per month

Supplemental Amount: \$0.00

Exceptional Amount: \$0.00

Administrative Fee: \$0.00

Costs > Spending Limit: \$0.00

Current Monthly Payment: \$215.00

Removal Reasons

- This is an Adoptive Placement
- This is a CPS Non-Conforming Placement
- This is an Emergency Situation
- After Hours Placement
- Child is an American Indian child as defined by statute.

Child Removal From Home Information

Manner: Court Ordered

Caretaker Structure: Single Male

Primary Caretaker: Bucky Badger

Secondary Caretaker:

Options:

Done Trusted sites

2.5 Removal Reasons – Pop-up Page

eWiSACWIS Field	AFCARS Element	Definition
Removal Reasons	#26-40	Indicates why the child was removed from his or her home*



* To ensure reporting accuracy, workers are to check ALL applicable reasons for Removal from Home. Workers do not need to limit the number of removal reasons checked. The number of reasons checked should reflect all circumstances surrounding the removal of the child from the home.

2.6 Placement Service Ending – Pop-up Page

eWiSACWIS Field	AFCARS Element	Definition
End Date & Is the End of This Child Placement a Discharge from All Placements?	#20	Where Applicable. This field marks the end date a placement episode made under the court order or VPA prior to the child’s most recent removal from home due to a court order or VPA.
End Date & Is the end of this Child Placement a Discharge from All Placements?	#56*	Where Applicable. This field marks the end date of a placement episode made under the child’s current court order or VPA.
Discharge Reason	#58*	Where Applicable. This field indicates the outcome of placements made under the child’s current court order or VPA.

* For placement episodes that end for reason of adoption, i.e., that are not “Discharged,” the discharge information is recorded when an Adoption Finalization date is entered under the child’s Legal Status page in eWiSACWIS as presented in Section 1.10.

Entering AFCARS Data in eWiSACWIS

2.7 Permanency Plan

eWiSACWIS Field	AFCARS Element	Definition
Child's Current Permanence Goal of Record	#43	Indicates the child's current permanence goal, or a proposed permanence goal when the goal of record has not been established. After 60 days in placement, the child must have at least a proposed permanence goal. After six months in placement, the child must have a current permanence goal.

Permanency Plan - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Plan Information

Case Name: eWiSACWIS, Mother Case #: 9221922 Perm. Plan Date: 06/13/2008
 Child Name: eWiSACWIS, Daughter B. Court File #: 07JV399 Date Approved: 00/00/0000
 Worker Name: Cake, Caitlin Status: Ongoing

Basic | IPR / Adoption Status | ASFA Exceptions | Placement

Father Is: Presumptive Permanency Plan Is: Original

Child's Current Permanence Goal of Record

Permanence: N/A; Original permanency plan
 Concurrent:

Child's Proposed Permanence Goal

Permanence: Reunification
 Concurrent:

The anticipated date that the Permanency Plan Goal will be achieved: 00/00/0000
 Date Goal Achieved: 00/00/0000
 The date of the last Permanency Plan Review: 00/00/0000
 The date of the last Permanency Plan Hearing: 00/00/0000

The youth is eligible for Independent Living Services; the youth has been in Out-of-Home Care for six months after the age of 15: Yes No
 Date youth became eligible for Independent Living Services: 00/00/0000

Options:

Done

Entering AFCARS Data in eWiSACWIS

2.8 Permanency Plan Review or Hearing Results (Permanency Planning Review/Hearing Date)

eWiSACWIS Field	AFCARS Element	Definition
Date of Hearing/ Review	#5	Indicates the date of the child's most recent Administrative Review Meeting or Judicial Review Hearing (Permanency Planning Review). There are two ways to document such a review: Planning – Perm Plan Review/Hearing Result - Permanency Plan Review (6 month) OR - Permanency Plan Hearing (12 months)

Permanency Plan Review Or Hearing Results - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

General Information

Child Name: eWiSACWIS, Daughter B. Person ID: 9225518 Child DOB: 05/16/1992 Completed
 Case Name: eWiSACWIS, Mommy Case ID: 9221897 Court Number: 08JV446
 Type: Permanency Plan Review (6 month) Method: Judicial Worker Name: Cake, Caitlin

Basic | Placement | Permanency Plan Information | Panel Determinations and Recommendation

Legal

Date of Hearing/Review: 06/17/2008 Court: Circuit
 Judge: Court2: Dane County Circuit Court, Dane County
 Commissioner: Branch Number:
 Tribal Contact:

Parent(s)/Guardian(s)

Mother - Name: eWiSACWIS, Mommy Father - Name: eWiSACWIS, Daddy
 Legal Guardian 1 - Name: Legal Guardian 2 - Name:
 Legal Custodian - Name:

Options: Save Close

Done Trusted sites

Entering AFCARS Data in eWiSACWIS

2.9 Legal Status Page with TPR Dates for Mother/Father

eWiSACWIS Field	AFCARS Element	Definition
Date of Mother's TPR	#47	Indicates the date of the parent's TPR
Date of Father's TPR	#48	Indicates the date of the parent's TPR

Elements #47-48- Dates of Mother and/or Father TPR, if applicable

Legal Status -- Web Page Dialog
Print Spell Check Help

Case Participant

Name: eWISACWIS, Daughter Previous Legal Status: None

Court Outcome

Legal Action: Result:

Applies To: Court:

Child's Mother: Mommy eWISACWIS [Search](#) [Edit](#)

Child's Father: Daddy eWISACWIS [Search](#) [Edit](#)

Judge:

Commissioner: Court 2:

Tribal Contact: Branch:

New Legal Status: Protective Custody Under Appeal

Court Numbers

Legal Status Dates

		Verified?		Verified?
Hearing/Legal Status Date:	<input type="text" value="06/17/2008"/>	<input type="checkbox"/>	Next Court Date:	<input type="text" value="00/00/0000"/>
Date Filed/Served:	<input type="text" value="00/00/0000"/>	<input type="checkbox"/>	Court Report Due:	<input type="text" value="00/00/0000"/> <input type="checkbox"/>
Order Expiration Date:	<input type="text" value="00/00/0000"/>		Court Report Submitted:	<input type="text" value="00/00/0000"/>

Entering AFCARS Data in eWiSACWIS

2.10 Legal Status Page with a Finalized Adoption, i.e. Adoption Discharge

eWiSACWIS Field	AFCARS Element	Definition
Adoption Discharge Date and Reason	#56 & #58	Indicates the date of a child's finalized adoption. For AFCARS purposes, this date is used to signify a Discharge from a placement episode and the reason of Discharge to Adoption.

Legal Status -- Web Page Dialog
Print Spell Check Help

eWiSACWIS

Case Participant

Name: eWMSACWMS, Daughter Previous Legal Status: None

Court Outcome

Legal Action: Result:

Applies To: Court:

Judge: Court 2:

Commissioner: Branch:

Tribal Contact:

New Legal Status: Protective Custody Under Appeal

Initial Removal Court Findings

CTW finding made (Continued placement of the child in his or her home would be contrary to the welfare of the child.)

REPR finding made (Reasonable efforts finding to prevent the removal of the child from the home were made.)

Court Numbers

08FA564

Legal Status Dates

	Date	Verified?		Date	Verified?
Hearing/Legal Status Date:	<input type="text" value="06/17/2008"/>	<input checked="" type="checkbox"/>	Next Court Date:	<input type="text" value="00/00/0000"/>	
Date Filed/Served:	<input type="text" value="00/00/0000"/>	<input type="checkbox"/>	Court Report Due:	<input type="text" value="00/00/0000"/>	<input type="checkbox"/>
Order Expiration Date:	<input type="text" value="00/00/0000"/>		Court Report Submitted:	<input type="text" value="00/00/0000"/>	

Entering AFCARS Data in eWiSACWIS

2.11 Home Provider Page – Home Tab

eWiSACWIS Field	AFCARS Element	Definition
Marital Status (Foster Family Structure)	#49	Indicates the foster family structure

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Basic
 Name: Auntie Provider (8034080) Open Date: 04/16/2010 Type: Foster Home Status: Open
 Lcns. Type: Licensed or Certified by a County in WI Lcns. Agency: Licensing Agency Restricted Provider

Home Members Characteristics Services Training License Activity Closing History

Home Information
Parent 1: Provider, Auntie Parent 2:
 C/O: Street: 123 Street Apt:
 City: Madison State: WI Zip: 53701 County of Residence: Dane Country:
 Home: Ext: Work: Ext: Fax:
 E-mail:

Additional Information
Marital Status: Single Female Primary Language: English Designated County: State
 N/A SSN FEIN Parent Agency: Auntie Provider (8034080)

Emergency Contact Information
 Name: Phone: Ext: Name: Phone: Ext:

County Provider ID **Insert**

Options: **Go** **Save** **Close**

Done Trusted sites

Entering AFCARS Data in eWiSACWIS

2.12 Home Provider Page – Members Tab

eWiSACWIS Field	AFCARS Element	Definition
Foster Family Caretakers	Supports #50-#55	Demographic data in the Person Management page are derived from the foster caretaker(s) designated on this page

Home Provider - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Basic

Name: Auntie Provider (8034080) Open Date: 04/16/2010 Type: Foster Home Status: Open

Lcns. Type: Licensed or Certified by a County in WI Lcns. Agency: Licensing Agency Restricted Provider

Home **Members** Characteristics Services Training License Activity Closing History

Home Members

Name	Status	Gender	DOB	Age	Role	
Provider, Auntie	Active	Female	03/04/1976	34	Parent 1	Deactivate Remove

Insert

Children in Placement

Name	Gender	DOB	Age	Placement Service
Daughter Badger	Female	01/07/2006	4	FH-Level 1

Clients Under Age 2

Members: Placements: Reservations:

Save **Close**

Done Trusted sites

Entering AFCARS Data in eWiSACWIS

2.13 Placement Correction Page

eWiSACWIS Field	AFCARS Element	Definition
Date Removed from his/her Home	#18 & 21	These fields mark the begin date of placement episode due to a court order or Voluntary Placement Agreement (VPA). Element #18 marks the child's very first removal from home due to a court order or VPA. Element #21 marks the child's most recent removal from home due to a court order or VPA.
Placement End Date & Is the End of This Child Placement a Discharge from All Placements?	#20	Where Applicable. This field marks the end date a placement episode made under the court order or VPA prior to the child's most recent removal from home due to a court order or VPA.
Removal Reasons	#26-40	Indicates why the child was removed from their home*
Caretaker Structure	#44	This indicates the structure of the child's Caretaker at the time of most recent removal from home
Primary Caretaker	#45	The Date of Birth for the child's primary caretaker is pulled from this person's Person record
Secondary Caretaker	#46	The Date of Birth for the child's secondary caretaker is pulled from this person's Person record
Placement End Date & Is the end of this Child Placement a Discharge from All Placements?	#56**	Where Applicable. This field marks the end date of a placement episode made under the child's current court order or VPA.
Discharge Reason	#58**	Where Applicable. This field indicates the outcome of placements made under the child's current court order or VPA.

* To ensure reporting accuracy, workers are to check ALL applicable reasons for Removal from Home. Workers do not need to limit the number of removal reasons checked. The number of reasons checked should reflect all circumstances surrounding the removal of the child from the home.

** For placement episodes that end for reason of adoption, i.e., that are not "Discharged," the discharge information is recorded when Adoption Finalization date is entered under the child's Legal Status page in eWiSACWIS as presented in Section 1.11.

Entering AFCARS Data in eWiSACWIS

Placement Correction Detail -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Placement Information

Correction Source: **New Placement**

Child's Last Name: Badger Child's First Name: BabyGirl Child Person ID: 9222351 DOB: 05/05/2005

Case Type and Case ID: CPS Family - 9221352 County: Milwaukee

Service Category: Foster Home - Contracted **Service Type:** Foster Home - Contracted 0-4 years old

Provider Name: Search **Provider ID:**

Comments:

Placement Correction Detail

Original	Modification
Placement Begin Date:	06/01/2008
Placement is a Removal from Home: <input type="checkbox"/>	<input checked="" type="checkbox"/> Removal Reasons
Date Removed from his/her home:	06/01/2008
Manner:	Court Ordered
Caretaker Structure:	Single Male
Primary Caretaker:	Bucky Badger

Reset Save Close

Placement Correction Detail -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Placement Information

Correction Source: **New Placement**

Child's Last Name: Badger Child's First Name: BabyGirl Child Person ID: 9222351 DOB: 05/05/2005

Case Type and Case ID: CPS Family - 9221352 County: Milwaukee

Service Category: Foster Home - Contracted **Service Type:** Foster Home - Contracted 0-4 years old

Provider Name: Search **Provider ID:**

Comments:

Placement Correction Detail

Secondary Caretaker:

Placement Status: Fstr Fam Hm (Non-Rel)

Placement End Date: 06/10/2008

Actual Name of Default/Historical Provider (if applicable):

Ending Purpose: Placement Change within Plcmt Episode

End Reason: Provider Requested Change

Is the End of This Child Placement a Discharge from All Placements? Yes No N/A

Discharge Reason:

Reset Save Close

2.14 Correction Removal Reasons – Pop-up Page

	Original	Modification		Original	Modification
Physical Abuse	<input type="checkbox"/>	<input type="checkbox"/>	Inadequate Housing	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Abuse	<input type="checkbox"/>	<input type="checkbox"/>	Child's Behavior Problem	<input type="checkbox"/>	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	<input type="checkbox"/>	Child's Disability	<input type="checkbox"/>	<input type="checkbox"/>
Caretaker's Alcohol Abuse	<input type="checkbox"/>	<input type="checkbox"/>	Incarceration of Caretaker(s)	<input type="checkbox"/>	<input type="checkbox"/>
Caretaker's Drug Abuse	<input type="checkbox"/>	<input type="checkbox"/>	Death of Caretaker(s)	<input type="checkbox"/>	<input type="checkbox"/>
Child's Alcohol Abuse	<input type="checkbox"/>	<input type="checkbox"/>	Caretaker's Inability to Cope	<input type="checkbox"/>	<input type="checkbox"/>
Child's Drug Abuse	<input type="checkbox"/>	<input type="checkbox"/>	Abandonment	<input type="checkbox"/>	<input type="checkbox"/>
Unknown--AFC Conversion	<input type="checkbox"/>	<input type="checkbox"/>	Relinquishment	<input type="checkbox"/>	<input type="checkbox"/>

3. Conclusion

Each of the screens presented above address each of the AFCARS data elements for which errors will produce Tickler Notices. Please refer to the [User Guide-AFCARS Page](#) and [AFCARS Troubleshooting](#) document for additional information on how to address questions and concerns related to the AFCARS Exception Screen. The documents can be found on the eWiSACWIS Knowledge Website at the following location:

http://def.wisconsin.gov/WiSACWIS/knowledge_web/Helpdesk/afcars_index.htm.