

AFCARS Reporting: User Guide
Entering and Correcting AFCARS Adoption Data in eWiSACWIS User Guide
Updated June 2010

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1. Introduction

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

This document will provide an overview of functionality to support data quality associated with federal Adoption AFCARS reporting requirements. Data accuracy and quality associated with Adoption AFCARS reporting are further supported by additional functionality within the current AFCARS Exception page and with the applications of Adoption AFCARS ticklers.

In addition, detail is provided to describe how and where each data element needed to meet Adoption AFCARS reporting requirements is captured in eWiSACWIS. Data used for these purposes is derived from both a child's Pre-Adoptive Child case and the Adoptive Home case. Data accuracy and quality associated with Adoption AFCARS reporting are further supported by additional functionality within the current AFCARS Exception page and with the applications of Adoption AFCARS ticklers.

1.1 AFCARS Exception Page

The AFCARS Exception page applicable to Adoption AFCARS data elements can be accessed only by staff with the appropriate adoption program security. The tabs present the status of specific and discrete data elements needed to meet Adoption AFCARS reporting requirements. In instances where the data from eWiSACWIS is used for both Foster Care and Adoption AFCARS reporting purposes, status on a specific child's data elements are to be viewed in the respective AFCARS Info I, AFCARS Info II, and/or AFCARS Admin Info tabs. The functionality pertaining to Adoption AFCARS exceptions operates in the same manner as the Foster Care exceptions and is as follows:

1.1.a Adoption AFCARS – Primary Tab

AFCARS Exceptions - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Child Information

Child Name: Search

4 - Child's Person ID: Current Case Name: Current Case ID:

Exception Messages AFCARS Info I AFCARS Info II AFCARS Admin Info **Adoption AFCARS Primary** Adoption AFCARS - Admin

Adoptive Child Information

21 - Date Adoption Legalized: 29-32 - Child Adopted By:

Special Needs

9 - State Agency- Special Needs 10 - Primary Basis for Special Needs:

11 - Mental Retardation 12 - Visually/Hearing Impaired

13 - Physically Disabled 14 - Emotionally Disturbed

15 - Learning Disability 15 - Other Medically Diagnosed Conditions

Birth Parent Information

Birth Mother Birth Father

16 - DOB: 17 - DOB:

18 - Married at Child's Birth:

Adoptive Parent Information

Adoptive Mother Adoptive Father

23 - DOB: 24 - DOB:

Print Record Save Close

Done Trusted sites

1.1.b Adoption AFCARS – Admin Tab

The screenshot displays the eWiSACWIS web application in a Microsoft Internet Explorer browser window. The title bar reads "AFCARS Exceptions - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The application header includes the "eWiSACWIS" logo and navigation links for "Print", "Spell Check", and "Help".

The main content area is titled "Child Information" and contains a search form with a "Child Name" dropdown and a "Search" button. Below this are fields for "4 - Child's Person ID:", "Current Case Name:", and "Current Case ID:". A horizontal menu bar is visible with the following tabs: "Exception Messages", "AFCARS Info I", "AFCARS Info II", "AFCARS Admin Info", "Adoption AFCARS - Primary", and "Adoption AFCARS - Admin". The "Adoption AFCARS - Admin" tab is currently selected.

The "Administrative Information" section contains the following fields:

- 1 - State FIPS Code:
- 2 - Report Period End Date:
- 3 - Adopted Child ID:
- 33 - County Name:
- 4 - State Agency Involvement
- 34 - Child was placed by: (dropdown menu)
- 35 - Monthly Subsidy:
- 36 - Monthly Amount:
- 37 - IV-E Status:

At the bottom right of the form area, there are three buttons: "Print Record", "Save", and "Close". The browser's status bar at the bottom shows "Done" and "Trusted sites".

1.2 Adoption AFCARS Tickler Functionality

Tickler functionality applies to Pre-Adoptive Child cases when a finalization date has been entered in the child's legal status page and there are Adoption AFCARS data errors present in the child's Pre-Adoptive case information. A Pre-Adoptive Child case cannot be closed unless all AFCARS errors have been reconciled.

Tickler functionality also applies to Adoptive Home cases when the case has been created and there are Adoption AFCARS data errors present in the Adoptive Home case. An Adoptive Home case cannot be assigned to any Default Adoption Worker unless all AFCARS errors have been reconciled.

The AFCARS Exception page can be used to identify the specific errors for any case where an AFCARS tickler exists. As with the Foster Care Exceptions, some errors can be corrected on the AFCARS Exception page. If an error cannot be corrected on the AFCARS Exception page, the Exception Messages tab will display instructions on where and how the error can be corrected.

If the AFCARS errors can be fixed on the page and those are the ONLY AFCARS errors for the child, the tickler will be deleted immediately from the worker's desktop.

2. Adoption AFCARS Data Entry

2.1 Adoption Referral Page – General Tab

eWiSACWIS Field	AFCARS Element	Definition
State Agency Involvement	#4 & #34	<p>Defines the status of the agency that facilitated the adoption finalization. Values that can be selected with the “Child Placed By” include the following:</p> <ul style="list-style-type: none"> - Birth Parent - Out-of-State Department or Agency - Private Agency/Not Under Contract w/DHFS - Private Agency/Under Contract w/DHFS - State or County Department - Tribal Agency <p>For Adoptions finalized by private agencies under contract with the BMCW or the BPP Special Needs Adoption Program, the value “Private Agency/Under Contract w/DHFS” will always be selected and represent State Agency adoptions for AFCARS reporting purposes.</p>

Adoption Referral - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check REC Help ?

Child's Name: BabyBoy B. Badger Jr. Referral Status: Active Date Received: N/A- Relinquishment Case

General Birth Parents Background Placement Child Summary Matches

General Appearance

Gender: Male
 DOB: 02/14/2007
 Ethnicity: Caucasian

Family History Questionnaire (Medical/Genetic) on File

Birth Mother Pregnancy and Delivery Information
 Birth Father N/A Child Being TPR'd from Adoptive Parent(s)

Adoption Information

Life Book Available Adoption Type: Details Mother's TPR Date:
 Birth Certificate in File Legal Risk: Father's TPR Date:
 Social Security Card in File **Child Placed By:** Details

Sibling Information at Time of Referral

Child has Siblings

Name of Sibling	Currently Placed With	Sibling Type

Options:

2.2 Person Management Page – Basic Tab

eWiSACWIS Field	AFCARS Element	Definition
Birth Date	#5	The date of birth for the child
	#16	The date of birth for the child's biological mother, who is identified by the person selected in the pre-adoptive child's Person Management page on the Parent Info tab
	#17	The date of birth for the child's presumptive, alleged, or adjudicated father, who is identified by the person selected in the pre-adoptive child's Person Management page on the Parent Info tab
	#23 & #24	The date of birth for the adoptive mother and father
Child's Gender	#6	The gender of the child
Race	#7a-f,	The race(s) of the child*
	#25a-f, #27 a-f	The race(s) of the adoptive mother and father*
Hispanic/Latino	#8	The Hispanic/Latino designation of the child. This field is determined by the Ethnicity.*
	#26 & #28	The Hispanic/Latino designation of the adoptive mother and father. This field is determined by the Ethnicity.*
Adoptive Parents' Family Structure	#22	Using the case participant roles defined in the adoptive child's Person Management page, marital status will be derived from the adoptive Mother and Father's Person Management pages in the Marital Status field

* 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.

The screenshot displays the 'Person Management' page for 'Andrews, Annie M.' with ID 9222721. The interface includes a navigation bar with tabs: Basic, Parent Info, Additional, Address, Education, Characteristics, and Medical/Mental Health. The 'Basic' tab is active, showing the following fields:

- Name:** ID: 9222721, Prefix: [dropdown], First Name: Annie, MI: M, Last Name: Andrews, Suffix: [dropdown]
- Basic Information:**
 - Gender: Female [dropdown]
 - US Citizen Status: U.S. Citizen [dropdown]
 - County Person ID: [text box]
 - Birth Date: 10/09/1995
 - Citizenship Verification: Birth Certificate [dropdown]
 - SSN: 111-11-1111
 - Commitment#: -
 - Birth Place: [text box]
 - Death Date: 00/00/0000
 - Wisconsin Resident: Yes [dropdown]
 - Identity: [dropdown]
 - HSRS ID: [text box]
 - Religion: [dropdown]
 - Marital Status: [dropdown]
 - MCI ID: [text box]
 - Primary Language: English [dropdown]
 - Interpreter Required
- Race/Ethnicity/Tribal Identification:**
 - Race: White [dropdown]
 - Ethnicity: Caucasian [dropdown]
 - Hispanic/Latino: No
 - Indian Tribe: [dropdown]
 - Indian Tribe 2: [dropdown]
 - Clan: [text box]
 - Clan 2: [text box]
 - Status: [dropdown]
 - Status 2: [dropdown]
 - Tribal Membership #: [text box]
 - Tribal Membership # 2: [text box]
- Adoption Information:**
 - Child was previously Adopted: No [dropdown]
 - Type of Adoption: Details [dropdown]
 - Age Adopted: [text box]
 - Pre-Adoptive Relationship to Child: [dropdown]
 - Child Receives WI Adoption Assistance

At the bottom, there are 'Options: [dropdown] Go' and 'Save' and 'Close' buttons.

2.3 Person Management Page – Parent Info Tab

eWiSACWIS Field	AFCARS Element	Definition
Mother Married at Child's Birth	#18	Indicates whether the biological mother of the child was married at the time of the child's birth

Person Management 'Andrews, Annie M.' ID:9222721 -- Webpage Dialog

eWiSACWIS TM Print Spell Check Help

Basic Parent Info Additional Address Education Characteristics Medical/Mental Health

Person Information

Child's Mother: Annie M American [Search](#) [Edit](#) [Remove](#)

Child's Father: Jack American [Search](#) [Edit](#) [Remove](#)

Spouse:

Type:

Current Marital Status:

Mother Married at Child's Birth:

Mother TPR

Current Relationship of Parents to Each Other:

Child's Guardian (1): [Search](#) Child's Guardian (2): [Search](#) Relinquishment Case

Adoption Referral

Birth Mother

Social/Mental/Physical Conditions:

[Add/Edit](#)

Birth Father

Social/Mental/Physical Conditions:

[Add/Edit](#)

Options: [Go](#) [Save](#) [Close](#)

2.4 Certification of Special Needs Page

eWiSACWIS Field	AFCARS Element	Definition
State Agency Special Needs	#9	Indicates whether the child has special needs. For all adoptions reported by BMCW and BPP, the child will have a special need by virtue of being served in the state adoption program.
Primary Basis for Special Needs	#10	Indicates the primary reason a child presents with special needs. For Adoption Assistance purposes, some adopted children are documented in eWiSACWIS where the child meets the definition of "at-risk" of having special needs. These children will be identified through the selection of the Primary Basis for Special Needs value of "Other Med. Diagnosed Conditions/At-Risk."
Types of Disability	#11-15	Indicates any additional disabilities for the child with special needs. All applicable values can be checked in the "Disability/Special Needs Information" group box.

Certification of Special Needs - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Case Participant
 Name: BabyBoy B. Badger DOB: 02/14/2007 Gender: M Race: White

Special Needs
 Date Effective: 07/14/2008
 Adoption Foster Care
Primary Basis for Special Needs: [Dropdown] [Details](#)

Disability/Special Needs Information
 Learning Disability [Details](#) **Other Medically Diagnosed Conditions** [Details](#) **Emotionally Disturbed** [Details](#)
 Mental Retardation [Details](#) **Physically Disabled** [Details](#) **Visually/Hearing Impaired** [Details](#)

Options: [Dropdown] [Go](#) [Save](#) [Close](#)

2.5 Legal Status Page with TPR Dates for Mother/Father

eWiSACWIS Field	AFCARS Element	Definition
Date of Mother's TPR	#19	Indicates the date of the parent's TPR. At least one parent must have a TPR date. If the mother died before a TPR took place, the Death Date from the Person Management page will be reflected for the respective AFCARS element. See Person Management page in Section 2.2.
Date of Father's TPR	#20	Indicates the date of the parent's TPR. At least one parent must have a TPR date. If the alleged or adjudicated father died before a TPR took place, the Death Date from the Person Management page will be reflected for the respective AFCARS element. See Person Management page in Section 2.2.

Legal Status -- Web Page Dialog
Print Spell Check Help

eWiSACWIS

Case Participant

Name: Badger, BabyBoy, B., Jr. Previous Legal Status: Agency Cstdy/Supv - Plcmnt w/Lic Provider

Court Outcome

Legal Action: TPR Petition Voluntary Result: Petition Granted

Applies To: Parents Court: Circuit

Child's Mother: Lacey Badger [Search](#) [Edit](#)

Child's Father: Bucky Badger [Search](#) [Edit](#)

Judge: Court 2: Door County Circuit Court, Door County

Commissioner: Branch:

Tribal Contact:

New Legal Status: None Protective Custody Under Appeal

Court Numbers

Legal Status Dates

	Verified?	Verified?
Hearing/Legal Status Date: <input type="text" value="06/18/2008"/>	<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"/>

2.6 Legal Status Page with a Finalized Adoption

eWiSACWIS Field	AFCARS Element	Definition
Adoption Finalization Date	#21	Indicates the date a child's adoption was finalized. For AFCARS Foster Care reporting purposes, this date is used to signify a Discharge from a foster care placement episode to Adoption. Once a Pre-Adoptive Child has a finalization date entered, any AFCARS errors will be identified and a tickler assigned to the primary worker for the Pre-Adoptive Child case. These errors can then be addressed in the respective AFCARS Exception page for that child.

Legal Status -- Web Page Dialog
Print Spell Check Help

eWiSACWIS

Case Participant

Name: Badger, BabyBoy, B., Jr. Previous Legal Status: Agncy Cstdy/Supv - Plcmnt w/Lic Provider

Court Outcome

Legal Action: Adoption Petition Result: Petition Granted

Applies To: Child Court: Circuit

Judge: Court 2: Outagamie County Circuit Court, Outagamie County

Commissioner: Branch:

Tribal Contact:

New Legal Status: Adoption finalized 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

08FA654

Legal Status Dates

	Verified?		Verified?
Hearing/Legal Status Date: 09/01/2008	<input type="checkbox"/>	Next Court Date:	00/00/0000
Date Filed/Served: 00/00/0000	<input type="checkbox"/>	Court Report Due:	00/00/0000 <input type="checkbox"/>
Order Expiration Date: 00/00/0000		Court Report Submitted:	00/00/0000

Save
Close

2.7 Case Closure Page – Adopted By Pop-up Page

eWiSACWIS Field	AFCARS Element	Definition
Adoptive Parent Relationship	#29-32	Indicates the relationship between the child and the adoptive parents at the time of finalization

Adopted By -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Descriptions
Check All that Apply

- Adoption by Licensed Foster Family - Non Relative
- Adoption by Licensed Foster Family - Relative
- Adoption by Other Non-Relative
- Adoption by Relative
- Adoption by Stepparent

Continue Close

Open Date: 05/14/2002

Child Adopted with Adoption Assistance [Select](#)

Describe the closure process with the family and service providers and the family's plan for meeting future service needs. Describe how any behaviors or conditions judged to be at a level where safety is not assured or risk of maltreatment is a concern will be managed or sufficiently mitigated by other resources/supports.

Retain Case
Case Name:
Case Number:
Open Date:

Case Participants

Closure Denial Messages

Options: Go Save Close

2.8 Maintain Case Page

eWiSACWIS Field	AFCARS Element	Definition
County	#33	Identifies the County of jurisdiction or where jurisdiction would be located, i.e. for the Regional Adoption Program

Maintain Case - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Case

Last/Provider: Number: 9221882 Status: Open
 First: Initial: Open Date: 05/03/2007

Participants | Address | Collaterals | Closing History

Basic

Case Type: Restricted Case
 County: Site/Region:
 Number of Household Members: CARES Case Number: County Case Number:

Participants

Name	Hshld	Status	DOB	Gender	Relationship	Legal	Prg	
Badger, BabyBoy B., Jr.	Y	Active	02/14/2007	Male	<input type="text" value="Biological Child"/>	Agency Cstdy/Sup - Plcmnt w/Lic Provider Temporary	N	DeActivate Remove

Options:

Done Trusted sites

2.9 Adoption Assistance Agreement Page

eWiSACWIS Field	AFCARS Element	Definition
Monthly Subsidy	#35	Indicates whether a monthly subsidy was established within the Adoption Assistance Agreement
Monthly Amount	#36	Indicates the amount of the monthly subsidy. If the child does not receive a monthly subsidy, the response to #35 is "No" and would reflect a "MA w/o subsidy" for the Adoption Subsidy Type field.

AA Agreement - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Agreement Information

Case Participant: BabyBoy B. Badger
 Agreement Type: AA Agreement
 Service Category: AAFC Adoptive Home
 Service Type: AAFC Adoptive Home
Adoption Subsidy Type: MA only - at risk
 Provider Name: Spacely, Cosmo (9221488) [Search](#)
 Subsequent Guardian:
 Agreement Concluded

Date of Agreement: 03/18/2008
 Estimated End Date: 00/00/0000
 Agreement End Date: 00/00/0000
Agreement Amount: \$0.00
 Effective Date of Amend: 00/00/0000
 Additional \$ per month: \$0.00
 Amended Amount:

Parent(s)

Parent 1:
 Parent 2:

Original Agreement Information

Physical: 0 Points - Not Identified
 Emotional: 4 Points - Minimal
 Behavioral: 0 Points - Not Identified

Child Specific Rate: \$0.00
 Child Basic Rate: \$350.00
 Exceptional Amounts: \$0.00

Options:

Done Trusted sites

2.10 Adoption Assistance – Adoption Funding Determination Page

eWiSACWIS Field	AFCARS Element	Definition
Title IV-E Eligibility Status	#37	Indicates whether the child is eligible for Title IV-E funds at the time of adoption finalization

Adoption Funding Determination - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS TM Print Spell Check Help

Child Information
 Child Name: Badger, Lucky DOB: 03/08/2009 Age: 1 SSN: 111-11-1111

Federal Funding Information
Title IV-E Eligibility Status: Federal State Pending Effective Date: 00/00/0000
 Date Adoption Subsidy Agreement Signed: 06/11/2010 00:00 Date Completed: 00/00/0000 00:00
 A. Child is eligible for adoption assistance according to criteria of HFS 50.03
 B. **Federal** / One of the following is true at the time of the adoption assistance application:
 Child has been in out-of-home care for 60 consecutive months (5 years) or is a sibling to a child who has been in out-of-home care for 60 consecutive months at the time of the adoption petition.
 Dates child or sibling was in out-of-home care: From: 00/00/0000 To: 00/00/0000
 Child would have been eligible and reimbursable for IV-E payments in out-of-home care except for not meeting all of the AFDC requirements, however the child is defined as an "applicable child" according to Program Instruction, ACYF-CB-PI-08-05, and is exempt from meeting AFDC Adoption Assistance eligibility requirements.
 Child is Eligible and Reimbursable for IV-E Payments in out-of-home care.
 Child's parent is a IV-E reimbursable minor in out-of-home care whose maintenance payment was increased to compensate for the child's cost of care.
 Child entered out-of-home care via a VPA, under which the child was IV-E reimbursable at some point.
 Child would have been eligible and reimbursable for IV-E payments in out-of-home care except for the lack of the judicial determination of reasonable efforts to prevent removal (REPR) or reasonable efforts to achieve the goal(s) of the permanency plan (REPP).

Adoption Funding Corrections History

Effective Date	Eligibility Status	Completed By	Completion Date

Options: [Dropdown] [Go] [Save] [Close]

Done Trusted sites

3. Conclusion

Each of the screens presented above addresses all of the AFCARS data elements for which errors will produce Tickler notices. Please refer to the [User Guide - Entering AFCARS data](#), [User Guide - How to correct AFCARS data errors](#), and [AFCARS Troubleshooting Guide](#) documents for additional information on how to understand and address data entry requirements associated with Foster Care AFCARS reporting. The documents can be found on the eWiSACWIS Knowledge Website at the following location:

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

Please refer technical questions and/or concerns related to entry of data needed to meet Adoption AFCARS reporting requirements to the eWiSACWIS Helpdesk as follows:

- Telephone - (608) 261-4400 or toll-free (866) 335-2180
- TTY: 1-608-836-2852
- E-mail - Helpdesk@wi.gov (include eWiSACWIS in subject line)