

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

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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:

Entering AFCARS Data in eWiSACWIS

1.1.a Adoption AFCARS – Primary Tab

AFCARS Exceptions - Windows Internet Explorer

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: 00/00/0000 17 - DOB: 00/00/0000

18 - Married at Child's Birth:

Adoptive Parent Information

Adoptive Mother Adoptive Father

23 - DOB: 00/00/0000 24 - DOB: 00/00/0000

Print Record Save Close

100%

1.1.b Adoption AFCARS – Admin Tab

The screenshot shows a web browser window titled "AFCARS Exceptions - Windows Internet Explorer". The main header is "eWiSACWIS" with navigation links for "Print", "Spell Check", and "Help". Below the header is a "Child Information" section 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 tabbed interface follows, with tabs for "Exception Messages", "AFCARS Info I", "AFCARS Info II", "AFCARS Admin Info", "Adoption AFCARS - Primary", and "Adoption AFCARS - Admin". The "Adoption AFCARS - Admin" tab is active, showing an "Administrative Information" section. This section contains fields for: "1 - State FIPS Code:", "2 - Report Period End Date:", "3 - Adopted Child ID:", "33 - County Name:", "4 - State Agency Involvement" (with a checkbox), "34 - Child was placed by:" (with a dropdown), "35 - Monthly Subsidy:", and "36 - Monthly Amount:". At the bottom right of the form are buttons for "Print Record", "Save", and "Close".

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
Child Placed By	#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/Under Contract w/DHFS <p>For Adoptions finalized by private agencies under contract with the BMCW or the 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 - Internet Explorer

eWiSACWIS
TM
Print
Help

Child's Name: Anne A. Abby
Referral Status: Active
Date Received: 02/09/2022
☐ N/A- Relinquishment Case

General
Birth Parents
Background
Placement
Child Summary
Matches

General Appearance
Family History Questionnaire (Medical/Genetic) on File

Gender: Female
DOB: 09/09/1988
Ethnicity: Caucasian
☐ Birth Mother
☐ Pregnancy and Delivery Information
☐ Birth Father
☐ N/A Child Being TPR'd from Adoptive Parent (s)

Adoption Information

☐ Life Book Available
☐ Birth Certificate in File
☐ Social Security Card in File
Adoption Type: Details
Legal Risk:
Child Placed By:
DHFS/BMCW Adpt. Placement Non-Relative
None
Mother's TPR Date:
Father's TPR Date:

Sibling Information at Time of Referral

☒ Child has Siblings

Name of Sibling	Currently Placed With	Sibling Type	
Abby, Alex A. (9225927)	<input type="checkbox"/>	Birth Sibling	Delete
Abby, Allie (9226879)	<input type="checkbox"/>	Adoptive Sibling	Delete

Insert

Options:
Go
Save
Close

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
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 (Marital Status)	#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.

Entering AFCARS Data in eWiSACWIS

Person Management 'Azul, Rita (9231499)'

TM Print Help

Basic Parent Info Additional Address Education Characteristics Medical/Mental Health Supplemental MMH

Name

ID: 9231499 Prefix: First Name: Rita MI: Last Name: Azul Suffix:

Person Type: None [Person Type History](#) [YASIS CaseWorks](#) ☐ This is an Unborn Child ☐ Live birth did not occur

County ID(s)

Basic

Gender: Female **US Citizen Status:** U.S. Citizen **County Person ID:**

Birth Date: 10/10/2004 **Citizenship Verification:** **SSN:** 111-22-3333

Commitment#: - **Birth Place:** **Death Date:** 00/00/0000

Wisconsin Resident: Yes **Identity:** **HSRS ID:**

Religion: **Marital Status:** **MCI ID:** 123457516

Preferred Place of Worship:

☐ Interpreter Required **Primary Language:** English **Second Language:**

Third Language: **Fourth Language:**

Race/Ethnicity/Tribal Identification

Race: White **Ethnicity:** Caucasian **Hispanic/Latino:** No

Race: **Indian Tribe:** **Indian Tribe 2:**

Race: **Clan:** **Clan 2:**

Options:

Entering AFCARS Data in eWiSACWIS

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 - Azul, Rita (9231499) TM Print Help

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

Person Information

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

☐ Child's legal guardian?

Spouse:

Type: **Birth** ▼

Current Marital Status: **Married** ▼

Mother Married at Child's Birth: **Yes** ▼

☐ Mother TPR

Current Relationship of Parents to Each Other: ▼

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

Indian Custodian (1): [Search](#)

Legal Custodian (1): [Search](#)

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

Jack American

☐ Child's legal guardian?

Spouse:

Type: **Adjudicated** ▼

PA Number:

Current Marital Status: **Married** ▼

Father Married at Child's Birth: **Yes** ▼

☐ Father TPR

☐ Relinquishment Case

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

Indian Custodian (2): [Search](#)

Legal Custodian (2): [Search](#)

Adoption Referral

Birth Mother

Social/Mental/Physical Conditions:

[Add/Edit](#)

Birth Father

Social/Mental/Physical Conditions:

[Add/Edit](#)

Options: ▼ [Go](#)

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 DSP, 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 - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Case Participant

Name: Annie M. Andrews DOB: 10/09/2005 Gender: F Race: White

Special Needs

Date Effective: 10/31/2014

☒ 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

100%

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
Print
Help

Case Participant

Name: [Azul, Rita \(9231499\)](#)
Previous Legal Status: None

Court Outcome

Legal Action:
TPR Petition Voluntary

Result:
Petition Expired

Applies To:
Parents

Court:
Circuit

Child's Mother:
Donna Z. Flor, IV
Search
Edit

Court 2:
Milwaukee County Circuit Courts, Milwaukee County

Child's Father:
Joseph Jones
Search
Edit

Branch:

Judge:

Commissioner:

Tribal Contact:

New Legal Status:
Guardianship to Agency

☒ Protective Custody
☐ Under Appeal

Court Numbers

Legal Status Dates

Hearing/Legal Status Date:
00/00/0000

Verified?
☐

Next Court Date:
00/00/0000

Verified?
☐

Date Filed/Served:
00/00/0000

☐

Court Report Due:
00/00/0000

☐

Order Expiration Date:
00/00/0000

☐

Court Report Submitted:
00/00/0000

☐

Save
Close

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
Print
Help

Case Participant
Name: Azul, Rita (9231499)
Previous Legal Status: None

Court Outcome
Legal Action: Adoption Petition
Result: Petition Granted
Applies To: Child
Court: Circuit
Judge:
Court 2: Milwaukee County Circuit Courts, Milwaukee 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
Legal Status Dates
Hearing/Legal Status Date: 00/00/0000
Verified?
Next Court Date: 00/00/0000
Date Filed/Served: 00/00/0000
Verified?
Court Report Due: 00/00/0000
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
Adopted By	#29-32	Indicates the relationship between the child and the adoptive parents at the time of finalization

Case Closure

Print Help

Basic Information

Case Name: Abby, Amy

Case Number: 9222679

Open Date: 11/19/2009

Closing Information

Closure Status: No Request

☐ Request For Closure?
 ☐ Check Here If Final Safety Assessment is Not Needed
 ☐ Check Here If Closing Checklist is Not Applicable

Closed Date:

Reason: Child Adopted with Adoption Assistance

Adopted By: [Select](#)

Closing Checklist:

Recruited By:

Closure Summary

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.

Closure Denial Messages

Options: Go

Save Close

Adopted By

Print 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

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 - ID: 9221587 - Internet Explorer

eWiSACWIS Print Help

Case: 9221587

Name: American, Annie M. Case Type: CPS Family - Ongoing

County: Barron Site/Region: Barron - Barron

CARES Case #: County Case #:

☐ Restricted Designation: [Select Program](#) Status: Open 10/24/2005

Participants Address Collaterals Closing/Merge History

Active Participants

Name	Person Type	Rsp	Household	DOB	Gender	Relationship	Legal	Program	
America, James (9224493)	None	<input type="checkbox"/>	N	01/18/1966		Grandparent	N/A	N	DeAct Rem
American, Annie M. (9223760)	None	<input checked="" type="checkbox"/>	U	08/08/1970	F	Reference Person	N/A	N	DeAct Rem
American, Boy (9229114)	CPS, ICPC	<input checked="" type="checkbox"/>	U	01/01/2004	M	Biological Child	N/A	N	DeAct Rem
American, Jack (9223669)	CPS	<input checked="" type="checkbox"/>	U	06/01/1973	M	Present Spouse	N/A	N	DeAct Rem
Andrews, Annie M. (9222721)	CPS	<input checked="" type="checkbox"/>	Y	01/01/2006	F	Biological Child	Guardianship to Agency	N	DeAct Rem

2.9 Adoption Assistance Agreement Page

eWiSACWIS Field	AFCARS Element	Definition
Adoption Subsidy Type	#35	Indicates whether a monthly subsidy was established within the Adoption Assistance Agreement
Agreement 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.

Adoption Assistance Agreement - Internet Explorer

eWiSACWIS Print Spell Check Help

Agreement Information

Case Participant: [Apple, Allie \(9227922\)](#) Effective Date:
 Provider Name: [Bird, Larry \(9221016\)](#) Anticipated Adoption Finalization Date (if known):
 County: Milwaukee Estimated End Date: 02/01/2028

Application for Decision Information

Adoption Subsidy Type: MA w/subsidy amount Agreement Amount: [\\$674.00](#)
 Adoption Assistance Payee Name: Foster Care Rate: [\\$674.00](#)

Insurance Information

☒ Yes ☐ No The adoptive parent will add the child to their private health insurance plan
 Health Insurance Information Form (F-10115): [02/01/2017](#) [Imaging Search](#)

Eligibility Verification

Agreement Signed by Parents: [02/01/2017](#) [Imaging Search](#) Father Legal Status: N/A [Modify](#)
 Agreement Signed by DCF: None selected [Imaging Search](#) Mother Legal Status: [02/01/2017 - Guardianship to DCF](#)

TPR Orders

Parent	Date	
Mother	06/04/2012	Imaging Search Delete

[Insert](#)

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

100%

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

eWiSACWIS

Print
Spell Check
Help

Child Information

Child Name: Apple, Allie
DOB: 04/12/2003
Age: 18
SSN:

Federal Funding Information

Title IV-E Eligibility Status:
☐ Federal
☐ State
☒ Pending

Effective Date: 00/00/0000

Date Adoption Subsidy Agreement Signed: 02/15/2017 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-R-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:
Go
Save
Close

3. Conclusion

Each of the screens presented above addresses all of the AFCARS data elements for which errors will produce ticklers. Please refer to the [User Guide – How to enter AFCARS data](#), [User Guide - How to correct AFCARS data errors](#), and [AFCARS Troubleshooting Guide](#) 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/training/afcars/afcars-home.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 – 608.264.6323 or toll-free 855.264.6323
- E-mail – Helpdesk@wi.gov (include eWiSACWIS in subject line)