

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

Table of Contents

1. Introduction..... 2

 1.1 *AFCARS Exception Page* 2

 1.1.a *Adoption AFCARS – Primary Tab* 3

 1.1.b *Adoption AFCARS – Admin Tab* 4

 1.2 *Adoption AFCARS Tickler Functionality*..... 4

2. Adoption AFCARS Data Entry 5

 2.1 *Adoption Referral Page – General Tab*..... 5

 2.2 *Person Management Page – Basic Tab*..... 6

 2.3 *Person Management Page – Parent Info Tab*..... 8

 2.4 *Certification of Special Needs Page*..... 9

 2.5 *Legal Status Page with TPR Dates for Mother/Father*.....10

 2.6 *Legal Status Page with a Finalized Adoption*11

 2.7 *Case Closure Page – Adopted By Pop-up Page*.....12

 2.8 *Maintain Case Page*13

 2.9 *Adoption Assistance Agreement Page*.....14

 2.10 *Adoption Assistance – Adoption Funding Determination Page*.....15

3. Conclusion 15

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 - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Child Information

Child Name: [dropdown] 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: [dropdown]

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

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>

The screenshot shows the eWiSACWIS web application interface. At the top, the title bar reads "Adoption Referral - Internet Explorer" and the page header displays the "eWiSACWIS" logo. Navigation links for "TM", "Print", and "Help" are visible in the top right corner.

Key information displayed includes:

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

The main content area is divided into several sections:

- General Appearance:** Includes fields for Gender (Female), Ethnicity (Caucasian), and Date of Birth (09/09/1988).
- Family History Questionnaire (Medical/Genetic) on File:** Contains checkboxes for Birth Mother, Birth Father, Pregnancy and Delivery Information, and N/A Child Being TPR'd from Adoptive Parent(s).
- Adoption Information:** Features checkboxes for Life Book Available, Birth Certificate in File, and Social Security Card in File. It also includes dropdown menus for Adoption Type (DHFS/BMCW Adpt. Placement Non-Relative), Legal Risk (None), and Child Placed By. Fields for Mother's and Father's TPR Dates are present.
- Sibling Information at Time of Referral:** A table lists siblings with columns for Name of Sibling, Currently Placed With, Sibling Type, and a Delete button. Two siblings are listed: Abby, Alex A. (9225927) as a Birth Sibling and Abby, Allie (9226879) as an Adoptive Sibling.

At the bottom of the interface, there is an "Options:" dropdown menu with a "Go" button, and "Save" and "Close" buttons in the bottom right corner.

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) Insert

Basic

Gender: Female	US Citizen Status: U.S. Citizen	County Person ID: <input type="text"/>
Birth Date: 10/10/2004	Citizenship Verification: <input type="text"/>	SSN: 111-22-3333
Commitment#: -	Birth Place: <input type="text"/>	Death Date: 00/00/0000
Wisconsin Resident: Yes	Identity: <input type="text"/>	HSRS ID: <input type="text"/>
Religion: <input type="text"/>	Marital Status: <input type="text"/>	MCI ID: 123457516
Preferred Place of Worship: <input type="text"/>	Primary Language: English	Second Language: <input type="text"/>
<input type="checkbox"/> Interpreter Required	Third Language: <input type="text"/>	Fourth Language: <input type="text"/>

Race/Ethnicity/Tribal Identification

Race: White	Ethnicity: Caucasian	Hispanic/Latino: No
Race: <input type="text"/>	Indian Tribe: <input type="text"/>	Indian Tribe 2: <input type="text"/>
Race: <input type="text"/>	Clan: <input type="text"/>	Clan 2: <input type="text"/>

Options: Go Save Close

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: **Jack American** [Search](#) [Edit](#) [Remove](#)

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:

Birth Father

Social/Mental/Physical Conditions:

Options:

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.

The screenshot shows the 'Certification of Special Needs' form in a browser window. The form is titled 'eWiSACWIS' and includes the following sections:

- Case Participant:** Name: Annie M. Andrews, DOB: 10/09/2005, Gender: F, Race: White.
- Special Needs:** Date Effective: 10/31/2014. Radio buttons for Adoption (selected) and Foster Care. A dropdown menu for Primary Basis for Special Needs with a 'Details' link.
- Disability/Special Needs Information:** A grid of checkboxes for Learning Disability, Other Medically Diagnosed Conditions, Emotionally Disturbed, Mental Retardation, Physically Disabled, and Visually/Hearing Impaired, each with a 'Details' link.
- Options:** A dropdown menu and a 'Go' button.
- Buttons:** 'Save' and 'Close' buttons.

Entering AFCARS Data in eWiSACWIS

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

Applies To: Parents

Child's Mother: Donna Z. Flor, IV [Search](#) [Edit](#)

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

Judge:

Commissioner:

Tribal Contact:

New Legal Status: Guardianship to Agency

Result: Petition Expired

Court: Circuit

Court 2: Milwaukee County Circuit Courts, Milwaukee County

Branch:

Protective Custody Under Appeal

Court Numbers

Legal Status Dates

	Verified?		Verified?
Hearing/Legal Status Date: 00/00/0000	<input type="checkbox"/>	Next Court Date: 00/00/0000	<input type="checkbox"/>
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

2.6 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

	Verified?		Verified?
Hearing/Legal Status Date: <input type="text" value="00/00/0000"/>	<input type="checkbox"/>	Next Court Date: <input type="text" value="00/00/0000"/>	<input type="checkbox"/>
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"/>	

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** Closed Date:

Request For Closure? Reason: Child Adopted with Adoption Assistance ▼

Check Here If Final Safety Assessment is Not Needed **Adopted By:** [Select](#)

Check Here If Closing Checklist is Not Applicable

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: 02/15/2017
 Provider Name: [Bird, Larry \(9221016\)](#) Anticipated Adoption Finalization Date (if known): 00/00/0000
 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: Larry Bird or Laura Bird 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

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://def.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)