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).

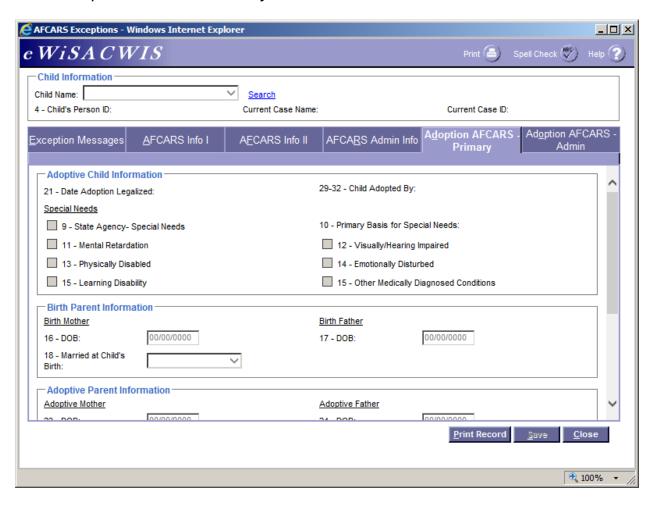
This document will provide an overview of functionality to support data quality associated with federal Adoption AFCARS reporting requirements. Data accuracy and quality associated with Adoption AFCARS reporting are further supported by additional functionality within the current AFCARS Exception page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

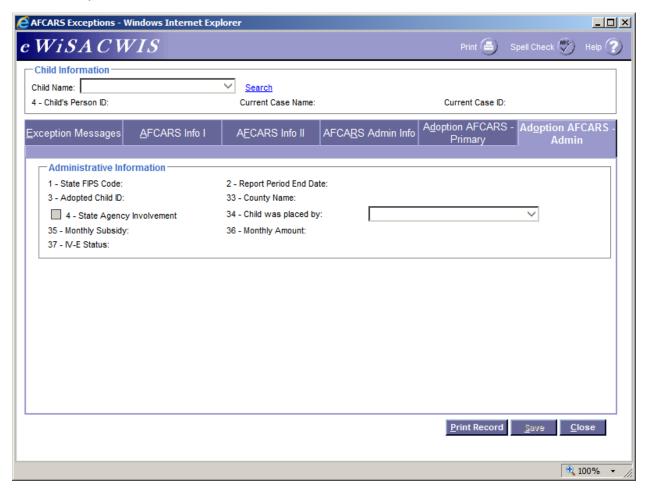
1.1 AFCARS Exception Page

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:

1.1.a Adoption AFCARS – Primary Tab



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.

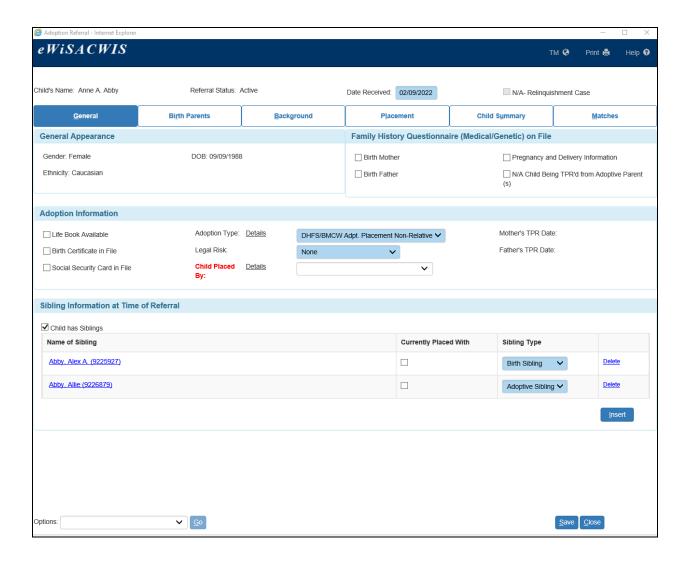
The AFCARS Exception page can be used to identify the specific errors for any case where an AFCARS tickler exists. As with the Foster Care Exceptions, some errors can be corrected on the AFCARS Exception page. If an error cannot be corrected on the AFCARS Exception page, the Exception Messages tab will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

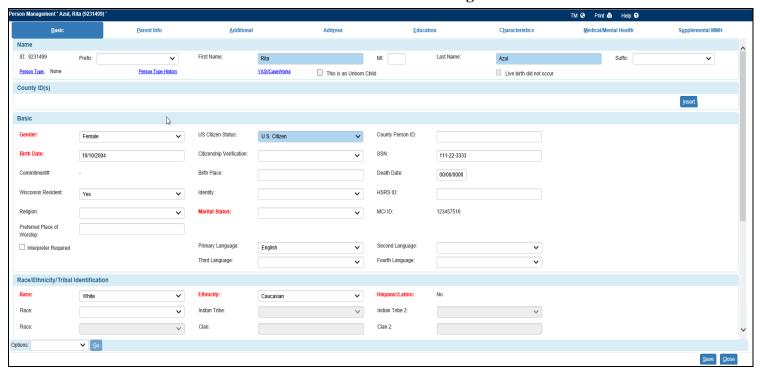
eWiSACWIS Field	AFCARS Element	Definition
Child Placed By	#4 & #34	Defines the status of the agency that facilitated the
		adoption finalization. Values that can be selected with the
		"Child Placed By" include the following:
		- Birth Parent
		- Out-of-State Department or Agency
		- Private Agency/Under Contract w/DHFS
		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.



2.2 Person Management Page – Basic Tab

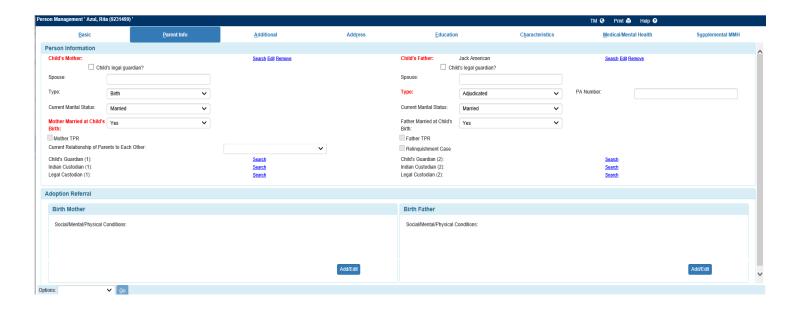
eWiSACWIS Field	AFCARS Element	Definition
Birth Date	#5	The date of birth for the child
	#16	The date of birth for the child's biological mother, who
		is identified by the person selected in the pre-adoptive
		child's Person Management page on the Parent Info tab
	#17	The date of birth for the child's 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'	#22	Using the case participant roles defined in the adoptive
Family Structure		child's Person Management page, marital status will be
(Marital Status)		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.



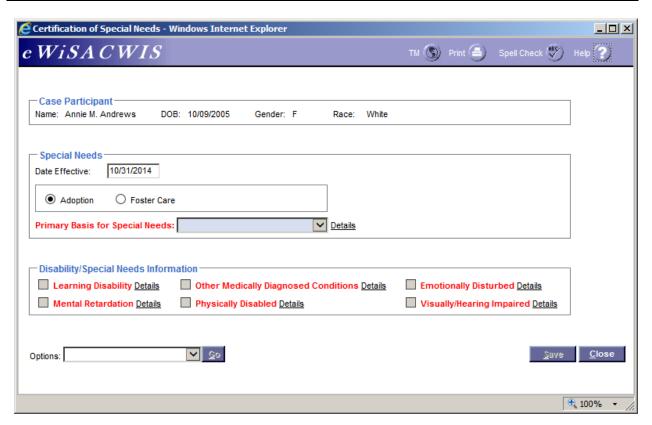
2.3 Person Management Page – Parent Info Tab

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



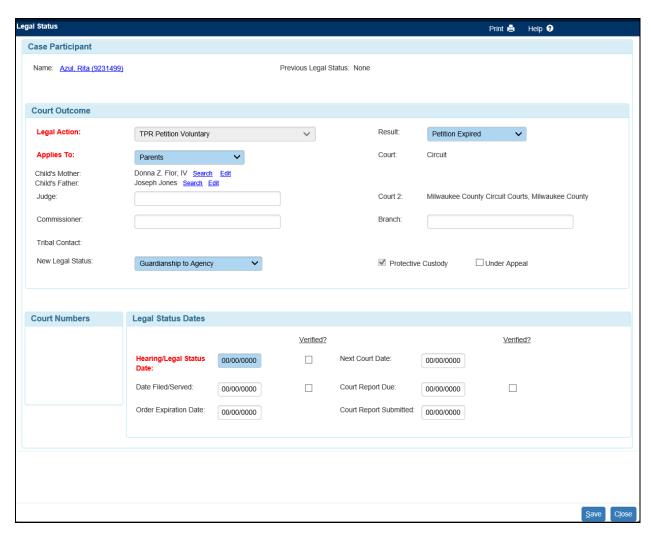
2.4 Certification of Special Needs Page

eWiSACWIS Field	AFCARS Element	Definition
State Agency Special	#9	Indicates whether the child has special needs. For all
Needs		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	#10	Indicates the primary reason a child presents with
Needs		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.



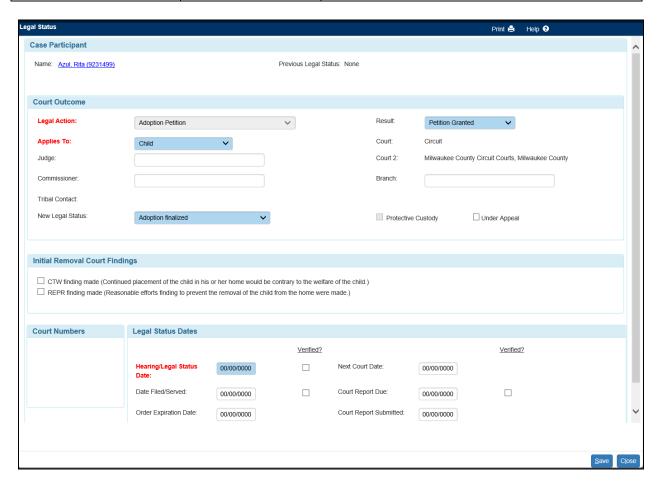
2.5 Legal Status Page with TPR Dates for Mother/Father

eWiSACWIS Field	AFCARS Element	Definition	
		Indicates the date of the parent's TPR. At least	
		one parent must have a TPR date. If the mother	
Date of Mother's TPR	#19	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 Wother's TFK	#17	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.	



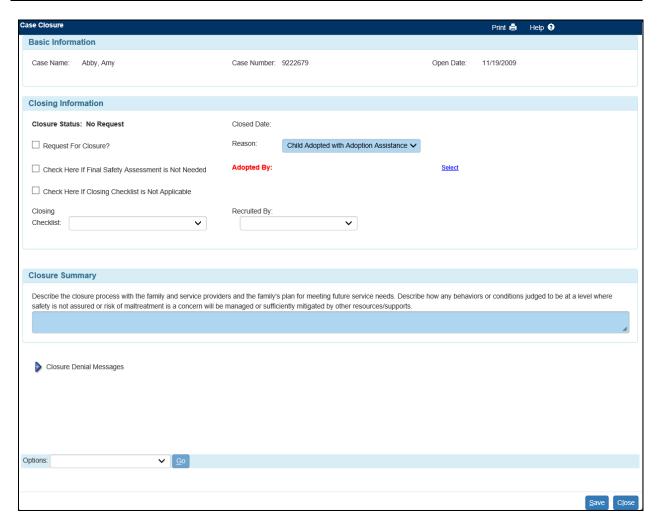
2.6 Legal Status Page with a Finalized Adoption

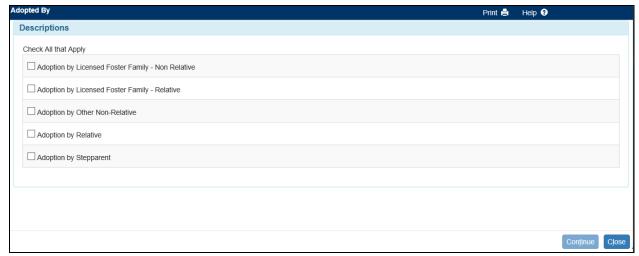
eWiSACWIS Field	AFCARS Element	Definition
Adoption Finalization	#21	Indicates the date a child's adoption was
Date		finalized. For AFCARS Foster Care reporting
		purposes, this date is used to signify a
		Discharge from a foster care placement episode
		to Adoption. Once a Pre-Adoptive Child has a
		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.



2.7 Case Closure Page – Adopted By Pop-up Page

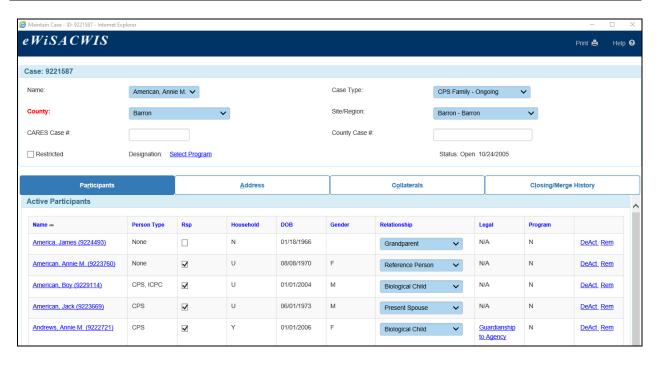
eWiSACWIS Field	AFCARS Element	Definition
Adopted By	#29-32	Indicates the relationship between the child and
		the adoptive parents at the time of finalization





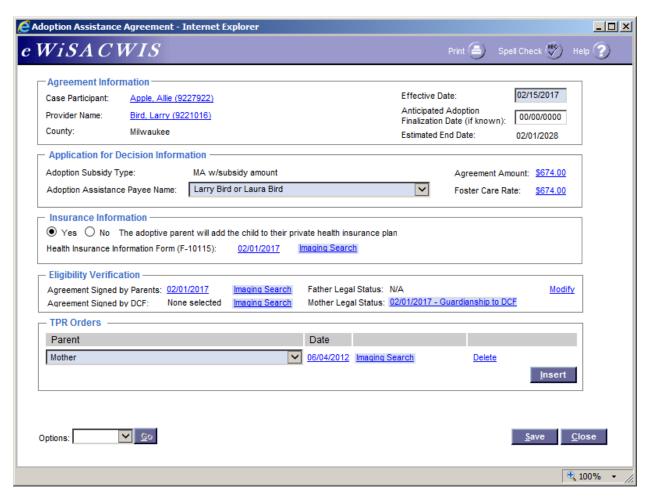
2.8 Maintain Case Page

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



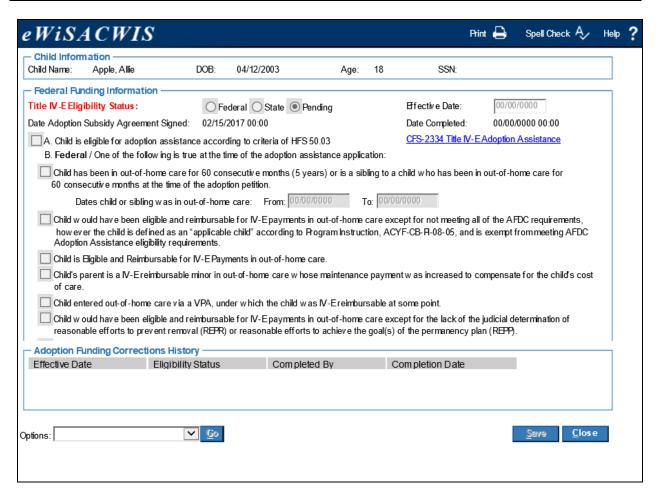
2.9 Adoption Assistance Agreement Page

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.



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 <u>User Guide – How to enter AFCARS data</u>, <u>User Guide – How to correct AFCARS data errors</u>, and <u>AFCARS Troubleshooting Guide</u> 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 <u>Helpdesk@wi.gov</u> (include eWiSACWIS in subject line)