

# AFCARS Exceptions Page

I. Introduction .....	2
II. Detailed Information .....	3
A. Child Information Group Box .....	3
1. Search hyperlink.....	3
2. Child Name Drop-down .....	4
B. Tabs .....	4
1. Exception Messages .....	4
2. AFCARS Info I, AFCARS Info II, and AFCARS Admin Info.....	5
3. Adoption AFCARS – Primary and Adoption AFCARS – Admin.....	5
C. Buttons.....	5
1. Print Record .....	5
2. Save .....	5
3. Close .....	5

## I. Introduction

The AFCARS Exception page shows 66 Foster Care data elements for children in Foster Care when there are exceptions with a child's data elements (e.g., missing data). The page also shows the worker which data elements have exceptions by making a data element's field label **bold red**.

For data element fields with an exception, the page allows workers to edit the field directly on the page or provides the worker with instructions regarding how to update the field (i.e., what page to edit or to update this field's value). Fields such as Race and DOB can be edited on the page, while more complex dates, such as Mother's TPR, cannot be edited on the page.

Any worker or supervisor assigned to the case of a child who has AFCARS exceptions can open the AFCARS Exception page and view and update that child's AFCARS exceptions.

The case displayed on the AFCARS Exception page is the case that the worker selected on the Search page. The case displayed on the available AFCARS printouts is the case in which the child's latest placement occurs, even though some of the AFCARS element information may have come from a previous case (e.g., a child is TPR'd out of a Biological Case into a Pre-Adoptive Case), and even though the worker may have selected a previous case.

The screenshot shows the 'AFCARS Exceptions' web application running in Microsoft Internet Explorer. The browser title bar reads 'AFCARS Exceptions - Microsoft Internet Explorer provided by DHFS - State of Wisconsin'. The application header features the 'eWiSACWIS' logo and navigation links for 'Print', 'Spell Check', and 'Help'. Below the header is a 'Child Information' section with a search box and labels for '4 - Child's Person ID', 'Current Case Name', and 'Current Case ID'. A horizontal menu contains tabs for 'Exception Messages', 'AFCARS Info I', 'AFCARS Info II', 'AFCARS Admin Info', 'Adoption AFCARS - Primary', and 'Adoption AFCARS - Admin'. The main content area is titled 'Exception Messages' and is currently empty. At the bottom right of the application area are buttons for 'Print Record', 'Save', and 'Close'. The Windows taskbar at the bottom shows 'Done' and a 'Trusted sites' notification.

## II. Detailed Information

### A. Child Information Group Box

All of the fields in this group box pre-fill and are not editable.

**Child Information**

Child Name:  [Search](#)

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

#### 1. Search hyperlink [Search](#)

- Click the Search hyperlink and the Person Search page will pop up. Search the person by entering either the person's last name and first name or person ID.
- If a person is found, click the person icon and then click the Cases icon. Select the radio button next to the appropriate case. Click Continue to view exceptions.

**Person Search -- Web Page Dialog**

*eWISACWIS* Print Spell Check Help

**Search Criteria**

Last Name:  First Name:  Person ID:

SSN:  DOB:  Gender:

Street:   City:  ZIP Code:

Incl. AKA Search Precision:  Sort By:  **Search**

Record 1 to 1 of 1

**Persons Returned**

Badger, BabyBoy B., Jr. (9225432) 111 Another Street, Madison Male 02/14/2007 Caucasian

Basic Person Information

Related People

Access Reports

Cases

Badger, Bucky B. (9221882)

CPS Family - Ongoing Alleged Victim, Household Member opened Weber, Jenny eWISACWIS Program Team Yes Agncy Cstdy/Supv - Plcmnt w/Lic Provider 05/03/2007 Outagamie - Appleton

**Create Continue Close**

- You will see the following message if there are no exceptions:

**eWISACWIS -- Web Page Dialog**

**No exceptions exist for this child.**

**Close**

## 2. Child Name Drop-down

In the Child Name drop-down, if any siblings from the same case have AFCARS exceptions, his or her names will appear in the drop-down. You can update the AFCARS Exceptions for any sibling by selecting his or her name from the drop-down. The page will refresh and will display the AFCARS errors that exist for that sibling.

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

**eWiSACWIS** Print Spell Check Help

**Child Information**

Child Name: Altman, Fred Search

4 - Child's Person ID: Altman, Fred Altman, Cheryl Parent Case Name: Altman, Simon Current Case ID: 9220003

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

## B. Tabs

### 1. Exception Messages

All of the AFCARS errors that exist for the child will appear on this tab. After the element are the instructions on how to update the element. NOTE: if all of the errors can be corrected on the AFCARS Exception page, the AFCARS Exceptions tickler will immediately be deleted from the primary worker's desktop once all errors have been fixed.

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

**eWiSACWIS** Print Spell Check Help

**Child Information**

Child Name: Altman, Fred Search

4 - Child's Person ID: 9220012 Current Case Name: Altman, Simon Current Case ID: 9220003

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

**Exception Messages**

**AFCARS Foster Care Exceptions**

- Element # 8 - (AFCARS I) Correct on page.
- Element # 9 - (AFCARS I) Correct Ethnicity on page.
- Element # 10 - (AFCARS I) Correct on page.
- Element # 43 - "(AFCARS II) After 60 days in OHC, Perm Plan with PROPOSED Goal required. After every 6 months in OHC, new Perm Plan with CURRENT Goal required. See AFCARS Error Correction Guide for further details."

Print Record Save Close

Done Trusted sites

## 2. AFCARS Info I, AFCARS Info II, and AFCARS Admin Info

Choose the tabs to switch to display the corresponding sections.

## 3. Adoption AFCARS – Primary and Adoption AFCARS – Admin

These tabs 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.

## C. Buttons

### 1. Print Record

A rectangular button with a dark blue background and white text that reads "Print Record".

- Click the Print Record button to print the whole AFCARS Foster Care Exceptions page, including all the sections. This will print a combination of the AFCARS Info I, AFCARS Info II, AFCARS Admin Info, Adoption AFCARS – Primary, and Adoption AFCARS – Admin tabs into one document.
- The case displayed on the printout is the case in which the child's latest placement occurs, even though some of the AFCARS element information may have come from a previous case (e.g., a child is TPR'd out of a Biological Case into a Pre-Adoptive Case).

### 2. Save

Click it to save the updates.

### 3. Close

Click it to exit the page.