AFCARS Error Correction Guide

#	Description	Can be corrected?	Use AFCARS Exception page?	Where else can errors be corrected?	Notes
1	State FIPS code	No	No		System Generated- Always = 55
2	Report period ending date	No	No		System Generated-either 3/31 or 9/30
3	County FIPS code	Yes	No	Maintain Case	The County that placed the child in Out of Home Care (OHC). For the State Adoptions Regions, the County in which the child is/was placed.
4	Child ID	No			Child's Person ID
5	Most recent administrative review date	Yes	No	Permanency Review or Hearing Results page	Child must have a review/hearing within the last nine months (if in care for at least nine months). Permanency Review or Hearing Results must be recorded on the Permanency Review or Hearing Results page (accessed via Case/Perm Plan > Permanency Review or Hearing Result). The Permanency Review or Hearing Results page must be Approved.
6	Child date of birth	Yes	AFCARS Info I	Person Management > Basic tab	
7	Child gender	Yes	AFCARS Info I	Person Management > Basic tab	
8	Child race	Yes	AFCARS Info I	Person Management > Basic tab	
9	Child Hispanic origin	Yes	AFCARS Info I	Person Management > Basic tab	
10	Child disability status	Yes	AFCARS Info I	Person Management > Characteristics tab	
11	Child disability type	Yes	AFCARS Info I	Person Management > Characteristics tab	
12	Child disability type	Yes	AFCARS Info I	Person Management > Characteristics tab	
13	Child disability type	Yes	AFCARS Info I	Person Management > Characteristics tab	
14	Child disability type	Yes	AFCARS Info I	Person Management > Characteristics tab	
15	Child disability type	Yes	AFCARS Info I	Person Management > Characteristics tab	
16	Child previously adopted	Yes	AFCARS Info II	Person Management > Basic tab	
17	Age at previous adoption	Yes	AFCARS Info II	Person Management > Basic tab	
18	Date of first removal	No	No		Cannot be fixed. Workers do not receive ticklers.
19	Total number of removals	No	No		Cannot be fixed. Workers do not receive ticklers.
20	Discharge of previous discharge	No	No		Cannot be fixed. Workers do not receive ticklers.
21	Date of latest removal	No	No		Cannot be fixed. Workers do not receive ticklers.
22	Removal transaction date	No	No		System generated- the date #21 was entered into eWiSACWIS

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23	Date of most recent placement setting	No	No		Cannot be fixed. Workers do not receive ticklers.
24	Number of placements in current episode	No	No		Cannot be fixed. Workers do not receive ticklers.
25	Manner of removal	Yes	AFCARS Info II	Out of Home Placement > Service tab	Must be associated with the placement identified as the Date of Latest Removal, i.e. #21
26	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked. Must be associated with the placement identified as the date of latest removal, i.e. #21
27	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
28	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
29	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
30	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
31	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
32	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
33	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
34	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
35	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
36	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
37	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
38	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
39	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
40	Removal reasons	Yes	AFCARS Info II	Out of Home Placement > Service tab	At least one item in 26-40 must be checked
41	Current placement status	Yes	AFCARS Info I	Out of Home Placement > Service tab	Placement Status field.
42	Out of state placement	No	No		System Generated- based on Provider's address

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#	Description	Can be corrected?	Use AFCARS Exception page?	Where else can errors be corrected?	Notes
43	Most recent permanency goal	Yes	No	Case/Permanency Plan > Permanency tab	When the child has been in Out of Home care between 60 days and 6 months, verify that a Permanency Plan is created and that a "Proposed" Permanence Goal is selected for the child. When the child has been in Out of Home Care for more than 6 months, verify that a Perm Plan is created and that a "Current" Permanence Goal is selected for the child. Also verify that the Permanency Plan was created in the last 6 months. To do this, open the child's most recent Permanency Plan and verify that date in the "*Plan Date*" field is within the last 6 months. **NOTE:** If the child's most recent Permanency Plan was NOT created in the last 6 months, a new Permanency Plan must be created to satisfy the Federal AFCARS requirement.
44	Caretaker structure at removal	Yes	AFCARS Info II	Out of Home Placement > Service tab	**44-46 Explanation:** If any of the rules below (a-c) are broken, 44, 45, and 46 will all receive an error. The Caretaker information is associated with the child's Latest Removal, i.e. #21. This includes: a. The correct Caretaker Structure (*cannot be* Unable to Determine), Primary Caretaker, and Secondary Caretaker are selected b. The caretaker structure matches the # of caretakers c. That each of the selected caretakers has a Birth Date on Person Management.
45	Caretaker 1- year of birth	Yes	AFCARS Info II	Person Management > Basic tab	*see #44 for explanation*
46	Caretaker 2- year of birth	Yes	AFCARS Info II	Person Management > Basic tab	*see #44 for explanation*

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#	Description	Can be corrected?	Use AFCARS Exception page?	Where else can errors be corrected?	Notes
47	Mother- TPR date	Yes	No	Legal Status	Legal > Legal Status First create a Legal Action of "TPR Petition Voluntary" or "TPR Petition Involuntary" or "Request for TPR." Then create a Legal Status with: • Hearing/Legal Status Date • Result of "Motion Granted" or "Petition Granted" or "Request Granted" • "Applies To" value containing Mother, Child, Parents, or Both.
48	Father- TPR date	Yes	No	Legal Status	Legal > Legal Status First create a Legal Action of "TPR Petition Voluntary" or "TPR Petition Involuntary" or "Request for TPR." Then create a Legal Status with: • Hearing/Legal Status Date • Result of "Motion Granted" or "Petition Granted" or "Request Granted" • "Applies To" a value containing Father, Child, Parents, or Both.
49	Foster family structure	Yes	in some cases AFCARS Info II	Home Provider > Home tab	**49-55 Explanation:** Only applies to Home Providers. Generally, workers must correct on the Home Provider page for the child's current or most recent Provider. The Provider names are listed on the AFCARS Exception page: • Verify that the correct Marital Status (*cannot be* Unable to Determine), Parent 1, and Parent 2 are selected • Verify that the marital status matches the # of caretakers • c) Verify that each caretaker (Parent 1 and Parent 2) selected has a Birth Date, Race, and Hispanic/Latino designation on Person Management.

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#	Description	Can be corrected?	Use AFCARS Exception page?	Where else can errors be corrected?	Notes
50	Foster caretaker 1- Year of Birth	Yes	in some cases AFCARS Info II	Home Provider > Members tab > click on caretaker's name	*see #49 for explanation*
51	Foster caretaker 2- Year of Birth	Yes	in some cases AFCARS Info II	Home Provider > Members tab > click on caretaker's name	*see #49 for explanation*
52	Foster caretaker 1- Race	Yes	in some cases AFCARS Info II	Home Provider > Members tab > click on caretaker's name	*see #49 for explanation*
53	Foster caretaker 1- Hispanic Origin	Yes	in some cases AFCARS Info II	Home Provider > Members tab > click on caretaker's name	*see #49 for explanation*
54	Foster caretaker 2- Race	Yes	in some cases AFCARS Info II	Home Provider > Members tab > click on caretaker's name	*see #49 for explanation*
55	Foster caretaker 2- Hispanic Origin	Yes	in some cases AFCARS Info II	Home Provider > Members tab > click on caretaker's name	*see #49 for explanation*
56	Discharge date	Yes	No	Out of Home Placement Ending	Child's most recent out of home placement has been ended for more than one month, but no final outcome has been recorded (i.e., Discharge From All Placements). To add a Discharge, do the following: • Open the Child's most recent Out of Home Placement • Click Options > Placement Ending > Go • Check the Override checkbox (lower left corner of page) • Select a new Ending Information for the child including a Discharge Reason **NOTE:** Discharges are required based on the ending information selected by the user. For example, the ending reason of "Reunification w/ Parent(s)/Primary Crtkr" requires a Discharge Reason to be entered because it is a final outcome for the child. The end reason of "Provider Requested Change," however, does not allow a Discharge Reason to be entered because it is not a final outcome for the child.
57	Discharge transaction date	No	No		System Generated- the date #56 was entered into eWiSACWIS
58	Discharge reason	No	No		

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#	Description	Can be corrected?	Use AFCARS Exception page?	Where else can errors be corrected?	Notes
59	Title IV-E Foster Care	Yes*	No	Eligibility > Initial Determination OR Eligibility > Redeterminations	Verify that the eligibility determination or redetermination is complete. Federal requirement is that at least one item in 59-65 be true. **
60	Title IV-E Adoption Assistance	Yes*	No	Adoption Assistance Agreement Placements and Services Adoption Eligibility	A child can, in certain situations, become eligible for IV-E Adoption reimbursement prior to being adopted. Therefore, questions regarding this element would be handled by the State Adoptions Regions.
61	Title IV-A (TANF-Kinship Care)	Yes*	No	Out of Home Placement > Service tab and Maintain Service Rate and Type page and Service Rate page	If the following is true: - The child is in a court ordered Kinship Placement - And, the kinship funds are used to pay the Provider, Do the following: - Ensure that the child's placement is entered and approved - Ensure that the Service Type is a paid - Ensure that the Service Type has the appropriate Rate
62	Title IV-D (Child Support)	Yes*	No	Maintain Benefit Record page (accessed via Trust Account > Insert button or Edit hyperlink on the Benefit Record tab)	If the following is true: - The child receives Child Support - And, the Child Support funds are used to offset the cost of care, Do the following: - Enter the Child Support in the Maintain Benefit Record screen - Indicate how the Child Support should be used to offset the cost of care: Benefit is available for cost of care expenses
63	Title XIX (Medicaid)	Yes*	No	Medicaid Eligibility Determination	If child receives MA, verify that the child has a Medicaid Eligibility record in eWiSACWIS and that the "Child Receives MA" checkbox on the Medicaid Eligibility Determination page is checked.

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#	Description	Can be corrected?	Use AFCARS Exception page?	Where else can errors be corrected?	Notes
64	SSI or other benefits	Yes*	No	Maintain Benefit Record page (accessed via Trust Account > Insert button or Edit hyperlink on the Benefit Record tab)	If the following is true: • The child receives financial support (except Child Support) • And, the financial support is used to offset the cost of care, Do the following: • Enter the types of financial support in the Maintain Benefit Record screen • Indicate if and how the financial support is used to offset the cost of care: Benefit is available for cost of care expenses
65	Other sources of support	Yes*	No	Out of Home Placement > Service tab and Maintain Service Rate and Type page and Service Rate page	If the following is true: • The child is in an Out of Home Placement • And, the Provider is being paid to care for the child, Do the following: • Ensure that the child's placement is entered and approved • Ensure that the Service Type is a paid • Ensure that the Service Type has the appropriate Rate
66	Amount of monthly subsidy	No	No		

*59-65 cannot necessarily be corrected. For example, if a child is NOT eligible for IV-E reimbursement, workers cannot change the eligibility status. However, each of the items in 59-65 can be verified. For example, the appropriate worker can verify that the eligibility determination is complete, or that all sources of funds used to offset the cost of care accurately entered into the child's trust account in eWiSACWIS.

**Often, the workers who need to verify this information will not be the case worker. For instance, a county may have a dedicated Medicaid representative who would verify that #63 - Title XIX (Medicaid) is accurately recorded in eWiSACWIS.