

Adding Person Characteristics for AFCARS Reporting



Knowledge Base Article

Adding Person Characteristics for AFCARS Reporting

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Adding Person Characteristics for AFCARS Reporting

Overview

This article describes how to add **Characteristics** to a child's **Person Profile** for the federal **Adoption and Foster Care Analysis Reporting System (AFCARS)**.

For AFCARS reporting purposes, **all children in care for longer than 30 days** must have **one of the following three actions** recorded on the child's **Person Information** screen (**Characteristic** tab) in SACWIS:

1. A clinical assessment by a qualified professional has not yet been completed for this person; or
2. A qualified professional has conducted a clinical assessment of this person and has determined that the person has no disabilities; or
3. If the child has had a clinical assessment and a qualified professional has determined that the child has a medical condition or disability, then document the child's **Clinically Diagnosed** condition in the appropriate Characteristic Group (Medical, Mental Health/Substance Abuse, Prenatal/Birth, or Developmental/Intellectual).

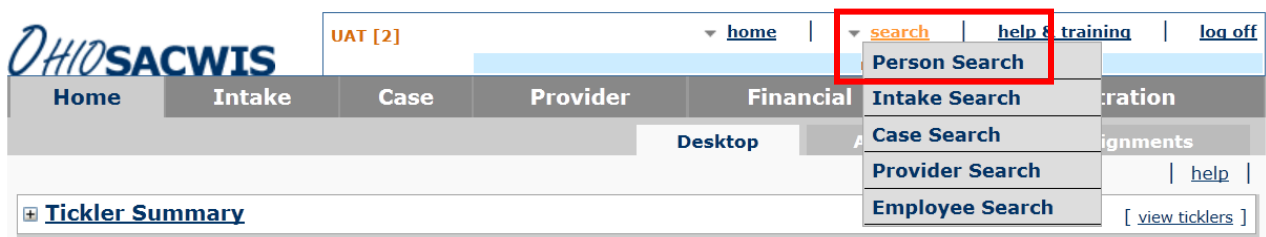
To be included in the **AFCARS** report, the Characteristic must be **Clinically Diagnosed** and be **Active** during the AFCARS reporting period.

Important: If at least one of the above actions is not recorded for the child, then **AFCARS Element 10: Has the Child Been Diagnosed with a Disability(ies)** will be reported as a **Missing Record** error.

This article also describes how to add **Non-Clinically Diagnosed** characteristics (traits, behaviors, or historical traits/issues), which cannot be reported for AFCARS.

Navigating to the Person Characteristic Fields

1. To navigate to the child's Person Profile, click the **Search** link on the SACWIS **Home** screen.
2. Click the **Person Search** link.



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The **Person Search Criteria** screen appears.

3. Enter search information into the fields OR enter the child's **Person ID** number, if known.

Person Search | Intake Search | Case Search | Provider Search | Employee Search

Person Search Criteria

Prefix:

Last Name: ☒ AKA ☐ Sounds Like

First Name: [HINT: AKA / 'Sounds Like' applies to last/first/middle name only. Wildcard (%) search & 'Sounds Like' cannot be used together.]

Suffix:

Middle Name:

DOB: or From Age: To Age:

Gender: Race: Hispanic/Latino:

Person ID:

[Advanced Search Criteria](#)

Sort Results By: Last Name Ascending

Search **Clear Form**

4. Click the **Search** button.

The results appear in the **Person Search Results** grid at the bottom of the screen.

Person Search Results

Result(s) 1 - 1 of 1 Page 1 of 1

Person ID	Name	Street	City	State/Zip	Gender	Age	DOB	Active Case
view								
edit								

5. Click the **Edit** link beside the child's **Person ID**.

The child's **Person Information** screen appears displaying the **Basic** tab.

[Profile](#) | [Education](#) | [Medical](#) | [Employment](#) | [Military](#) | [Background](#) | [Delinquency](#) | [SACWIS History](#)

Basic | Demographics | Address | Additional | **Characteristics** | Safety Hazard

Name: Person ID: DOB:

Hazard/Alert Information

☐ Safety Hazard Exists ☐ Safety Plan Exists ☐ Environmental Hazard Exists ☐ Protective Service Alert ☐ AWOL

☐ Pregnant ☐ Pregnant/Parenting Minor ☐ Pregnant/Parenting Youth in Custody

6. Click the **Characteristics** tab.

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The **Documented Person Characteristics** screen appears.

Basic **Demographics** **Address** **Additional** **Characteristics** **Safety Hazard**

Name: Person ID: DOB:

Documented Person Characteristics

The Characteristics Tab supports Federal Reporting by allowing the worker to record diagnoses of medical or mental health conditions and supports the recording of helpful information which may assist the worker when making placement decisions for a child.

☐ A clinical assessment by a qualified medical or mental health professional has not yet been completed for this person.

☒ A qualified professional has conducted a clinical assessment of this person and has determined this person has no clinically diagnosed conditions (Medical, Mental Health/Substance Abuse, Prenatal/Birth, or Developmental/Intellectual). ^a

Person Characteristics

Characteristic Type: **Add Characteristic**

Created in Error : ☒ Exclude ☐ Include Returned 0 Record(s)

^a

Characteristic	Category	Method	Begin Date	End Date
No additional known or applicable characteristics are documented for this person				

7. Click the appropriate check box in the top half of the screen, if applicable:

- Click the **first check box** if the child has **Not** had a **Clinical Assessment** completed by a **Qualified Professional**.
- Click the **second check box** if the child has had a **Clinical Assessment** completed by a **Qualified Professional** and has **No** clinically diagnosed conditions.

8. Select the appropriate **Characteristic Type** to add a clinically diagnosed or non-clinically diagnosed characteristic. Characteristics are discussed in the next section.

Person Characteristics

Characteristic Type: **Add Characteristic**

Created in Error : ☐ Exclude ☐ Include Returned 0 Record(s)

^a

Characteristic	Category	Method	Begin Date	End Date
No additional known or applicable characteristics are documented for this person				

Adding Person Characteristics for AFCARS Reporting

Important Definitions

Clinically Diagnosed characteristics include any medical, physical, or mental health condition which has been diagnosed by a **Qualified Professional**.

Specific definition: Has the child been clinically diagnosed by a qualified professional as having at least one of the following disabilities: mental retardation, visually or hearing impaired, physically disabled, emotionally disturbed, or other medically diagnosed conditions requiring special care.

A copy of the child's **Clinically Diagnosed** condition must be maintained in the child's **Case** record.


Otherwise, the condition may be documented as **Self-Reported** or **Observed** and will not be reported for AFCARS.

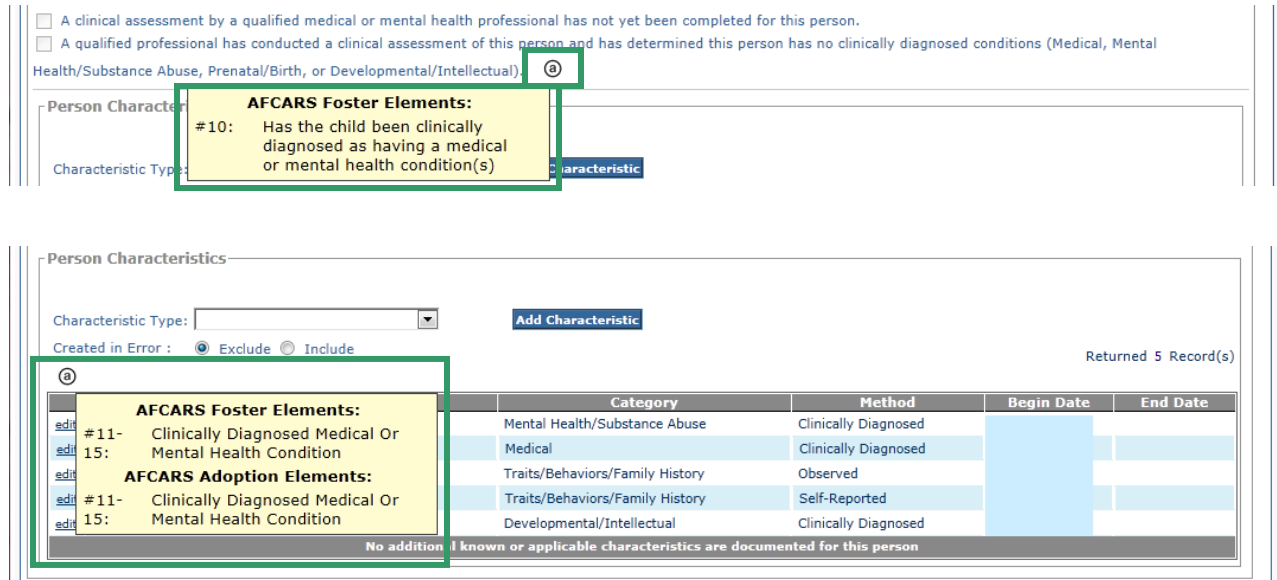
Example: If the parent reports that the child has Cerebral Palsy, this can be added by selecting **Self-Reported** in the **Method** field, instead of **Clinically Diagnosed**. (This is discussed further below.)

Non-Clinically Diagnosed characteristics are traits that the child possesses (such as active or bossy), behaviors that the child exhibits (such as disruptive in social settings), or historical traits/issues (such as the child was conceived as a result of incest). **Non-Clinically Diagnosed characteristics cannot be reported for AFCARS.**

Adding Person Characteristics for AFCARS Reporting

Important Person Characteristic Screen Information

As shown in green below, the  symbol is a “hover” field that expands to show content when you pause your cursor over it. This content supports Federal Reporting (AFCARS).



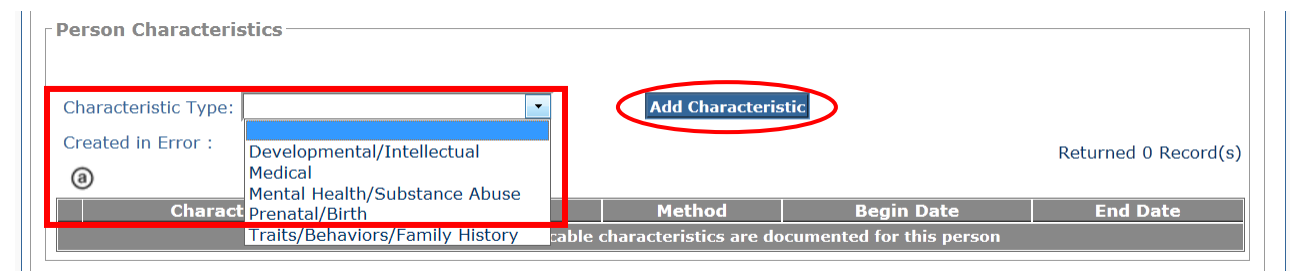
The screenshot shows the 'Person Characteristics' screen. At the top, there are two checkboxes: 'A clinical assessment by a qualified medical or mental health professional has not yet been completed for this person.' and 'A qualified professional has conducted a clinical assessment of this person and has determined this person has no clinically diagnosed conditions (Medical, Mental Health/Substance Abuse, Prenatal/Birth, or Developmental/Intellectual)'. Below these is a dropdown for 'Characteristic Type' and an 'Add Characteristic' button. A table shows 'Returned 5 Record(s)' with columns for 'Category', 'Method', 'Begin Date', and 'End Date'. A tooltip is visible over the info icon, displaying 'AFCARS Foster Elements: #10: Has the child been clinically diagnosed as having a medical or mental health condition(s)'.

Category	Method	Begin Date	End Date
Mental Health/Substance Abuse	Clinically Diagnosed		
Medical	Clinically Diagnosed		
Traits/Behaviors/Family History	Observed		
Traits/Behaviors/Family History	Self-Reported		
Developmental/Intellectual	Clinically Diagnosed		

Adding a Clinically Diagnosed Characteristic

Follow the steps below to add a **Clinically Diagnosed** characteristic on the **Documented Person Characteristics** screen.

1. In the **Characteristic Type** field, select the appropriate characteristic type from the drop-down list:
 - Developmental/Intellectual
 - Medical
 - Mental Health/Substance Abuse
 - Prenatal/Birth



The screenshot shows the 'Person Characteristics' screen. The 'Characteristic Type' dropdown menu is open, showing options: 'Developmental/Intellectual', 'Medical', 'Mental Health/Substance Abuse', and 'Prenatal/Birth'. The 'Add Characteristic' button is circled in red. The table below shows 'Returned 0 Record(s)' with columns for 'Characteristic', 'Method', 'Begin Date', and 'End Date'.

Characteristic	Method	Begin Date	End Date
Traits/Behaviors/Family History			

2. Click the **Add Characteristic** button.

Adding Person Characteristics for AFCARS Reporting

The **Characteristics Details** screen appears for the selected characteristic type.

3. In the **Available Characteristics** list, select the applicable characteristic.
4. Click the **Add >** button to move the choice to the **Selected Characteristics** list.

The screenshot shows the 'Characteristics Details' window. At the top, 'Characteristic Group:' is set to 'Medical'. Below this, there are two main panels. The left panel, titled 'Available Characteristics:', contains a list of medical conditions including AIDS, Allergies - Drug, Allergies - Environmental, Asthma-No Treatment Required, Asthma-Treatment Required, Blind, Blood Disorder, Brain Disorder, Brittle Bones/Osteogenesis Imperfectus, Cancer - In Remission, Cancer - Requires Treatment, and Cataracts. The right panel, titled 'Selected Characteristics: *', currently contains 'Allergies - Food'. Between these two panels are four buttons: 'Add >', 'Add All >>', '< Remove', and '<< Remove All'. The 'Add >' button is circled in red. At the bottom of the window, there is a 'Method:' field with four radio buttons: 'Unknown' (selected), 'Self Reported', 'Observed', and 'Clinically Diagnosed'. A red rectangle highlights the 'Add >' button and the 'Method:' field.

Note: You can select a characteristic in the **Selected Characteristics** list and click the **< Remove** button to move the characteristic back to the **Available Characteristics** list.

5. Repeat **Steps 3-4** for each characteristic you wish to add to the **Selected Characteristics** list.
6. In the **Method** field, click the appropriate radio button.

This is a close-up of the 'Method:' field from the previous screenshot. It shows four radio buttons: 'Unknown' (which is selected), 'Self Reported', 'Observed', and 'Clinically Diagnosed'. A red rectangle highlights the entire 'Method:' section.

If you select the **Self-Reported**, **Observed**, or **Clinically Diagnosed** radio button in the **Method** field, additional fields appear.

Adding Person Characteristics for AFCARS Reporting

Note: The names of the additional fields change depending on the radio button selected, as shown in the screens below. The field names referenced in steps 7-8 below apply for the “Clinically Diagnosed” option.

This screenshot shows the 'Method:' section with four radio buttons: 'Unknown', 'Self Reported', 'Observed', and 'Clinically Diagnosed'. The 'Self Reported' option is selected and highlighted with a green box. Below this, a green-bordered box contains three input fields: 'Reported By:', 'Reported Date:', and 'End Date:'. Each date field includes a calendar icon.

This screenshot shows the 'Method:' section with the 'Observed' radio button selected and highlighted with a blue box. Below this, a blue-bordered box contains three input fields: 'Observed By:', 'Observation Date:', and 'End Date:'. Each date field includes a calendar icon.

This screenshot shows the 'Method:' section with the 'Clinically Diagnosed' radio button selected and highlighted with an orange box. Below this, an orange-bordered box contains three input fields: 'Diagnosed By:', 'Diagnosis Date:', and 'End Date:'. Each date field includes a calendar icon.

7. In the **Diagnosed By** field, enter the name of the qualified professional or the name of the Clinic or Doctors office who diagnosed the child.
8. Enter a date in the **Diagnosis Date** field. (Required)
9. Click the **Save** button at the bottom of the screen.

Note: Only characteristics which have been **Clinically Diagnosed** will be reported for AFCARS. **Clinically Diagnosed** includes any duly qualified professional licensed to render a **Clinical Diagnosis**.

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The **Documented Person Characteristics** screen appears displaying the selected characteristic(s) in the **Person Characteristics** grid.

Person Characteristics

Characteristic Type: [Add Characteristic](#)

Created in Error : ☒ Exclude ☐ Include Returned 1 Record(s)

[a](#)

Characteristic	Category	Method	Begin Date	End Date
edit Allergies - Food	Medical	Clinically Diagnosed	05/23/2013	
No additional known or applicable characteristics are documented for this person				

10. If you locate a record without a begin date, click the **Edit** link in that grid row to add the date for that condition.

Important: Prior versions of SACWIS did not require that a begin date be entered, but the date is now required for **Self-Reported**, **Observed**, and **Clinically Diagnosed** methods.

11. Repeat the steps in this sub-section to add additional **Medical**, **Mental Health/Substance Abuse**, **Developmental/Intellectual**, and/or **Prenatal/Birth** characteristics.

Adding Person Characteristics for AFCARS Reporting

Recording Characteristics within a Medical Treatment Record

Clinically Diagnosed characteristics may also be recorded from within a **Medical Treatment** record (**Person Profile** > **Medical** link > **Treatment** tab > **Add Treatment** button).

The **Treatment Details** screen displays a **Currently Diagnosed Characteristics** grid (shown in red below).

The screenshot shows the 'Treatment Details' screen with the following fields and sections:

- Navigation Links:** Profile | Education | Medical | Employment | Military | Background | Delinquency | SACWIS History
- Form Fields:** Name, Person ID, DOB, Provider Name/ID, Provider Address, Contact, Treatment Type (dropdown), Primary Service Type, Secondary Service Type, Service Start Date, Service End Date.
- Currently Diagnosed Characteristics:** A table with columns: Characteristics, Category, Method, Begin Date, End Date, Linked Characteristics. Below the table is an 'Add Characteristics' button and a dropdown menu for 'Add Characteristics'.

1. In the **Add Characteristics** field, select the appropriate **Characteristic Type** from the drop-down list.

Note: **Medical** or **Mental Health/Substance Abuse** will be pre-populated based on the **Treatment Type** selected (shown in green above). Select a different Characteristic Type if appropriate.

2. Click the **Add Characteristics** button.

The **Characteristics Details** screen appears.

The screenshot shows the 'Characteristics Details' screen with the following fields and sections:

- Form Fields:** Name, Person ID, DOB, Characteristic Group (dropdown), Available Characteristics (list), Selected Characteristics (field), Add > button.
- Available Characteristics:** A list of characteristics including AIDS, Allergies - Drug, Allergies - Environmental, Allergies - Food.

Adding Person Characteristics for AFCARS Reporting

Note: As shown in green below, the **Method** of **Clinically Diagnosed** is pre-selected, and the **Diagnosed By** and **Diagnosed Date** fields are pre-populated with the **Provider** and **Date** information from the **Treatment Details** record. You may change these fields if needed.

Method: ☐ Unknown ☐ Self Reported ☐ Observed ☒ Clinically Diagnosed

Diagnosed By:

Diagnosis Date:

End Date:

3. Complete the fields on the screen as usual.

4. Click the **Save** button or the **Cancel** button.

The **Treatment Details** record appears displaying the newly added Characteristic.

Adding a Non-Clinically Diagnosed Characteristic

Follow the steps below to add a **Non-Clinically Diagnosed** characteristic on the **Documented Person Characteristics** screen.

1. In the **Characteristic Type** field, select the **Traits/Behaviors/Family History** group from the drop-down list.

Person Characteristics

Characteristic Type:

Created in Error :

☒ Add Characteristic

Returned 0 Record(s)

Characteristic Type	Method	Begin Date	End Date
Traits/Behaviors/Family History			

able characteristics are documented for this person

2. Click the **Add Characteristic** button.

Adding Person Characteristics for AFCARS Reporting

The **Characteristics Details** screen appears.

3. In the **Available Characteristics** field, click the applicable characteristic.
4. Click the **Add >** button to move the choice to the **Selected Characteristics** list.

The screenshot shows the 'Characteristics Details' screen. At the top, it says 'Characteristic Group: Traits/Behaviors/Family History'. Below this, there are two main sections: 'Available Characteristics' on the left and 'Selected Characteristics:' on the right. The 'Available Characteristics' list includes: Active, Afraid of Sleeping in the Dark, Afraid of the Dark, Alcohol - Abuse, Alcohol - Involved, Anxious, Apnea monitor, Attention seeking, Bed Wetting, Biting, Boisterous, and Bold. Between these two lists are four buttons: 'Add >', 'Add All >>', '< Remove', and '<< Remove All'. The 'Selected Characteristics:' list currently contains 'Alcohol - Addiction/Dependence'. At the bottom, there is a 'Method:' field with three radio buttons: 'Unknown' (selected), 'Self Reported', and 'Observed'.

5. Repeat **Steps 3-4** for each characteristic you wish to add to the **Selected Characteristics** list.
6. In the **Method** field (shown in blue above), click the appropriate radio button.

If you select the **Self-Reported** or **Observed** radio button in the **Method** field, additional fields appear.

Note: The names of the additional fields change depending on the radio button selected, as shown in the screens below. The field names referenced in steps 7-8 below apply for the “Self-Reported” option.

This screenshot shows the 'Method:' field with the 'Self Reported' radio button selected. Below it, three additional fields are displayed: 'Reported By:', 'Reported Date:', and 'End Date:'. Each of these fields has a text input box and a calendar icon for date selection.

This screenshot shows the 'Method:' field with the 'Observed' radio button selected. Below it, three additional fields are displayed: 'Observed By:', 'Observation Date:', and 'End Date:'. Each of these fields has a text input box and a calendar icon for date selection.

Adding Person Characteristics for AFCARS Reporting

7. In the **Reported By** field, enter the name of the person who reported the characteristic.
8. Enter a date in the **Reported Date** field. (Required)
9. Click the **Save** button at the bottom of the screen.

The **Documented Person Characteristics** screen appears displaying the selected characteristic(s) in the **Person Characteristics** grid.

Person Characteristics

Characteristic Type: [Add Characteristic](#)

Created in Error : ☒ Exclude ☐ Include Returned 2 Record(s)

	Characteristic	Category	Method	Begin Date	End Date
edit	Allergies - Food	Medical	Clinically Diagnosed	05/23/2013	
edit	Alcohol - Addiction/Dependence	Traits/Behaviors/Family History	Self-Reported	06/22/2013	
No additional known or applicable characteristics are documented for this person					

10. If you locate a record without a begin date, click the **Edit** link in that grid row to add the date for the condition.

Important: Prior versions of SACWIS did not require that a begin date be entered, but the date is now required for **Self-Reported** and **Observed** methods.

11. Repeat the steps in this sub-section to add additional **Traits/Behaviors/Family History** characteristics.

Adding Person Characteristics for AFCARS Reporting

Marking a Characteristic as “Created in Error”

Follow the steps below if a characteristic was selected in error.

1. In the **Person Characteristics** grid on the **Documented Person Characteristics** screen, click the **Edit** link beside the characteristic that was added in error.

Person Characteristics

Characteristic Type: **Add Characteristic**

Created in Error : ☒ Exclude ☐ Include Returned 2 Record(s)

a

	Characteristic	Category	Method	Begin Date	End Date
edit	Allergies - Food	Medical	Clinically Diagnosed	05/23/2013	
edit	Alcohol - Addiction/Dependence	Traits/Behaviors/Family History	Self-Reported	06/22/2013	

No additional known or applicable characteristics are documented for this person

The **Characteristics Details** screen appears. A **Created in Error** check box displays near the bottom of the screen.

End Date:

Additional Information:

☒ Created In Error

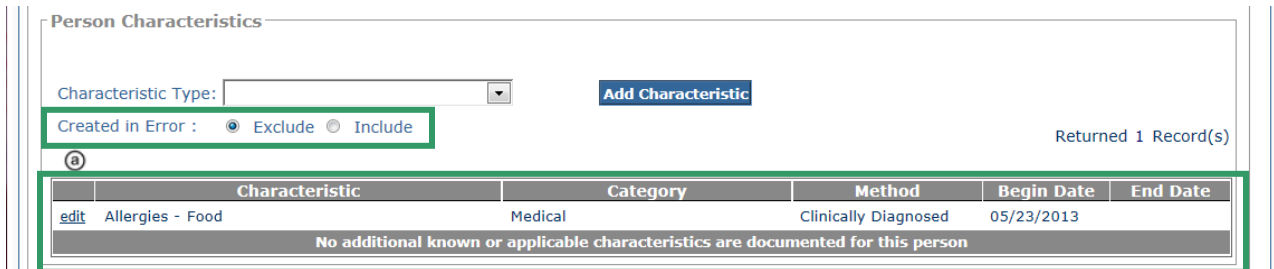
Created Date: Created By:

Modified Date: Modified By:

2. Click the **Created in Error** check box.
3. Click the **Save** button.

Adding Person Characteristics for AFCARS Reporting

The **Characteristics Details** screen appears and no longer displays the characteristic marked as “Created in Error”. By default, the **Person Characteristics** grid is filtered to **Exclude** records marked as **Created in Error**, as shown in green below.



The screenshot shows the 'Person Characteristics' interface. At the top, there is a 'Characteristic Type' dropdown menu and an 'Add Characteristic' button. Below this, a filter section shows 'Created in Error' with radio buttons for 'Exclude' (selected) and 'Include'. To the right, it says 'Returned 1 Record(s)'. Below the filter is a table with the following data:

Characteristic	Category	Method	Begin Date	End Date
edit Allergies - Food	Medical	Clinically Diagnosed	05/23/2013	

Below the table, a message states: 'No additional known or applicable characteristics are documented for this person'.

Note: To display records marked as **Created in Error**, click the **Include** radio button above the **Person Characteristics** grid.

If you need additional information or assistance, please contact the SACWIS Help Desk.