

# Viewing the AFCARS Screen and Field Indicators

## Viewing the AFCARS Screen

All children who are in your agency's custody and placement for more than 24 hours are considered to be a part of the AFCARS population.

The **AFCARS** screen provides a way for a primary worker to view the information that the state is reporting for their assigned children within the AFCARS population. Complete the following steps to navigate to the **AFCARS** screen:

1. On the SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Utilities** tab.
3. Click the **AFCARS** link in the **Navigation** menu. The **AFCARS Filter Criteria** screen appears and the **Agency** field defaults with the agency's name.
4. In the **Primary Worker ID** field, enter the appropriate ID number or use the **Employee Search** button to locate an employee.

**Note:** You can also use the Case ID field and Person ID field to search.

5. Click the **Filter** button. The results appear in the **AFCARS** section.
6. Click the **Select** link in the appropriate grid row.

The screenshot displays the SACWIS interface for the AFCARS Filter Criteria screen. The top navigation bar includes tabs for Home, Intake, Case, Provider, Financial, Administration, and Utilities. The Administration and Utilities tabs are highlighted with a red box. On the left, a navigation menu lists various options, with 'AFCARS' circled in red. The main content area is titled 'AFCARS Filter Criteria' and contains several search fields: Agency (set to 'County Children Services Board'), Case ID, Person ID, Primary Worker ID, Case Name, Person Name, and Worker Name. There are buttons for 'Case Search', 'Person Search', and 'Employee Search'. The 'Filter' button is circled in red. Below the search fields is a table titled 'AFCARS' showing 'Result(s) 1 - 12 of 12'. The table has columns for 'Person Name / ID', 'Person DOB', 'Case Name / ID', and 'Worker Name / ID'. A 'select' link is circled in red in the first row of the table.

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The **Exception Messages** screen appears.

If there are no AFCARS exceptions, the following screen appears:

Exception Messages	Child Info	Placement Info	Provider/Financial Info	Adoption Info	Adoption Admin/Financial
Person Name/ID:		Report Period:	04/01/2012 - 09/30/2012		
Case Name/ID:		Run Date:	07/23/2012		
<input type="checkbox"/> Exception Messages					
No Exception Found					
<input type="button" value="Close"/>					

If there are AFCARS exceptions, the following screen appears displaying the message(s):

## Example 1:

Exception Messages	Child Info	Placement Info	Provider/Financial Info	Adoption Info	Adoption Admin/Financial
Person Name/ID:		Report Period:	04/01/2012 - 09/30/2012		
Case Name/ID:		Run Date:	07/23/2012		
<input type="checkbox"/> Exception Messages					
The foster family structure is missing from the provider record.					
<input type="button" value="Close"/>					

## Example 2:

Exception Messages	Child Info	Placement Info	Provider/Financial Info	Adoption Info	Adoption Admin/Financial
Person Name/ID:		Report Period:	04/01/2012 - 09/30/2012		
Case Name/ID:		Run Date:	07/23/2012		
<input type="checkbox"/> Exception Messages					
Race information is missing from the person record for applicant # 1. Hispanic ethnicity information is missing from the person record for applicant # 1.					
<input type="button" value="Close"/>					

## Viewing the AFCARS Screen and Field Indicators

- To view specific information in the AFCARS report, click each tab at the top of the screen.

Exception Messages	Child Info	Placement Info	Provider/Financial Info	Adoption Info	Adoption Admin/Financial
Person Name/ID:		Report Period:	04/01/2012 - 09/30/2012		
Case Name/ID:		Run Date:	07/23/2012		
Exception Messages					
Race information is missing from the person record for applicant # 1. Hispanic ethnicity information is missing from the person record for applicant # 1.					
Close					

**Example:** If you click the **Child Info** tab, the following screen appears:

Exception Messages	Child Info	Placement Info	Provider/Financial Info	Adoption Info	Adoption
Person Name/ID:		Report Period:	04/01/2012 - 09/30/2012		
Case Name/ID:		Run Date:	07/23/2012		
Demographics					
4 - Child's Person ID:		10 - Person has a clinically diagnosed disability:	No		
6 - Child's DOB:		11 - Mental Retardation:	Does Not Apply		
7 - Gender:	Female	12 - Visually/Hearing Impaired:	Does Not Apply		
8a - Race:		13 - Physically Disabled:	Does Not Apply		
8b - Race:	Asian	14 - Emotionally Disturbed:	Does Not Apply		
8c - Race:		15 - Other Medically Diagnosed Conditions Requiring Special Care:	Does Not Apply		
8d - Race:					
8e - Race:	White				
8f - Race:					
9 - Hispanic/Latino	No				
Close					

- To add or update AFCARS information, click the **Person Name / ID** link or the **Case Name / ID** link.

Exception Messages	Child Info	Placement Info	Provider/Financial Info	Adoption Info	Adoption
Person Name/ID:	<a href="#">Sacwis, Susie / 1234567</a>	Report Period:	04/01/2012 - 09/30/2012		
Case Name/ID:		Run Date:	07/23/2012		
Demographics					
4 - Child's Person ID:		10 - Person has a clinically diagnosed disability:	No		
6 - Child's DOB:		11 - Mental Retardation:	Does Not Apply		
7 - Gender:	Female	12 - Visually/Hearing Impaired:	Does Not Apply		
8a - Race:		13 - Physically Disabled:	Does Not Apply		
8b - Race:	Asian	14 - Emotionally Disturbed:	Does Not Apply		
8c - Race:		15 - Other Medically Diagnosed Conditions Requiring Special Care:	Does Not Apply		
8d - Race:					
8e - Race:	White				
8f - Race:					
9 - Hispanic/Latino	No				

The selected screen appears. AFCARS information can then be entered and saved to resolve the AFCARS exception messages. However, SACWIS will not update the **Exception Messages** screen until the next day.

# Viewing the AFCARS Screen and Field Indicators

## Viewing the AFCARS Field Indicators

As shown in gold, SACWIS screens now display a letter @ next to the fields with information that corresponds to AFCARS reporting.

### Example 1:

The screenshot shows the 'Removal Information' section of a SACWIS screen. Several fields are marked with a gold '@' icon, indicating they are linked to AFCARS reporting. The fields include: 'Circumstances' (set to 'Voluntarily'), 'Responsible School District' (set to 'COLUMBUS CITY'), 'Custody Removal Date' (set to '07/24/2008'), 'Primary Caretaker' (set to 'Single Female'), 'Primary Removal Reason' (set to 'Child's Behavior Problems'), and 'Custody Discharge Date' and 'Custody Discharge Reason'. The 'Child Removal from Home Information' section is also visible, showing 'Primary Caretaker' and 'Caretaker Structure'.

As shown in this example, if you hover your cursor over an @, the system displays the applicable element number(s) and element description(s) for that AFCARS element.

The screenshot shows the 'Demographic Information' section of a SACWIS screen. A tooltip is displayed over the '@' icon next to the 'Race' field. The tooltip lists the following AFCARS elements:

- AFCARS Foster Elements:**
  - #8: a-f Child's Races
  - #52: a-f 1st Foster Caretaker's Race
  - #54: a-f 2nd Foster Caretaker's Race (If Applicable)
- AFCARS Adoption Elements:**
  - #7: a-f Child's Race's
  - #25: a-f Adoptive Mother's Race
  - #27: a-f Adoptive Father's Race

The background shows the 'Race' field with a list of options: American Indian, DECLINED, Unable to Determine, Asian, Native Hawaiian, and White. There are also 'Add >' and '< Remove' buttons for the race selection.

## Viewing the AFCARS Screen and Field Indicators

### Viewing Additional AFCARS Information

Click the following link to read more about general AFCARS information, as well as information on all of the AFCARS elements:

<http://www.acf.hhs.gov/programs/cb/systems/afcars/techbulletin/tb1.pdf>