

Adding Person Characteristics for AFCARS Reporting

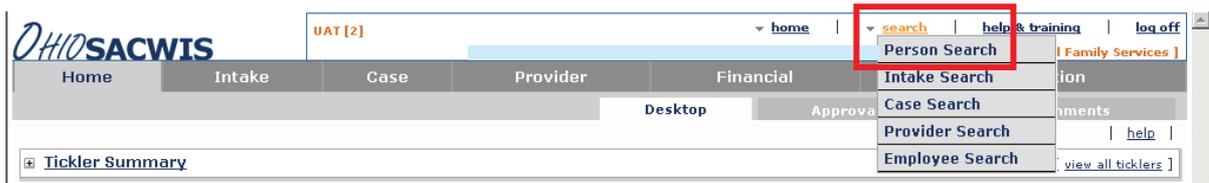
For AFCARS reporting purposes, **all children in care for longer than 30 days**, must have **one of the following three actions** recorded on the child's **Person Information** screen (**Characteristic** tab) in SACWIS:

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 the child has a medical condition or disability, then document the child's clinically diagnosed condition in the Characteristic Group of Medical/Mental Health Characteristic's.

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.

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.



The **Person Search Criteria** screen appears.

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3. Enter search information into the fields, such as the child's person ID number.
4. Click the **Search** button. The child's **Person Profile** record appears in the **Person Search Results** section.
5. Click the **Edit** link for that record.

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:

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
edit								Yes

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

6. Click the **Characteristics** tab.

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

Basic Demographics Address Add'l Background **Characteristics** Safety Hazard Confidential Information

Name: Person ID: DOB:

Hazard/Alert Information

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

The **Documented Person Characteristics** screen appears.

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7. For the two check boxes, select the:

- **First check box** if the characteristics have not yet been determined for AFCARS reporting.
- **Second check box** if the child has no clinically diagnosed disabilities that need to be reported.

Documented Person Characteristics

The Characteristics Tab allows the worker to record helpful information that assists the worker when making placement decisions for a child. This includes preferences, restrictions, and can be identified as searchable criteria at the time of completing a provider service search. This information is reflective of self-reported or observed characteristics of a person and does not imply that diagnosis has been performed.

A clinical assessment by a qualified professional has not yet been completed for this person.

A qualified professional has conducted a clinical assessment of this person and has determined that the person has no disabilities. ⓘ

Important:

- If the child has **Medical / Mental Health Characteristics** already added on this screen, the check boxes will be disabled (unavailable).
- As shown, if you click either check box, the **Add Medical / Mental Health Characteristics** check box becomes disabled (unavailable).

Documented Person Characteristics

The Characteristics Tab allows the worker to record helpful information that assists the worker when making placement decisions for a child. This includes preferences, restrictions, and can be identified as searchable criteria at the time of completing a provider service search. This information is reflective of self-reported or observed characteristics of a person and does not imply that diagnosis has been performed.

A clinical assessment by a qualified professional has not yet been completed for this person.

A qualified professional has conducted a clinical assessment of this person and has determined that the person has no disabilities. ⓘ

Person Characteristics

Add Medical/Mental Health Characteristic Add Traits/Behaviors/Family History Characteristic

Returned 0 Record(s)

Documented Person Characteristics

The Characteristics Tab allows the worker to record helpful information that assists the worker when making placement decisions for a child. This includes preferences, restrictions, and can be identified as searchable criteria at the time of completing a provider service search. This information is reflective of self-reported or observed characteristics of a person and does not imply that diagnosis has been performed.

A clinical assessment by a qualified professional has not yet been completed for this person.

A qualified professional has conducted a clinical assessment of this person and has determined that the person has no disabilities. ⓘ

Person Characteristics

Add Medical/Mental Health Characteristic Add Traits/Behaviors/Family History Characteristic

Returned 0 Record(s)

Adding Person Characteristics for AFCARS Reporting

8. Select the **Add Medical / Mental Health Characteristic** button **OR** the **Add Traits / Behaviors / Family History Characteristic** button. Both are discussed below.

Documented Person Characteristics

The Characteristics Tab allows the worker to record helpful information that assists the worker when making placement decisions for a child. This includes preferences, restrictions, and can be identified as searchable criteria at the time of completing a provider service search. This information is reflective of self-reported or observed characteristics of a person and does not imply that diagnosis has been performed.

A clinical assessment by a qualified professional has not yet been completed for this person.

A qualified professional has conducted a clinical assessment of this person and has determined that the person has no disabilities. [Ⓐ]

Person Characteristics

Add Medical/Mental Health Characteristic **Add Traits/Behaviors/Family History Characteristic**

Returned 0 Record(s)

[Ⓐ]

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

[Delete](#) [Check All](#) | [Clear All](#)

Important Definitions

Clinically Diagnosed characteristics are any medical, physical, or mental health condition that can be clinically diagnosed. **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.

Adding a characteristic from the Clinically Diagnosed category **does not necessarily mean that the worker possesses documentation** of the diagnosis.

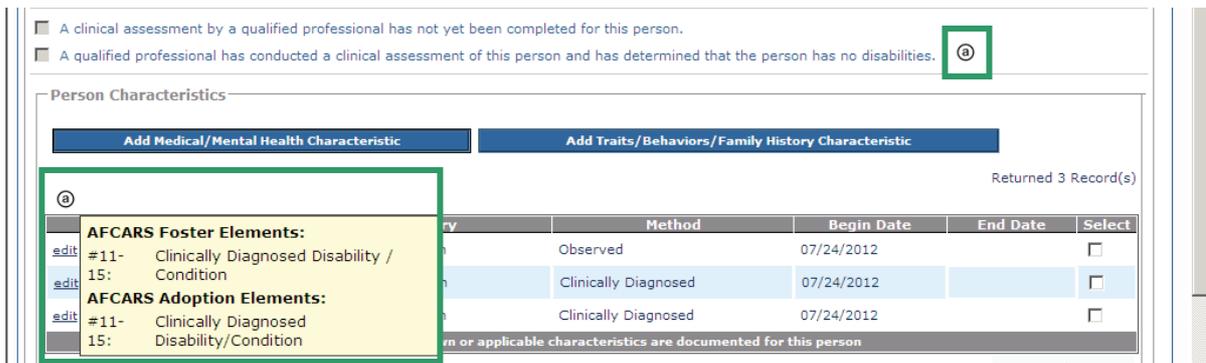
Example: If the parent reports that the child has Cerebral Palsy, this can be added by selecting **Self-Reported**, instead of **Clinically Diagnosed**. (This is discussed below.)

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, the  symbol is a “flyover” field that expands to show content when your cursor rolls over it. This content supports Federal Reporting (AFCARS) and is currently in the process of being updated.



A clinical assessment by a qualified professional has not yet been completed for this person.

A qualified professional has conducted a clinical assessment of this person and has determined that the person has no disabilities. 

Person Characteristics

Add Medical/Mental Health Characteristic **Add Traits/Behaviors/Family History Characteristic**

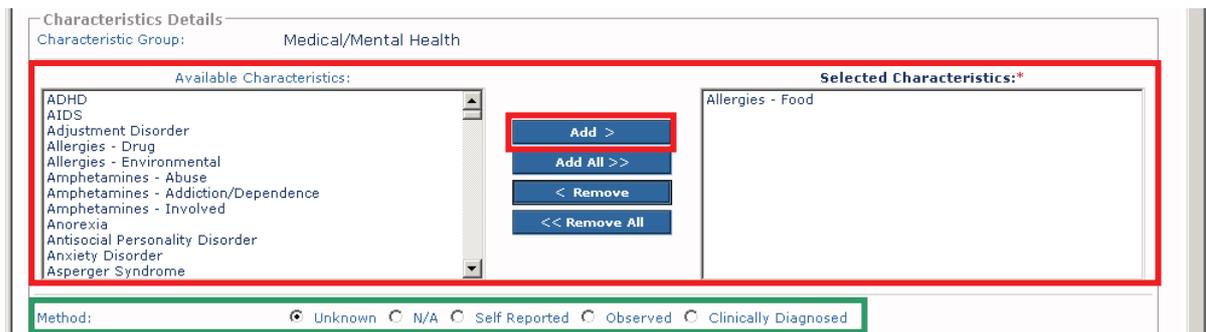
Returned 3 Record(s)

	Method	Begin Date	End Date	Select
 AFCARS Foster Elements:				
edit #11- Clinically Diagnosed Disability /	Observed	07/24/2012		<input type="checkbox"/>
edit 15: Condition	Clinically Diagnosed	07/24/2012		<input type="checkbox"/>
AFCARS Adoption Elements:				
edit #11- Clinically Diagnosed	Clinically Diagnosed	07/24/2012		<input type="checkbox"/>
edit 15: Disability/Condition				

or applicable characteristics are documented for this person

Adding a Clinically Diagnosed Characteristic

1. If the **Add Medical/Mental Health Characteristic** button is selected, the **Characteristics Details** screen appears.
2. In the **Available Characteristics** field, click the applicable characteristic(s).
3. Click the **Add >** button to move the choice(s) into the **Selected Characteristics** section.
4. In the **Method** field (shown in green), click the appropriate radio button.



Characteristics Details

Characteristic Group: Medical/Mental Health

Available Characteristics:

- ADHD
- AIDS
- Adjustment Disorder
- Allergies - Drug
- Allergies - Environmental
- Amphetamines - Abuse
- Amphetamines - Addiction/Dependence
- Amphetamines - Involved
- Anorexia
- Antisocial Personality Disorder
- Anxiety Disorder
- Asperger Syndrome

Add >

Add All >>

< Remove

<< Remove All

Selected Characteristics:*

Allergies - Food

Method: Unknown N/A Self Reported Observed Clinically Diagnosed

If the **Self-Reported**, **Observed**, or **Clinically Diagnosed** radio button is selected, additional fields appear.

Adding Person Characteristics for AFCARS Reporting

The field names change depending on the radio button selected:

5. In the **Diagnosed By** field, enter the name of the professional who diagnosed the child.
6. If the **Self-Reported**, **Observed**, or **Clinically Diagnosed** radio button was selected, enter a date in the **Diagnosis Date** field (mandatory).
7. Click the **Save** button at the bottom of the screen.

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

8. 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.

Characteristic	Category	Method	Begin Date	End Date	Select
edit Allergies - Food	Medical/Mental Health	Clinically Diagnosed	08/10/2011		<input type="checkbox"/>

No additional known or applicable characteristics are documented for this person

9. Repeat the steps in this sub-section to add additional medical/mental health characteristics.

Adding Person Characteristics for AFCARS Reporting

Adding a Non-Clinically Diagnosed Characteristic

1. If the **Add Traits/Behaviors/Family History Characteristic** button is selected, the **Characteristics Details** screen appears.
2. In the **Available Characteristics** field, click the applicable characteristic(s).
3. Click the **Add >** button to move the choice(s) into the **Selected Characteristics** section.
4. In the **Method** field (shown in green), click the appropriate radio button.

Characteristics Details
Characteristic Group: Traits/Behaviors/Family History

Available Characteristics:

- Active
- Afraid of Sleeping in the Dark
- Afraid of the Dark
- Alcohol - Abuse
- Alcohol - Involved
- Anxious
- Apnea monitor
- Attention seeking
- Bed Wetting
- Biting
- Boisterous
- Bold

Selected Characteristics:*
Alcohol - Addiction/Dependence

Method: Unknown N/A Self Reported Observed

If the **Self-Reported** or **Observed** radio button is selected, additional fields will appear as shown below.

The field names change depending on the radio button selected:

5. In the **Reported By** field, enter the name of the professional who reported the characteristic.
6. If the **Self-Reported** or **Observed** radio button was selected, enter a date in the **Reported Date** field (mandatory).
7. Click the **Save** button at the bottom of the screen.

Method: Unknown N/A Self Reported Observed

Reported By:

Reported Date:

End Date:

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

Adding Person Characteristics for AFCARS Reporting

8. 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** and **Observed** methods.

	Characteristic	Category	Method	Begin Date	End Date	Select
edit	Alcohol - Addiction/Dependence	Traits/Behaviors/Family History	Self-Reported	08/17/2011		<input type="checkbox"/>
edit	Allergies - Food	Medical/Mental Health	Clinically Diagnosed	08/10/2011		<input checked="" type="checkbox"/>

No additional known or applicable characteristics are documented for this person

[Delete](#) [Check All](#) [Clear All](#)

[Apply](#) [Save](#) [Cancel](#)

9. Repeat the steps in this sub-section to add additional traits / behaviors / family history characteristics.

Deleting a Characteristic

1. If a characteristic was selected in error, click the **Select** check box in the appropriate row.
2. Click the **Delete** button to remove the row.

	Characteristic	Category	Method	Begin Date	End Date	Select
edit	Alcohol - Addiction/Dependence	Traits/Behaviors/Family History	Self-Reported	08/17/2011		<input type="checkbox"/>
edit	Allergies - Food	Medical/Mental Health	Clinically Diagnosed	08/10/2011		<input checked="" type="checkbox"/>

No additional known or applicable characteristics are documented for this person

[Delete](#) [Check All](#) [Clear All](#)

The characteristic is deleted from the grid.