

Viewing the AFCARS Screen and Field Indicators



Knowledge Base Article

Viewing the AFCARS Screen and Field Indicators

Table of Contents

Overview	3
Viewing AFCARS Screen.....	3
Viewing the AFCARS Field Indicators	8
Accessing AFCARS Reports	9
Additional AFCARS Information	10

Viewing the AFCARS Screen and Field Indicators

Overview

The **Adoption and Foster Care Analysis and Reporting System** (often referred to by the acronym **AFCARS**) was established by the federal government to provide demographic, case-related and service information for all children in foster care and who have been adopted. This data is used to assist in policy development and program management. Title IV-E agencies are required to submit the **AFCARS** data twice a year based on two 6-month reporting periods. All children who are in your agency's custody and placement for more than 24 hours are a part of the **AFCARS** population.

Viewing AFCARS Screen

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 Ohio 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.

Viewing the AFCARS Screen and Field Indicators

The screenshot shows the AFCARS Filter Criteria interface. At the top, a navigation bar includes Home, Intake, Case, Provider, Financial, and Administration (highlighted in red). Below this is a secondary bar with Staff, Maintenance, Security, Reports, Training, and Utilities. On the left, a sidebar contains various utility links, with 'AFCARS' highlighted in red. The main area is titled 'AFCARS Filter Criteria' and includes a dropdown for 'Agency' (County Children Services Board) and three input fields: 'Case ID', 'Person ID', and 'Primary Worker ID' (all highlighted in red). Search buttons for 'Case Search', 'Person Search', and 'Employee Search' are present. Below the filters are 'Filter' and 'Clear Form' buttons (the 'Filter' button is highlighted in red). The main table is titled 'AFCARS' and shows 'Result(s) 1 to 15 of 148 / Page 1 of 10'. The table header includes 'Person Name / ID', 'Person DOB', 'Case Name / ID', and 'Worker Name / ID'. A 'select' dropdown in the first row is highlighted in red.

The **Exception Messages** screen appears.

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

The screenshot shows the Exception Messages screen. It has a navigation bar with Exception Messages, Child Info, Placement Info, Provider/Financial Info, Adoption Info, and Adoption Admin/Financial. Below the navigation bar, there are fields for Person Name/ID, Case Name/ID, Report Period (04/01/2022 - 09/30/2022), and Run Date (08/16/2022). The main area is titled 'Exception Messages' and contains a red-bordered box with the text 'No Exception Found'.

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

Example:

The screenshot shows the Exception Messages screen with three messages listed in a red-bordered box:

- The child is six or over with hispanic ethnicity Unable to Determine; please verify that this is correct.
- Child has been in care for 60 days and no case plan goal has been entered for the child or the goal is Maintain in Own Home.
- Child Has No Medical/Mental Health Characteristics Entered

Viewing the AFCARS Screen and Field Indicators

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:	[Redacted]	Report Period:	04/01/2022 - 09/30/2022		
Case Name/ID:	[Redacted]	Run Date:	08/16/2022		
Exception Messages					
The child is six or over with hispanic ethnicity Unable to Determine; please verify that this is correct.					
Child has been in care for 60 days and no case plan goal has been entered for the child or the goal is Maintain in Own Home.					
Child Has No Medical/Mental Health Characteristics Entered					

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

Exception Messages	Child Info	Placement Info	Provider/Financial Info	Adoption Info	Adoption Admin/Financial
Person Name/ID:	[Redacted]	Report Period:	04/01/2022 - 09/30/2022		
Case Name/ID:	[Redacted]	Run Date:	08/16/2022		
Demographics					
4 - Child's Person ID:	[Redacted]	10 - Person has a clinically diagnosed disability:	Not Yet Determined		
6 - Child's DOB:	[Redacted]	11 - Mental Retardation:			
7 - Gender	Female	12 - Visually/Hearing Impaired:			
8a - Race:		13 - Physically Disabled:			
8b - Race:		14 - Emotionally Disturbed:			
8c - Race:		15 - Other Medically Diagnosed Conditions Requiring Special Care:			
8d - Race:					
8e - Race:	White				
8f - Race:					
9 - Hispanic/Latino	Unknown				

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

Viewing the AFCARS Screen and Field Indicators

Exception Messages	Child Info	Placement Info	Provider/Financial Info	Adoption Info	Adoption Admin/Financial
Person Name/ID:	Jon Case / <u>12345</u>		Report Period:	04/01/2022 - 09/30/2022	
Case Name/ID:	Susie Case / <u>1234567</u>		Run Date:	08/16/2022	
Demographics					
4 - Child's Person ID:			10 - Person has a clinically diagnosed disability:	Not Yet Determined	
6 - Child's DOB:			11 - Mental Retardation:		
7 - Gender:	Female		12 - Visually/Hearing Impaired:		
8a - Race:			13 - Physically Disabled:		
8b - Race:			14 - Emotionally Disturbed:		
8c - Race:			15 - Other Medically Diagnosed Conditions Requiring Special Care:		
8d - Race:					
8e - Race:	White				
8f - Race:					
9 - Hispanic/Latino	Unknown				

The selected screen appears. **AFCARS** information can then be entered and saved to resolve the AFCARS exception messages.

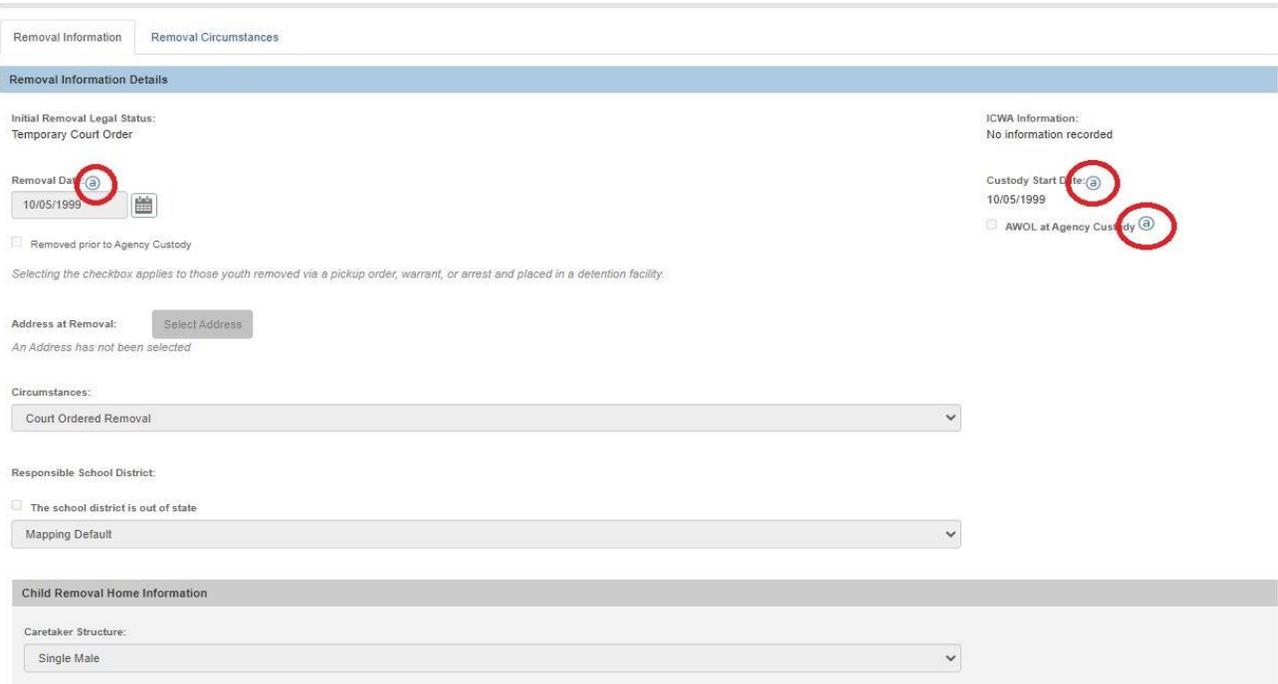
Important: Ohio SACWIS will not update the **Exception Messages** screen until the next day.

Viewing the AFCARS Screen and Field Indicators

Viewing the AFCARS Field Indicators

As shown in red, Ohio SACWIS screens displays a circled letter 'a' () next to the fields with information that corresponds to **AFCARS** reporting.

Example 1:



The screenshot displays the 'Removal Information' section of the Ohio SACWIS system. The 'Removal Information Details' section includes the following fields and indicators:

- Initial Removal Legal Status:** Temporary Court Order
- ICWA Information:** No information recorded
- Removal Date:** 10/05/1999 (indicated by a circled 'a')
- Custody Start Date:** 10/05/1999 (indicated by a circled 'a')
- AWOL at Agency Custody:** (indicated by a circled 'a')
- Removed prior to Agency Custody:** (checkbox)
- Address at Removal:** Select Address (An Address has not been selected)
- Circumstances:** Court Ordered Removal
- Responsible School District:** Mapping Default
- Child Removal Home Information:** Caretaker Structure: Single Male

Viewing the AFCARS Screen and Field Indicators

Additional AFCARS Information

The following link leads to the U.S. Department of Health & Human Services Children's Bureau website and contains general **AFCARS** information along with additional details on all **AFCARS** elements:

[About AFCARS | The Administration for Children and Families \(hhs.gov\)](https://www.hhs.gov/childrens-bureau/about-afcars)

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).