



## DEPARTMENT OF HEALTH & HUMAN SERVICES

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ADMINISTRATION FOR CHILDREN AND FAMILIES  
**Administration on Children, Youth and Families**  
1250 Maryland Avenue, S.W.  
Washington, D.C. 20024

April 15, 2010

Mr. Cal Ludeman  
Commissioner  
Minnesota Department of Human Services  
PO Box 64998  
St. Paul, MN 55164-0998

Dear Mr. Ludeman:

We are pleased to inform you that Minnesota has successfully completed its Improvement Plan under the Federal Adoption and Foster Care Analysis and Reporting System (AFCARS) Assessment Review.

In August, 2005, the Children's Bureau completed an onsite review of the State's AFCARS data. The AFCARS Assessment Review (AAR) evaluated the ability of the State's automated information system to collect, extract, and transmit AFCARS data, and assessed the accuracy of the data collected in accordance with the definitions of the data elements specified in Federal regulations and policy. In addition to reviewing technical documentation, the review also included a review of foster care and adoption case records (paper files) to compare the information found in the paper files with the electronic data submitted for those cases to ensure accuracy, timely data entry, and completeness in the conversion of historical information.

While the AFCARS Assessment Review is considered complete, we encourage you to continue to build upon the processes you have implemented to ensure accurate, quality data. In addition, we note that some issues addressed through the AFCARS Improvement Plan relating to training and data quality oversight by supervisors overlap with items in the State's Child and Family Services Review (CFSR) Program Improvement Plan (PIP). While for the purposes of the AFCARS Improvement Plan, we find these tasks to be complete, the State must also ensure that it completes all actions specified in the CFSR PIP and also ensure that efforts are made to sustain the improvements over time. We also want to remind the State that the State's title IV-B Child and Family Services Plan and Annual Progress and Services Report as part of the information required by 45 CFR 1357.15(t) and 45 CFR 1357.16(a)(5) is to include information on changes to the system and caseworker training.

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Again, we congratulate Minnesota and the dedicated staff for the diligent and on-going efforts to successfully complete the AFCARS Improvement Plan. Should you have any questions regarding this letter, please contact your Regional Program Specialist.

Sincerely,

/s/

Joseph J. Bock  
Acting Associate Commissioner  
Children's Bureau

cc: Chuck Johnson, Assistant Commissioner, Children and Family Services  
Carolyn Wilson-Hurey, Regional Program Manager, Children's Bureau Region V