

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Task	Estimated Completion Date	Notes
#5 Date of Most Recent Periodic Review (if applicable)	2	<p><u>Screen: Case/Legal</u> 1) The State utilizes Foster Care Review Boards (FCRB). They conduct periodic administrative reviews on children that have been in care for more than four months. As of the review, the FCRB do not have access to CAPSS.</p> <p><u>Program Code, lines 70 – 78 and 1084 - 1120</u> The program code incorrectly includes the legal actions “NH” (Non-Emergency Removal Hearing), “RH” (Removal Hearing), “AH” (Adoption Hearing), “AP” (Appeals Hearing), and “IH” (Intervention Hearing) and “TH” (TPR Hearing).</p> <p>2) The extraction code includes dates that occur after the end of the report period.</p> <p><u>Data Quality</u> Frequency Report (n=6,780): There are 18 records with a review year of 2008.</p>	<p><u>Screen</u> 1) Provide an update on decision to either give the FCRB access or to develop an interface.</p> <p><u>Program Code</u> 1) Modify the extraction code to report only the legal actions “permanency plan hearing (PH)” and “judicial review (JH).”</p> <p>2) Provide current extraction code for Federal review.</p> <p><u>Data Quality/Training/Supervision</u> 1) Describe, develop, and implement a method to ensure the accurate and timely entry of</p>		<p>2) The State indicated they have corrected the extraction code to report a date that is prior to the end of the report period being submitted.</p>

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

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		Case File Review Findings: 35 (50%) of the records analyzed did not match what was reported in AFCARS.	this data. 2) Implement supervisory oversight for the correct and timely entry of this data.		
Race: FC #8 Child AD #7 Child #52 1 st Foster Caretaker #54 2 nd Foster (if applicable) AD #25 Adoptive AD #27 Adoptive (if applicable) a. American Indian or Alaska Native b. Asian c. Black or African American d. Native Hawaiian or Other Pacific Islander e. White f. Unable to Determine	2	<u>Screen: Intake/Intake Tab/Person Data</u> 1) The system will allow the selection of a race and “unable to determine.” 2) <i>State’s Planned Changes for AFCARS Reporting:</i> Revise Race to incorporate all races, no primary race and to add the new race designations in NYTD. <i>NYTD Guidance:</i> The NYTD definition of “unknown” encompasses two situations in which it can be used. In order to make the response option “unknown” more meaningful to the caseworker, the State may want to consider alternate terminology for both situations. One example might be "incapacitated" and "multi-racial-other race not known."	<u>Screen</u> 1) Modify the race fields to disable the other race selections if the worker selects “unable to determine.” 2) Remove “primary” from the name of the race field. 2a) Submit screen print once NYTD options are added. 2b) Suggestion: Add “abandoned” in place of “unable to determine.”		

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		<p><u>Program Code:</u> Child, FC: 93-94; AD: 67 – 73 Foster Parents, #52/#54, lines 604 - 689 Adoptive Parents, Lines 142 – 163</p> <p>1) The changes that are being implemented for NYTD will require changes for the AFCARS adoption extraction code also.</p>	<p><u>Program Code</u> 1) If the State continues the use of “unknown,” map it to blank.</p> <p>2a) If the State separates the NYTD value “unknown” into two separate values, map value for incapacitation to AFCARS “unable to determine.”</p> <p>2b) Map the value for other races not known to blank.</p> <p>2c) Map “declined” to “unable to determine.”</p> <p><u>Data Quality/Training/Supervision</u> 1) Provide training to workers that race information is to be self-reported by the child or his/her parents.</p> <p>2) Describe how the State will provide monitoring oversight to ensure that workers enter this information.</p>		
<p>Hispanic/Latino Origin</p> <p>FC #9 Child AD #8 Child</p> <p>#53 1st Foster Caretaker #54 2nd Foster Caretaker</p>	<p align="center">2</p>	<p><u>Screen:</u> Intake/Intake Tab/Person Data 1) <i>State’s Planned Changes for AFCARS Reporting:</i> Revise Hispanic Ethnicity to include all choices identified by NYTD.</p>	<p><u>Screen</u> 1) Add the values for NYTD.</p> <p>1a) If the State adds the NYTD value “unknown,” then it needs to add another value that reflects the caseworkers’</p>	<p><u>Screen</u></p>	

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<p>AD #26 Adoptive Mother AD #28 Adoptive Father</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>		<p><u>Program Code: Child - FC, lines 107–112; AD, lines 74 – 79</u> 1) The extraction code sets this element to “unable to determine if the State’s value is “U, unknown.”</p> <p>2) The changes that are being implemented for NYTD will require changes for the AFCARS extraction code also.</p> <p><u>FC #1 Code, lines 635 - 657</u> <u>FC #2 lines 689 - 709</u></p> <p><u>Adoptive Mother, lines 148–156</u> The program code incorrectly reports this element as blank if the “adoptive family structure” is “single male.” This element should indicate “not applicable.”</p> <p><u>Adoptive Father:</u> The program code incorrectly reports this</p>	<p>current use of “unknown.” 2) Suggestion: Add the value “abandoned.”</p> <p><u>Program Code</u> 1) Modify the extraction code to map the State’s value of “unknown” to blank.</p> <p>2a) Map the NYTD value “unknown” to AFCARS “unable to determine.”</p> <p>2b) Map “declined” to “unable to determine.”</p> <p><u>Data Quality/Training/Supervision</u> 1) Provide training to workers that Hispanic/Latino Ethnicity information is to be self-reported by the child or his/her parents.</p> <p>2) Describe how the State will provide monitoring oversight to ensure that workers enter this information.</p>	<p><u>Code</u></p> <p><u>Data Quality</u></p>	

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		<p>element as blank if the “adoptive family structure” is “single female.” This element should indicate “not applicable.”</p> <p><u>Adoptive Mother’s Frequency Report (n=270):</u> Not applicable = 0 (0%); Yes = 7 (3%); No = 254 (94%); Unable to determine = 2 (.74%); Not reported = 7 (3%)</p> <p><u>Adoptive Father: Frequency Report (n=270):</u> Not applicable = 0 (0%); Yes = 1 (.37%); No = 210 (78%); Unable to determine = 2 (.74%); Not reported = 57 (21%); Reported = 213 (79%)</p>			
<p>#10 Has the child been clinically diagnosed as having a disability(ies)?</p> <p>1=Yes 2=No 3=Not yet Determined</p> <p>If yes, indicate each type of a disability with a “1.”</p>	<p align="center">2</p>	<p><u>Screen:</u> Person/Disabilities Tab</p> <p>1) There are multiple screens where the worker may enter disability and special needs information.</p>	<p><u>Screen</u></p> <p>1a) The State must develop a way to streamline data entry of disability information and prevent the need for duplicate data entry to promote improved data quality for these elements. Consider integrating the Disabilities screen with the Medical and Mental Health screens. This would prevent the need for duplicate data entry</p>		

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		<p><u>Program Code, lines 113 – 134</u></p> <p>1) The program code defaults this element to “no.” If there is no information entered, this element must be mapped to blank.</p> <p>2) When checking the diagnosed date, the program code does not compare it to the report period being submitted.</p> <p><u>Data Quality</u> Frequency Report (n=6,780): Yes = 419 (6%); No = 6,361 (94%); Not yet determined =</p>	<p>and improve data quality for these elements.</p> <p>1b) The State needs to make element #10 a question on the screen, maybe the person screen. If the response is “yes,” the user must enter the specific diagnosis information in order to save the screen.</p> <p>1c) The value “not yet determined” must be added to the options.</p> <p><u>Program Code</u></p> <p>1a) Modify the program code to map a response of “no” to AFCARS “no.”</p> <p>1b) Modify the program code to map this element to blank if there is no information.</p> <p>2) The program code must be modified to ensure that the correct diagnosis is being reported for the right timeframe.</p> <p><u>Data Quality/Training/Supervision</u></p> <p>1) Describe, develop, and implement a method to ensure</p>		

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		0 (0%); Not reported = 0 (0%) Case File Review Findings: 30 (40%) of the records analyzed did not match what was reported in AFCARS.	the accurate and timely entry of this data. 2) Implement supervisory oversight for the correct and timely entry of this data.		
#11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Diagnosed Condition [0 = Does not apply] 1 = Applies	2	<u>Screen</u> 1) There is no means by which a disability that has been resolved can be documented. <u>Program Code, lines 135 - 152 (person disability type)</u> <u>Data Quality</u> Case File Review Findings: See findings, there were several errors for all of these elements.	<u>Screen</u> 1) As changes are made to CAPSS, ensure that there is a history table of diagnosed conditions. 1a) Add an “end date” for each diagnosis. 2) Modify the system to include a more detailed list of diagnosed conditions. <u>Program Code</u> 1) Once changes are made to the system, modify the extraction code accordingly. <u>Data Quality/Training/Supervision</u> 1) Develop and implement a training/oversight plan to ensure correct data is entered into the system.		
#16 Has this child ever been adopted?	2	<u>Program Code, lines 153 – 165</u> Missing information is	<u>Program Code</u> 1) Modify the program code to map this element to blank when		

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<p>1 = Yes 2 = No 3 = Unable to Determine</p>		<p>incorrectly mapped to “unable to determine.”</p> <p><u>Data Quality</u> Frequency Report (n=6,780): Yes = 166 (2%); No = 6,082 (90%); Unable to determine = 532 (8%); Not reported = 0</p>	<p>data are missing.</p> <p><u>Data Quality/Training/Supervision</u> 1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>2) Incorporate this element into case file reviews to ensure it has been entered accurately. Specifically, check older converted cases.</p>		
<p>#17 If yes, how old was the child when the adoption was legalized?</p> <p>[0 = Not Applicable] 1 = less than 2 years old 2 = 2-5 years old 3 = 6-12 years old 4 = 13 years or older 5 = Unable to Determine</p>	<p align="center">2</p>	<p><u>Screen: Case/Services Tab/Add Program Services/Field: Age Range at Adoption</u> 1) If a worker selects “yes” for FC element #16, the worker can select “not applicable” as the age range. The State has a planned edit change to address this and is planning to implement an edit on the screen.</p> <p>2) The State modified the code to map “unable to determine” in element #16 as “unable to determine” in element #17.</p>	<p><u>Screen</u> 1) Modify the screen with an edit that will not allow the selection of “yes” in #16 and “not applicable” or “unable to determine” for element #17.</p> <p>1a) Or, if either “not applicable” or “unable to determine” are selected in #17, modify the extraction code to map these to blank.</p> <p>2) Federal team will review corrections to extraction code.</p>		

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		<p><u>Program Code, lines 166 – 178</u> 1) Missing information is incorrectly mapped to “unable to determine.”</p> <p><u>Data Quality</u> Frequency Report (n=6,780): Not applicable = 6,118 (90%); Unable to determine = 557 (8%); Not reported = 0</p>	<p><u>Program Code</u> 1) Modify the program code to map this element to blank when data are missing.</p> <p><u>Data Quality/Training/Supervision</u> 1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>2) Incorporate this element into case file reviews to ensure it has been entered accurately. Specifically, check older converted cases.</p>		
<p>#23 Date of Placement in Current Foster Care Setting</p> <p>____(mo) ____ (day)____(year)</p>	<p align="center">2</p>	<p><u>Program Code, lines 213 – 236, 964 - 986</u> 1) Acute care and non-acute hospitalization dates are incorrectly reported.</p> <p>2) The date that a “trial home visit” begins is not reported.</p>	<p><u>Program Code</u> 1) Hospitalization for acute care: Modify the program code to extract the date of the foster care setting that occurred prior to the hospitalization.</p> <p>1a) Non-acute care hospitalizations: Modify the extraction code to report the start date of the hospitalization.</p> <p>2) Modify the program code to report the start date of a placement of child back in</p>		

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		<p>3) The State has a temporary placement type of “de-escalation.” These placements are entered on the temporary placement screen and are not reported to AFCARS.</p> <p>4) Based on the case file review, the program code may be incorrectly reporting the date a provider’s status changes from one level to another.</p> <p>5) The State indicated they corrected the extraction code to only report dates that occur prior to the end of the report period.</p>	<p>his/her own home while still in the agency’s responsibility for placement and care.</p> <p>3) Modify the program code to check for a de-escalation placement and include the start date for this element.</p> <p>3a) Consider changing the entry of this placement from the temporary placement field to the placement field.</p> <p>4) Reassess the extraction code and ensure that the date the child first entered the placement is continued to be reported.</p> <p>5) The Federal team will review the extraction code for accuracy.</p> <p>6) Address the issue of several cottages on the same campus so that if a child moves to a higher or lower level of care cottage on the same campus that it does not change the date of placement for AFCARS reporting.</p>		

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		<p><u>Data Quality</u> 1) The case workers are incorrectly entering respites as placements instead of a “temporary placement.” Consequently, the date of the respite stay is incorrectly included for this element.</p> <p>Case File Review Findings: 11 (15%) of the records analyzed did not match what was reported in AFCARS.</p>	<p><u>Data Quality/Training/Supervision</u> 1) Provide training to workers and supervisors that respite should be entered as a temporary placement.</p> <p>2) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p>		
#24 Number of Previous Placement Settings in This Episode	2	<p><u>Program Code, lines 237 - 312</u> 1) “De-escalation” placements are not included because they are entered as “temporary placements.”</p> <p>2) Since respites are being entered as placements and not temporary placements they are being incorrectly included in the placement count.</p> <p>3) Based on the case file review it was determined that foster homes that become pre-adoptive homes are being incorrectly entered again and also being counted in the number of placement</p>	<p><u>Program Code</u> 1) Modify the program code to count all de-escalation placements.</p> <p>2) If there is a code for “respite” placements, add it to the extraction code in order to exclude these from the placement count.</p> <p>3) Modify the program code to not count a placement status change as a new placement for the purpose of this element.</p>		

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		<p>moves.</p> <p>4) If an institution (umbrella agency) has several cottages on its campus and the child moves from cottage to cottage, this is not to be counted as a placement move.</p> <p>5) If a child's only "placement" is "runaway," then this element is to be reported as zero.</p> <p><u>Data Quality</u></p> <p>1) The State team indicated there is a need for more training to conduct through person searches and not create a new provider under a new provider number. If the case worker enters a provider into CAPSS without doing a search, there are two records for the same provider with two record numbers. The program code is looking at provider numbers and so it is counting these as multiple</p>	<p>4a) Modify the system to identify if a placement setting is on a campus.</p> <p>4b) Modify the program code to check the address of the individual setting and determine if it is part of a campus setting. If it is, then the placement move is not counted.</p> <p>5) Modify the program code to set the placement count to zero if the only living arrangement is a runaway.</p> <p><u>Data Quality/Training/Supervision</u></p> <p>1a) Provide training to case workers and supervisors on the proper search procedures.</p> <p>1b) Describe how the State will provide monitoring oversight to ensure that workers are not duplicating provider information.</p>		

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		placement moves. Case File Review Findings: 33 (44%) of the records analyzed did not match what was reported in AFCARS.			
#25 Manner of Removal From Home for Current placement Episode 1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined	2	<u>Program Code, lines 313 – 323 and 1075 - 1083</u> 1) Currently the most recent manner of removal is being reported. If a child is placed in foster care under a voluntary placement agreement and a court order is subsequently obtained, this element is incorrectly reported as “court ordered.” <u>State’s Document “Planned Changes for AFCARS Reporting”</u> : Revise Manner of Removal From Home to select the initial Manner of Removal.	<u>Program Code</u> 1) Modify the program code to continuously report the manner of removal as “voluntary” if that was the original manner of removal for the current removal episode.		
#39 Relinquishment	2	<u>Program Code</u> 1) The State does not map the “Daniel’s Law” designation to this element.	<u>Program Code</u> 1) Map “Daniel’s Law” to relinquishment.		
#41 Current Placement Setting 1 = Pre-Adoptive Home 2 = Foster Family Home-Relative	2	<u>Program Code, lines 385 – 472</u> 1) The program code extracts a temporary placement (if present and is the latest one prior to the end	<u>Program Code</u> 1) Identify the length of time used in the Medicaid State plan for “acute care.”		

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<p>3 = Foster Family Home-Non-Relative 4 = Group Home 5 = Institution 6 = Supervised Independent Living 7 = Runaway 8 = Trial Home Visit</p>		<p>of the report period) of “hospital” (HO).</p> <p>2) “CP, court ordered parent” is mapped to “foster family home - relative.” Staff reported that there are instances in which physical custody of the child is returned to the parent(s) but the State retains care and placement responsibility.</p> <p>3) When “GH, Group Home (includes DJJ, SIL and Child Caring Institution) (HS-LICENSE.LIC-CAPACITY = 0 or > 9)” set the value of element #41 to “institution.” The State has corrected the number for a “Group Home” from 1 – 9 to 1 – 12 children and for “Institution” from more than 9 to more than 12.</p> <p><u>Data Quality</u> Frequency Report (n=6,780): Pre-adoptive home = 661 (10%); Foster family home (relative) = 592 (9%); Foster family home (non-relative) = 3,852 (57%); Group home =</p>	<p>1a) Modify the data entry option and the extraction code to exclude acute care hospital stays.</p> <p>2) Children returned to a parent while still in the agency’s responsibility for placement and care are to be reported as “trial home visit.” Modify the program code to map “CP” to “trial home visit.”</p> <p>3) The Federal team will review the extraction code.</p> <p><u>Data Quality/Training/Supervision</u> 1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p>		

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		348 (5%); Institution = 1,186 (17%); Supervised independent living = 8 (.1%); Runaway = 133 (2%); Trial home visit = 0 (0%)	2) Implement supervisory oversight to ensure the correct and timely entry of this data.		
<p>#43 Most recent case plan goal</p> <p>1 = Reunify With Parent(s) Or Principal Caretaker(s) 2 = Live With Relative(s) 3 = Adoption 4 = Long Term Foster Care 5 = Emancipation 6 = Guardianship 7 = Case Plan Goal Not Yet Established</p>	2	<p><u>Program Code, lines 479 – 490</u></p> <p>1) The system defaults to “return home” as the goal.</p> <p>1a) There is no logic to set the value of element #43 to “7.”</p> <p><u>State’s Document “Planned Changes for AFCARS Reporting”</u> Revise CAPSS to not automate „Return Home” as the initial case plan. Add a choice of “Not Yet Established” that is valid for 60 days after removal. Develop alerts/edits necessary to insure correctness of this field. Also to allow only one case plan at any point in time (one must end when another begins).</p> <p>2) The State has implemented a new child and family assessment. The new assessment includes</p>	<p><u>Program Code</u></p> <p>1) Map missing data to blank.</p> <p>1a) If no goal has been entered, and the child has been in care for 60 days or less, then map this element to “case plan goal not yet established.”</p> <p>1b) If there is no goal after 60 days, map this element to blank.</p> <p>1c) Identify if the option “not yet established” was added to the screen values.</p> <p>1d) If “not yet established” is a screen value, map it to AFCARS value “case plan goal not yet established.” Also, add changes in 1b above.</p> <p>2) Map case plans where the child will be in foster care until the age of majority but has a permanent connection with an</p>		

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		<p>information on whether or not a permanent connection is identified for youth receiving IL services (aged 13 and older?).</p> <p>2b) The plan is not yet in the system.</p> <p><u>Data Quality</u> Frequency Report (n=6,780): Reunify = 3,477 (51%); Live With Other Relative(s) = 233 (3%); Adoption = 2,054 (30%); Long-Term Foster Care 368 (5%); Emancipation = 560 (8%); Guardianship = 88 (1%); Case Plan Goal Not Yet Established = 0 (0%); Not reported = 0</p> <p>Case File Review Findings:</p>	<p>adult to “emancipation.”</p> <p>2a) Map case plans where the child does not have an established permanent connection with an adult to “long-term foster care.”</p> <p>2b) Identify when the new child and family assessment will be implemented.</p> <p>2c) Until the new assessment is implemented, identify how the system or the extraction code will map “APPLA” to either “long-term foster care” or “emancipation” based on whether there is a permanent connection with the foster parent.</p> <p><u>Data Quality/Training/Supervision</u> 1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>2) Implement supervisory oversight to ensure the correct and timely entry of this data.</p>		

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		21 (28%) of the records analyzed did not match what was reported in AFCARS.			
#49 Foster Family Structure 0 = Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male	2	<u>Program Code, lines 534 – 562 and 1053 - 1054</u> 1) Missing information is incorrectly mapped to “not applicable.” <u>Frequency Report (n=6,780):</u> Not applicable = 1,675 (25%); Married Couple = 2,888 (43%); Unmarried Couple = 105 (2%); Single Female = 1,987 (29%); Single Male = 125 (2%); Not reported = 0 (0%)	<u>Program Code</u> 1) Modify the extraction code to map missing information to blank. 2) Modify the program code to map the values of “1,” “2,” and “3” in element #41 to “not applicable” in element #49.		
#56 Date of Discharge from foster care ____(mo) ____ (day)____(year)	2	<u>Program Code, lines 712 – 713 and 1169 – 1172</u> 1) It appears that the program code checks for dates prior to the end of the report period. However, there was a record in the case file review that had a date after the end of the report period. <u>Frequency Report (n=6,780):</u> 2009 = 1,149 (17%); 2010 = 1,156 (17%); Not reported = 4,475 (66%); Reported = 2,305 (34%)	<u>Program Code</u> 1) Check the extraction code and confirm whether it is including dates that occur after the end of the report period. 2) Modify, as necessary, the extraction code to only report a discharge date if it occurs prior to (or equal to) the last day of the report period.		
#58 Reason for Discharge	2	<u>Program Code</u>	<u>Program Code</u>		

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Data Element	Rating Factors	Findings	Task	Estimated Completion Date	Notes
<p>[0 = Not Applicable] 1 = Reunification with Parent(s) or Primary Caretaker(s) 2 = Living with Other Relative(s) 3 = Adoption 4 = Emancipation 5 = Guardianship 6 = Transfer to Another Agency 7 = Runaway 8 = Death of Child</p>		<p>1) The program code incorrectly maps records of children who are still in foster care as blank.</p> <p>2) There were two records reported with a discharge date but no discharge reason.</p> <p><u>Frequency Report (n=6,780):</u> Not applicable = 0 (0%); Reunify = 1,163 (17%); Living with other relative = 584 (9%); Adoption = 312 (5%); Emancipation = 196 (3%); Guardianship = 38 (1%); Transfer to another agency = 3 (.04%); Runaway = 8 (.12%); Death of child = 3 (.04%); Not reported = 4,473 (66%)</p>	<p>1) Modify the program code to set the records of children still in foster care to “not applicable.”</p> <p>1a) If a records has a discharge date but no discharge reason, map these records to blank.</p> <p>2) Identify the records that have a discharge reason but no date of discharge reported. Provide the cause in the State’s update.</p>		
<p>#59 Title IV-E (Foster Care)</p>	<p align="center">2</p>	<p><u>Program Code, lines 718 – 726 and 1198 - 1202</u> 1) The extraction code searches the financial payment history table for an entry for the child that is coded as paid, IV-E, not a payment type of “AM” or</p>	<p><u>Program Code</u> 1) Modify the extraction code by adding a condition that also checks for service dates, even if the provider has not yet been paid.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Task	Estimated Completion Date	Notes
		<p>“AR” (adoption subsidy), and falls within the reporting period. If found, this element is set to “applies.” Otherwise, it is set to “does not apply.”</p> <p><u>Data Quality</u> Frequency Report (n=6,780): Does not apply = 4,940 (73%); Applies = 1,840 (27%) The State used to draw on title IV-A funds for a child’s foster care maintenance payment for the first year of foster care. Then if the child was eligible for title IV-E, the State would claim title IV-E thereafter. As of the summer of 2010, the State’s hierarchy of claiming is IV-E, IV-A, then State funds.</p>	<p><u>Data Quality</u> 1) The Federal team will reassess the frequency in the upcoming report periods.</p>		
#61 Title IV-A (Aid to Families with Dependent Children)	2	<p><u>Program Code, lines 730 – 734 and 1196 - 1197</u> 1) The State is incorrectly reporting board payments made out of title IV-A in element #65.</p>	<p><u>Program Code</u> 1) Modify the extraction code to report element #61 as “applies” if the child is receiving title IV-A (AFDC)[TANF] funds as a foster care payment.</p>		
#66 Amount Of Monthly Foster Care Payment (regardless of source)	2	<p><u>Program Code, lines 764 – 766</u> 1) The program code sums up a complete month of</p>	<p><u>Program Code</u> 1) Modify the program code to extract only the amount reported for foster care</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Task	Estimated Completion Date	Notes
		<p>payments and this is used to populate element #66.</p> <p>2) The extraction code checks if there are any days within a month without a payment. If there is a month with days without a payment, then the month is skipped.</p>	<p>maintenance costs.</p> <p>2) Modify the program code by removing this condition. 2a) Modify the program code to check for, and extract, the full monthly amount paid to a provider. "If the payment made on behalf of the child is not the same each month, indicate the amount of the last full monthly payment made during the reporting period." (Appendix A to 45 CFR 1355, section II - XII.)</p> <p>Suggestion: The State may want to report an amount that is reflective of the child's current living arrangement if the child has been in the same location for a full month. If the child has not been in the current setting for a full month, then the State would report this element as zeroes.</p>		
<p>#18 Date of First Removal from Home</p> <p>#19 Total Number of Removals from Home</p> <p>#20 Date Child was</p>	<p align="center">3</p>	<p>See General Requirements #5 regarding removal episodes that are 24 hours or less.</p> <p>Depending on the approach taken by the State, element</p>	<p>The Federal and State will monitor this data.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Task	Estimated Completion Date	Notes
Discharged from last foster care episode (if applicable) #21 Date of latest removal		#19 may be rated a “2” during the AIP phase.			
Actions or Conditions Associated With Child’s Removal (Indicate all that apply with a “1”.) #28 Neglect #30 Parent Drug Abuse #32 Child Drug Abuse #33 Child Disability #37 Caretaker Inability to Cope Due to Illness or Other Reasons [0-Does not Apply] 1-Applies	3	<p><u>#28, Case File Review Findings:</u> 7 (9%) of the records analyzed did not match what was reported in AFCARS. Three of the errors were in records with a current removal date prior to 1999.</p> <p><u>#30, Case File Review Findings:</u> 15 (20%) of the records analyzed did not match what was reported in AFCARS. Six of the errors were in records with a current removal date prior to 1999.</p> <p><u>#32, Case File Review Findings:</u> 8 (11%) of the records analyzed did not match what was reported in AFCARS. Two of the errors were in records with a current removal date prior to 1999.</p> <p><u>#33, Case File Review Findings:</u> 2 (3%) of the</p>	<p><u>Data Quality/Training/Supervision</u></p> <p>1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>2) Implement supervisory oversight to ensure the correct and timely entry of this data.</p> <p>3) Incorporate these elements into case file reviews to ensure it has been entered accurately. Specifically, check older converted cases.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Task	Estimated Completion Date	Notes
		<p>records analyzed did not match what was reported in AFCARS. One of the errors was in a record with a current removal date prior to 1999.</p> <p><u>#37, Case File Review Findings:</u> 8 (11%) of the records analyzed did not match what was reported in AFCARS. Two of the errors were in records with a current removal date prior to 1999.</p>			
<p>#44 Caretaker Family Structure</p> <p>1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male 5 = Unable to Determine</p>	<p align="center">3</p>	<p><u>Screen:</u> Case/Services Tab/Add Program Services/Foster Care Removal Tab/Fields: Removed From – Family Structure, Primary Caretaker DOB, Secondary Caretaker DOB</p> <p><u>State’s Document “Planned Changes for AFCARS Reporting”:</u> Add alert for Caretaker Family Structure so that if “unable to determine” is chosen the worker is asked if the child was abandoned.</p> <p><u>Frequency Report (n=6,780):</u></p>	<p>1) Provide additional training and oversight that the use of “unable to determine” is to be used only when the child was abandoned or the parent is incapacitated.</p> <p>2) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>3) Implement supervisory oversight to ensure the correct and timely entry of this data.</p> <p>4) Incorporate this element into case file reviews to ensure it has been entered accurately.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Task	Estimated Completion Date	Notes
		<p>Married Couple = 1,277 (19%); Unmarried Couple = 1,069 (16%); Single Female = 3,591 (53%); Single Male = 279 (4%); Unable to Determine = 564 (8%); Not reported = 0 (0%)</p> <p><u>Case File Review Findings:</u> 8 (11%) of the records analyzed did not match what was reported in AFCARS. In four of the error cases, the AFCARS file indicated “unable to determine” but the reviewers were able to determine a marital status of the caretaker from whom the child was removed.</p>	<p>Specifically, check older converted cases.</p> <p>Suggestion: The State may want to consider changing the value on the screen from “unable to determine” to “abandoned” in order to provide clarity of its proper use.</p>		
<p>#45 1st Primary Caretaker’s Birth Year</p> <p>#46 2nd Primary Caretaker’s Birth Year (if applicable)</p> <p>____(mo) ____ (day)____(year)</p>	<p align="center">3</p>	<p><u>#45, Frequency Report (n=6,780):</u> 1900 = 3 (.04%); There are 46 records with a year of birth of 1998 or more recent; there are 567 records (8%) left blank.</p> <p><u>#45, Case File Review Findings:</u> 10 (14%) of the records analyzed did not match what was reported in AFCARS.</p> <p><u>#46, Frequency Report (n=6,780):</u> 1900 = 2 (.03%);</p>	<p>1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>2) Implement supervisory oversight to ensure the correct and timely entry of this data.</p> <p>3) Incorporate this element into case file reviews to ensure it has been entered accurately. Specifically, check older converted cases.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Foster Care Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Task	Estimated Completion Date	Notes
		<p>there are 8 records with a year of birth of 1998 or more recent; there are 4,435 records with a year of birth. There were 2,346 records reported in element #44 with a family structure of “married couple” and “unmarried couple.” There were 2,345 records reported for this element with a year of birth.</p> <p><u>#46, Case File Review</u> <u>Findings:</u> 7 (9%) of the records analyzed did not match what was reported in AFCARS.</p>			

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Tasks	Estimated Completion Date	Notes/Comments
<p>#9 Has Agency Determined Special Needs</p> <p>1 = Yes 2 = No</p>	2	<p><u>Program Code, lines 80 – 83 and 289 - 306</u></p> <p>1) The extraction code checks the child’s special needs record for the special needs indicator is “1” or the “risk now” or “risk later” indicators are “1.” If one of these is found, the value of element #9 is set to “yes.” Otherwise it is set to “no.”</p> <p><u>Frequency Report (n=270):</u> Yes = 267 (99%); No = 3 (1%); Not reported = 0</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to only check the primary basis indicator and map this indicator to “yes.”</p> <p>2) Once a method has been identified to capture “other State defined” special needs, modify the extraction code to also check for this item and set this element to “yes” accordingly.</p>		
<p>#10 Primary Basis for Determining Special Needs</p> <p>0 = Not Applicable 1 = Racial/Original Background 2 = Age 3 = Membership in a Sibling Group 4 = Medical Conditions or Mental, Physical or Emotional Disabilities 5 = Other</p>	2	<p><u>Screen: Case, Child Tracking Tab</u></p> <p>There is not an option that reflects “other State defined” special needs.</p> <p><u>Program Code, lines 84 – 85</u></p> <p>1) The program code is only checking for an indicator associated with “age” and one of the health/behavior health conditions. If none of these are selected, then the program code maps this element to “not applicable.”</p>	<p><u>Screen</u></p> <p>1) Add a category for “diagnosed at-risk” and any other categories the State uses to determine special needs to the screen.</p> <p><u>Program Code</u></p> <p>1) Modify the program code to check all rows on the screen for the primary basis indicator.</p> <p>2) Modify the program code once additional categories are added to reflect each type of State defined special need.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Tasks	Estimated Completion Date	Notes/Comments
		<p><u>Data Quality Frequency Report</u> (n=270): Not applicable = 5 (2%); Race/Original Background = 0; Age = 6 (2%); Sibling group = 0; Medical, etc. = 259 (96%); Other = 0; Not reported = 0</p> <p><u>Case File Review Findings</u>: 3 (10%) of the records analyzed did not match what was reported in AFCARS. In the error cases, the reviewers noted the primary basis should have been “membership in a sibling group” instead of “medical conditions or mental, physical or emotional disabilities.”</p>	<p><u>Data Quality/Training/Supervision</u></p> <p>1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>2) Implement supervisory oversight to ensure the correct and timely entry of this data.</p>		
#11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Diagnosed Conditions	2	<p><u>Program Code, lines 86 - 96:</u></p> <p>1) Elements 11 – 15 are incorrectly reported regardless of the primary special need in element #10.</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to extract a diagnosed condition only when the response to element #10 is the value “4.”</p> <p>1a) If the response to element #10 is other than “medical conditions or mental, physical or emotional disabilities,” then set elements 11 - 15 to “does not apply.”</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Tasks	Estimated Completion Date	Notes/Comments
		<p>2) Element #12: The program code incorrectly maps “physical problem” to this element. It should not be mapped to AFCARS because it is not a diagnosis.</p> <p>2a) Element #13: The value on the screen is “physical problems” not physical disability. This value should not be mapped to AFCARS as it is not possible to determine if there is a diagnosis that meets the definition of this element.</p>	<p>2) Modify the program code by removing “PP” from the mapping to element #12.</p> <p>2a) Modify the program code to check for a diagnosis that is a physical disability as defined by AFCARS and that is listed on the AFCARS Disability Resource List.</p>		
<p>#18 Mother Married at Time of Birth</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	<p align="center">2</p>	<p><u>Screen:</u> Case, Child Tracking Tab</p> <p>1) Based on the results of the case file review, this field needs to be moved from the Case/Child Tracking screen to a screen used early in a case, closer to the time of the child’s removal from home. This information needs to be collected while the foster care case is open and recorded close to the time of the child’s removal from home or during the completion of an initial family assessment.</p> <p>Suggestion: The State should</p>	<p><u>Screen</u></p> <p>1) Move the fields that collect this data to a screen used during foster care case management. Consider the person or removal screens.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Tasks	Estimated Completion Date	Notes/Comments
		<p>consider changing the option “unknown” to “abandoned” or adding the options of “abandoned” and “parent incapacitated.” If the State adds these two options, they would be mapped to the AFCARS value “unable to determine.”</p> <p><u>Program Code, lines 105 – 106</u></p> <p>1) When the response is not “yes,” this element is set to “no.” Otherwise, this element is set to “yes.”</p> <p>2) The State maps “unknown” to “unable to determine.”</p> <p><u>Data Quality</u> <u>Frequency Report (n=270):</u> Yes = 208 (77%); No = 44 (16%); Unable to determine = 18 (7%); Not reported = 120 (4%)</p> <p><u>Case File Review Findings:</u> 12 (40%) of the records analyzed did not match what was reported in AFCARS. In four error cases, the response should have been “no”</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to check and extract each option from the screen.</p> <p>2) Map “unknown” to blank.”</p> <p>3) The extraction code must be modified to remove the last else statement and set missing data to blank.</p> <p><u>Data Quality/Training/Supervision</u></p> <p>1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>2) Implement supervisory oversight to ensure the correct and timely entry of this data.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Tasks	Estimated Completion Date	Notes/Comments
		<p>instead of “unable to determine.” In seven error cases, the response should have been “no” instead of “yes.” In one error case, the response should have been “yes” instead of “no.”</p> <p>During conversion this field was populated to “married.” This has been corrected and the worker now must enter the information.</p>	<p>3) Incorporate this element into case file reviews to ensure it has been entered accurately. Specifically, check older converted cases.</p>		
<p>#19 Date of Mother's TPR #20 Date of Father's TPR</p>	<p align="center">2</p>	<p><u>Program Code, lines 107 – 113 and 308 - 336</u></p> <p>1) The program code incorrectly extracts the birth mother’s or father’s TPR date from the legal TPR table.</p> <p><u>Data Quality</u> <u>#19, Case File Review</u> <u>Findings:</u> 1 (3.33%) of the records analyzed did not match what was reported in AFCARS. In the error case, a later date than the one reported was found. While the error rate for this element is below 10%, the importance of having complete data for</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to extract the last TPR date for a mother and/or a father TPR date that occurred prior to the adoption finalization date. Do not check for a biological parent only. (See foster care extraction code.)</p> <p><u>Data Quality/Training/Supervision</u></p> <p>1) The State needs to ensure that there is no missing information for this element. Incorporate this element into case file reviews to ensure it has been entered accurately. Specifically, check older</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Tasks	Estimated Completion Date	Notes/Comments
		<p>this element is important.</p> <p>In addition to the above information, the reviewers noted the date of the TPR hearing as well as the date the court order was signed. In most of the cases, the signature dates were two months after the hearing dates. In one case, the signature date was over a year later. As noted in the foster care findings, the State needs to address the timely signature of court orders for TPR to ensure that there is not a significant lapse of time after the hearing before the order is signed.</p>	<p>converted cases.</p> <p>2) Identify steps the State is taking to work with the judicial system to ensure timely signature of court orders.</p> <p>3) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>4) Implement supervisory oversight to ensure the correct and timely entry of this data.</p> <p>5) The TPR date is to be the date the judicial determination was made. The State needs to ensure that the information is consistently entered.</p>		
<p>#29 Relationship of Adoptive Parent to Child - Stepparent #30 Relationship of Adoptive Parent to Child - Other Relative #31 Relationship of Adoptive Parent to Child - Foster Parent #32 Relationship of Adoptive Parent to Child - Other Non-</p>	<p align="center">2</p>	<p><u>Screen</u></p> <p>1) The system does not have one location that the worker can select all applicable relationships. Instead the program code constructs this information based on other fields in the system.</p>	<p><u>Screen</u></p> <p>1) Add a field to the screen, perhaps the Child Tracking Tab, that will include all the relationships.</p> <p>1a) Make the above field a multi-select field that the worker can select all that apply.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Tasks	Estimated Completion Date	Notes/Comments
<p>Relative</p> <p>0 = Does not Apply 1 = Applies</p>		<p><u>Program Code, lines 173 – 196 and 392 – 403</u></p> <p>1) #29, The value of element #29 is hard coded as “0.” While it is unlikely that this value would be applicable, the extraction code should check for it anyway in the event it does occur.</p> <p>2) #30, The program code incorrectly maps “other child.” It is not clear that this would reflect an adult child.</p> <p>3) #31, The extraction code sets the value of this element to “applies” when the provider type is not blank and when the value is not one of the ones found in element #30 (other relative, other child, cousin, and birth sibling).</p> <p>4) #32, The extraction code sets the value of this element to “applies” if there is no provider record for this case and the relationship code on the case person association table is not “V” “U” “Q” or “I.” Otherwise, the value is set to “0.”</p>	<p><u>Program Code</u></p> <p>1) Modify the program code to not set this element to “does not apply” once the screen has been modified.</p> <p>2) Modify the program code and remove “other child” from the mapping.</p> <p>3) Until the system is changed to include these elements as values, modify the program code to check for “FH, foster home,” “FO, out-of-state foster home,” or “PF, private agency foster home.”</p> <p>4) The program code must be modified to identify specifically if the person adopting the child was not related to him or her.</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

State: South Carolina

AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Tasks	Estimated Completion Date	Notes/Comments
		<p><u>Data Quality</u> <u>Case File Review Findings:</u> There were several errors in the case file review reflecting that there were multiple relationship types between the adoptive parents and the child.</p>	<p><u>Data Quality/Training/Supervision</u> 1) Once the new fields are in place conduct training to ensure workers understand the importance of selecting all that apply. 2) Describe, develop, and implement a method to ensure the accurate and timely entry of this data. 3) Implement supervisory oversight to ensure the correct and timely entry of this data.</p>		
<p>#35 Receiving Monthly Subsidy</p> <p>1 = Yes 2 = No</p>	<p align="center">2</p>	<p><u>Screen and Program Code, lines 199 – 214 and 414 – 454</u> 1) Medicaid-only subsidies are incorrectly not being reported in this element. The State needs to add a way to collect information on “Medicaid only” adoption subsidies.</p> <p><u>Case File Review Findings:</u> 5 (17%) of the records analyzed did not match what was reported in AFCARS.</p>	<p><u>Screen</u> 1) Identify a field on the child tracking tab for “Medicaid only” adoption agreements.</p> <p><u>Program Code</u> 2) Once the new field is added, modify the program code to check if the only subsidy is for Medicaid.</p> <p><u>Data Quality/Training/Supervision</u> 1) Once the new fields are in place conduct training to ensure workers understand</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

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AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Tasks	Estimated Completion Date	Notes/Comments
			<p>the importance of selecting all that apply.</p> <p>2) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>3) Implement supervisory oversight to ensure the correct and timely entry of this data.</p>		
#36 Monthly Amount	2	<p><u>Program Code, lines 215 - 230 and 414 – 454</u></p> <p>1) The program code checks for a service authorization code of “AM” and an authorized paid amount greater than zero for dates within the reporting period. If found the value of element #36 is set to the authorized paid amount. Otherwise it is set to “0.”</p> <p><u>Case File Review Findings: 5 (17%) of the records analyzed did not match what was reported in AFCARS.</u></p>	<p><u>Program Code</u></p> <p>1) The program code must check for the amount that was entered on the adoption agreement and not the amount that was paid.</p> <p>2) For Medicaid-only subsidies, report this element as zeros.</p>		
#37 Adoption Assistance - title IV-E	2	<p><u>Program Code, lines 231 – 248 and 414 – 454</u></p> <p>This element is to be based on the date the adoption was finalized and the status of the</p>	<p><u>Program Code</u></p> <p>1) Check the program code, and if necessary make modifications, to check if the child is eligible for title</p>		

AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN: Adoption Data Elements

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AFCARS Reporting Period: October 1, 2009 – March 31, 2010 (2010A)

Data Element	Rating Factors	Findings	Tasks	Estimated Completion Date	Notes/Comments
		<p>eligibility at that point.</p> <p><u>Case File Review Findings:</u> 6 (20%) of the records analyzed did not match what was reported in AFCARS.</p>	<p>IV-E adoption assistance and not just for whether a payment has been made.</p> <p>2) For Medicaid-only adoption agreements, this element must be reported as “no.”</p>		
<p>#4 State Agency Involvement</p> <p>1 = Yes 2 = No</p>	3	<p>The State pays non-recurring cost for private adoptions handled by attorneys. This meets the AFCARS definition of “State agency involvement.” The State must include these records in its AFCARS reporting and indicate “yes” for this element.</p> <p><u>Program Code, line 54</u> The value of element #4 is hard coded as “1.”</p>	<p>The State must enter information on cases in which the only involvement is for the payment of non-recurring expenses.</p>		
#17 Father's Birth Year	3	<p><u>Case File Review Findings:</u> 8 (30%) of the records analyzed did not match what was reported in AFCARS. In three error cases, the field should have been blank because there was an unknown father.</p>	<p><u>Data Quality/Training/Supervision</u></p> <p>1) Describe, develop, and implement a method to ensure the accurate and timely entry of this data.</p> <p>2) Implement supervisory oversight to ensure the correct and timely entry of this data.</p>		