



Technical Bulletin #1
Data Elements
REVISED: February, 2012^{1,2,3}

This Technical Bulletin provides overview information on the Adoption and Foster Care Analysis and Reporting System (AFCARS) foster care and adoption data elements. The included table lists all of the sixty-six foster care and the thirty-seven adoption data elements by element number and name.

Table of Contents

I. Introduction1
 A. AFCARS Background1
 B. Overview of the Technical Bulletin2

II. General Description of the Data Element Tables2

III. Foster Care Data Element Table.....3

IV. Adoption Data Element Table.....16

¹ Initial issuance date in 1995 as Technical Bulletins #7 and #8.

² Revised format for race categories, see ACYF-CB-PI-99-01, January 27, 1999 and 65 FR 4019.

³ Revised March, 2000 as Technical Bulletins #6 and #7.

I. Introduction

A. AFCARS Background

AFCARS is designed to collect uniform, reliable information on children who are under the responsibility of the title IV-B/IV-E agency for placement, care, or supervision. The collection of adoption and foster care data is mandated by section 479 of the Social Security Act (the Act). The requirements for AFCARS are codified in Federal regulation at 45 CFR 1355.40. Effective October 1, 2009, section 479B(b) of the Act authorizes direct Federal funding of Indian Tribes, Tribal organizations, and Tribal consortia that choose to operate a foster care, adoption assistance and, at Tribal option, a kinship guardianship assistance program under title IV-E of the Act. On January 6, 2012, the Administration for Children and Families (ACF) issued an Interim Final Rule (IFR)⁴ to implement statutory provisions related to the Tribal title IV-E program. The Federal regulations at 45 CFR 1355.40 were amended to apply the same regulatory requirements for data collection and reporting to a Tribal title IV-E agency as are applied to a State title IV-E agency.

AFCARS was established to provide data that would assist in policy development and program management. Data can be used by policymakers at the Federal, Tribal, and State levels to assess the reasons why children are in foster care and to develop strategies to prevent their unnecessary placement into foster care. Specifically, the data include information about foster care placements, adoptive parents, and length of time in foster care, and make it possible to identify trends in particular geographic areas. Also, the data enable the Children's Bureau to administer the Federal title IV-E foster care and adoption assistance programs more effectively. The Children's Bureau and ACF use these data for a number of purposes, including:

- responding to Congressional requests for current data on children in foster care or those who have been adopted;
- responding to questions and requests from other Federal departments and agencies, including the General Accounting Office (GAO), the Office of Management and Budget (OMB), the Department of Health and Human Services' Office of Inspector General (OIG), national advocacy organizations, States, Tribes, and other interested organizations;
- developing short and long-term budget projections;
- developing trend analyses and short and long-term planning;
- targeting areas for greater or potential technical assistance efforts, for discretionary service grants, research and evaluation, and regulatory change; and
- determining and assessing outcomes for children and families.

Additionally, the AFCARS data are used specifically in the

- Adoption Incentives Program;

⁴ 77 FR 896 (January 6, 2012)

- Child Welfare Outcomes Report;
- Child and Family Services Reviews (CFSRs);
- Title IV- E Eligibility Reviews; and
- Allotment of funds in the Chafee Foster Care Independence Program (CFCIP).

B. Overview of the Technical Bulletin

The purpose of this Technical Bulletin is to provide an overview of the foster care and adoption data elements. Each of the following two tables includes the element number and name, the definition, the response values, and the field size of the element for the sixty-six foster care and thirty-seven adoption data elements, respectively.

This Technical Bulletin only provides an overview and does not contain detailed information on all of the AFCARS requirements or the compliance standards. The Technical Bulletins #4 and #5a and 5b contain the information on the Children's Bureau's data compliance and data quality checks and provide more detailed information related to the determination of compliance for each of the six-month file submissions. Additional information can also be found in the Guide to an AFCARS Assessment Review. The Guide provides additional information on how to determine if the title IV-E agency is in compliance with the AFCARS regulation. The Guide can be found on the AFCARS section of the Children's Bureau's web page.

II. General Description of the Data Element Tables

The definitions are those from the Appendices A and B to Part 1355. In certain instances, the definition in the Appendices addresses two or more elements (one example is the definition for year of birth for the caretakers). The table lists the elements separately and so the definition was adjusted to reflect the actual element.

The response options listed in the charts are also those listed in the appendices. Any value that is used that is not listed in the column —Valid Codes” will fail the out-of-range standard. Also, in the chart you will note that the use of “0” is given as a valid code for some of the elements. While the Federal regulation does not always include a zero as a valid code, it may be used for those elements where a blank might otherwise be the response. For instance in foster care element #49, —foster family status,” if the child is living in a group home there is no foster parent information for the current living arrangement. Instead of leaving the element blank, —0not applicable” is a better response and maintains consistency between the elements related to the current placement and the foster family status. A blank in this element would more accurately reflect that the foster parent family status was not entered into the system for a foster family of child living in a foster home.

III. Foster Care Data Elements

| Data Element Name | Definition | Valid Codes | Field Size |
|--|---|---|------------|
| I. General Information | | | |
| 1. Title IV-E Agency | For a State, the U.S. Postal Service two letter abbreviation for the State submitting the report. For a Tribal title IV-E agency, the abbreviation provided by ACF. | State FIPS or ACF provided code | 2 |
| 2. Report Period Ending Date | The last month and year for the reporting period. | cc yy mm cc=century year; yy=00-99; mm=03, 09 | 6 |
| 3. Local Agency (FIPS Code) | Identity of the county or equivalent unit which has responsibility for the case. The 5 digit Federal Information Processing Standard (FIPS) must be used or other ACF-provided code. | State 5 digit FIPS or ACF provided code | 5 |
| 4. Record Number | The sequential number which the title IV-E agency uses to transmit data to the Department of Health and Human Services (DHHS) or a unique number which follows the child as long as he or she is in foster care. The record number cannot be linked to the child's case I.D. number except at the title IV-E agency level. | Any ASCII character except "@", "\$", "#", or "%". | 12 |
| 5. Date of Most Recent Periodic Review | For children who have been in care for seven months or longer, enter the month, day and year of the most recent administrative or court review, including dispositional hearing. For children who have been in care less than seven months, leave the field blank. An entry in this field certifies that the child's computer record is current up to this date. ⁵ | cc yy mm dd cc=century year; yy=00-99; mm=01-12; dd=01-31 | 8 |
| II. Child's Demographic Information | | | |
| 6. Date of Birth | Month, day, and year of the child's birth. If the child is abandoned or the date of birth is otherwise unknown, enter an approximate date of birth. Use the 15th as the day of birth. | cc yy mm dd cc=century year; yy=00-99; mm=01-12; dd=1-31 | 8 |

⁵ If the periodic review has been held and the date is entered in the system, it should be reported regardless of how long the child has been in care.

| Data Element Name | Definition | Valid Codes | Field Size |
|--|--|--|------------|
| 7. Sex | Indicate as appropriate. | 1 = Male 2 = Female | 1 |
| 8. Race 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 | <p>In general, a person's race is determined by how they define themselves or by how others define them. In the case of young children, parents determine the race of the child.</p> <p>American Indian or Alaska Native -A person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.</p> <p>Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p>Black or African American - A person having origins in any of the black racial groups of Africa.</p> <p>Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p>Unable to Determine - The specific race category is "unable to determine" because the child is very young or is severely disabled and no person is available to identify the child's race. Also used if the parent, relative or guardian is unwilling to identify the child's race.</p> | 0 = does not apply 1= applies | 6 |
| 9. Hispanic or Latino Ethnicity | Answer "yes" if the child is of Mexican, Puerto Rican, Cuban, Central or South American origin, or a person of other Spanish cultural origin regardless of race. Whether or not a person is Hispanic or Latino is determined by how | 1 = Yes 2 = No 3 = Unable to Determine | 1 |

| Data Element Name | Definition | Valid Codes | Field Size |
|---|---|---|------------|
| | <p>they define themselves or by how others define them. In the case of young children, parents determine the ethnicity of the child.</p> <p>-Unable to Determine" is used because the child is very young or is severely disabled and no person is available to determine whether or not the child is Hispanic or Latino. Also used if the parent, relative or guardian is unwilling to identify the child's ethnicity.</p> | | |
| 10. Has the Child Been Clinically Diagnosed as having a Disability(ies) | <p>-Yes" indicates that a qualified professional has clinically diagnosed the child as having at least one of the disabilities listed below in elements #11-15.</p> <p>-No" indicates that a qualified professional has conducted a clinical assessment of the child and has determined that the child has no disabilities.</p> <p>-Not Yet Determined" indicates that a clinical assessment of the child by a qualified professional has not been conducted.</p> | 1 = Yes 2 = No 3 = Not Yet Determined | 1 |
| 11. Mental Retardation | Significantly subaverage general cognitive and motor functioning existing concurrently with deficits in adaptive behavior manifested during the development period that adversely affect a child's/youth's socialization and learning. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 12. Visually or Hearing Impaired | Having a visual impairment that may significantly affect educational performance or development; or a hearing impairment, whether permanent or fluctuating, that adversely affects educational performance. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 13. Physically Disabled | A physical condition that adversely affects the child's day-to-day motor functioning, such as cerebral palsy, spina bifida, multiple sclerosis, orthopedic impairments, and other physical disabilities. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 14. Emotionally Disturbed (DSM-IV) | A condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree: An inability to build or maintain satisfactory interpersonal relationships; inappropriate types of behavior | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |

| Data Element Name | Definition | Valid Codes | Field Size |
|--|--|---|------------|
| | or feelings under normal circumstances; a general pervasive mood of unhappiness or depression; or a tendency to develop physical symptoms or fears associated with personal problems. The term includes persons who are schizophrenic or autistic. The term does not include persons who are socially maladjusted, unless it is determined that they are also seriously emotionally disturbed. | | |
| 15. Other Medically Diagnosed Condition Requiring Special Care | Conditions other than those noted above which require special medical care such as chronic illnesses. Included are children diagnosed as HIV positive or with AIDS. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 16. Has Child Ever Been Adopted? | If this child has ever been legally adopted, enter "yes." If the child has never been legally adopted, enter "no." Enter "Unable to Determine" if the child has been abandoned or the child's parent(s) are otherwise not available to provide the information. | 1 = Yes 2 = No 3 = Unable to Determine | 1 |
| 17. If Yes, How Old Was Child When Adoption Was Legalized? | Enter the number which represents the appropriate age range. If uncertain, use an estimate. If no one is available to provide the information, enter "Unable to Determine." | 0 = Not Applicable 1=less than 2 years old 2=2-5 years old 3=6 to 12 years old 4=13 years or older 5 = Unable to Determine | 1 |
| III. Removal/Placement Setting Indicators | | | |
| 18. Date of First Removal From Home | Month, day and year the child was removed from home for the first time for purpose of placement in a foster care setting. If the current removal is the first removal, enter the date of the current removal. For children who have exited foster care, "current" refers to the most recent removal episode. | cc yy mm dd cc=century year; yy=00-99; mm=01-12; dd=01-31 | 8 |
| 19. Total Number of Removals From Home to Date | The number of times the child was removed from home, including the current removal. | 01-99 | 2 |

| Data Element Name | Definition | Valid Codes | Field Size |
|--|---|---|------------|
| 20. Date Child Was Discharged from Last Foster Care Episode | For children with prior removals, enter the month, day and year they were discharged from care for the episode immediately prior to the current episode. For children with no prior removals, leave blank. | Blank, cc yy mm dd cc=century year; yy=00-99; mm=01-12; dd=01-31 | 8 |
| 21. Date of Latest Removal from Home | Month, day and year the child was last removed from his/her home for the purpose of being placed in foster care. This would be the date for the current episode or, if the child has existed foster care, the date of removal for the most recent removal. | cc yy mm dd cc=century year; yy=00-99; mm=01-12; dd=01-31 | 8 |
| 22. Removal Transaction Date | A computer generated date which accurately indicates the month, day, and year the response to "Date of Latest Removal From Home" was entered into the information system. | cc yy mm dd cc=century year; yy=00-99; mm=01-12; dd=01-31 | 8 |
| 23. Date of Placement in Current Foster Care Setting | Month, day, and year the child moved into the current foster home, facility, residence, shelter, institution, etc. for purposes of continued foster care. | cc yy mm dd cc=century year; yy=00-99; mm=01-12; dd=01-31 | 8 |
| 24. Number of Previous Placement Settings During This Removal Episode? | Enter the number of places the child has lived, including the current setting, during the current removal episode. | 01-99 | 2 |
| IV. Circumstances of Removal | | | |
| 25. Manner of Removal from Home for Current Removal Episode | Voluntary Placement Agreement—An official voluntary placement agreement has been executed between the caretaker and the agency. The placement remains voluntary even if a subsequent court order is issued to continue the child in foster care. Court Ordered—The court has issued an order which is the basis of the child's removal. Not Yet Determined—A voluntary placement agreement has not been signed or a court order has not been issued. This | 1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined | 1 |

| Data Element Name | Definition | Valid Codes | Field Size |
|---------------------------------------|--|---|------------|
| | will mostly occur in very short-term cases. When either a voluntary placement agreement is signed or a court order issued, the record should be updated to reflect the manner of removal at that time. | | |
| 26. Physical Abuse (alleged/reported) | Alleged or substantiated physical abuse, injury or maltreatment of the child by a person responsible for the child's welfare. | 0 = Condition Does Not Apply 1=Condition Applies | 1 |
| 27. Sexual Abuse (alleged/reported) | Alleged or substantiated sexual abuse or exploitation of a child by a person who is responsible for the child's welfare. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 28. Neglect (alleged/reported) | Alleged or substantiated negligent treatment or maltreatment, including failure to provide adequate food, clothing, shelter or care. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 29. Alcohol Abuse (parent) | Principal caretaker's compulsive use of alcohol that is not of a temporary nature. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 30. Drug Abuse (parent) | Principal caretaker's compulsive use of drugs that is not of a temporary nature. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 31. Alcohol Abuse (child) | Child's compulsive use of or need for alcohol. This element should include infants addicted at birth. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 32. Drug Abuse (child) | Child's compulsive use of or need for narcotics. This element should include infants addicted at birth. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 33. Child's Disability | Clinical diagnosis by a qualified professional of one or more of the following: Mental retardation; emotional disturbance; specific learning disability; hearing, speech or sight impairment; physical disability; or other clinically diagnosed handicap. Include only if the disability(ies) was at least one of the factors which led to the child's removal. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 34. Child's Behavior Problem | Behavior in the school and/or community that adversely affects socialization, learning, growth, and moral development. These may include adjudicated or nonadjudicated child behavior problems. This would include the child's running away from home or other placement. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 35. Death of Parent(s) | Family stress or inability to care for child due to death of a parent or caretaker. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |

| Data Element Name | Definition | Valid Codes | Field Size |
|--|---|---|------------|
| 36. Incarceration of Parent(s) | Temporary or permanent placement of a parent or caretaker in jail that adversely affects care for the child. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 37. Caretaker's Inability to Cope Due to Illness or Other Reason | Physical or emotional illness or disabling condition adversely affecting the caretaker's ability to care for the child. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 38. Abandonment | Child left alone or with others; caretaker did not return or make whereabouts known. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 39. Relinquishment | In writing, assigned the physical and legal custody of the child to the agency for the purpose of having the child adopted. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 40. Inadequate Housing | Housing facilities were substandard, overcrowded, unsafe or otherwise inadequate resulting in their not being appropriate for the parents and child to reside together. Also includes homelessness. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| V. Current Placement Setting | | | |
| 41. Current Placement Setting | <p>Pre-Adoptive Home—A home in which the family intends to adopt the child. The family may or may not be receiving a foster care payment or an adoption subsidy on behalf of the child.</p> <p>Foster Family Home (Relative)—A licensed or unlicensed home of the child's relatives regarded by the title IV-E agency as a foster care living arrangement for the child.</p> <p>Foster Family Home (Non-Relative)—A licensed foster family home regarded by the title IV-E agency as a foster care living arrangement.</p> <p>Group Home—A licensed or approved home providing 24-hour care for children in a small group setting that generally has from seven to twelve children.</p> <p>Institution—A child care facility operated by a public or private agency and providing 24-hour care and/or treatment for children who require separation from their own homes and group living experience. These facilities may include:</p> | <p>1 = Pre-Adoptive Home</p> <p>2 = Foster Family Home (Relative)</p> <p>3 = Foster Family Home (Non-Relative)</p> <p>4 = Group Home</p> <p>5 = Institution</p> <p>6 = Supervised Independent Living</p> <p>7 = Runaway</p> <p>8 = Trial Home Visit</p> | 1 |

| Data Element Name | Definition | Valid Codes | Field Size |
|--|--|--|------------|
| | <p>Child care institutions; residential treatment facilities; maternity homes; etc.</p> <p>Supervised Independent Living—An alternative transitional living arrangement where the child is under the supervision of the agency but without 24 hour adult supervision, is receiving financial support from the child welfare agency, and is in a setting which provides the opportunity for increased responsibility for self care.</p> <p>Runaway—The child has run away from the foster care setting.</p> <p>Trial Home Visit—The child has been in a foster care placement, but, under title IV-E agency supervision, has been returned to the principal caretaker for a limited and specified period of time.</p> | | |
| 42. Placement Out-of-State/Tribal Service Area | <p>–Yes” indicates that the current placement setting is located outside of the State or the Tribal service area of the title IV-E agency making the report.</p> <p>–No” indicates that the child continues to reside within the State or the Tribal service area of the title IV-E agency making the report.</p> | 1 = yes 2 = no | 1 |
| VI. Most Recent Case Plan Goal | | | |
| 43. Most Recent Case Plan Goal | <p>Indicate the most recent case plan goal for the child based on the latest review of the child's case plan—whether a court review or an administrative review. If the child has been in care less than six months, enter the goal in the case record as determined by the caseworker.</p> <p>Reunify With Parents or Principal Caretaker(s)—The goal is to keep the child in foster care for a limited time to enable the agency to work with the family with whom the child had been living prior to entering foster care in order to reestablish a stable family environment.</p> | 1 = Reunify with Parent(s) or Principal caretaker(s) 2 = Live with Other Relative(s) 3 = Adoption 4 = Long Term Foster Care 5 = Emancipation 6 = Guardianship 7 = Case Plan Goal Not Yet Established | 1 |

| Data Element Name | Definition | Valid Codes | Field Size |
|---|--|---|------------|
| | <p>Live With Other Relatives—The goal is to have the child live permanently with a relative or relatives other than the ones from whom the child was removed. This could include guardianship by a relative(s).</p> <p>Adoption—The goal is to facilitate the child's adoption by relatives, foster parents or other unrelated individuals.</p> <p>Long Term Foster Care—Because of specific factors or conditions, it is not appropriate or possible to return the child home or place her or him for adoption, and the goal is to maintain the child in a long term foster care placement.</p> <p>Emancipation—Because of specific factors or conditions, it is not appropriate or possible to return the child home, have a child live permanently with a relative or have the child be adopted; therefore, the goal is to maintain the child in a foster care setting until the child reaches the age of majority.</p> <p>Guardianship—The goal is to facilitate the child's placement with an agency or unrelated caretaker, with whom he or she was not living prior to entering foster care, and whom a court of competent jurisdiction has designated as legal guardian.</p> <p>Case Plan Goal Not Yet Established—No case plan goal has yet been established other than the care and protection of the child.</p> | | |
| VII. Principal Caretaker's Information | | | |
| 44. Caretaker Family Structure | Select the category which best describes the type of adult caretaker(s) from whom the child was removed for the current foster care episode. Enter "Unable to Determine" if the child has been abandoned or the child's caretakers are otherwise unknown. | 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male 5 = Unable to Determine | 1 |

| Data Element Name | Definition | Valid Codes | Field Size |
|--|---|--|------------|
| 45. Year of Birth (1 st Principal Caretaker) | Enter the year of birth. If the response to element #44 was 3 or 4, enter data only for the first caretaker. If the exact year of birth is unknown, enter an estimated year of birth. | cc yy cc=century year; yy=00-99 | 4 |
| 46. Year of Birth (2 nd Principal Caretaker - if applicable) | Enter the year of birth if the response to element #44 was a 1 or 2. If the exact year of birth is unknown, enter an estimated year of birth. | cc yy cc=century year; yy=00-99 | 4 |
| VIII. Parental Rights Termination (if applicable) | | | |
| 47. Date of Mother's Parental Rights Termination (if applicable) | Enter the month, day, and year that the court terminated the <i>mother's</i> parental rights. If the <i>mother is</i> known to be deceased, enter the date of death. | Blank cc yy mm dd cc=century year; yy=00-99; mm=01-12; dd=01-31 | 8 |
| 48. Date of Legal or Putative Father's Parental Rights Termination (if applicable) | Enter the month, day, and year that the court terminated the <i>father's</i> parental rights. If the <i>father is</i> known to be deceased, enter the date of death. | Blank cc yy mm dd cc=century year; yy=00-99; mm=01-12; dd=01-31 | 8 |
| IX. Foster Family Home | | | |
| 49. Foster Family Structure | Select the category which best describes the nature of the foster parents with whom the child is living in the current foster care episode. | 0=Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male | 1 |
| 50. Year of Birth (1 st Foster Caretaker) | Enter the year of birth. If the response to element #49 was 3 or 4, enter data only for the first foster caretaker. If the exact year of birth is unknown, enter an estimated year of birth. | Blank cc yy cc=century year; yy=00-99 | 4 |
| 51. Year of Birth (2 nd Foster Caretaker) | Enter the year of birth if the response to element #49 was a 1 or 2. If the exact year of birth is unknown, enter an estimated year of birth. | Blank cc yy cc=century year; | 4 |

| Data Element Name | Definition | Valid Codes | Field Size |
|---|--|--|------------|
| | | yy=00-99 | |
| 52. Race of 1 st Foster Caretaker 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 | Indicate the race for the first foster parent. See instructions and definitions for the race categories under #8, child's race. Use -f- "Unable to Determine" only when a foster parent is unwilling to identify his or her race. | 0 = does not apply 1= applies Blank (if child is in a non-foster home setting) | 6 |
| 53. Hispanic or Latino Ethnicity of 1 st Foster Caretaker | Indicate the ethnicity for the 1 st foster parent. See instructions and definitions under element #9, child's Hispanic or Latino Ethnicity. Use -f- "Unable to Determine" only when a foster parent is unwilling to identify his or her ethnicity. | 0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine | 1 |
| 54. Race of 2 nd Foster Caretaker (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 | Indicate the race for the first foster parent. See instructions and definitions for the race categories under #8, child's race. Use -f- "Unable to Determine" only when a foster parent is unwilling to identify his or her race. | 0 = does not apply 1= applies Blank (if child is in a non-foster home setting) | 6 |
| 55. Hispanic or Latino Ethnicity of 2 nd Foster Caretaker (if applicable) | Indicate the ethnicity for the 2 nd foster parent. See instructions and definitions under element #9, child's Hispanic or Latino Ethnicity. Use -f- "Unable to Determine" only when a foster parent is unwilling to identify his or her ethnicity. | 0 = Not Applicable 1 = Yes 2 = No 3 = Unable to Determine | 1 |
| X. Outcome Data | | | |

| Data Element Name | Definition | Valid Codes | Field Size |
|--|---|--|------------|
| 56. Date of Discharge from Foster Care | Enter the month, day, and year the child was discharged from foster care. If the child has not been discharged from care, leave blank. | Blank cc yy mm dd cc=century year; yy=00-99; mm=01-12; dd=01-31 | 8 |
| 57. Foster Care Discharge Transaction Date | A computer generated date which accurately indicates the month, day, and year the response to "Date of Discharge from Foster Care" was entered into the information system. | cc yy mm dd cc=century year; yy=00-99; mm=01-12; dd=01-31 | 8 |
| 58. Reason for Discharge | <p>Reunification With Parents or Primary Caretakers—The child was returned to his or her principal caretaker(s)' home.</p> <p>Living With Other Relatives—The child went to live with a relative other than the one from whose home he or she was removed.</p> <p>Adoption—The child was legally adopted.</p> <p>Emancipation—The child reached majority according to the law by virtue of age, marriage, etc.</p> <p>Guardianship—Permanent custody of the child was awarded to an individual.</p> <p>Transfer to Another Agency—Responsibility for the care of the child was awarded to another agency—either in or outside of the State or Tribal service area.</p> <p>Runaway—The child ran away from the foster care placement.</p> <p>Death of Child—The child died while in foster care.</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 | 1 |
| XI. Source(s) of Federal Financial Support/Assistance for a Child | | | |
| 59. Title IV-E (Foster Care) | Title IV-E foster care maintenance payments are being paid on behalf of the child. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |

| Data Element Name | Definition | Valid Codes | Field Size |
|--|--|---|------------|
| 60. Title IV-E (Adoption Assistance) | Title IV-E adoption subsidy is being paid on behalf of the child who is in an adoptive home, but the adoption has not been legalized. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 61. Title IV-A | Child is living with relative(s) whose source of support is an AFDC payment for the child. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 62. Title IV-D (Child Support) | Child support funds are being paid to the State agency on behalf of the child by assignment from the receiving parent. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 63. Title XIX (Medicaid) | Child is eligible for and may be receiving assistance under title XIX. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 64. SSI or Other Social Security Benefits | Child is receiving support under title XVI or other Social Security Act titles not included in this section. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| 65. None of the Above | Child is receiving support only from the title IV-E agency, or from some other source (Federal or non-Federal) which is not indicated above. | 0 = Condition Does Not Apply 1 = Condition Applies | 1 |
| XII. Amount of the Monthly Foster Care Payment (regardless of source) | | | |
| 66. Amount of Monthly Foster Care Payment | Enter the monthly payment paid on behalf of the child regardless of source (i.e., Federal, State, county, municipality, tribal, and private payments). If title IV-E is paid on behalf of the child, the amount indicated should be the total computable amount. 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. If no monthly payment has been made during the period, enter all zeros. | 00000-99999 | 5 |

IV. Adoption Elements

| Data Element Name | Definition | Valid Codes | Field Size |
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| I. General Information | | | |
| 1. Title IV-E Agency | For a State, the U.S. Postal Service two letter abbreviation for the State submitting the report. For a Tribal title IV-E agency, the two letter abbreviation provided by ACF. | State FIPS or ACF provided code | 2 |
| 2. Report Period Ending Date | The last month and the year for the reporting period. | cc yy mm cc= century year; yy=00-99; mm=01-12 | 6 |
| 3. Record number | The sequential number which the title IV-E agency uses to transmit data to the Department of Health and Human Services (DHHS). The record number cannot be linked to the child except at the title IV-E agency level. | Any ASCII character except "@", "\$", "#", or "%". | 12 |
| 4. Title IV-E Agency Involvement | Indicate whether the title IV-E agency had any involvement in this adoption | 1=Yes 2=No | 1 |
| II. Child's Demographic Information | | | |
| 5. Child's Date of Birth | Month and year of the child's birth. If the child was abandoned or the date of birth is otherwise unknown, enter an approximate date of birth. | cc yy mm cc = century year; yy=00-99; mm=01-12 | 6 |
| 6. Sex | Indicate as appropriate. | 1=Male 2=Female | 1 |
| 7. Child's race 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 | In general, a person's race is determined by how they define themselves or by how others define them. In the case of young children, parents determine the race of the child. Indicate all races (a-e) that apply with a -4." For those that do not apply, indicate a -0." Indicate -f- "Unable to Determine" with a 1" if it applies and a -0" if it does not. American Indian or Alaska Native—A person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. | 0 = does not apply 1= applies | 6 |

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| | <p>Asian—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p>Black or African American—A person having origins in any of the black racial groups of Africa.</p> <p>Native Hawaiian or Other Pacific Islander—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>White—A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p>Unable to Determine—The specific race category is “unable to determine” because the child is very young or is severely disabled and no person is available to identify the child's race. “Unable to determine” is also used if the parent, relative or guardian is unwilling to identify the child's race.</p> | | |
| 8. Hispanic or Latino Ethnicity | <p>Answer “yes” if the child is of Mexican, Puerto Rican, Cuban, Central or South American origin, or a person of other Spanish cultural origin regardless of race. Whether or not a person is Hispanic or Latino is determined by how they define themselves or by how others define them. In the case of young children, parents determine the ethnicity of the child.</p> <p>“Unable to Determine” is used because the child is very young or is severely disabled and no other person is available to determine whether or not the child is Hispanic or Latino. “Unable to determine” is also used if the parent, relative or guardian is unwilling to identify the child's ethnicity.</p> | <p>1=Yes 2=No 3=Unable to determine</p> | 1 |
| III. Special Needs Status | | | |

| Data Element Name | Definition | Valid Codes | Field Size |
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| 9. Has the title IV-E agency determined that the child has special needs? | Use the title IV-E agency definition of special needs as it pertains to a child eligible for an adoption subsidy under title IV-E. | 1=Yes 2=No | 1 |
| 10. Primary Factor or Condition for Special Needs | <p>Indicate only the primary factor or condition for categorization as special needs and only as it is defined by the title IV-E agency.</p> <p>Racial/Original Background—Primary condition or factor for special needs is racial/original background as defined by the title IV-E agency.</p> <p>Age—Primary factor or condition for special needs is age of the child as defined by the title IV-E agency.</p> <p>Membership in a Sibling Group to be Placed for Adoption Together—Primary factor or condition for special needs is membership in a sibling group as defined by the title IV-E agency.</p> <p>Medical Conditions of Mental, Physical, or Emotional Disabilities—Primary factor or condition for special needs is the child's medical condition as defined by the title IV-E agency, but clinically diagnosed by a qualified professional. <i>When this is the response to this question, then items #11-15 must be answered with at least one being "yes, applies."</i></p> <p>Other [as defined by the title IV-E agency]</p> | 0=Not applicable 1=Racial/Ethnic Background 2=Age 3=Membership in a Sibling Group 4=Medical conditions or Mental, Physical or Emotional Disabilities 5=Other | 1 |
| 11. Type of Disability-Mental Retardation | Significantly subaverage general cognitive and motor functioning existing concurrently with deficits in adaptive behavior manifested during the development period that adversely affect a child's/youth's socialization and learning. | 0=Does not Apply 1=Yes, applies | 1 |
| 12. Type of Disability-Visually or Hearing Impaired | Having a visual impairment that may significantly affect educational performance or development; or a hearing impairment, whether permanent or fluctuating, that adversely affects educational performance. | 0=Does not Apply 1=Yes, applies | 1 |
| 13. Type of Disability-Physically | A physical condition that adversely affects the child's day-to- | 0=Does not Apply | 1 |

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| Disabled | day motor functioning, such as cerebral palsy, spina bifida, multiple sclerosis, orthopedic impairments, and other physical disabilities. | 1=Yes, applies | |
| 14. Type of Disability-Emotionally Disturbed | A condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree: An inability to build or maintain satisfactory interpersonal relationships; inappropriate types of behavior or feelings under normal circumstances; a general pervasive mood of unhappiness or depression; or a tendency to develop physical symptoms or fears associated with personal problems. The term includes persons who are schizophrenic or autistic. The term does not include persons who are socially maladjusted, unless it is determined that they are also seriously emotionally disturbed. | 0=Does not Apply 1=Yes, applies | 1 |
| 15. Type of Disability-Other medically diagnosed condition | Conditions other than those noted above which require special medical care such as chronic illnesses. Included are children diagnosed as HIV positive or with AIDS. | 0=Does not Apply 1=Yes, applies | 1 |
| IV. Birth Parents | | | |
| 16. Mother's year of birth | Enter the year of birth for mother, if known. If the child was abandoned and no information was available, leave blank. | Blank (If unknown), cc yy cc = century year; yy=00-99 | 4 |
| 17. Father's year of birth | Enter the year of birth for father, if known. If the child was abandoned and no information was available, leave blank. | Blank (If unknown), cc_yy cc = century year; yy=00-99 | 4 |
| V. Court Actions | | | |
| 18. Was the Mother Married at the Time of the Child's Birth? | Indicate whether the mother was married at time of the child's birth; include common law marriage if legal in the State or Tribe. If the child was abandoned and no information was available on the mother, enter "Unable to Determine." | 1=Yes 2=No 3-Unable to determine | 1 |
| 19. Date of Mother's termination of parental rights | Enter the month, day, and year that the court terminated mother's parental rights. If the mother is known to be | cc yy mm dd cc = century year; | 8 |

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| | deceased, enter the date of death. | yy=00-99; mm=01-12; dd=01-31 | |
| 20. Date of Father's termination of parental rights | Enter the month, day, and year that the court terminated father's parental rights. If the father is known to be deceased, enter the date of death. | cc yy mm dd cc = century year; yy=00-99; mm=01-12; dd=01-31 | 8 |
| 21. Date adoption legalized | Enter the date the court issued the final adoption decree. | cc yy mm dd cc = century year; yy=00-99; mm=01-12; dd=01-31; | 8 |
| VI. Adoptive Parents | | | |
| 22. Adoptive parents' family structure | Select the category which best describes the nature of the adoptive parent(s) family structure. | 1=Married couple 2=Unmarried couple 3=Single female 4=Single male | 1 |
| 23. Year of birth (Adoptive Mother) | Enter year of birth. | cc yy cc = century year; yy=00-99 | 4 |
| 24. Year of birth (Adoptive Father) | Enter year of birth | cc yy cc = century year; yy=00-99 | 4 |
| 25. Race (Adoptive mother) 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 | Indicate the race for the first adoptive parent. See instructions and definitions for the race categories under #7, child's race. Use "f. Unable to Determine" only when an adoptive parent is unwilling to identify his or her race. | 0 = does not apply 1= applies Blank if adoptive parent is a single male | 6 |

| Data Element Name | Definition | Valid Codes | Field Size |
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| 26. Hispanic or Latino Ethnicity (Adoptive mother) | Indicate the ethnicity for the 1 st adoptive parent. See instructions and definitions under element #8, child's Hispanic or Latino Ethnicity. Use -f- "Unable to Determine" only when a foster parent is unwilling to identify his or her ethnicity. | 0=Not Applicable 1=Yes 2=No 3=Unable to determine | 1 |
| 27. Race (Adoptive Father) 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 | Indicate the race for the first adoptive parent. See instructions and definitions for the race categories under #7, child's race. Use -f- "Unable to Determine" only when an adoptive parent is unwilling to identify his or her race. | 0 = does not apply 1= applies Blank if adoptive parent is a single female | 6 |
| 28. Hispanic or Latino ethnicity(Adoptive father) | Indicate the ethnicity for the 1 st adoptive parent. See instructions and definitions under element #8, child's Hispanic or Latino Ethnicity. Use -f- "Unable to Determine" only when a foster parent is unwilling to identify his or her ethnicity. | 0=Not Applicable 1=Yes 2=No 3=Unable to determine | 1 |
| Relationship to Adoptive Parent(s) | Indicate the prior relationship(s) the child had with the adoptive parent(s). Indicate all that apply | | |
| 29. Relationship-Stepparent | Spouse of the child's birth mother or birth father. | 0=Does not apply 1=Yes, Applies | 1 |
| 30. Relationship-Other relative | A relative through the birth parents by blood or marriage. | 0=Does not apply 1=Yes, Applies | 1 |
| 31. Relationship-Foster parent | Child was placed in a non-relative foster family home with a family which later adopted him or her. The initial placement could have been for the purpose of adoption or for the purpose of foster care. | 0=Does not apply 1=Yes, Applies | 1 |
| 32. Relationship-Other non-relative | Adoptive parent fits into none of the categories above. | 0=Does not apply 1=Yes, Applies | 1 |

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| VII. Placement Information | | | |
| 33. Child was placed from | <p>Indicate the location of the individual or agency that had custody or responsibility for the child at the time of initiation of adoption proceedings.</p> <p>Within State or Tribal service area—Responsibility for the child resided with an individual or agency within the State or service area of the Tribal title IV-E agency filing the report.</p> <p>Another State or Tribal service area—Responsibility for the child resided with an individual or agency in another State, Tribal service area, or territory of the United States.</p> <p>Another Country—Immediately prior to the adoptive placement, the child was residing in another country and was not a citizen of the United States.</p> | <p>1=Within State or Tribal Service Area 2=Another State or Tribal Service Area 3=Another Country</p> | 1 |
| 34. Child was placed by | <p>Indicate the individual or agency which placed the child for adoption.</p> <p>Public Agency—A unit of State or local government.</p> <p>Private Agency—A for-profit or non-profit agency or institution.</p> <p>Tribal Agency—A unit within one of the Federally recognized Indian Tribes, Indian Tribal Organizations, or Indian Tribal consortia.</p> <p>Independent Person—A doctor, a lawyer or some other individual.</p> <p>Birth Parent—The parent(s) placed the child directly with the Adoptive parent(s).</p> | <p>1=Public agency 2=Private agency 3=Tribal Agency 4=Independent person 5=Birth parent</p> | 1 |
| VIII. Adoption Subsidy | | | |

| Data Element Name | Definition | Valid Codes | Field Size |
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| 35. Is the child receiving a monthly subsidy? | Enter yes if this child was adopted with an adoption assistance agreement under which regular subsidies (Federal, State, or Tribal) are paid. | 1=Yes 2=No | 1 |
| 36. Monthly amount | Indicate the monthly amount of the subsidy. The amount of the subsidy should be rounded to the nearest dollar. Indicate 0 if the subsidy includes only benefits under titles XIX or XX of the Social Security Act. | 00000-99999 | 5 |
| 37. Adoption assistance – IV-E | If VIII.A is yes ," indicate whether the subsidy is claimed by the title IV-E agency for reimbursement under title IV-E. Do not include title IV-E non-recurring costs in this item. | 1=Yes 2=No | 1 |