



CONNECTIONS Tip Sheet

Recording AFCARS Data

rev. September 2009

What is AFCARS?

AFCARS is the federal Adoption and Foster Care Analysis and Reporting System. New York, like all states, is required to report adoption and foster care information to the federal government every 6 months. CONNECTIONS and other legacy systems, principally the Child Care Review Service (CCRS), are data sources for the federal reporting requirements. CONNECTIONS has been enhanced to capture additional AFCARS information on the **Removal Information**, **Placement Information**, and **Health** tabs and on the **Finalize Adoption** window. It is important that this data is accurately collected and entered as it is used to identify trends, plan for needed services, establish funding priorities, conduct research and evaluation, maintain/update regulations and respond to requests for data.



There are 4 areas in CONNECTIONS where AFCARS information must be entered.

AFCARS information is required for all children:

- in foster care or
- in OCFS custody and placed with a Voluntary Agency
- in care over 30 days

1. Tracked Child Detail/Placement Information tab

FASP tab > Tracked Child Detail button > Placement tab

This tab enables once a tracked child has been given a Program Choice of **Placement**. It should be completed when a child initially enters placement and updated whenever a child's placement changes.

2. Tracked Child Detail/Removal Information tab

FASP tab > Tracked Child Detail button > Removal Information tab

This tab enables once a tracked child has been given a Program Choice of **Placement**. Information must be entered each time a child is placed or re-placed in foster care.

Tracked Children Detail - Collins, Kristy - S:27200499/C:37200139

File Help

Program Choice/PPG Placement Information Associate Worker Removal Information

Select Child:

Child	Age	F/C	CaseWorker
Collins, Kimberly	6	<input checked="" type="checkbox"/>	
Collins, Patrick	15	<input checked="" type="checkbox"/>	
Collins, Tyler	0	<input checked="" type="checkbox"/>	

CCRS/Connections Placement Data as of 7/30/2009 9:55:06 AM

Agency Name:

Placement Date:

Facility Name:

Facility ID:

Facility Address:

Facility Type:

Most Recent Activity:

Alternate Information Exists in CONNECTIONS

Name of Discharge Resource:

AFCARS Foster Care Information

Child Placed in Congregate Care:

Foster Family Structure: *

Has the child been previously adopted? * Yes No Unable To Determine

Was the child adopted internationally? Yes No

How old was the child when the previous adoption was finalized? *

Tracked Children Detail - Smith, Jane - S:22633643/C:21351774

File Options Help

Program Choice/PPG Placement Information Associate Worker Removal Information

Select Child:

Child	Age	Caseworker
Smith, Joe	16	
Smith, Mary	3	

Activity Date:

Next Permanency Hearing Date Certain:

Removal Information

History of Removals:

Inv	Removal Date	Legal Activity	Date Saved
<input checked="" type="checkbox"/>	01/01/2007	Article 7 PINS	1/12/2007 12:45:05 PM
<input type="checkbox"/>	12/12/2006	Voluntary Placement Agreement	12/15/2006 12:45:05 PM

Conditions Associated with Child's Removal: *

Physical Abuse

Sexual Abuse

Neglect

Alcohol Abuse (Parent)

Drug Abuse (Parent)

Alcohol Abuse (Child)

Drug Abuse (Child)

Child's Disability

Child's Behavior Problem

Death of Parent(s)

Incarceration of Parent(s)

Date of Physical Removal:

Type of Legal Event Associated with Removal: *

Reminder: If a child has been hospitalized or placed in detention, prior to placement, the Date of Removal may not be the same as the Date of Placement.

3. Clinical Appointments tab

Health Services tab > Clinical Appointments tab

A number of AFCARS Elements are derived from information entered as Clinical Diagnoses. Qualifying AFCARS diagnoses include Mental Retardation, Visual and Hearing Impairments, Physical Disabilities, Emotional Disturbance, Mental Health diagnoses and Other Medically Diagnosed Conditions Requiring Special Care.



Note: If a child does not have another qualifying AFCARS diagnosis, they must have a diagnosis of “Well Child”, entered in the Physical/Medical domain as part of an Initial, Reassessment or Well Child appointment type.

Reminder: When a child is placed with a Voluntary Agency, that agency should be “designated” as responsible for entering Health Information as soon as possible so that

AFCARS information can be recorded in a timely way. (See the “Designating Health Responsibility” CONNECTIONS Tip Sheet for specific directions)

4. AFCARS Adoption Information window

Stage Composition > Options > Finalize Adoption > AFCARS button

The AFCARS button only enables once all fields in the Finalize Adoption window are filled and saved. The data is modifiable as long as the stage remains open. All data is required for all finalized adoptions.

Note: See the AFCARS Job Aid for complete AFCARS information.

Reminder: In all areas of CONNECTIONS, you can press F1 for help

Resources:

CONNECTIONS Step-By-Step Guides:
<http://ocfs.state.nyenet/connect/jobaides/>

CONNECTIONS Regional Implementation Staff:
<http://ocfs.state.nyenet/connect/contact.asp>

CONNECTIONS Application questions:
ocfs.sm.conn_app@ocfs.state.ny.us (NOTE: address contains an underline)

CONNECTIONS Communications
CONNECTIONSCommunications@dfa.state.ny.us

NYS OFT Enterprise
 Help Desk #
 1-800-697-1323