



CONNECTIONS Tip Sheet

Recording AFCARS Data

What is AFCARS?

AFCARS is the federal **Adoption and Foster Care Analysis and Reporting System**. As all states, New York is required to report adoption and foster care information to the federal government every 6 months. CONNECTIONS is a primary data source for the federal reporting requirements, capturing information in the *Removal Information*, *Placement Information*, *Health*, *Finalize Adoption* and *Activities* windows. It is important that this data is accurately entered in CONNECTIONS 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 about foster care and adoption.

Note: Throughout CONNECTIONS, AFCARS related fields are indicated by this symbol:



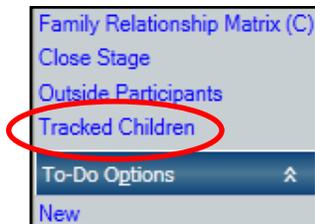
There are four main areas in CONNECTIONS where AFCARS information must be entered. It is required for all children:

- in foster care or
- in OCFS custody and placed with a Voluntary Agency and
- in care more than 30 days.

Tracked Child Detail - Placement Information

To enter Placement Information:

1. Click the **Tracked Children** link in the NAVIGATION PANE.
2. Click the Placement Information Tab.



The Placement tab enables once a Program Choice of **Placement** has been assigned to a child on the **Tracked Children** window. Placement Information should be completed when a child initially enters placement and updated whenever a child's placement changes.

3. Select a child in the Tracked Child Detail grid to reveal the AFCARS fields.

AFCARS Foster Care Information

Child Placed in Congregate Care:

Foster Family Structure: Married Couple \$

Has the child been previously adopted?: Yes \$

Was the child adopted internationally?: No *

How old was the child when the previous adoption was finalized?: Less than 2 years * \$

Tracked Child Detail - Removal Information

Tracked Child Detail link > Removal Information tab

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

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. See the CONNECTIONS Tip Sheet, *Recording Removal Information*, at <http://ocfs.state.nyenet/connect/jobaides/jobaides.asp> for more information on this topic.

Removal Information

History of Removals:

Inv	Removal Date	Legal Event	Date Saved
	05/20/2015	Article 10 Abuse/Neglect	7/22/2016 4:57:12 PM

Count = 1

Date of Physical Removal: 05/20/2015

Type of Legal Event Associated with Removal: Article 10 Abuse/Neglect

Invalid

Condition Associated with Child's Removal

- Abandonment
- Alcohol Abuse (Child)
- Alcohol Abuse (Parent)
- Caretaker's Inability to Cope due to Illness or Other Reasons
- Child's Behavior Problem
- Child's Disability
- Death of Parent(s)
- Drug Abuse (Child)
- Drug Abuse (Parent)

Clinical Diagnosis - Health Window

Health Services link > 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.

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.



Note: Well child appears *both* as a diagnosis AND an 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.

Appointment Detail

Domain Type: Dental

Appointment Type: Initial Assessment

Appointment Date: 06/13/2016

Diagnosis: Periodontal Disease (gingivitis)

Treatment Recom: Add Modify Clear

Add or Verify Health Provider Exists prior to entering Clinical Appointment

Save & Close Save Reset

AFCARS Adoption Information Window

Person List > Finalize Adoption > AFCARS link

The AFCARS link 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.

Finalize Adoption - Collins, Kimberly - S:23200580/C:33200300

Legally Freed Child Information

Person ID: 17200226

First Name: Kimberly

Middle Name:

Last Name: Collins

AFCARS Adoption Information - Collins, Kimberly - P:17200226 [Unsaved Changes]

Adoption Finalized Child - Adoption Information

Was biological mother married at the time of child's birth?: Yes

Relationship of adoptive parent to child: Other Non-Relative

Adoptive Family Structure: Married Couple

Location of adoption agency: Within the State

Adoptive Parent 1 Demographics

Year of Birth:

Race

American Indian or Alaskan Native

Asian

Black or African American

Native American or Other Pacific Islander

White

Unable to Determine

Hispanic Origin:

Adoptive Parent 2 Demographics

Year of Birth:

Race

American Indian or Alaskan Native

Asian

Black or African American

Native American or Other Pacific Islander

White

Unable to Determine

Hispanic Origin:



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

Resources

- CONNECTIONS Job Aids and Tip Sheets:
<http://ocfs.state.nyenet/connect/jobaides/jobaides.asp>
- CONNECTIONS Regional Implementation Staff:
<http://ocfs.state.nyenet/connect/contact.asp>
- CONNECTIONS Application Help Mailbox:
ocfs.sm.conn_app@ocfs.ny.gov
(NOTE: address contains an underline)
- CONNECTIONS Communications Mailbox:
connections@ocfs.ny.gov

ITS Enterprise Service Desk
1-800-697-1323