CD14-29

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 9, 2014

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION SUPERVISORS

FROM: TIM DECKER, DIRECTOR

SUBJECT: DATA ACCURACY TRAINING FOR ADOPTION AND FOSTER ANALYSIS AND REPORTING IMPROVEMENT PLAN

DISCUSSION:

The purpose of this memorandum is to introduce data accuracy training for Family-Centered Out-of-Home Care (FCOOHC) staff as a result of Adoption and Foster Analysis and Reporting System (AFCARS) Review and improvement plan. The AFCARS improvement plan, which was a result of a federal review in 2009, has consisted of periodic data corrections by field staff, improvements to the reporting files and enhancements to the FACES system. Data Accuracy training is the last step in completing the AFCARS improvement plan. Accurate data used in AFCARS reporting helps inform policies at the national, state and local level which ultimately leads to better services for families and children. For more information about the AFCARS improvement plan please review CD12-51.

Supervisors are required to review this training with their FCOOHC staff by July 31, 2014 and every year after. Supervisors can choose the best method to review the training within the unit. For example, the training could be reviewed in one-on-one consultations or in a group unit meeting. This training is located on the Employee Learning Center (ELC) for all FCOOHC staff as optional. However, individual review by staff would not replace the requirement for supervisors to review the training with staff.

To access the training on the ELC, click on the "My Training Plan" link. Click the "Register" link next to the AFCARS Data Accuracy Training. FCOOHC Supervisors will also need to ensure new employees or employees who transfer program areas to FCOOHC receive the training. Supervisors need to review their job specialty in ELC and update if needed. For example, a supervisor's job specialty could be only FCOOHC or a combination of FCOOHC and other programs. When the job specialty is updated and accurate in ELC, the training will be available for viewing. Supervisors will receive one hour credit for completion.

Once a supervisor has reviewed the training with all appropriate staff, each supervisor is required to acknowledge completion by agreeing with the following statement. "I acknowledge that I have completed the self-instructional course "Data Accuracy AFCARS Training" and have also reviewed the training information with my staff." This statement is located at the end of the training.

Foster Care Case Management (FCCM) providers have access to the training through the intranet located under self instructional training. After a FCCM supervisor reviews the training with staff, a certificate of completion located at the end of the training should be printed and signed. The signed certificate should be emailed to Linda Tisdale at Linda.Tisdale@dss.mo.gov.

The AFCARS data accuracy training provides FCOOHC staff with information about how to correctly enter information for the following areas; demographics, alternative care, and adoption.

- The demographic training section provides directions on how to enter race, Hispanic/Latin origin, family structure, birth years and marital status for caretaker(s), foster caretaker(s) and child(ren).

- The alternative care training section alerts users on how to correctly document Permanency Planning Review Team meetings, medical information, previous adoptions, termination of parental rights decisions including appeals, removal conditions, twenty-four hour custody, placement information and case plan goals.

- The adoption training section explains and informs users on adoptive parent relationships, primary need, placed from and placed by, date of adoption and adoptive family structure.

While the above listed elements are entered correctly the majority of the time, other elements have a higher error rate. For example, the field in FACES of "Child placed for adoption by" often requires continual data clean up. This training provides the definitions and instructions to enter all AFCARS fields correctly.

Data quality and entry is a responsibility for all staff. Accurate data provides employees and stakeholders with knowledge about the agency's strengths and challenges which leads to program, practice and policy improvements. Federal reporting such as AFCARS allows the federal government to support the state agency with improvements. Each improvement provides enhanced service delivery to the families and children served by the agency.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

UNIT MANAGER Carla Gilzow (573) 751-1354 Carla.R.Gilzow@dss.mo.gov	DEPUTY DIRECTOR Susan Savage (573) 751-2502 Susan.K.Savage@dss.mo.gov

CHILD WELFARE MANUAL REVISIONS
N/A

FORMS AND INSTRUCTIONS
N/A

REFERENCE DOCUMENTS AND RESOURCES
Adoption and Foster Care Analysis and Reporting System
AFCARS Data Accuracy Training

RELATED STATUTE
Social Security Act, Sections 422(b)(8)(A)(i); 471(a)(6) and 476(a); 479; 474(a)(3)(C) and (D)
45 CFS Parts 1355.40 and Appendices to 45 CFR 1355

ADMINISTRATIVE RULE
N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS
PA-RPM 7; PA-TS 1; PA-AS 13; PA-FC 19; PA-KC 16

CHILD AND FAMILY SERVICES REVIEW (CFSR)/ PROGRAM IMPROVEMENT PLAN
N/A

PROTECTIVE FACTORS
Parental Resilience N/A
Social Connections N/A
Knowledge of Parenting and Child Development N/A
Concrete Support in Times of Need N/A
Social and Emotional Competence of Children N/A

FACES REQUIREMENTS
N/A