



# Practice Points

## AFCARS Data Entry – Primary Special Need

The purpose of this Practice Point is to remind staff that children in the care and custody of the Children’s Division are considered “special needs” and are to be reported as such when completing the AFCARS (Adoption and Foster Care Automated Reporting System) section on the Court Information screen in FACES.

When completing the AFCARS section in the FACES system, staff are required to complete the \*Primary Special Need section. The options for this section include:

- (0) Not Applicable
- (1) Racial/Original Background
- (2) Age
- (3) Sibling Group
- (4) Medical Conditions
- (5) Other State Defined Special Need

Children who have a special need because of their racial/original background, age, sibling group or medical conditions should be reported using the appropriate code. Children who have **no other** defined “special need” outside of being in the custody of the Children’s Division and having a determination made that they are unable to return to their removal home should be reported using code (5) indicating “other state defined special need”.

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