	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b>	
	<b>PROBATION SERVICES MANUAL</b>	
	<b>Chapter 2: Placements</b>	<b>Effective Date:</b>
<b>Section 19: AFCARS</b>	<b>Version: 1</b>	

## AFCARS

The Adoption and Foster Care Analysis and Reporting System (AFCARS)

Background:

Sec. 422. [42 U.S.C. 622] (a) In order to be eligible for payment under this subpart, a State must have a plan for child welfare services which has been developed jointly by the Secretary and the State agency designated pursuant to subsection (b)(1), and which meets the requirements of subsection (b).

(17)[90] not later than October 1, 2007, describe the State standards for the content and frequency of caseworker visits for children who are in foster care under the responsibility of the State, which, at a minimum, ensure that the children are visited on a monthly basis and that the caseworker visits are well-planned and focused on issues pertinent to case planning and service delivery to ensure the safety, permanency, and well-being of the children; [91]

Is there a state standard or just DCS policy for FCM visits?

The above Section 422(b)(17) of the Act requires agencies administering titles IV-B and IV-E to describe standards for monthly caseworker visits with children in foster care. At a minimum, the standards are to ensure that caseworker visits are well-planned and focused on issues pertinent to case planning and service delivery to ensure the safety, permanency and well-being of the child. Visits may be conducted by any caseworker with whom the title IV-B/IV-E agency has assigned or contracted case management or visitation responsibilities and must be held face-to-face. Within these parameters, the agency may determine which caseworkers are appropriate to conduct the visits.

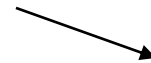
The Adoption and Foster Care Analysis and Reporting System (AFCARS) collects case-level information from state and tribal title IV-E agencies on all children in foster care and those who have been adopted with title IV-E agency involvement. Title IV-E agencies are required to submit AFCARS data semi-annually to the Children's Bureau. The AFCARS report periods are October 1 through March 31 and April 1 through September 30.

Federal Definitions of Foster Care:

- 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.
- 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.
- Foster Family Home (Non-Relative)—A licensed foster family home regarded by the title IV-E agency as a foster care living arrangement.
- 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.
- 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:
  - Child care institutions;
  - residential treatment facilities;
  - maternity homes; etc.
- 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.
- Runaway—The child has run away from the foster care setting.
- 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.

In MaGIK/KidTraks, under the Case Inquiry Screen:

Add Case Note



Notes:						
Type	Content	Mode	Contact	Event Date	Action	
There are no records to display						

Case Note:

Enter date of contact

Select - Private Contact

Select - Face-to-Face – Other (in drop-down list)

Select- Caseworker Visited Focus Child

Contact was Successful- Yes

Case Worker Present and Focus Child Present will default (the term Case Worker is used to meet the Federal Definition)

Click Save

The screenshot shows a web browser window titled "KidTraks - Case Notes -- Webpage Dialog". The form contains the following elements:

- Notes Information:** A yellow header section containing:
  - Event Date:\***: A text input field with a calendar icon to its right. An arrow points to the calendar icon.
  - Event Type?:\***: Radio buttons for "Private" (selected) and "Public". An arrow points to the "Private" radio button.
  - Note:\***: A large text area for entering notes.
- Please indicate how contact was made (if any):**: A dropdown menu currently showing "Face to Face - Other". An arrow points to the dropdown.
- Focus Child Visited Parent/Family**:  (unchecked)
- Caseworker Visited Focus Child**:  (checked). An arrow points to this checkbox.
- Other reason for contact:**: A text area for providing additional details.
- Contact was Successful \***: Radio buttons for "Yes" (selected) and "No". An arrow points to the "Yes" radio button.
- Case Worker**:  Present
- Focus Child**:  Present
- Case Attachments:** A yellow section with an "Add" button.
- Buttons:** "Save", "Clear", and "Cancel" buttons at the bottom left.