

# **DHS/SSIS Project**

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## ***Repository Tips & Fixing AFCARS Errors***

**Issued: February 2009**

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## Repository Tips

### ***BEGIN DATE TO READ***

Instructions for selecting the “begin date to read” are included below under “Validate Only” and “Create Upload File” because the decision of which date to use is related to which type of read is completed.

### ***VALIDATE ONLY & CREATE UPLOAD FILE RADIO BUTTONS***

#### **Validate Only**

**Use this setting when you want to check for errors to fix.**

Before completing a new read, click the **Clear** button to clear the results of the previous read. Select the Validate Only radio button, and set the “begin date to read” to a relevant date for your purposes. For example, to complete a Validate Only read to check for errors for the current AFCARS period, set the start date to match the date of the current AFCARS reporting period (April 1<sup>st</sup> or October 1<sup>st</sup>). The Validate Only option is much faster than creating an upload file, because it only checks for errors and does not copy data for an upload.

#### **Create Upload File**

**Use this setting when creating the monthly Read that will be uploaded to the State Repository.**

Before completing a new read, click the **Clear** button to clear the results of the previous read. Select the Create Upload File radio button, and **use the default date that the repository program has selected.** This default is the date of the last read that was followed by an upload. If you pick a later date, you will create a gap. This means that a portion of your data will not be transmitted to SSIS, and you will be contacted to do a new read/upload. If you pick an earlier date, you will process data that has already been uploaded. This will not cause a problem, but it will increase your processing time, and consume more resources on your server.

### ***TRICKLE MODE CHECK BOX***

It is recommended that you check the trickle mode checkbox whether you are validating only or creating an upload file. If you do not use trickle mode your users will experience slower response time.

### ***RESULTS FILTER***

- Results can be sorted by error description, error type, date, workgroup label, unit, client, primary worker, or secondary worker.
- When the results function is selected, the filter screen appears first. After setting the filters, if the number of errors is over 5,000, a dialog appears reporting the number of errors that will be displaying, and giving the option to cancel, to return to the filter screen, or to attempt to display the errors. You may wish to return to the filter screen and adjust your selections to reduce the number of errors returned at one time.
- The filter options chosen are included in the results report printout.
- **The date filter (Report Period Start) on the filter screen should be used to filter out “old” errors.** Pick a date relevant to the errors you are looking for or are trying to correct. For example, the Report Period Start date can be used to filter which disability errors (4027) are listed. To display disability errors in open workgroups, set the Report Period Start date to today. To display disability errors in workgroups that were open during the report period, set the Report Period Start date to the first date of the report period.

### ***NON-COMPLIANT DATA REPORT***

Use the “print” button on the results screen to view or print the non-compliant data report.

## REPOSITORY FILTER SCREEN—USAGE FOR AFCARS REPORT

**Use Current Reporting period Start Date. Old errors will display if not used.**

**Error types that were found on the Read display here in number order. If the number doesn't appear, there are no errors of that type.**

**Select the error types to view by checking the checkbox before the error number. For the AFCARS report, use the AFCARS radio button. The AFCARS related errors will be checked for you.**

**This may be useful for additional sorting. For further examples and direction please go to the SSIS Web site to view the Repository Module documentation.**

**Placement related errors not required for AFCARS:**  
 4010 OHP Plan  
 4025 Attending School District (for ESEA report)  
 4035 Provider School District (for ESEA report)

**Select the desired order for the printed Non-Compliant Data Report. The choices are:**  
 Error Description  
 Error Type  
 Unit  
 Date  
 Workgroup Label  
 Client  
 Primary Worker  
 Secondary Worker

**Check the Page Break box to separate the pages for distribution.**

**Checking all users avoids missing some errors.**

**Filter**

Filters

Error Types

- 0002 - Person has more than one open placem
- 0013 - Continuous Plcmnt Start Date, <mm/dd/y
- 0023 - Continuous Plcmnt End Date, <mm/dd/y
- 1004 - Individual Placement is closed but Conti
- 2009 - Maltreatment report must have report en
- 4008 - Specify whether there is a previous adop
- 4010 - OHP Plan
- 4016 - Missing or Undetermined Placement Aut
- 4020 - Foster caretaker hispanic indicator

AFCARS     All     None

Adhoc

Field

Value

Partial Match From Start     Not

Partial Match Anywhere

Report Period

Start 10/01/2004

Primary Workers

- Marty Anne Able I
- BAD DATA BAD DATA
- candace barrick
- Nan Beman
- Alex Beutel
- CS CRPE
- Beth Dewyre
- Brian Doerner
- Mary Doyle
- Wanda Folstad
- Gina Gmeyer
- Ann Gray
- Mark Grover

All     None

Order

First

Unit

Descending

Page Break

Second

Primary Worker

Descending

Third

Client

Descending

Defaults    OK    Cancel

## Tips for using the Filter Screen when you Validate Data

Before you print any Repository report, ask yourself the following questions:

### "Who?"

Who is going to use the report? What sort order will be most useful for them? Your answer to these questions determines which workers you select, and what sort order you use.

### "What?"

What will be done with this report? Will it be used to get ready for an AFCARS upload? Will it be used to enter missing client disability information? Your answer to this question determines which errors you include in the report.

### "When?"

When did the reporting period start? Your answer to this question determines which date you use on the Read screen, and which date you enter on the filter screen.

- When you validate data, use the Validate Only setting, and use a Read date based on the start of the reporting period. On the filter screen, use the start date of the reporting period.
- Reminder - When you upload data, you will use the default date given on the Read screen. (This will prevent gaps or overlaps in the data you upload. Overlaps do not cause a problem, but they increase your processing time and provide no benefit.)

## Examples

### Example 1: Fixing data for AFCARS upload

- Your Social Workers need a printout of all the clients that are missing placement information, so they can prepare for the AFCARS upload.
- In the SSIS Repository, run a Read, using “Trickle Mode” to minimize the impact on users, a setting of “Validate Only” and a start date equal to the start of the AFCARS Report period (April 1st or October 1st).
- For the Filter screen, also use a Report Period Start date equal to the start of the AFCARS Report period (April 1st or October 1st).
- Use the AFCARS radio button located under the error types list, which will automatically check the applicable error types for you.
- Sorting the results by client, workgroup, primary worker, secondary worker, or by error number might be useful.
- Depending on how the work will be divided up, you may want to run multiple reports. For example, you may want to put the AFCARS Financial Data errors on a different report than the age/race/disability errors.
- Run another read with the same settings after workers have entered the missing data, as new errors may be logged based on the new information.

## **Example 2: Enter missing client disability information (formerly for the CSR - Client Summary Report)**

Your Social Workers need a printout of all the clients that are missing disability information. (The client demographic and disability information that was formerly included in the CSR Report is now accessed through the Data Warehouse, which receives this information from SSIS. There is no longer a “due date”, but the disability information should be entered regularly for new clients.)

- For the Read, use “Trickle Mode” to minimize the impact on users, a setting of “Validate Only” and a start date of January 1 or July 1 (so you are checking for missing disability information for approximately 6 months of client data).
- For the Filter screen, use a Report Period Start date of January 1 or July 1.
- Limit the report to error number 4027.
- Sorting the results by client or workgroup might be useful.

## **Example # 3: Fixing data for an ESEA (Elementary and Secondary Education Act) upload**

A supervisor wants to check for missing School District numbers for the ESEA report. (The ESEA report includes school-age children in placement for any part of October. The upload for this report is done in late November.)

- For the Read, use “Trickle Mode” to minimize the impact on users, a setting of “Validate Only” and a start date of October 1
- For the Filter screen, use a Report Period Start date of October 1.
- Limit the report to error number 4025 and 4035.
- Sorting the results by client or workgroup might be useful.

**Note:** There is a report in SSIS Worker titled “ESEA Verification” that will also help with this task. It is located in the SSIS Worker application under Tools\General Reports, in the Placement category.

## Placements in SSIS

### Continuous Placements Entered Separately:

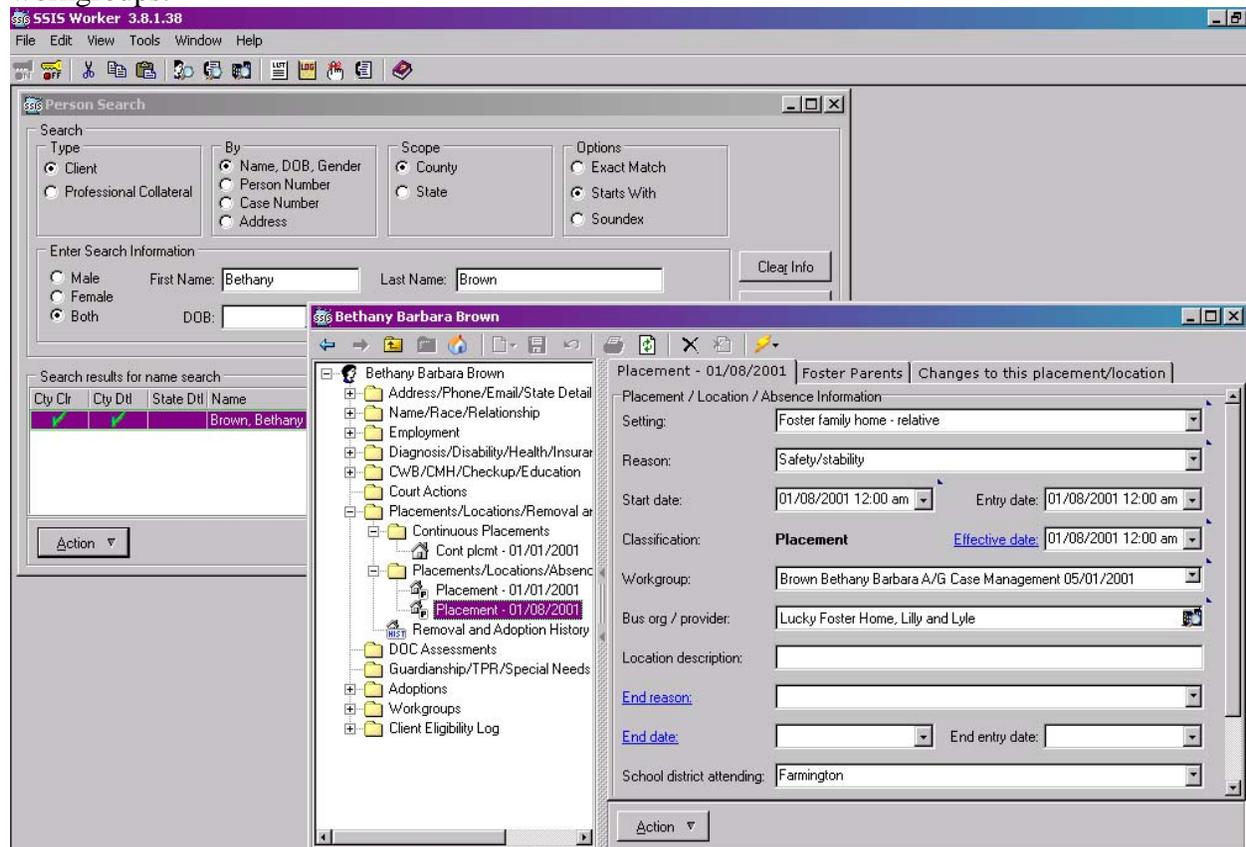
Continuous Placements are entered separately from the individual occurrences (placements, locations, or absences). In order for a particular placement to be included in the AFCARS reporting period, both the Continuous Placement and at least one Placement Occurrence need to exist in that AFCARS reporting period, and the dates of the Continuous Placement must completely cover the dates of the Placement Occurrence. Because of this, it becomes important to make sure that all of your Placement Occurrences have a corresponding Continuous Placement. (Repository error 4040 checks for this).

### Enter Continuous Placements and Discharges Timely:

Continuous placement start and discharge dates must be entered into SSIS within **60 days** of the date the child is removed from the home (start date) and discharged from care (discharge date). When these dates are entered late, AFCARS timeliness errors are logged, and **cannot be fixed**.

### Edit Placements at the Client Level:

You can edit placement records at the client level, outside of a workgroup. Complete a person search, and choose "View Cnty Detail" from the action menu. Since you cannot edit placements from within a closed workgroup, this is how to access and edit placements associated with closed workgroups:

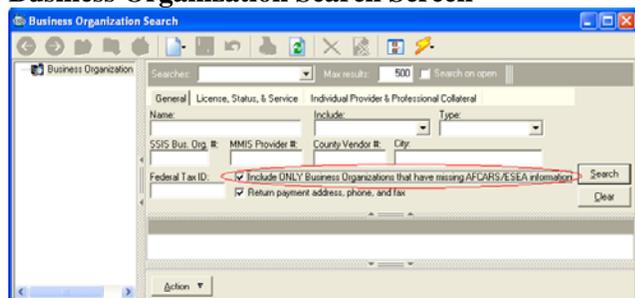


## Fixing Business Organization/Provider Errors Using Data Clean-up

The AFCARS Repository errors for business organizations/providers display within the SSIS application using Business Organization Search and Data Clean-up. This Quick Navigation sheet provides instructions for fixing each error using Data Clean-up functionality.

### To Find the AFCARS Errors for Bus. Orgs.

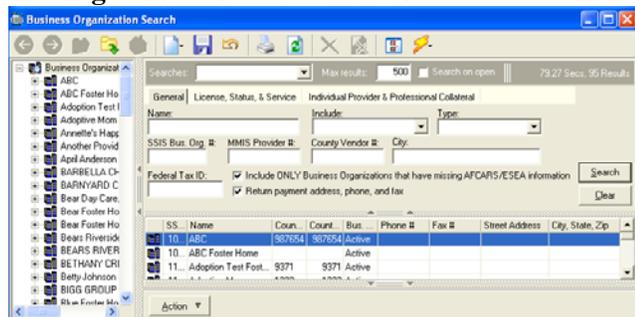
#### Business Organization Search Screen



1. Open the Business Organization Search Screen.
2. Check the box on the field entitled **Include ONLY Business Organizations that have missing AFCARS/ESEA information**.
3. Click **Search**.

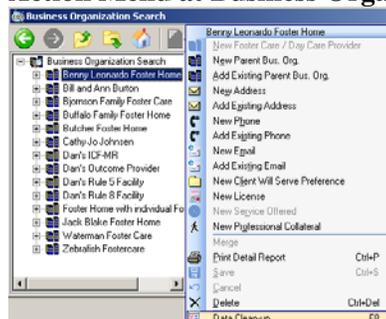
### To Correct Errors Found in the Search

#### Missing AFCARS Information Search Results



1. Double-click on the record to be fixed in the results grid.

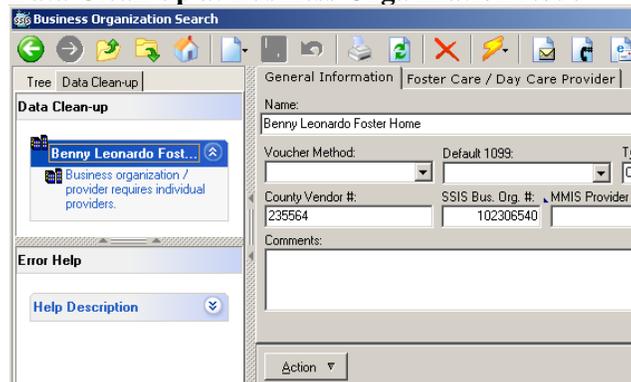
#### Action Menu at Business Organization Node



2. Select one of the foster care vendor's nodes in the treeview and access the **Action** menu.

3. Select **Data Clean-up**. Or press the F8 key on your keyboard.

#### Data Clean-up at Business Organization Node



4. Select the error to be fixed from the list under the business organization's name.\* Help text about the selected error is available on the lower portion of Data Clean-up.

\*Note: If you do not see any errors for the Business Organization, go back to the tree view, and run Data Clean-up for each of the Individual Providers.

5. Selecting the error takes the user to the correct node of the tree on which to enter the data. If the Detail Panel is blank, access the **Action** menu to start the new record.
6. Enter the data requested and click **Save**.
7. As errors are fixed, click the arrow at the end of the Business Organization's name to refresh the errors list. New errors may display in the list for that business organization. For example, once an individual provider is entered, an error stating a race is required may display if no race is entered.
8. To move from one business organization to the next on the treeview, click the F8 key on the keyboard to turn off Data Clean-up. Select the new business organization's node in the treeview and click the F8 key again.

**Tips/Notes for Specific Repository Errors That Are Related to AFCARS Elements:**

Reminder: There is no need to remove the end date or discharge date from the placement occurrence or continuous placement to make any of these changes. In fact, re-opening a placement in order to fix errors could cause a timeliness error! **You can edit placement records at the client level, outside of a workgroup (i.e. from person search, choose “View Cnty Detail” from the Action menu.) You cannot edit placements from within a closed workgroup – but you can edit placements associated with closed workgroups from “View Cnty Detail.”**

REPOSITORY MESSAGE & ENTRY SCREEN NAME	AFCARS ELEMENT	TIPS/NOTES
0002 Person has more than one open placement <i>Screen: Placement Entry</i>		Children should not have more than one placement effective at a time. (They can, however, have a location or an absence effective at the same time as a placement.)
0011 Last Discharge Date, <date>, is more recent than the Start Date, <date>  [The client has overlapping placements]  <i>Screen: Placement Entry</i>	AFCARS Foster Care (FC) 20 Discharge date from last episode 21 Date of latest removal from home	Check the child’s placement dates and correct any dates in error.
0012 Continuous Plcmnt Start Date is after Plcmnt Start Date  [The start date for the continuous placement episode is after the placement start date]  <i>Screen: Continuous Placement Entry or Placement Entry</i>	AFCARS FC 21 Date of latest removal from home 23 Date of placement in current foster care setting	Check the child’s placement dates and correct any dates in error.
0013 Continuous Placement Start Date, <date>, is more recent than the Tran Date, <date>  [The continuous placement episode data was entered before the episode started.]  <i>Screen: Continuous Placement Entry</i>	AFCARS FC 21 Date of latest removal from home 22 Removal transaction date	This error cannot be fixed. It occurs when the continuous placement start date is edited after the initial entry, and is changed to a date that is earlier than when it was initially entered on SSIS. The AFCARS report sees this as an inconsistency. We intentionally do not re-set the “Start entry date” on the continuous placement every time the start date is edited, because that would result in more timeliness errors.
0015 Continuous Placement Start Date, <date>, is after the End Date, <date>  [The start date for the continuous placement episode is after the end date]  <i>Screen: Continuous Placement Entry</i>		Check the child’s continuous placement dates and correct any dates in error.

REPOSITORY MESSAGE & ENTRY SCREEN NAME	AFCARS ELEMENT	TIPS/NOTES
<p>0023 Continuous Placement End Date, &lt;date&gt;, is more recent than the Tran Date, &lt;date&gt;</p> <p>[The end date for continuous placement episode was entered before the episode ended]</p> <p><i>Screen: Continuous Placement Entry</i></p>	<p>AFCARS FC 56 Date of discharge from foster care 57 Discharge transaction date</p>	<p>This error cannot be fixed. It occurs when the continuous placement end date is edited after the initial entry, and is changed to a date that is later than when it was initially entered on SSIS. The AFCARS report sees this as an inconsistency. We intentionally do not re-set the “Discharge entry date” on the continuous placement every time the Discharge date is edited, because that would result in more timeliness errors.</p>
<p>1004 Individual Placement is closed but Continuous Placement is open</p> <p><i>Screen: Continuous Placement Entry or Placement Entry</i></p>		<p>This repository error does not correlate directly with an AFCARS error, but children not in a current placement who have not been discharged from care can still record errors. Children who are in the county’s custody, but are not in a current SSIS placement (i.e. on run, etc.) still need to have placement reviews, etc. These errors should be evaluated to determine if the child is:</p> <ul style="list-style-type: none"> <li>• in a current placement that needs to be entered into SSIS</li> <li>• not in a current placement but cannot be discharged (because the county has custody/responsibility) – placement reviews are still required</li> <li>• not in a current placement and should have been discharged from care – discharging these children timely will prevent AFCARS timeliness errors and other unnecessary AFCARS errors</li> </ul>
<p>4008 Specify whether there is a previous adoption</p> <p><i>Screen: Removal and Adoption History</i></p>	<p>AFCARS FC 16 Child Ever Adopted</p>	<p>Go to the Placements/Locations/Removal and Adoption History” node for the child. You may need to create the “<i>Removal and Adoption History</i>” node by selecting “New Removal and Adoption History” from the Action menu. If the child was ever adopted, check the “Yes” radio button in the “Adoption History” area of the screen, and enter the “Age at most recent finalized adoption” and answer the “Most recent finalized adoption was from” question. If there has been more than one adoption, enter the most recent.</p>
<p>4009 Historical First Removal Date is newer than an actual placement</p> <p><i>Screen: Removal and Adoption History</i></p>	<p>AFCARS FC 18 Date of First Removal From Home</p>	<p>This error will occur if:</p> <ul style="list-style-type: none"> <li>– the child’s “Earlier removal date, if known” on the “<i>Removal and Adoption History</i>” screen is later than the child’s first placement start date in SSIS. If so, go to the “<i>Removal and Adoption History</i>” node (located under the child’s Placements/Locations/Removal and Adoption History” node) and edit the “Earlier removal date, if known”</li> <li>– the Removal date (continuous placement start date) is later than the first placement start date in that Continuous Placement. To check this, look at the child’s continuous placements and placements/locations/absences in the tree view.</li> </ul>

REPOSITORY MESSAGE & ENTRY SCREEN NAME	AFCARS ELEMENT	TIPS/NOTES
4010 OHP Plan (formerly 5010) <i>Screen: Service Plan</i>		<p>The OHPP (Out-of -Home Placement Plan) is required by State and Federal laws, but the absence of one is not an AFCARS error. <b>If you are strictly working on correcting AFCARS errors, filter this error out.</b></p> <p>The OHPP is associated with a specific placement occurrence. You will receive a 4010 error if the most recent placement occurrence does not have an OHPP associated with it. Having an OHPP in draft, active, or inactive status (not discarded) associated with the placement occurrence will prevent a 4010 error.</p>
4016 Missing or Undetermined Placement Authorization <i>Screen: Continuous Placement Entry – Authority tab</i>	AFCARS FC 25 Manner of Removal For Current Placement Episode	<p>Enter the “Placement authority” and “Effective date” on the child’s Continuous Placement Entry/Authority tab.</p> <p><b>Note:</b> Entering a placement authority of “Police protective hold” will satisfy this missing data requirement. However, having only a placement authority of “Police protective hold” after entering a placement review will cause an AFCARS consistency error and Repository error 4032. The new placement authority should be added if a voluntary placement agreement is signed and/or when the placement initially becomes court ordered.</p>
4020 Foster caretaker Hispanic indicator <i>Screen: Client Entry</i>	AFCARS FC 53 Hispanic Origin First Foster Caretaker 55 Hispanic Origin Second Foster Caretaker	<p>These elements are required if the current placement setting is “Foster family home – relative”, “Foster family home – non-relative”, “Pre-adoptive home – relative”, or “Pre-adoptive home – non-relative.”</p>
4021 Foster caretaker race <i>Screen: Name/Race node</i>	AFCARS FC 52 Race - First Foster Caretaker 54 Race - Second Foster Caretaker	
<p>4022 Placement Review Date should be within last 6 months <i>Screen: Continuous Placement Entry - Reviews tab</i></p> <p>This is not the same as error 4030 4022 = the most recent placement review for this continuous placement is older than 6 months. 4030 = there is no placement review entered for this continuous placement.</p>	AFCARS FC 5 Review Date	<p>Click on the “Cont plcmt” node for a child in placement, and click on the “Reviews” tab. Choose “New Administrative Review” or “New Court Review” from the Review sub-menu on the action menu. Complete this process at the time of each placement review (court and administrative).</p> <p>You can also enter a Court Review from the Court Actions node under the child. Just be sure to choose the correct continuous placement from the drop-down list, and indicate that the “Judicial findings meet placement review requirements” on the Child Findings tab.</p>

REPOSITORY MESSAGE & ENTRY SCREEN NAME	AFCARS ELEMENT	TIPS/NOTES
4024 Provider State or Intercomp State <i>Screen: Bus. Org. /Provider or Placement Entry</i>	AFCARS FC 42 Placement Out of State	<p>This element is derived from the provider address or the Interstate Compact indicator on the placement</p> <p>For children placed out of state through an Interstate Compact: Choose the "ICPC Receiving State" (the state you placed the child in) from the drop-down list on the Placement screen. (If you choose to enter a location for a child who is placed in your county by another state, this error does not apply. You are only providing courtesy supervision and are not responsible for reporting that child's placement information for AFCARS. You cannot choose Minnesota as an "ICPC Receiving State").</p> <p>For all other children in placement: Be sure that you have an address entered for the placement provider/business organization (not just the parent organization) on the Provider Entry screen. Check that the State field is correctly entered on the address.</p>
4025 Attending school district <i>Screen: Placement Entry</i>	ESEA	<p>This element is required for the ESEA report, but not for AFCARS. These errors should be corrected before the upload due in late November. <b>If you are strictly working on correcting AFCARS errors, filter this error out.</b></p> <p><b>Note:</b> There is a report titled "ESEA Verification" that will help with verifying school district information for the ESEA report. It is located in the SSIS Worker application under Tools\General Reports, in the Placement category.</p>

REPOSITORY MESSAGE & ENTRY SCREEN NAME	AFCARS ELEMENT	TIPS/NOTES
4026 Monthly foster care amount <i>Screen: Payment, Placement (the "no payment" checkbox)</i>	AFCARS FC 66 Amount of Monthly Foster care Payment	<p>Please remember that kids will start to receive this error as soon as they have been in placement more than 30 days - when you may not have even received a bill yet. Most of these errors will be resolved over time, without any extra attention from anyone. Please don't spend too much time on these errors! If a child is consistently getting this error for several months, then it's time to look into it further.</p> <ul style="list-style-type: none"> <li>• kids whose entire continuous placement lasts less than 30 days do not require a payment amount (so will not get this error)</li> <li>• for kids who have been in placement for 30 days or more, and their continuous placement <u>does</u> span a full calendar month - the #66 error is logged until a payment (or payments) that cover a full calendar month are in SSIS, or the "Check if no payment will be made to the provider" checkbox is checked on the placement entry screen.</li> <li>• for kids who have been in placement for 30 days or more, but their entire continuous placement <u>does not</u> span a full calendar month - the #66 error is logged until a payment is in SSIS (even a payment for just one day), or the "Check if no payment will be made to the provider" checkbox is checked on the placement entry screen.</li> </ul>
4027 Client Disability <i>Screen: Disability/Diagnosis/Substance node</i>	Required for state research and reporting	Client Disability is required for all clients in SSIS for state research and reporting purposes (formerly for the CSR - Client Summary Report), except for clients of licensing workgroups only. AFCARS also requires this information for children in placement (see Error 4033). <b>If you are strictly working on correcting AFCARS errors, filter this error out.</b>
4030 Placement Review Date (formerly 5018) <i>Screen: Continuous Placement Entry - Reviews tab</i>  This is not the same as error 4022. 4022 = the most recent placement review for this continuous placement is older than 6 months. 4030 = there is no placement review entered for this continuous placement.	AFCARS FC 5 Review Date	<p>Click on the "Cont plcmt" node for a child in placement, and click on the "Reviews" tab. Choose "New Administrative Review" or "New Court Review" from Review sub-menu on the action menu. Complete this process at the time of each placement review (court and administrative).</p> <p>You can also enter a Court Review from the Court Actions node under the child. Just be sure to choose the correct continuous placement from the drop-down list, and indicate that the "Judicial findings meet placement review requirements" on the Child Findings tab.</p>

REPOSITORY MESSAGE & ENTRY SCREEN NAME	AFCARS ELEMENT	TIPS/NOTES
4032 Placement Authority to succeed Police Protective Hold <i>Screen: Continuous Placement Entry - Authority tab</i>	AFCARS FC 25 Manner of Removal for Current Placement Episode 5 Most recent periodic review date	Enter a new "Placement authority" and "Effective date" on the child's Continuous Placement Entry/Authority tab.  <b>Note:</b> Entering a placement authority of "Police protective hold" will satisfy the missing data requirement 4016 (Missing or Undetermined Placement Authorization). However, having only a placement authority of "Police protective hold" after entering a placement review will cause an AFCARS internal consistency error. The new placement authority should be added if a voluntary placement agreement is signed and/or when the placement initially becomes court ordered.
4033 Disability information for child in placement <i>Screen: Disability/Diagnosis/Substance node-Professionally Determined Disabilities tab</i>	AFCARS FC 10-15 Diagnosed Disability	Indicating a client's disability is "Unknown" will satisfy the 4027 (Client Disability) repository error, but is not accepted by AFCARS for children in placement. Either indicate the client has no known disabilities, is currently being evaluated, or check a known disability.
4034 Foster Parent Family Structure <i>Screen: Bus. Org. node - Foster Care /Day Care Provider tab</i>	AFCARS FC 49 Foster Family Structure  AFCARS Adoption 22 Adoptive Parents Family Structure	Access the Business Organization node, Foster Care / Day Care Provider tab from the results of a Bus. Org. Search, or from under the Case Details node if the Bus. Org. /Provider has their own case because they are licensed by your county. To add the Foster care / Day care Provider tab to a business organization, access the Action menu and select New Foster Care / Day Care Provider. -Enter the Provider's Family Structure, and click Save. -Placement occurrences with a placement setting of "Foster family home – relative", "Foster family home – non-relative", "Pre-adoptive home – relative", or "Pre-adoptive home – non-relative" must have a Provider that has a family structure recorded (Married couple, Unmarried couple, Single Female, or Single Male).

REPOSITORY MESSAGE & ENTRY SCREEN NAME	AFCARS ELEMENT	TIPS/NOTES
4035 Provider School District <i>Screen: Bus. Org. node - Foster Care /Day Care Provider tab</i>	ESEA	<p>Access the Business Organization node, Foster Care / Day Care Provider tab from the results of a Bus. Org. Search, or from under the Case Details node if the Bus. Org. /Provider has their own case because they are licensed by your county. To add the Foster care / Day care Provider tab to a business organization, access the Action menu and select New Foster Care / Day Care Provider.</p> <p>-Enter the Provider's School District, and click Save.</p> <p>This element is required for the ESEA report, but not for AFCARS. These errors should be corrected before the upload due in late November. <b>If you are strictly working on correcting AFCARS errors, filter this error out.</b></p> <p><b>Note:</b> There is a report titled "ESEA Verification" that will help with verifying school district information for the ESEA report. It is located in the SSIS Worker application under Tools\General Reports, in the Placement/Adoption category.</p>
4036 Individual Foster Care Provider <i>Screen: Individual Providers node</i>	AFCARS FC 50-55 Provider Race and Hispanic heritage	<p>To add an individual provider to the Bus. Org./Provider, select "New Individual Provider", or "Add Existing Individual Provider" from the action menu on the Individual providers node under the Bus. Org. node. (The Bus. Org. node can be accessed from the results of a Bus. Org. Search, or from under the Case Details Node if the Bus. Org. /Provider has their own case because they are licensed by your county.)</p> <p>-Placement occurrences with a placement setting of "Foster family home – relative", "Foster family home – non-relative", "Pre-adoptive home – relative", or "Pre-adoptive home – non-relative" must have a Provider that has one or two individual providers entered (to match their family structure).</p>
4038 Discharge date for 21 year old client in placement <i>Screen: Continuous Placement Entry</i>	AFCARS FC 6 Child DOB	<p>Clients may not remain in "child foster care" past their 21<sup>st</sup> birthday. Clients must be discharged from placement on SSIS on or before their 21<sup>st</sup> birthday. Be sure to end their placement occurrence also.</p>
4040 Placement must be within the date range of a continuous placement <i>Screen: Continuous Placement Entry or Placement Entry</i>	AFCARS FC	<p>This repository error does not correlate directly with an AFCARS error, but the placement will not be reported to AFCARS if this is not corrected. Either a continuous placement needs to be entered, or the dates of an existing continuous placement need to be edited to fully cover the dates of the placement.</p>
4048 Update disabilities "currently being evaluated" for a child in placement when evaluation is complete <i>Screen: Disability/Diagnosis/Substance node- Professionally Determined Disabilities tab</i>	AFCARS FC 10-15 Diagnosed disability	<p>Indicating a client's disability is "currently being evaluated" will satisfy the 4033 (Disability information for child in placement) repository error, but should be updated when the evaluation is complete.</p>

REPOSITORY MESSAGE & ENTRY SCREEN NAME	AFCARS ELEMENT	TIPS/NOTES
4049 Bus. Org. <bus org>, foster care provider information <i>Screen: Bus. Org. - Foster Care / Day Care Provider tab</i>	AFCARS FC 42, 49-55	Create the provider information by choosing the “New Foster Care / Day Care Provider” option on the action menu on the Bus. Org. node and completing the applicable fields.
4050 Enter barriers to adoption <i>Screen: Child Ward node, Barriers to Adoption screen</i>	AFCARS Adoption 9 Special needs - agency	Every child discharged from care with the reason “Adoption finalized” must have the “Barriers to Adoption” screen completed.
4051 Indicate which is the primary barrier to the child's adoption <i>Screen: Child Ward node, Barriers to Adoption screen</i>	AFCARS Adoption 10 Special needs – primary basis	A child discharged from care with the reason “Adoption finalized” who has multiple barriers to adoption must have a primary barrier indicated.
4052 Enter the disability or diagnosis that represents the child’s primary barrier to adoption <i>Screen: Child Ward node, Barriers to Adoption screen, and Disability/Diagnosis/Substance node</i>	AFCARS Adoption 10 Special needs – primary basis	A child discharged from care with the reason “Adoption finalized” whose primary barrier to adoption is a documented disability, needs at least one <b>*qualifying</b> disability or diagnosis entered.  *See page 18 for information on qualifying disabilities and diagnoses.
4054 Enter marital status of mother at time of child’s birth <i>Screen: Relationship entry(for the birth mother/ birth child relationship)</i>	AFCARS Adoption 18 Mother married	Every child discharged from care with the reason “Adoption finalized” must have the “Birth mother married at time of child’s birth” recorded.
4056 Parent/caretaker appears too young or too old for this child <i>Screen: Continuous Placement entry and Person entry</i>	AFCARS FC 45-46 Principal caretaker birth year AFCARS Adoption 16-17 Birth mother/father year of birth	Check the estimated age or birth date for Caretaker 1 or Caretaker 2 listed on the continuous placement entry screen.
4057 Foster parent appears too young or too old. Check individual provider birth year. <i>Screen: Client Entry screen for the individual provider</i>	AFCARS FC 50-51 Foster Caretakers’ birth date AFCARS Adoption 23-24 Adoptive mother/father year of birth	Check the estimated age or birth date for the individual provider.
4060 Child in continuous placement must be cleared to SWNDX <i>Screen: Clearing log</i>	AFCARS FC	This repository error does not correlate directly with an individual AFCARS error, but it causes problems with tracking the child over time when they are not cleared early in the process.
5002 At least one race for each child <i>Screen: Name/Race node</i>	AFCARS FC 8a – 8f Child Races AFCARS Adoption 7 Child's Race	Click the “Name/Race” node under the child on the tree view. Choose “New Race” from the action menu.

REPOSITORY MESSAGE & ENTRY SCREEN NAME	AFCARS ELEMENT	TIPS/NOTES
5003 Hispanic heritage indicator is required for each child <i>Screen: Client Entry</i>	NCANDS 21 Child Hispanic Ethnicity AFCARS FC 9 Hispanic Origin AFCARS Adoption 8 Child Hispanic Origin	Choose “Yes”, “No”, or “Unable to determine – abandoned child” for Hispanic heritage on the child’s Client Entry screen.
5004 Permanency Plan <i>Screen: Continuous Placement Entry – Permanency Plans tab</i>	AFCARS FC 43 Case Plan Goal	Choose a “Primary permanency plan” on the “Permanency Plans” tab on the child’s Continuous Placement Entry screen and indicate the date to be achieved. Choose a Concurrent permanency plan and date to be achieved if applicable.
5005 Conditions at time of removal <i>Screen: Continuous Placement Entry – Removal Conditions tab</i>	AFCARS FC 26 physical abuse 27 sexual abuse 28 neglect 29 alcohol abuse parent 30 drug abuse parent 31 alcohol abuse child 32 drug abuse child 33 child disability 34 child behavior problem 35 parent death 36 parent incarceration 37 caretaker inability to cope 38 abandonment 39 relinquishment 40 inadequate housing	Check the conditions at time of removal on the “Removal Conditions” tab on the child’s Continuous Placement Entry screen, and choose a primary removal condition. The removal conditions are automatically finalized 30 days after the first entry on this screen.
5016 SSI or Other Social Security Income <i>Screen: Continuous Placement Entry</i>	AFCARS FC 64 SSI or Other Social Security Benefits	Answer this question on the Cont plcmt tab on the Continuous placement entry screen. If you have an application pending, it is OK to answer “No” until the child is determined eligible.
5022 TPR Dates for both parents when discharge reason is adoption <i>Screen: Relationship entry</i>	AFCARS FC 47 Parental Rights Termination Date Mother 48 Parental Rights Termination Date Father  AFCARS Adoption 19 Date of mother’s TPR 20 Date of father’s TPR	Enter an inactive relationship record for each of this child’s previous parents. The inactive date is the date of TPR, consent to adopt, or date of death.  <b>Reminder:</b> If the child’s birth father is unknown, you still must enter an inactive relationship. Select “Unknown Male” in the Person 2 drop-down, and set the relationship to inactive as of the date the court terminated the parental rights of the unknown father.
5023 Tribe and Tribal Status Required for race <i>Screen: Name/Race</i>	MIFPA (Minnesota Indian Family Preservation Act)	This element is required by MIFPA, but not for AFCARS. <b>If you are strictly working on correcting AFCARS errors, filter this error out.</b>

## Qualifying Disabilities and Diagnoses for SSIS Repository Error 4052

SSIS Repository Error 4052 (Enter the disability or diagnosis that represents the child’s primary barrier to adoption), which relates to AFCARS Adoption element 10 (Special needs – primary basis), requires that a child discharged from care with the reason “Adoption finalized” whose primary barrier to adoption is a “Documented physical, mental, emotional, or behavioral disability” must have at least one *qualifying* disability or diagnosis entered.

The professionally determined disabilities and diagnoses that qualify as a primary barrier to adoption for AFCARS Adoption purposes *at this time\** are as follows:

### Professionally determined disabilities:

Code	Description
05	Developmental Disability
08	Emotional Disturbance, Child under age 18, severe
09	Hearing Impairment
11	Visual Impairment
13	Physical Disability - Ambulation Limited
18	HIV/AIDS
19	Traumatic Brain Injury (TBI)
21	Fetal alcohol spectrum disorder

### Diagnoses:

Code	Description
317-319.99	Developmental Disability (mild, moderate, severe)
380-389.99	Hearing Impairment
360-379.99	Visual Impairment
330-344.99	Physical disability (CP, MD, paraplegia, etc.)
740-742.99	Physical disability (spina bifida, anencephaly, microcephaly, etc.)
295-301.99	Emotional disturbance (schizophrenia, bipolar, etc.)
307.1	Anorexia nervosa
307.23	Tourette's disorder
307.51	Bulimia nervosa
307.6	Enuresis
307.7	Encopresis
308-314.99	Emotional disturbance (pyromania, attachment disorder, etc.)
042-044.99	HIV+/AIDS related
853-853.99	Traumatic Brain Injury (TBI) related
760.71	Fetal Alcohol Spectrum disorder

**\*Note: SSIS will be adding “Specific Learning Disability” and the related diagnosis codes to the list of qualifying disabilities/diagnoses in a future version. If you get the 4052 error for a child whose primary barrier to adoption is a learning disability that requires care, supervision, and structure beyond that ordinarily provided in a family setting for a child of the same age, then you can ignore the error.**

## SSIS Upload Schedule

**All agencies need to complete an upload by the last working day of every month.**

Uploads may be completed before the due date, but should be done late enough in the month to include necessary data (such as the latest monthly foster care payments for AFCARS). Uploads completed on or after the 21<sup>st</sup> of the month are acceptable.

The following schedule describes the specific information that SSIS needs for each month. This generally does not change from year to year. Only one upload is required for each month, even if the information is being used for more than one purpose:

January	This upload is for the <b>NCANDS</b> reporting period (last federal fiscal year: October 1 - September 30).
February	General update of information for statewide research and reporting.
March	General update of information for statewide research and reporting.
April	This upload is for the <b>AFCARS</b> reporting period (October 1 of the previous calendar year - March 31).
May	General update of information for statewide research and reporting.
June	General update of information for statewide research and reporting.
July	General update of information for statewide research and reporting.
August	General update of information for statewide research and reporting.
September	This upload is for the <b>SELF</b> reporting period that ends August 31 (be sure to complete the SELF Client Data report for each client receiving SELF funded services for the current reporting year).
October	This upload is for the <b>AFCARS</b> reporting period from April 1 through September 30.
November	This upload is for the <b>ESEA</b> reporting period from October 1 through October 31. The School District Number of the most recently attended school in October is essential for school aged children, 5-17 years of age, in out-of-home care.
December	General update of information for statewide research and reporting.

<b>Upload due dates through Dec. 2010:</b>	
<b>January 30, 2009 (NCANDS)</b>	<b>January 29, 2010 (NCANDS)</b>
<b>February 27, 2009</b>	<b>February 26, 2010</b>
<b>March 31, 2009</b>	<b>March 31, 2010</b>
<b>April 30, 2009 (AFCARS)</b>	<b>April 30, 2010(AFCARS)</b>
<b>May 29, 2009</b>	<b>May 31, 2010</b>
<b>June 30, 2009</b>	<b>June 30, 2010</b>
<b>July 31, 2009</b>	<b>July 30, 2010</b>
<b>August 31, 2009</b>	<b>August 31, 2010</b>
<b>September 30, 2009 (SELF)</b>	<b>September 30, 2010(SELF)</b>
<b>October 30, 2009 (AFCARS)</b>	<b>October 29, 2010 (AFCARS)</b>
<b>November 30, 2009 (ESEA)</b>	<b>November 30, 2010 (ESEA)</b>
<b>December 31, 2009</b>	<b>December 31, 2010</b>

**Please schedule the uploads on your calendar!** Also, keep SSIS informed of any changes in who is responsible for completing the upload in your agency. We do contact the responsible worker and/or backup worker when an upload is late.

## SSIS Repository Upload Instructions:

- 1) **Be sure that the monthly foster care payments in SSIS are up to date by verifying that the confirmations of the payments have been received from the payment system**, (if the payment status is “paid” (not “submitted”), the confirmations have been received), **or that your agency is up to date with entering posted payments for foster care** (if your agency does not use the payment interface). This is most important when completing the final upload that will be used for AFCARS reporting – at the end of April and October of each year.
- 2) **Open the SSIS Repository.**
- 3) **Do a Clear:**
  - choose “Read” from the Actions menu
  - click the “Clear” button in the bottom left corner of the Read screen
- 4) **Do a Read:**
  - select the “Create upload file” radio button near the top of the Read screen
  - **use the default “Begin date to read”** (which will be the date of the last read that was uploaded – using this date will prevent any gaps in data, or uploading more data than necessary. If you use an earlier date, it will make your Read take longer than necessary, with no benefit.)
  - check “Trickle Mode” to minimize the impact on SSIS response time to users
  - click the “Read” button at the bottom of the screen
  - when the Read is complete, click OK on the confirmation message (note: don’t worry about the number of errors shown on this message – use the filter screen with an appropriate report period begin date to determine the number of errors still existing for the report period)
  - close the Read screen
- 5) **Do an Upload:**
  - choose “Upload” from the main Actions menu
  - click the “Upload” button
  - when the Upload is complete, click OK on the confirmation message