**Base Working Tables**

The core fields needed for each of the ROM working tables are provided below. Note that a client site may use more complex rules for one or more of the fields below. If so then that information needs to be provided and rules supplied in order to complete the mapping. Attachment A lists the core reports provided that can be generated with the following Base Working Tables.

Validations are performed on data rows in each table to ensure accuracy and completeness of information. When data values do not pass validation, one of the following actions will be taken: the record will be modified, the record will be deleted, a new record will be inserted, or the record will be identified for information purposes only. Attachment B lists the exceptions.

One type of validation is checking for required fields. Required fields are usually those needed for computing a report. Some required fields have lists of valid values with rules on handling any invalid values. Optional fields are values that are not required for computing a report. Many of these are valuable for filters and analytical purposes. When a value is not available or appropriate, these optional fields should be left NULL and not populated with an empty string.

Another type of validation is checking for associated records. A child’s placement records should be within the child’s episode dates. Likewise, the child’s visits should be within the child’s episode dates. The time periods for administrative levels should cover the entire duration of a child’s episode. Base Working Tables support date/time sensitive fields so to ensure the correct association of placements, visits and administrative levels with a child’s episode, if a site includes the “time” portion of a date/time field for episodes, the “time” portion should also be included for that child’s placements, visits and administrative levels effective dates.

**Table 1: Child\_Episodes**. The table below provides the core elements for the working table Child\_Episodes. This table contains the core data necessary to capture each Service Episode defined as either “Foster Care or In-home” and dates that define a State (Site) Involvement Encounter across Service Episodes.  The unit of analysis for this table is each distinct child Service Episode.  Note the general definitions below:

Service Episodes –  For reporting purposes, there are only two mutually exclusive types of services episodes types that make up a State (Site) Involvement Encounter, Foster Care and In-Home.

1. Foster Care - A child removal episode is determined by a distinct removal date and discharge date as defined federally in the AFCARS data submission.  The AFCARS fields referenced in the “Description” column uses the numbering system from the U.S. Department of Health and Human Services Administration for Children & Families found at: <http://www.acf.hhs.gov/programs/cb/systems/afcars/guide/appc.htm>.
2. In-Home – An In-Home service episode is when services are provided to a child and the child’s defined family when the child is not in a foster care service episode. The vast majority of the time this means that the child is living with and is “intact” with their defined family unit.  Note that this does not include Trial Home Visits since the child is considered in a Foster Care removal episode until discharged.  Many times In-home services are directed toward and report on the family as a whole.  Family data are reported by rolling up child data using the agency’s family identifier.  In-home will also include emancipated youth who continue to receive support and services through the agency as defined by the agency.

State (Site) Involvement Period – The data in this table also includes information to define a State (Site) Involvement Period.  This is the period of time the child welfare agency is providing services to a child and their family that has come to the attention of the agency.  This is commonly put in terms of having an open case.  This period of time does not include the time in which the agency is undertaking a CPS investigation or family assessment unless the agency is providing some kind of defined service it wishes to capture as part of a service encounter.  There should be a continuous chain of Foster Care and/or In-Home episodes within a State (Site) Involvement Period

In summary, a row in this table provides data on each individual child’s Services Episode.  State (Site) Involvement Encounter may have one or more Service Episodes.  If there is more than one Service Episode, a State (Site) Involvement Encounter is determined by using the Involved\_Start\_Date and Involved\_End\_Date across Service Episodes data.

The following validations will be performed on data imported into working table Child\_Episodes. Exceptions will be logged in the Exceptions table and can be viewed from the Administrative Menu in ROM Reports. Some exceptions also appear in ROM Reports Exception Reports.

* Person\_ID must exist in Table 5 (Person\_Info). Rows with an unknown Person\_ID will be ignored
* Rows cannot have overlapping time periods. That is, the Episode\_Start\_Date from a subsequent row for a Person\_ID must be after the Episode\_End\_Date of earlier rows for the same Person\_ID. The following actions will be taken for overlapping episodes and this information will display in Exceptions
  + The Involved\_End\_Date will be used as the Episode\_End\_Date when a Involved\_End\_Date has been valued and there is not an Episode\_End\_Date
  + Episode\_Start\_Date must be before Episode\_End\_Date. If not, this row will be ignored
  + Each row must be unique by Person\_ID and Episode\_Start\_Date, that is, a child cannot have multiple rows with the same Episode Start Date. The first row will be used and duplicate rows will be ignored
  + Episode\_End\_Date or Involved\_End\_Date with future dates (later than current processing date) will be set to NULL
  + If the Episode\_Start\_Date on a row overlaps with dates on a previous episode for the same Person\_ID, the previous episode will be retained and the second episode will be ignored
    - Example: Episode 1 has Episode\_Start\_Date of 1/1/2010 and Episode\_End\_Date of 6/30/2010. Episode 2 has Episode\_Start\_Date of 4/1/2010 and Episode\_End\_Date of 12/31/2010. Episode 1 will be retained and Episode 2 will be ignored
  + A Person\_ID may only have one row where the Episode\_End\_Date is null. When multiple episodes are found without Episode\_End\_Date, the first episode will be retained and other episodes without a Episode\_End\_Date will be ignored
    - Example: Episode 1 has Episode\_Start\_Date of 1/1/2010 and no Episode\_End\_Date. Episode 2 has Episode\_Start\_Date of 7/1/2010 and no Episode\_End\_Date. Episode 1 will be retained and Episode 2 will be ignored.
* State (Site) Involved Episodes will be defined as the time period from Involved\_Start\_Date to Involved\_End\_Date. Multiple Episodes may consolidate into a single State (Site) Involvement Episode.  These are identified as Episodes for the same Person\_ID with the same Involved\_Start\_Date.  The earliest Involved\_Start\_Date from the multiple Federal Episodes will be used as the Involved\_Start\_Date.  State (Site) Episodes are checked for valid Involved\_Start\_Date and Involved\_End\_Date using the following rules:
  + If the child’s Episode\_Start\_Date is prior to Involved\_Start\_Date, the Episode\_Start\_Date will be set to the Involved\_Start\_Date.
* All points of time from the Involved\_Start\_Date to Involved\_End\_Date must be included in an Episode. Adjustments will be made to cover the gaps that are more than one minute in time
  + Change Episode Start Date of the first episode to Involved\_Start\_Date when the first episode is not AFCARS OR when the first episode is a federal removal and is the same date (different time) as the Involved\_Start\_Date
  + Change the Episode End Date of the last episode to Involved\_End\_Date when the last episode is not AFCARS OR when the last episode is a federal removal and has the same date (different time) as the Involved\_End\_Date
  + Create a non-AFCARS episode to cover any gap from the Involved\_Start\_Date to the first Episode\_Start\_Date when the first episode is AFCARS and at least one day after the Invovled\_Start\_Date
  + Create a non-AFCARS episode to cover any gap from the first Episode\_Endt\_Date to the Involved\_End\_Date when the last episode is AFCARS and at least one day before the Invovled\_End\_Date
  + Adjust the Episode\_Start\_Date to one minute after the previous Episode’s end date when there is a gap and the earlier episode is AFCARS and the latter episode is non-AFCARS.
  + Adjust the Episode\_End\_Date to one minute prior to the next Episode’s start date when there is a gap and the earlier episode is non-AFCARS and the latter episode is AFCARS.
  + Create a non-AFCARS episode to cover any gap between two AFCARS Episodes
  + Consolidate two non-AFCARS episodes to cover any gap.
* Rows will be ignored but display in Exceptions if the following required values are missing.
  + Person\_ID
  + Episode\_Start\_Date
  + Involved\_Start\_Date
* Rows will be ignored but display in Exceptions if the following values are not valid.
  + For Foster Care Episodes
    - Child’s Age at Episode\_Start\_Date (Removal) must be less than a site’s maximum age.
    - Episode without placement setting record
* Rows with missing or invalid values will be updated with valid value and display in Exceptions
  + Involved\_End\_Date must be on or after Episode\_End\_Date. If not, Involved\_End\_Date will be set to Episode\_End\_Date.
  + Involved\_Start\_Date must be before Involved\_End\_Date and Episode\_End\_Date. If not, Involved\_Start\_Date will be set to Episode\_Start\_Date
  + When multiple rows for the same Person\_ID have the same Involved\_End\_Date value, each row must also have the same Involved\_Start\_Date as this is used to consolidate multiple episodes into a single state (site) involved episode. If all rows do not have the same Involved\_Start\_Date, they will be set to the earliest Involved\_Start\_Date.
  + AFCARS\_Episode will be set to 2 (No) if missing or not a valid value
  + Case\_Plan\_Goal will be set to NULL if not a valid value. NOTE: Case\_Plan\_Goal may be included in Table 11 (Person\_Values)
  + Disability\_Diagnosis will be set to 3 (Not Yet Determined) if not a valid value. If Disability\_Diagnosis is 1 (Yes), then Disability\_Physical or Disability\_Sensory or Disability\_MR or Disability\_Emotional or Disability\_Other must have a value of 1
  + Disability\_Physical , Disability\_Sensory, Disability\_MR, Disability\_Emotional, and Disability\_Other will be set to NULL if not a valid value
  + Removal\_Abandon, Removal\_Relinquishment, Removal\_Child\_Alcohol\_Abuse, Removal\_Child\_Behavior, Removal\_Child\_Drug\_Abuse, Removal\_Child\_Disability, Removal\_Inadequate\_Housing, Removal\_Neglect, Removal\_Parent\_Alcohol\_Abuse, Removal\_Parent\_Drug\_Abuse, Removal\_Parent\_Incapacity, Removal\_Physical\_Abuse, Removal\_Sexual\_Abuse, Removal\_Parent\_Death, Removal\_Parent\_Incarceration will be set to NULL if not a valid value
  + For Foster Care Episodes
    - First\_Removal\_Date must be on or before all Episode\_Start\_Date for the Person\_ID. If First\_Removal\_Date is missing, the earliest Foster Care Episode\_Start\_Date for this Person\_ID will be used as First\_Removal\_Date
    - Federal\_Discharge\_Reason\_Code will be set to 9 (Missing or Unknown) if not a valid value. Federal\_Discharge\_Reason\_Code will also be set to 9 if Federal\_Discharge\_Reason\_Code is 0 or missing, and the Federal\_Discharge\_Date has been entered. Federal\_Discharge\_Reason\_Code will be set to 0 (Not Applicable) when Federal\_Discharge\_Date is not valued and Federal\_Discharge\_Reason\_Code is not 0.
* Rows will be retained but display in Exceptions when the row does not pass the following validations
  + Child DOB must be on or before Episode\_Start\_Date and Involved\_Start\_Date
  + For Foster Care Episodes
    - If Federal\_Discharge\_Reason\_Code equals 3 (Adoption) then either TPR\_Date or both TPR\_Mother\_Date and TPR\_Father\_Date must be valued.
    - If Federal\_Discharge\_Reason\_Code equals 3 (Adoption) then TPR\_Date must be prior to Federal\_Discharge\_Date
    - If TPR\_Date, TPR\_Mother\_Date and TPR\_Father\_Date are all valued, then TPR\_Date must be the latter of TPR\_Mother\_Date and TPR\_Father\_Date

| **Field Name** | **Description** | **Compute Report/Measure** | **Rules** | **Valid Values** | **Attributes** |
| --- | --- | --- | --- | --- | --- |
| Person\_ID | The value that uniquely identifies a child  AFCARS Field 4 Record Number | All measures except CS.1, IC.5, IC.6, CPS.1, CPS.2, CPS.3 and CPS.4 | Required. If a child exits care and returns, the same child ID value should be used for subsequent episodes of care |  | Text up to 32 characters |
| Case\_ID | Case or Family ID used to identify siblings in the same family | CM.11 | Optional. This value has been retained for historical purposes to support sites not using In-Home reports. Sites using in-home reports should use Family ID in Table 10 |  | Text up to 32 characters |
| First\_Removal\_Date | Date of earliest removal from home AFCARS  # 18 Date of First Removal From Home | FO.1.3 | Optional. This value is required for Foster Care Episodes |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Episode\_Start\_Date | Date of child’s start of care. For Foster Care removal from home, refer to AFCARS Field 21 Date of latest removal from home | All measures except CS.1, IC.5, IC.6, CPS.1, CPS.2, CPS.3 and CPS.4 | Required. |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Episode\_County\_Name | County Name of the child’s residence at the time of episode | CM.10 | Optional. |  | Text up to 100 characters |
| Involved\_Start\_Date | Date the child entered State (Site) involvement | All CM and IC reports | Required. This date is used to associate multiple episodes into a single State (Site) involved episode for CM reports. For sites not using in-home reports, Involved\_Start\_Date can be the same as Removal\_Date |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Involved\_End\_Date | Discharge Date where the State (Site) is no longer responsible for this child episode  State\_Discharge\_Date is used to indicate the close of all episodes from the State (Site)’s perspective. | All CM and IC reports | Optional. |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Episode\_End\_Reason | Discharge Reason description may be an AFCARS code or may be a site specific discharge reason category | CM.5 | Optional. If a value is entered, then the child will be considered as discharged. Episode\_End\_Reason or Episode\_End\_Reason\_Code is required when Episode\_End\_Date is valued |  | Text up to 255 characters |
| Episode\_End\_Reason\_Code | Discharge Reason code may be an AFCARS code or may be a site specific discharge reason category | CM.5 | Optional. If a value is entered, then the child will be considered as discharged. Episode\_End\_Reason or Episode\_End\_Reason\_Code is required when Episode\_End\_Date is valued |  | Text up to 32 characters |
| Episode\_End\_Date | Discharge Date AFCARS Field 56 Date of discharge from foster care Federal\_Discharge\_Date is used if a removal episode meets the Federal criteria for discharge on a particular date. | All Foster Care Reports | Optional. If Foster Care and if valued the Federal\_Discharge\_Reason\_Code must be greater than 0 |  | Date in format of MM/DD/YYYY+ |
| Federal\_Discharge\_Reason\_Code | Discharge Reason code as defined by Federal definition AFCARS Field 58 Reason for discharge | All federal outcome measures (FO), CM 3 – CM 6 but placement stability FO.4.1-4.3 and 1.4 re-entry, and CM.1-3 measures | Required. Must be value greater than 0 when Federal\_Discharge\_Date is valued | 0 = Not Applicable 1 = reunification with Parent(s) or Primary Caretaker(s) 2 = Living with Other Relative(s) 3 = Adoption 4 = Emancipation 5 = Guardianship 6 = Transfer to Another Agency 7 = Runaway 8 = Death of Child 9 = Missing or Unknown | Integer |
| TPR\_Date | TPR Determination Date. This is a date that indicates the child is free for adoption | FO.2.4, FO.2.5, CM.4.2 | Optional. Either this field or the TPR\_Mother\_Date and TPR\_Father\_Date need to be filled out to determine whether the child is free for adoption. If this date is entered, it will be used instead of TPR\_Mother\_Date and/or TPR\_Father\_Date |  | Date in format of MM/DD/YYYY |
| TPR\_Mother\_Date | TPR Date for mother AFCARS Field 47 Date of mother's termination of parental rights | FO.2.4, FO.2.5, CM.4.2 | Optional. If this field and TPR\_Date\_Father are entered will determine whether the child is free for adoption |  | Date in format of MM/DD/YYYY |
| TPR\_Father\_Date | TPR Date for father AFCARS Field 48 Date of legal or putative father's termination of parental rights | FO.2.4, FO.2.5, CM.4.2 | Optional. If this field and TPR\_Date\_Mother are entered will determine whether the child is free for adoption |  | Date in format of MM/DD/YYYY |
| AFCARS\_Episode | Indicator if this episode is counted by AFCARS | All measures except CS.1, IC.5, IC.6, CPS.1, CPS.2, CPS.3 and CPS.4 | Required. A value of 1 (Yes) will be used if the episode of care qualifies for inclusion in an AFCARS file; that is, a federal foster care removal. A value of 2 (No) for In-Home or other episodes of care. | 1 = Yes 2 = No | Integer |
| Placement\_Out\_of\_State | Placement out of state AFCARS Field 42 |  | Optional. This value is used for analytical purposes | 1=Yes 2=No |  |
| Case\_Plan\_Goal | Most recent or last Case Plan Goal. AFCARS Field 43 |  | Optional. This value is used for analytical purposes  This field is listed for historical purposes. Please use Table 11 (Person\_Values) to send Case\_Plan\_Goal |  |  |
| Court\_Venue\_Assigned | Court venue where the case is assigned |  | Optional. This value is used for analytical purposes |  | Text up to 50 characters |
| Episode\_Removal\_Reference | Site specific value that can be used to reference an episode in another application or database |  | Optional. This value is used for analytical purposes |  | Text up to 50 characters |
| Disability\_Diagnosis | Disability Diagnosis AFCARS Field 10 Disabilities |  | Optional. This value is used for analytical purposes | 1 = Yes 2 = No 3 = Not Yet Determined | Integer |
| Disability\_Physical | Physical Disability Diagnosis. AFCARS Field 13 Physically disabled |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Disability\_Sensory | Sensory Disability Diagnosis AFCARS Field 12 Visually/hearing impaired |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Disability\_MR | Mental Retardation Diagnosis AFCARS Field 11 Mental retardation |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Disability\_Emotional | Emotional Disability AFCARS Field 14 Emotionally disturbed |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Disability\_Other | Other Disability AFCARS Field 15 Other medical condition requiring special care |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Abandon | Removal with Abandonment/Relinquishment AFCARS Field 38 Abandonment |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Child\_Alcohol\_Abuse | Removal with Child Alcohol abuse. AFCARS Field 31 Alcohol abuse (child) |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Child\_Behavior | Removal with Child's behavior problem. AFCARS Field 34 Child's behavior problem |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Child\_Disability | Removal with Child Disability AFCARS Field 33 Child disability |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Child\_Drug\_Abuse | Removal with Child Drug abuse. AFCARS Field 32 Drug abuse (child) |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Inadequate\_Housing | Removal with Inadequate Housing AFCARS Field 40 Inadequate housing |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Neglect | Removal with Neglect AFCARS Field 28 Neglect |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Parent\_Alcohol\_Abuse | Removal with Parent Alcohol abuse. AFCARS Field 29 Alcohol abuse (parent) |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Parent\_Death | Removal with Parent Death AFCARS Field 35 |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Parent\_Drug\_Abuse | Removal with Parent Drug abuse. AFCARS Field 30 Drug abuse (parent) |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Parent\_Incapacity | Removal with Parent/Caretaker Incapacity to cope AFCARS 37 Field Caretaker's inability to cope |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Parent\_Incarceration | Removal with Parent Incarceration AFCARS Field 36 |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Physical\_Abuse | Removal with Physical Abuse AFCARS Field 26 Physical abuse |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Relinquishment | Removal with Relinquishment AFCARS Field 39 Relinquishment |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Removal\_Sexual\_Abuse | Removal with Sexual Abuse AFCARS Field 27 |  | Optional. This value is used for analytical purposes | 0 = Condition Does Not Apply 1 = Condition Applies | Integer |
| Prior\_In\_Home\_Service\_Episodes | The number of In-Home service episodes prior to this Episode |  | Optional. If NULL, a count of prior In-Home Episodes from Table 1 will be used |  | Integer |
| Prior\_Foster\_Care\_Episodes | The number of Foster Care service episodes prior to this Episode |  | Optional. If NULL, a count of prior Foster Care Episodes from Table 1 will be used |  | Integer |
| Prior\_Involved\_Episodes | The number of State (Site) Involved episodes prior to this episode |  | Optional. If NULL, a count of prior State (Site) Involved Episodes from Table 1 will be used. |  | Integer |

**Table 2: Child\_Placement\_Settings**. These are the core elements for the working table Child\_Placement\_Settings. This table contains the core data for each child placement setting. It should not include information for temporary placements such as hospital stays, respite, etc. This table cannot be derived from AFCARS files. The unit of analysis for this table is each distinct child placement setting.

* Placements where the Entry\_Date is not within any Child\_Episodes Involved\_Start\_Date and Involved\_End\_Date will be ignored unless the Placement Exit\_Date is after the Child\_Episodes.Removal\_Date. If the Exit\_Date is after the Child\_Episode Removal\_Date, then the Placement Entry\_Date will be set to the Involved\_Start\_Date.<LHH>
* Rows cannot have overlapping time periods except the Entry\_Date for a subsequent placement setting can be on the same day as the Exit\_Date of the prior placement setting. The following actions will be taken for overlapping placement settings and this information will display in Exceptions
  + Entry\_Date must be before Exit\_Date. If not, this row will be ignored. If a child has a placement with the same Entry\_Date and Exit\_Date, then the TIME must be included, formatted as MM/DD/YYYY hh:mm:00.000, in order for the Entry\_Date to be before the Exit\_Date.
  + Each row must be unique by Person\_ID, Entry\_Date and Exit\_Date, that is, one row for each Entry\_Date and Exit\_Date (when valued) for a Person\_ID. The first row will be used and duplicate rows will be ignored
  + If Entry\_Date and Exit\_Date for Runaway or Trial Home Visit are totally contained within the preceding placement setting, placement settings will be adjusted as follows:
    - When the Exit\_Date of the Runaway / Trial Home Visit equals the Exit\_Date of the prior placement setting, the prior placement setting’s Exit\_Date will be set to same day as the Entry\_Date of the Runaway / Trial Home Visit.
    - When the Exit\_Date of the Runaway / Trial Home Visit is earlier than the Exit\_Date of the prior placement setting, the prior placement setting’s Exit\_Date will be set to same day as the Entry\_Date of the Runaway / Trial Home Visit. Additionally a new placement setting will be created with an Entry\_Date of same day as the Exit\_Date of the Runaway / Trial Home Visit and an Exit\_Date of the modified placement setting. The newly created placement setting will have Federal\_Placement set to 2 (No).
  + If the Entry\_Date on a row overlaps with dates on a previous placement setting for the same Person\_ID, the previous placement setting Exit\_Date will be set to the same day as the next Entry\_Date
    - Example: Placement Setting 1 has Entry\_Date of 1/1/2010 and Exit\_Date of 2/15/2010. Placement Setting 2 has Entry\_Date of 2/1/2010 and Exit\_Date of 2/28/2010. Placement Setting 1 Exit\_Date will be set to 2/1/2010 – same day as the next Placement Setting Entry\_Date of 2/1/2010
    - Example: Placement Setting 1 has Entry\_Date of 3/1/2010 and Exit\_Date 3/10/2010. Placement Setting 2 has Entry\_Date of 3/10/2010 and Exit\_Date of 3/20/2010. This is NOT overlapping as the Entry\_Date for a subsequent placement can be on the same date as the Exit\_Date of the prior placement. This will not display in Exceptions as it is valid
    - Example: Placement Setting 1 has Entry\_Date of 4/1/2010 and Exit\_Date of 4/30/2010. Placement Setting 2 has Entry\_Date of 4/1/2010 and Exit\_Date of 5/31/2010. Placement Setting 1 is wholly contained in Placement Setting 2. As a result, Placement Setting 1 will be ignored and Placement Setting 2 will be retained.
  + A Person\_ID may only have one row where the Exit\_Date is null. When multiple Placement Settings are found without Exit\_Date, the earlier placement settings Exit\_Date will be set to the same day as the next Entry\_Date.
    - Example: Placement Setting 1 has Entry\_Date of 1/1/2010 and no Exit\_Date. Placement Setting 2 has Entry\_Date of 2/1/2010 and no Exit\_Date. Placement Setting 1 Exit\_Date will be set to 2/1/2010 – same day as the next Placement Setting Entry\_Date of 2/1/2010
* Gaps in time are allowed.
* Rows will be ignored but display in Exceptions if the following required values are missing.
  + Person\_ID
  + Entry\_Date
* Rows with missing or invalid values will be updated with valid value and display in Exceptions
  + Placement\_Setting\_Type will be set to NULL if not a valid value
  + Federal\_Placement will be set to 2 (No) if missing or not a valid value
* Rows will be retained but display in Exceptions when the row does not pass the following validations
  + Either Placement\_Setting\_ID and Placement\_Setting\_Name should be valued
  + Trial Home Placement that extend longer than 6 months before ending in a Federal Discharge

| **Field Name** | **Description** | **Used By Reports** | **Rules** | **Valid Values** | **Attributes** |
| --- | --- | --- | --- | --- | --- |
| Person\_ID | The value that uniquely identifies a child. |  | Required |  | Text 32 Characters |
| Entry\_Date | Placement Entry Date | FO.4.1, FO.4.2, FO.4.3 | Required |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Exit\_Date | Date Child left Placement Setting | FO.4.1, FO.4.2, FO.4.3 | Optional. This is only option for the last placement where the child has not exited. Otherwise, this field is required. |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Placement\_Setting\_County\_Name | County Name of the child’s location at this placement setting | CM.10 | Optional. |  | Text up to 100 Characters |
| Placement\_Setting\_ID | Placement ID | FO.4.1, FO.4.2, FO.4.3 | Optional. This field provides an id for each of the providers an organization has used for foster homes, group homes, and so forth. Placement\_Setting\_Name is required if this value is not entered |  | Text up to 32 Characters |
| Placement\_Setting\_Name | Name that corresponds to the placement setting |  | Optional. This is the name of the placement setting. This corresponds to the Placement\_Setting\_ID when that value is entered. If Placement\_Setting\_ID is not entered, then Placement\_Setting\_Name is required. |  | Text up to 255 Characters |
| Placement\_Setting\_Type | Placement Setting Type  AFCARS Element 41 | 1.1-1.3, CM.2 Reunification measures (trial home visit) | Optional. This value is used for analytical purposes  State (Site)'s categorization of placement settings, including trial home visits  If this is not valued, this placement will not be included in reports CM.2 | 1 = Pre-Adoptive Home 2 = Foster Family Home (Relative) 3 = Foster Family Home (Non-Relative) 4 = Group Home 5 = Institution 6 = Supervised Independent Living 7 = Runaway 8 = Trial Home Visit | Integer |
| Federal\_Placement | Indicates if this placement is counted in the Federal rules and could be included in an AFCARS submission | FO.4.1, FO.4.2, FO.4.3 | Required. | 1 = Yes 2 = No | Integer |
| Placement\_End\_Reason | Reason a child left the placement setting |  | Optional. This value is used for analytical purposes and cross validating discharge dates and reasons |  | Text up to 100 Characters |
| Site\_Placement\_Setting\_Type | Site specific placement setting type | CM.2 | Optional. This value is used for analytical purposes | If not valued, the Placement\_Setting\_Type will be used in report CM.2 | Text up to 30 Characters |
| Site\_Placement\_Setting\_Type\_Lbl | Site specific placement setting type description | CM.2 | Optional. This value is used for analytical purposes | If not valued, the Federal Placement Setting Type description will be used in report CM.2 | Text up to 255 Characters |

**Table 3: Person\_Caseworker\_Visits**. These are the core elements for the working table Person\_Caseworker\_Visits. This table contains the core data necessary to generate the reports for the ROM visitation measures. The unit of analysis for this table is each distinct caseworker visit date with the child, parent or family.

The following validations will be performed on data imported into working table Person\_Caseworker\_Visits. Exceptions will be logged in the Exceptions table and can be viewed from the Administrative Menu in ROM Reports. Some exceptions also appear in ROM Reports Exception Reports.

* A person may have multiple visit records on the same day.
* Rows will be ignored but display in Exceptions if the following required values are missing.
  + Person\_ID
  + Visit\_Date
* Rows with missing or invalid values will be updated with valid value and display in Exceptions
  + Visit\_Type will be set to 3 (Other not in person) if missing or not a valid value
  + Visited\_ID\_Type must be either Person or Family. A default value of Person will be used if Visited\_ID\_Type is missing; however, rows using the default value will not display in Exceptions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field Name** | **Description** | **Used By Reports** | **Rules** | **Valid Values** |  |
| Person\_ID or Family\_ID | The value that uniquely identifies a person or family |  | Required |  | Text up to 32 characters |
| Visit\_Date | Date of worker visit | CV.1, CV.2, CV.3, CV.4, CV.5, IC.10, IC.11 | Required. Date of caseworker visit. |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Visit\_Type | Type of worker visit | CV.1, CV.2, CV.3, CV.4, CV.5, IC.10,  IC.11 | Required. | 1=In-home  2=Other in-person, but not in-home  3=Other not in person (such as phone visit) | Integer |
| Visited\_ID\_Type | Indicator if ID is person or family |  | Required. Default Value is 1 | 1 – Person  2 – Family | Integer |

**Table 4: CPS\_Reports**. These are the core elements for the working table CPS\_Reports. This table contains the core data necessary to generate the reports for the CPS and Child\_Safety indicators. The unit of analysis for this table is each distinct child associated with each distinct CPS report for a distinct CPS report type. The NCANDS fields referenced in the “Description” column uses the numbering system from the National Data Archive on Child Abuse or Neglect found at: <http://www.ndacan.cornell.edu/NDACAN/Datasets/UserGuidePDFs/156user.pdf>

All date fields in this table are Date/Time where the time value is required. The date/time format is MM/DD/YYYY hh:mm:00.000 where

* YYYY is four digits from 1753 through 9999 that represent a year
* MM is two digits, ranging from 01 to 12, that represent a month in the specified year
* DD is two digits, ranging from 01 to 31, depending on the month, that represent a day of the specified month
* hh is two digits, ranging from 00 to 23, that represent the hour
* mm is two digits, ranging from 00 to 59, that represent the minute
* ss is two digits, ranging from 00 to 59, that represent the second
* nnn is zero to three digits, ranging from 0 to 999, that represent the fractional seconds

The following validations will be performed on data imported into working table CPS\_Reports. Exceptions will be logged in the Exceptions table and can be viewed from the Administrative Menu in ROM Reports. Some exceptions also appear in ROM Reports Exception Reports.

* The Person\_ID must exist in Table 5 (Person\_Info). If not, the row will be ignored
* Rows cannot have invalid time periods. The following actions will be taken and this information will display in Exceptions
  + Report\_Received\_Date must be on or before Investigation\_Start\_Date (when valued). If not, this row will be ignored.
  + Report\_Received\_Date must be on or before Investigation\_Completed\_Date (when valued). If not, this row will be ignored.
  + Investigation\_Start\_Date (when valued) must be on or before Investigation\_Completed\_Date (when valued). If not, this row will be ignored.
  + Report\_Incident\_Date (when valued) must be on or before Report\_Received\_Date. If not, Report\_Incident\_Date will be set to the Report\_Received\_Date
* Each row must be unique by Report\_ID and Person\_ID, that is, one row for each Person\_ID associated with a Report\_ID. The first row will be used and duplicate rows will be ignored
* Rows will be ignored but display in Exceptions if the following required values are missing.
  + Person\_ID
  + Report\_ID
  + Report\_Received\_Date
  + CPS\_Report\_Type – Will default to 1 (Traditional Abuse / Neglect) if missing
* Rows will be ignored but display in Exceptions if the following values are not valid.
  + Child’s Age at Report Received Date must be less than a site’s maximum age.
* Rows with missing or invalid values will be updated with valid value and display in Exceptions
  + The Person\_ID must exist in Table 1 (Child\_Episodes) if Foster\_Provider\_Perp is ‘Y’. If not, Foster\_Provider\_Perp will be set to ‘U’.
  + Report\_Status will be set to 4 (Unknown) if missing or not a valid value
  + Report\_Status will be set to 1 (Screened In) if any of the following fields are valued:
    - Investigation\_Start\_Date
    - Investigation\_Compelted\_Date
  + Report\_Status will be set to 1 (Screened In) if any of the following dispositions are not coded as “07 – No Findings”:
    - Disposition\_Code
    - MaltreatmentN\_Dispostition (where N is 1-4)
  + If Investigation\_Completed\_Date is valued and Disposition\_Code is missing or not a valid value then Disposition\_Code will be set to 99 (Unknown or missing)
  + If Disposition\_Code is valued and Investigation\_Completed\_Date is not valued, then Disposition\_Code value will be removed.
  + MaltreatmentN\_Type (where N is 1-4) will be set to 9 (unknown or missing) if not a valid value
  + MaltreatmentN\_Disposition (where N is 1-4) will be set to 99 (Unknown or missing) if not a valid value
  + Foster\_Provider\_Perp will be set to U if missing or not a valid value
  + CPS\_Report\_Type will be set to 1 (Traditional) not a valid value and the CPS\_Report\_Type must be the same value for all rows with the same Report\_ID
  + If Transition\_Date is valued and not between Incident\_Date and Investigation\_Completed\_Date, then Transition\_Date will be removed
* Rows will be retained but display in Exceptions when the row does not pass the following validations
  + Investigation\_Start\_Date is required when Report\_Status is 1 (Screened in)
  + Report\_Accepted\_Date (when valued) must be on or after Report\_Received\_Date. Report\_Accepted\_Date (when valued) must also be on or before Investigation\_Start\_Date (when valued). Report\_Accepted\_Date (when valued) must also be on or before Investigation\_Completed\_Date (when valued).
  + Report\_Received\_Date must be on or after Child’s DOB
  + Report\_Received\_Date must be the same date for all rows with the same Report\_ID
  + Report\_Accepted\_Date (when valued) must be the same date for all rows with the same Report\_ID

| **FieldName** | **Description** | **Used By Reports** | **Rules** | **Valid Values** | **Attributes** |
| --- | --- | --- | --- | --- | --- |
| Person\_ID | The value that uniquely identifies a child. NCANDS Field 6 Child lD | CS.1, CS.2, IC.5, IC.6 | Required |  | Text up to 32 characters |
| Report\_ID | CPS Report ID is a value that identifies a CPS report for a particular child. NCANDS Field 5 Report ID | CPS.1, CPS.2, CPS.3, CPS.4 | Required. |  | Text up to 32 characters |
| Report\_Status | Status of report | These measures, CPS.1, CPS.2, CPS.3, CPS.4, only use screened in CPS Reports | Required | 1-Screened In / Accepted  2-Not Screened In  3=Pending  4=Unknown | Integer |
| Report\_Received\_Date | Report Received Date. NCANDS Field 8 Report Date | CS.1, CS.2, CPS.2, CPS.3, IC.5, IC.6 | Required |  | Date Time formatted as MM/DD/YYYY hh:mm:00.000 |
| Report\_Accepted\_Date | Report Accepted Date |  | Optional. |  | Date Time formatted as MM/DD/YYYY hh:mm:00.000 |
| Investigation\_Start\_Date | Date Investigation Started. NCANDS Field 9. Investigation Start Date | CPS.3 | Optional. If screened in, then this is required. |  | Date Time formatted as MM/DD/YYYY hh:mm:00.000 |
| Investigation\_Completed\_Date | Date Investigation Completed. NCANDS Field 12 Report Disposition Date. If this date is not provided, then this CPS report will be included in the Pending CPS Measures | CPS.1, CPS.2 | Optional. If entered, Report\_Accepted\_Date and Disposition\_Code must also be valued. |  | Date Time formatted as MM/DD/YYYY hh:mm:00.000 |
| Disposition\_Code | Disposition of A/N report. NCANDS Field 11 Report Disposition | CPS.1 | Optional. | 01=Substantiated 02=Indicated or reason to suspect 03=Alternative Response Disposition – Victim  04=Alternative Response Disposition – Not a Victim 05=Unsubstantiated, other than intentionally false reporting 06=Unsubstantiated due to intentionally false reporting  07=Closed – no findings  88=Other  99=Unknown or missing | Text up to 3 Characters |
| Maltreatment1\_Type | NCANDS Field 28 MALTREATMENT-1 Type |  | Optional. | 1=physical abuse 2=neglect or deprivation of necessities 3=medical neglect 4=sexual abuse 5=psychological or emotional maltreatment 8=other 9=unknown or missing | Integer |
| Maltreatment1\_Disposition | NCANDS Field 29 MALTREATMENT-1 DISPOSITION LEVEL | CS.1, CS.2, IC.5, IC.6 | Optional. | 01=Substantiated 02=Indicated or reason to suspect 03=Alternative Response Disposition – Victim  04=Alternative Response Disposition – Not a Victim 05=Unsubstantiated, other than intentionally false reporting 06=Unsubstantiated due to intentionally false reporting  07=Closed – no findings  88=Other  99=Unknown or missing | Text up to 3 Characters |
| Maltreatment2\_Type | NCANDS Field 30 MALTREATMENT-2 Type |  | Optional. | 1=physical abuse 2=neglect or deprivation of necessities 3=medical neglect 4=sexual abuse 5=psychological or emotional maltreatment 8=other 9=unknown or missing | Integer |
| Maltreatment2\_Disposition | NCANDS Field 31 MALTREATMENT-12DISPOSITION LEVEL | CS.1, CS.2, IC.5, IC.6 | Optional. | 01=Substantiated 02=Indicated or reason to suspect 03=Alternative Response Disposition – Victim  04=Alternative Response Disposition – Not a Victim 05=Unsubstantiated, other than intentionally false reporting 06=Unsubstantiated due to intentionally false reporting  07=Closed – no findings  88=Other  99=Unknown or missing | Text up to 3 Characters |
| Maltreatment3\_Type | NCANDS Field 32 MALTREATMENT-3 Type |  | Optional. | 1=physical abuse 2=neglect or deprivation of necessities 3=medical neglect 4=sexual abuse 5=psychological or emotional maltreatment 8=other 9=unknown or missing | Integer |
| Maltreatment3\_Disposition | NCANDS Field 33 MALTREATMENT-3 DISPOSITION LEVEL | CS.1, CS.2, IC.5, IC.6 | Optional. | 01=Substantiated 02=Indicated or reason to suspect 03=Alternative Response Disposition – Victim  04=Alternative Response Disposition – Not a Victim 05=Unsubstantiated, other than intentionally false reporting 06=Unsubstantiated due to intentionally false reporting  07=Closed – no findings  88=Other  99=Unknown or missing | Text up to 3 Characters |
| Maltreatment4\_Type | NCANDS Field 34 MALTREATMENT-4 Type |  | Optional. | 1=physical abuse 2=neglect or deprivation of necessities 3=medical neglect 4=sexual abuse 5=psychological or emotional maltreatment 8=other 9=unknown or missing | Integer |
| Maltreatment4\_Disposition | NCANDS Field 35 MALTREATMENT-4 DISPOSITION LEVEL | CS.1, CS.2, IC.5, IC.6 | Optional. | 01=Substantiated 02=Indicated or reason to suspect 03=Alternative Response Disposition – Victim  04=Alternative Response Disposition – Not a Victim 05=Unsubstantiated, other than intentionally false reporting 06=Unsubstantiated due to intentionally false reporting  07=Closed – no findings  88=Other  99=Unknown or missing | Text up to 3 Characters |
| Foster\_Provider\_Perp | Whether Foster Provider was the perpetrator. Any of NCANDS Fields 91, 110 or 129 in which the code value is 3, 4 ,5 or 33 | CS.2 | Required. Whether a substantiated or indicated incidence of A/N occurred by a foster care provider: Relative Foster Parent (3); a Non-Relative Foster Parent (4); Residential Facility Staff (5) or Foster Parent, relationship unknown (33) | Y=Yes when perpetrator is foster parent or residential facility staff (note description to left)  N=No  U=Unknown | Text up to 3 Character |
| Completion\_Due\_Date | Date/Time for this CPS report’s investigation to be completed accounting for any extensions/waivers. | CPS.2 | Optional. A default value of adding 30 days to Report\_Received\_Date will be used when this value is not provided |  | Date Time |
| Face\_To\_Face\_Days\_Due\_Date\_Time | Date/Time for this CPS report’s investigation to be initiated (face-to-face contact) given the report type. | CPS.3 | Optional. A default value of adding 24 hours to Report\_Received\_Date will be used when this value is not provided |  | Date Time |
| Report\_Incident\_Date | Incident Date which may differ from the Report Received Date (NCANDS Field 148) |  | Optional |  | Date Time formatted as MM/DD/YYYY hh:mm:00.000 |
| CPS\_Report\_Type | Option to differentiate traditional type CPS Reports from Alternative Response Reports | Only Traditional Reports will be included in CS.1, CS.2, IC.5 and IC.6 | Optional. The default value will be 1 for Traditional | 1 - Traditional  2 - Alternative  3 - Youth In Conflict | Integer |
| Transition\_Report\_ID | Non-Traditional Abuse / Neglect CPS Reports may transition to a CPS A/N report. If so, include the Report ID of that CPS Report | Transitioned CPS Reports may be excluded from CPS.1, CPS.2, CPS.3, CPS.4 | Optional. |  | Text up to 32 characters |
| Transition\_Date | Date a CPS report transitions from Alternative (Differential) Response to Traditional A/N CPS Report |  | Optional. This date will be used to determine how to classify a CPS report for CPS Outcome Measures |  | Date Time formatted as MM/DD/YYYY hh:mm:00.000 |
| Prior\_Sub\_Indicated\_Reports | The number of prior substantiated or indicated reports for this child |  | Optional. If NULL, a count of prior Substantiated or Indicated reports from Table 4 will be used. |  | Integer |
| Prior\_Reports | The number of prior reports for this child |  | Optional. If NULL, a count of prior reports from Table 4 will be used. |  | Integer |

**Table 5: Person\_Info**. These are the core elements for the working table Person\_Info. This table contains the core data for each person. The unit of analysis for this table is Person. Exactly one row must exist in this table for each Person referenced in the other tables. Person records needed are

* Children who have a CPS Report
* Children who have a foster care episode
* Children who receive in-home services
* Adults who receive caseworker visits while children have State (Site) involvement

The following validations will be performed on data imported into working table Person\_Info. Exceptions will be logged in the Exceptions table and can be viewed from the Administrative Menu in ROM Reports. Some exceptions also appear in ROM Reports Exception Reports.

* Each row must be unique by Person\_ID, that is, one and only one row for each Person\_ID. The first row will be used and duplicate rows will be ignored
* Rows will be ignored if the following required value is missing. This will also display in Exceptions.
  + Person\_ID
* Rows with missing or invalid values will be updated with valid value and display in Exceptions
  + Person\_Name will be set to “Unknown” if missing
  + Gender will be set to NULL if not a valid value
  + Race will be set to f (Unable to Determine) if not a valid value or if NULL
  + Race\_A will be set to 0 if not a valid value
  + Race\_B will be set to 0 if not a valid value
  + Race\_C will be set to 0 if not a valid value
  + Race\_D will be set to 0 if not a valid value
  + Race\_E will be set to 0 if not a valid value
  + Race\_F will be set to 0 if not a valid value
  + Hispanic will be set to 3 (Unable to Determine) if not a valid value
  + Tribal\_Member will be set to 3 (Unable to Determine) if not a valid value

| **Field Name** | **Description** | **Used By Reports** | **Rules** | **Valid Values** | **Attributes** |
| --- | --- | --- | --- | --- | --- |
| Person\_ID | The value that uniquely identifies a Person. For a child, consider AFCARS Field 4 Record Number or NCANDS Field 6 CHILD ID. |  | Required. AFCARS Record Number and NCANDS Child ID must match for children |  | Text up to 32 characters |
| Person\_Name | Person name |  | Required. This value is used for reference | Suggest applying a consistent format such as Last Name, First Name, Middle Name | Text up to 100 characters |
| Gender | Gender, For a child, consider AFCARS Field 7 Sex or NCANDS Field 16 CHILD SEX |  | Optional. This value is used for analytical purposes | 1 = Male 2 = Female | Integer |
| DOB | Date of Birth, For a child, consider AFCARS Field 6 Child’s Date of Birth or NCANDS Field 15 CHILD DATE OF BIRTH | FO.3.1, FO.3.3 | Optional. If not valued for a child, this child will not be included in reports FO.3.1 and FO.3.3 |  | Date in format of MM/DD/YYYY |
| Race | Race. For a child, consider AFCARS Fields 8a through 8f or NCANDS Fields 17 - 22 |  | Optional. This value is used for analytical purposes. One value should be sent. NOTE: Hispanic in the race field can be used in addition to the Hispanic column below. This option was added for Racial Disproportionality reports. | a = American Indian or Alaska Native  b = Asian  c = Black or African American  d = Native Hawaiian or Other Pacific Islander  e = White  f = Unable to Determine  g = Multi-race  h = Hispanic | Text 3 Characters |
| Race\_A | Race. For a child, consider AFCARS Field 8a or NCANDS Field 17 |  | Optional. This value is used for analytical purposes. | 0 = Does Not Apply 1 = Applies | Integer |
| Race\_B | Race. For a child, consider AFCARS Field 8b or NCANDS Field 18 |  | Optional. This value is used for analytical purposes. | 0 = Does Not Apply 1 = Applies | Integer |
| Race\_C | Race. For a child, consider AFCARS Field 8c or NCANDS Field 19 |  | Optional. This value is used for analytical purposes. | 0 = Does Not Apply 1 = Applies | Integer |
| Race\_D | Race. For a child, consider AFCARS Field 8d or NCANDS Field 20 |  | Optional. This value is used for analytical purposes. | 0 = Does Not Apply 1 = Applies | Integer |
| Race\_E | Race. For a child, consider AFCARS Field 8e or NCANDS Field 21 |  | Optional. This value is used for analytical purposes. | 0 = Does Not Apply 1 = Applies | Integer |
| Race\_F | Race. For a child, consider AFCARS Field 8f or NCANDS Field 22 |  | Optional. This value is used for analytical purposes. | 0 = Does Not Apply 1 = Applies | Integer |
| Hispanic | Whether Hispanic. For a child, consider AFCARS Field 9 Hispanic or Latino ethnicity or NCANDS Field 23 CHILD ETHNICITY |  | Optional. This value is used for analytical purposes | 1 = Yes 2 = No 3 = Unable to Determine | Integer |
| Tribal\_Member | Member of a Native American Indian Tribe |  | Optional. This value is used for analytical purposes | 1 = Yes 2 = No 3 = Unable to Determine | Integer |
| Alt\_Person\_ID | Alternative or application specific person id that may assist in referencing a person to another database or source |  | Optional. This value is used for analytical purposes |  | Text up to 32 Characters |

**Table 6: FC\_Levels**. These are the administrative levels assigned to a Foster Care Placement Episode for a defined period of time. As responsibility for a child can change, effective date reflect the administrative unit for a specific period of time. The LevelN (where N is 1 through 5) is the specific value used by an organization to identify the administrative level. Level 1 is the highest administrative Level just below agency (e.g. regional). The agency total is aggregated from Level 1 result and as such is not considered a Level. The Level numbers get progressively higher as one progress down the administrative hierarchy. It is not necessary that all Levels are used, however, if all Levels are used Level 5 would likely be the caseworker level.

The following validations will be performed on data imported into working table FC\_Levels. Exceptions will be logged in the Exceptions table and can be viewed from the Administrative Menu in ROM Reports. Some exceptions also appear in ROM Reports Exception Reports.

* Each row must be unique by Person\_ID, Level\_Start\_Date and Level\_End\_Date, that is, one and only one row for each Person\_ID with the same start and end date. The first row will be used and duplicate rows will be ignored
* Rows will be ignored but display in Exceptions if the following required values are missing.
  + Person\_ID
  + Level\_Start\_Date
* The Person\_ID in this table must exist in Table 5 (Person\_Info)
* The value of “Unknown” will be used when any Level Description is missing
* Rows cannot have overlapping time periods. That is, the Level\_Start\_Date from a subsequent row for a Person\_ID must be after the Level\_End\_Date of earlier rows for the same Person\_ID. If overlapping, the Level\_Start\_Date on the subsequent row will be updated to be the date following the Level\_End\_Date of the earlier row. If the revised Level\_Start\_Date is on or after the Level\_End\_Date, then this row will be ignored.
* A Person\_ID may only have one row where the Level\_End\_Date is null. Only the last row (latest Level\_Start\_Date) with null Level\_End\_Date will be retained. All other rows with null Level\_End\_Date for that Person\_ID will be updated to be the date following the Level\_End\_Date of the earlier row. If the revised Level\_Start\_Date is on or after the Level\_End\_Date, then this row will be ignored.
* A Person\_ID may have gaps in time; however, they must have rows in this table for all time between Child\_Episodes Episode\_Start\_Date and Episode\_End\_Date. If a gap of time exists when the child is in Foster Care, then a Level record will be created for this gap in time for a Person\_ID. Level ID and Level Descriptions will be “Unknown” for all levels in the created record. If the gap in time is only for a day, then the previous level’s ending date will be extended to include that single day.
* For any Person\_ID in Table 1 (Child\_Episodes) with Foster Care Services where there is not a corresponding Level record, a Level record will be created using Episode\_Start\_Date as the Level\_Start\_Date and Episode\_End\_Date as the Level\_End\_Date. Level ID and Level Descriptions will be “Unknown” for all levels in the created record.

| **Field Name** | **Description** | **Used By Reports** | **Rules** | **Valid Values** | **Attributes** |
| --- | --- | --- | --- | --- | --- |
| Person\_ID | The value that uniquely identifies a child  AFCARS Field 4 Record Number |  | Required. If a child has multiple episodes of care, the same child ID value should be used for each episode of care |  | Text up to 32 characters |
| Level\_Start\_Date | The date these administrative levels were associated with this child in Foster Care |  | Required. This is the date these administrative units apply. If administrative unit history is not used, this should be FIRST REMOVAL DATE for this child. |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Level\_End\_Date | The last date these administrative levels were associated with this child in Foster Care. |  | Optional. This is the last date these administrative units apply. This will be NULL for current administrative unit assignment. If administrative unit history is not used, this should be NULL. |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Level1 | ID of the first level |  | Required. Please see information above on administrative levels. |  | Text up to 32 Characters |
| Level1\_Description | Description of the first level |  | Required. Descriptive Name that corresponds with the Level 1 ID |  | Text up to 100 Characters |
| Level2 | ID of the second level |  | Optional. Please see information above on administrative levels. If this administrative level is not used, this value is left null. |  | Text up to 32 Characters |
| Level2\_Description | Description of the second level |  | Optional. Descriptive Name that corresponds with the Level 2 ID |  | Text up to 100 Characters |
| Level3 | ID of the third level |  | Optional. Please see information above on administrative levels. If this administrative level is not used, this value is left null. |  | Text up to 32 Characters |
| Level3\_Description | Description of the third level |  | Optional. Descriptive Name that corresponds with the Level 3 ID |  | Text up to 100 Characters |
| Level4\_Code | ID of the fourth level |  | Optional. Please see information above on administrative levels. If this administrative level is not used, this value is left null. |  | Text up to 32 Characters |
| Level4\_Description | Description of the fourth level |  | Optional. Descriptive Name that corresponds with the Level 4 ID |  | Text up to 100 Characters |
| Level5 | ID of the fifth level |  | Optional. Please see information above on administrative levels. If this administrative level is not used, this value is left null. |  | Text up to 32 Characters |
| Level5\_Description | Description of the fifth level |  | Optional. Descriptive Name that corresponds with the Level 5 ID |  | Text up to 100 Characters |

**Table 7: CPS\_Levels.**  These are the administrative levels assigned to a CPS Report for a defined period of time. As responsibility for a report can change, effective date reflect the administrative unit for a specific period of time. The LevelN (where N is 1 through 5) is the specific value used by an organization to identify the administrative level. Level 1 is the highest administrative Level just below agency (e.g. regional). The agency total is aggregated from Level 1 result and as such is not considered a Level. The Level numbers get progressively higher as one progress down the administrative hierarchy. It is not necessary that all Levels are used, however, if all Levels are used Level 5 would likely be the caseworker level.

The following validations will be performed on data imported into working table CPS\_Levels. Exceptions will be logged in the Exceptions table and can be viewed from the Administrative Menu in ROM Reports. Some exceptions also appear in ROM Reports Exception Reports.

* Each row must be unique by Report\_ID, Level\_Start\_Date and Level\_End\_Date, that is, one and only one row for each Report\_ID with the same start and end date. The first row will be used and duplicate rows will be ignored
* Rows will be ignored but display in Exceptions if the following required values are missing.
  + Report\_ID
  + Level\_Start\_Date
* Rows will be ignored but display in Exceptions if the following values are not valid.
  + Level\_Start\_Date must be before Level\_End\_Date.
* The value of “Unknown” will be used when any Level Description is missing
* Rows cannot have overlapping time periods. That is, the Level\_Start\_Date from a subsequent row for a Report\_ID must be after the Level\_End\_Date of earlier rows for the same Report\_ID. If overlapping, the Level\_Start\_Date on the subsequent row will be updated to be the date following the Level\_End\_Date of the earlier row. If the revised Level\_Start\_Date is on or after the Level\_End\_Date, then this row will be ignored.
* A Report\_ID may only have one row where the Level\_End\_Date is null. Only the last row (latest Level\_Start\_Date) with null Level\_End\_Date will be retained. Other rows will be updated to be the date following the Level\_End\_Date of the earlier row. If the revised Level\_Start\_Date is on or after the Level\_End\_Date, then this row will be ignored.
* A Report\_ID may have gaps in time; however, they must have rows in this table for all time between Report\_Received\_Date and Investigation\_Completed\_Date. If a gap in time exists for any CPS Dates, then a Level record will be created for this gap in time for a Report\_ID. Level ID and Level Descriptions will be “Unknown” for all levels in the created record. If the gap in time is only for a day, then the previous level’s ending date will be extended to include that single day.
* For any Report\_ID where there is not a corresponding Level record, a Level record will be created using Report\_Received\_Date as the Level\_Start\_Date and Investigation\_Completed\_Date as the Level\_End\_Date. Level ID and Level Descriptions will be “Unknown” for all levels in the created record.

| **Field Name** | **Description** | **Used By Reports** | **Rules** | **Valid Values** | **Attributes** |
| --- | --- | --- | --- | --- | --- |
| Report\_ID | CPS Report ID is a value that identifies a CPS report for a particular child. NCANDS Field 3 REPORT ID |  | Required. |  | Text up to 32 characters | |
| Level\_Start\_date | The date these administrative levels were associated with this child in Foster Care |  | Required. This is the date these administrative units apply. If administrative unit history is not used, this should be Report\_Received\_Date for this CPS Report. |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Level\_End\_Date | The last date these administrative levels were associated with this child in Foster Care. |  | Optional. This is the last date these administrative units apply. This will be NULL for current administrative unit assignment. If administrative unit history is not used, this should be NULL. |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Level1 | ID of the first level |  | Required. Please see information above on administrative levels. |  | Text up to 32 Characters |
| Level1\_Description | Description of the first level |  | Required. Descriptive Name that corresponds with the Level 1 ID |  | Text up to 100 Characters |
| Level2 | ID of the second level |  | Optional. Please see information above on administrative levels. If this administrative level is not used, this value is left null. |  | Text up to 32 Characters |
| Level2\_Description | Description of the second level |  | Optional. Descriptive Name that corresponds with the Level 2 ID |  | Text up to 100 Characters |
| Level3 | ID of the third level |  | Optional. Please see information above on administrative levels. If this administrative level is not used, this value is left null. |  | Text up to 32 Characters |
| Level3\_Description | Description of the third level |  | Optional. Descriptive Name that corresponds with the Level 3 ID |  | Text up to 100 Characters |
| Level4 | ID of the fourth level |  | Optional. Please see information above on administrative levels. If this administrative level is not used, this value is left null. |  | Text up to 32 Characters |
| Level4\_Description | Description of the fourth level |  | Optional. Descriptive Name that corresponds with the Level 4 ID |  | Text up to 100 Characters |
| Level5 | ID of the fifth level |  | Optional. Please see information above on administrative levels. If this administrative level is not used, this value is left null. |  | Text up to 32 Characters |
| Level5\_Description | Description of the fifth level |  | Optional. Descriptive Name that corresponds with the Level 5 ID |  | Text up to 100 Characters |

**Table 8: Involved\_Levels**. These are the administrative levels assigned to a State (Site) Involved Episode for a defined period of time. As responsibility for a child can change, effective date reflect the administrative unit for a specific period of time. The LevelN (where N is 1 through 5) is the specific value used by an organization to identify the administrative level. Level 1 is the highest administrative Level just below agency (e.g. regional). The agency total is aggregated from Level 1 result and as such is not considered a Level. The Level numbers get progressively higher as one progress down the administrative hierarchy. It is not necessary that all Levels are used, however, if all Levels are used Level 5 would likely be the caseworker level.

The following validations will be performed on data imported into working table Involved\_Levels. Exceptions will be logged in the Exceptions table and can be viewed from the Administrative Menu in ROM Reports. Some exceptions also appear in ROM Reports Exception Reports.

* Each row must be unique by Case\_ID, Person\_ID, Level\_Start\_Date and Level\_End\_Date, that is, one and only one row for each Case\_ID and Person\_ID with the same start and end date. The first row will be used and duplicate rows will be ignored
* Rows will be ignored but display in Exceptions if the following required values are missing.
  + Case\_ID
  + Person\_ID
  + Level\_Start\_Date
* The Case\_ID and Person\_ID in this table must exist in Table 10 (Person\_In\_Family)
* The value of “Unknown” will be used when any Level Description is missing
* Rows cannot have overlapping time periods. That is, the Level\_Start\_Date from a subsequent row for a Case\_ID and Person\_ID must be after the Level\_End\_Date of earlier rows for the same Case\_ID and Person\_ID. If overlapping, the Level\_Start\_Date on the subsequent row will be updated to be the date following the Level\_End\_Date of the earlier row. If the revised Level\_Start\_Date is on or after the Level\_End\_Date, then this row will be ignored.
* A Case\_ID and Person\_ID may only have one row where the Level\_End\_Date is null. Only the last row (latest Level\_Start\_Date) with null Level\_End\_Date will be retained. All other rows with null Level\_End\_Date for that Person\_ID will be updated to be the date following the Level\_End\_Date of the earlier row. If the revised Level\_Start\_Date is on or after the Level\_End\_Date, then this row will be ignored.
* A Case\_ID and Person\_ID may have gaps in time; however, they must have rows in this table for all time between Child\_Episodes Episode\_Start\_Date and Episode\_End\_Date. If a gap of time exists when the child is in Intake episode, then a Level record will be created for this gap in time for a Case\_ID and Person\_ID. Level ID and Level Descriptions will be “Unknown” for all levels in the created record. If the gap in time is only for a day, then the previous level’s ending date will be extended to include that single day.
* For any Case\_ID and Person\_ID where there is not a corresponding Level record, a Level record will be created using Start\_Date as the Level\_Start\_Date and End\_Date from Table 10 (Person in Family) as the Level\_End\_Date. Level ID and Level Descriptions will be “Unknown” for all levels in the created record.

| **Field Name** | **Description** | **Used By Reports** | **Rules** | **Valid Values** | **Attributes** |
| --- | --- | --- | --- | --- | --- |
| Case\_ID | The value that identifies the case for Involved Episode |  | Required. |  | Text up to 32 characters |
| Person\_ID | The value that uniquely identifies a Person |  | Required. If a person has multiple episodes of care, the same Person ID value should be used for each episode of care |  | Text up to 32 characters |
| Level\_Start\_Date | The date these administrative levels were associated with this person while in a site’s involvement |  | Required. This is the date these administrative units apply. If administrative unit history is not used, this should be earliest State (Site) Involved Date for this person. |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Level\_End\_Date | The last date these administrative levels were associated with this person while in a site’s involvement |  | Optional. This is the last date these administrative units apply. This will be NULL for current administrative unit assignment. If administrative unit history is not used, this should be NULL. |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Level1 | ID of the first level |  | Required. Please see information above on administrative levels. |  | Text up to 32 Characters |
| Level1\_Description | Description of the first level |  | Required. Descriptive Name that corresponds with the Level 1 ID |  | Text up to 100 Characters |
| Level2 | ID of the second level |  | Optional. Please see information above on administrative levels. If this administrative level is not used, this value is left null. |  | Text up to 32 Characters |
| Level2\_Description | Description of the second level |  | Optional. Descriptive Name that corresponds with the Level 2 ID |  | Text up to 100 Characters |
| Level3 | ID of the third level |  | Optional. Please see information above on administrative levels. If this administrative level is not used, this value is left null. |  | Text up to 32 Characters |
| Level3\_Description | Description of the third level |  | Optional. Descriptive Name that corresponds with the Level 3 ID |  | Text up to 100 Characters |
| Level4\_Code | ID of the fourth level |  | Optional. Please see information above on administrative levels. If this administrative level is not used, this value is left null. |  | Text up to 32 Characters |
| Level4\_Description | Description of the fourth level |  | Optional. Descriptive Name that corresponds with the Level 4 ID |  | Text up to 100 Characters |
| Level5 | ID of the fifth level |  | Optional. Please see information above on administrative levels. If this administrative level is not used, this value is left null. |  | Text up to 32 Characters |
| Level5\_Description | Description of the fifth level |  | Optional. Descriptive Name that corresponds with the Level 5 ID |  | Text up to 100 Characters |

**Table 9: Family\_Info**. These are the core elements for the working table Family\_Info. This table contains the core data for each family or case. The unit of analysis for this table is family or case. Exactly one row must exist in this table for each family or case referenced in the other tables.

The following validations will be performed on data imported into working table Family\_Info. Exceptions will be logged in the Exceptions table and can be viewed from the Administrative Menu in ROM Reports. Some exceptions also appear in ROM Reports Exception Reports.

* This table will be automatically populated with corresponding rows from Episode Table (Table 1) if no data are provided. The Episode Case ID will be used as the Family ID. NOTE: If Person in Family Table (Table 10) is not populated, then data from this table will NOT be used but it will be repopulated using data from Table 10.
* Each row must be unique by Family\_ID, that is, one and only one row for each Family\_ID. The first row will be used and duplicate rows will be ignored. For sites that do not have a Family\_ID, recommend using Case ID or Case Number.
* Rows will be ignored if the following required value is missing. This will also display in Exceptions.
  + Family\_ID

| **Field Name** | **Description** | **Used By Reports** | **Rules** | **Valid Values** | **Attributes** |
| --- | --- | --- | --- | --- | --- |
| Family\_ID | The value that uniquely identifies a Family or Case. For sites that do not have a Family\_ID, recommend using Case ID or Case Number | IC.10, IC.11 | Required. |  | Text up to 32 characters |
| Family\_Name | The name of the family |  | Optional. This value is used for analytical purposes |  | Text up to 255 characters |
| Household\_Address | Street Address of Family |  | Optional. This value is used for analytical purposes |  | Text up to 255 characters |
| Household\_County | County of Family |  | Optional. This value is used for analytical purposes |  | Text up to 100 characters |
| Household\_City | City of Family |  | Optional. This value is used for analytical purposes |  | Text up to 100 characters |
| Children\_in\_Home | The total number of children in the home as defined by the site |  | Optional. This value is used for analytical purposes |  | Integer |
| Case\_Reference\_Adult | ID of the primary adult, usually the person ID of the adult referenced in the case |  | Optional. This value is used for analytical purposes |  | Text up to 32 characters |
| Family\_Reference\_ID | Alternative or application specific family id (or case id) that may assist in referencing this family or case to another database or source |  | Optional. This value is used for analytical purposes |  | Text up to 32 characters |

**Table 10: Person\_In\_Family**. These are the core elements for the working table Person\_In\_Family. This table contains the core data for each person associated with a family / case. The unit of analysis for this table is person in a family or case for a defined period of time.

The following validations will be performed on data imported into working table Person\_In\_Family. Exceptions will be logged in the Exceptions table and can be viewed from the Administrative Menu in ROM Reports. Some exceptions also appear in ROM Reports Exception Reports.

* This table will be automatically populated with corresponding rows from Episode Table (Table 1) if no data are provided. The Episode Case ID will be used as the Family ID and the Case ID.
* Rows will be ignored if the following required value is missing. This will also display in Exceptions.
  + Person\_ID
  + Family\_ID
  + Case\_ID
* The Person\_ID in this table must exist in Table 5 (Person\_Info)
* The Family\_ID in this table must exist in Table 9 (Family\_Info)
* Rows cannot have overlapping time periods for the primary case. That is, the Start\_Date from a subsequent row for a Family\_ID and Person\_ID must be after the End\_Date of earlier rows for the same Family\_ID and Person\_ID. If overlapping, the Start\_Date on the subsequent row will be updated to be the date following the End\_Date of the earlier row. If the revised Start\_Date is on or after the End\_Date, then this row will be ignored.
* A Family\_ID and Person\_ID may only have one row where the End\_Date is null for the primary case. Only the last row (latest Start\_Date) with null End\_Date will be retained. All other rows with null End\_Date for that Family ID and Person\_ID will be updated to be the date following the End\_Date of the earlier row. If the revised Start\_Date is on or after the End\_Date, then this row will be ignored.
* A Family\_ID and Person\_ID may have gaps in time; however, they must have rows in this table for all time between Child\_Episodes Involved\_Start\_Date and Involved\_End\_Date for the primary case. If a gap of time exists when the child is in primary case, then a Person\_In\_Family record will be created for this gap in time for the Family\_ID and Person\_ID changing a non-primary case to primary. If a non-primary case does not exist during that gap, then a Person\_In\_family record will be created for this gap in time for the Family\_ID and Person\_ID with an unknown case id.
* Rows with missing or invalid values will be updated with valid value and display in Exceptions
  + Person\_Type will be set to “Child” if missing or if not a valid value

| **Field Name** | **Description** | **Used By Reports** | **Rules** | **Valid Values** | **Attributes** |
| --- | --- | --- | --- | --- | --- |
| Family\_ID | The value that identifies the Family or Case |  | Required. |  | Text up to 32 characters |
| Person\_ID | The value that uniquely identifies a person |  | Required. |  | Text up to 32 characters |
| Case\_ID | Case ID used to identify siblings in the same family. This may be the same as the Family ID | CM.11 | Required. |  | Text up to 32 characters |
| Person\_Type | The type of person in the family | CM.11, IC.10, IC.11 | Required. | Adult  Child | Text up to 8 characters |
| Person\_In\_Family\_Start\_Date | The date this person was associated with this family | CM.11, IC.10, IC.11 | Required. |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Person\_In\_Family\_End\_Date | The last date this person was associated with this family | CM.11, IC.10, IC.11 | Optional. This will be NULL for current entry |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Primary\_Case | Determines the primary case that will be used by ROM Reports when a child should only be included in a report once. | All IC reports except IC.10 and IC.11 | Optional as validation process will populate this value   1. Use the earlier of the Person in family start date 2. If same start dates, then use the case with the longest duration 3. If all have the same start and end dates, then use the lowest ID | Yes  No | Text up to 3 characters |

**Table 11: Person\_Values**. These are the core elements for the working table Person\_Values. This table contains time sensitive data for a person. The unit of analysis for this table is person in a person and record type for a defined period of time.

The following validations will be performed on data imported into working table Person\_Values. Exceptions will be logged in the Exceptions table and can be viewed from the Administrative Menu in ROM Reports. Some exceptions also appear in ROM Reports Exception Reports.

* Rows will be ignored if the following required value is missing. This will also display in Exceptions.
  + Person\_ID or Family\_ID. One of these two fields must be valued
  + Record\_Type
  + Start\_Date
* The Family\_ID in this table must exist in Table 9 (Family\_Info)
* The Person\_ID in this table must exist in Table 5 (Person\_Info)
* The Record\_Type must be a valid Record\_Type value.
* Rows cannot have overlapping time periods. That is, the Start\_Date from a subsequent row for a Person\_ID and Record\_Type must be after the End\_Date of earlier rows for the same Person\_ID and Record\_Type. If overlapping, the Start\_Date on the subsequent row will be updated to be the date following the End\_Date of the earlier row. If the revised Start\_Date is on or after the End\_Date, then this row will be ignored.
* When Person\_ID is valued, a Person\_ID and Record\_Type may only have one row where the End\_Date is null. Only the last row (latest Start\_Date) with null End\_Date will be retained. All other rows with null End\_Date for that Family ID and Person\_ID will be updated to be the date following the End\_Date of the earlier row. If the revised Start\_Date is on or after the End\_Date, then this row will be ignored.
* When Family\_ID is valued, a Family\_ID and Record\_Type may only have one row where the End\_Date is null. Only the last row (latest Start\_Date) with null End\_Date will be retained. All other rows with null End\_Date for that Family ID and Family\_ID will be updated to be the date following the End\_Date of the earlier row. If the revised Start\_Date is on or after the End\_Date, then this row will be ignored.
* When Person\_ID is valued, a Person\_ID and Record\_Type may have gaps in time. However, gaps in time may impact usability of that Record\_Type in analysis.
* When Family\_ID is valued, a Family\_ID and Record\_Type may have gaps in time. However, gaps in time may impact usability of that Record\_Type in analysis.

| **Field Name** | **Description** | **Used By Reports** | **Rules** | **Valid Values** | **Attributes** |
| --- | --- | --- | --- | --- | --- |
| Family\_ID | The value that identifies the Family or Case |  | Optional. Either the Family\_ID or Person\_ID must be valued |  | Text up to 32 characters |
| Person\_ID | The value that uniquely identifies a child | Optional. Either the Family\_ID or Person\_ID must be valued | Optional. Either the Family\_ID or Person\_ID must be valued |  | Text up to 32 characters |
| Person\_Values\_Start\_Date | The date this person was associated with this record type value |  | Required. |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Person\_Values\_End\_Date | The last date this person was associated with this record type value |  | Optional. This will be NULL for current entry |  | Date Time with Date format as MM/DD/YYYY or Date Time format as MM/DD/YYYY hh:mm:00.000 |
| Record\_Type | The type of record whose value is assigned to this person |  | Required. | 1 - Legal Status  2 - Type of in-home service  3 - Case Type  4 - SDM Risk Level  5 - Intact Living Arrangement Type  6 - Number of required Visits each month (only when differs from default number)  7 - Family Structure  8 - Adult Educational Level  9 - Adult Employment Status  10 - Case Plan Goal | Integer |
| Record\_Type\_Value | The value of the record type for this person for the associated time period |  | For example: if the record type is Case Plan Goal, then the record type value may be “Reunification” for a child while they are in foster care episode |  | Text up to 255 characters |

**Attachment A**

**ROM Core Reports**

**Composite 1: Reunification Timeliness/Permanency**

FO.1.1 Reunification in 12 months (of those reunified)

FO.1.2 Median months to reunification (of those reunified)

FO.1.3 Reunification in 12 months of entry (of 1st time removals 12 mos ago)

FO.1.4 Maintain Reunifications for 12 months (of those reunified 12 mos ago)

**Composite 2: Timeliness of Adoptions**

FO.2.1 Adopted in less than 24 months (of those adopted)

FO.2.2 Median months to adoption (of those adopted)

FO.2.3 Adopted in 12 month target period (of those in care 17+ mos.)

FO.2.4 Legally freed for adoption in 6 mos of target year (in care 17+ mos no TPR)

FO.2.5 Adopted in less than 12 months of TPR (of those with TPR 12 mos ago)

**Composite 3: Permanency for Long-term Children**

FO.3.1 Permanency achieved before 18 years (of those in care 24 mos.)

FO.3.2 Permanency achieved (of those legally free for adoption and discharged)

FO.3.3 In Care Less than 3 Yrs (of those emancipated or turned 18)

**Composite 4 Placement Stability**

FO.4.1 Placement stability: 2 or fewer placements (of those in care under 12 mos.)

FO.4.2 Placement stability: 2 or fewer placements (of those in care 12 - 23 mos.)

FO.4.3 Placement stability: 2 or fewer placements (of those in care 24+ mos.)

**Child Safety**

CS.1 Safe from maltreatment recurrence for 6 mos. (of victims 6 mos. ago)

CS.2 Safe from Maltreatment by Foster Providers (of those in care prior 12 mos)

IC.5 Safe from maltreatment after inv. (of those exited 6 mo ago)

IC.6 Children are safe during IH services (of those IH each mo)

**Permanency Outcome Indicators**

PO.1 Permanency in 12 mos (of those entering care 12 mos ago)

PO.2 Permanency in 24 mos (of those entered care 24 mos ago)

CM.6 No Re-entry into Custody (of those discharged 12 months ago)

IC.3 Permanency maintained IH (of those exiting IH status)

IC.4 Maintained with family 6 mos. without further state involvement

CM.13 No re-involvement for 12 mos (of those closed 12 months ago)

**Permanency Countdown Reports**

CM.4 Countdown to Permanency (of those entered care in last 24 months)

CM.4.1 Countdown to Adoption/other Permanency (those given TPR in last 24 mos)

CM.4.2 Countdown to TPR (of those starting 17th month in last 24 mos)

**Key Service Response Indicators**

CM.8 Initial placements with relatives (of those entering care)

CM.9 Placement in same or adjoining county (of those in care)

CM.2 Placement Type (of those in care)

CM.10 Siblings placed together (of those with siblings in out-of-home placement)

CM.11 Average Daily Population Out of Home

CM.7 Removal Rate per 1000

**Child Counts**

CM.1 Caseload Counts

CM.1 Foster Care Counts

CM 1.1 Caseload Counts (in care 17+ months)

IC.1 In-Home Intact Counts

CM.5 Discharge Reason (of those discharged)

IC. 9 Current Child Status by Entry Cohort

CM.12 Average Daily Population per 1000

**Length of Services**

CM.3 Length of Stay (for those in care)

IC.7 Length of time Inv. by Type (as of last day of rpt. period)

IC.8.1 Median length of time Inv. (of those Inv. last day of month)

IC.8.2 Median length of time FC (of those in FC last day of month)

IC.8.3 Median length of time IH (of those in IH last day of month)

IC.8.4 Median length of time Episode (of those in Episode last day of month)

**Child Visitation**

CV.1 Months worker-child visit made (of months child in care entire month)

CV.2 Months with in-home visit (of months in care entire month and visited)

CV.3 Worker-Child Visitation Pending/Completed (those in care start of cur mo)

IC.10 Required Visits comp. for children with Inv. (of those with inv. entire mo)

IC.11 Adult contacts completed with Inv. children (of those Inv. entire mo)

CV.4 Caseworker visits every full mo. (In care 1+ full mo. In Fed FY) - Federal

CV.5 Visit Mos in-home (for visit mos those visited every mo. in FFY) - Federal

**CPS Indicators**

CPS.1 Report Conclusions (of conclusions made)

CPS.2 Investigations completed within required time (of those due)

CPS.3 Initial face-to-face contact requirement met (of accepted reports)

CPS.4 Pending CPS Reports

**Racial Disproportionality and Disparity**

RD.1 Decision Point Analysis

RD.2 Disproportionality: All Child Reports

RD.3 Disproportionality: Accepted Referrals

RD.4 Disproportionality: Child Victim

RD.5 Disproportionality: Entered Foster Care

RD.6 Disproportionality: In Foster Care

RD.7 Disproportionality: Exit Foster Care

RD.8 Disparity: All Child Reports

RD.9 Disparity: Accepted Referrals

RD.10 Disparity: Child Victim

RD.11 Disparity: Entered Foster Care

RD.12 Disparity: In Foster Care

RD.13 Disparity: Exit Foster Care

RD.14 Outcomes Summary by Race

**Attachment B**

**Exceptions**

|  |  |  |
| --- | --- | --- |
| **Number** | **Exception** | **Action Taken** |
| 1 | Duplicate Person\_ID | Delete |
| 2 | Missing Person\_ID | Delete |
| 3 | Missing Person\_Name | Modify |
| 4 | Invalid Gender | Modify |
| 5 | Invalid Race | Modify |
| 6 | Invalid Hispanic | Modify |
| 7 | Invalid Tribal\_Member | Modify |
| 8 | Duplicate Person\_ID/Level\_Start\_Date/Level\_End\_Date | Delete |
| 9 | Duplicate Report\_ID/Level\_Start\_Date/Level\_End\_Date | Delete |
| 10 | Missing Level\_Start\_Date | Delete |
| 11 | Person\_ID not in Person\_Info table | Delete |
| 12 | Missing Level Description | Delete |
| 13 | Level entry Level\_Start\_Date and Level\_End\_Date contained in another entry | Delete |
| 14 | Record with overlapping Level\_Start\_Date/Level\_End\_Date | Modify |
| 15 | Record with Level\_Start\_Date/Level\_End\_Date time gap | Insert |
| 16 | Person\_ID on CPS Report with Foster Care Perp is not in Child\_Episodes table | Modify |
| 17 | Report\_ID not in CPS\_Reports table | Delete |
| 18 | Missing Visit\_Date | Delete |
| 20 | Invalid Visit\_Type | Modify |
| 21 | Duplicate Person\_ID/Removal\_Date | Delete |
| 22 | Missing or Invalid Episode\_Start\_Date | Delete |
| 23 | Overlapping Removal | Modify |
| 24 | Removal\_Date on or after Federal\_Discharge\_Date | Delete |
| 25 | Date after current data date | Modify |
| 26 | Invalid First\_Removal\_Date | Modify |
| 27 | Invalid Involved\_End\_Date | Modify |
| 28 | Obsolete | Modify |
| 29 | Invalid Involved\_Start\_Date | Modify |
| 30 | Person\_ID not in FC\_Levels | Modify |
| 31 | Invalid AFCARS\_Episode | Modify |
| 32 | Invalid Federal\_Discharge\_Reason\_Code | Modify |
| 33 | Invalid Episode\_End\_Reason | Modify |
| 34 | Invalid Case\_Plan\_Goal | Modify |
| 35 | Invalid Disability\_Diagnosis | Modify |
| 36 | Invalid Disability | Modify |
| 37 | Invalid Removal reason | Modify |
| 38 | DOB after Episode\_Start\_Date and/or Involved\_Start\_Date | Info Only |
| 39 | Missing TPR date value(s) | Info Only |
| 40 | Missing Entry\_Date | Delete |
| 41 | Entry\_Date on or after Exit\_Date | Delete |
| 42 | Duplicate Person\_ID/Entry\_Date | Delete |
| 43 | Overlapping Entry\_Date and Exit\_Date | Modify |
| 44 | Placement record contained in another Placement record | Delete |
| 45 | Placement not during episode | Delete |
| 46 | Invalid Placement\_Setting\_Type | Modify |
| 47 | Invalid Federal\_Placement | Modify |
| 48 | Missing both Placement\_Setting\_ID and Placement\_Setting\_Name | Modify |
| 49 | Missing Report\_ID | Delete |
| 50 | Missing Report\_Received\_Date | Delete |
| 51 | Only Report\_Accepted\_Date or Investigation\_Completed\_Date is populated | Info Only |
| 52 | Report\_Received\_Date after Investigation\_Start\_Date and/or Investigation\_Completed\_Date | Modify |
| 53 | Report\_Accepted\_Date after Investigation\_Start\_Date and/or Investigation\_Completed\_Date, or Report\_Accepted\_Date before Report\_Received\_Date | Modify |
| 54 | Investigation\_Start\_Date after Investigation\_Completed\_Date | Modify |
| 55 | Missing Investigation\_Start\_Date | Modify |
| 56 | Invalid Report\_Status | Modify |
| 57 | Invalid Disposition\_Description | Modify |
| 58 | Invalid Foster\_Provider\_Perp | Modify |
| 59 | Invalid Maltreatment type | Modify |
| 60 | Invalid Maltreatment disposition | Modify |
| 61 | Report\_ID not in CPS\_Levels | Insert |
| 64 | Trial home visit placement over 6 months. | Info Only |
| 65 | Age of removal over limit | Delete |
| 66 | No Episode\_End\_Date, use Involved\_End\_Date | Modify |
| 67 | Placement Setting dates extend beyond the Involved Dates | Delete |
| 68 | Missing Level Code | Modify |
| 69 | Multiple Involved\_Start\_Date per Involved\_End\_Date | Modify |
| 70 | Overlapping Site Involved Episode | Modify |
| 71 | TPR\_Date After Federal\_Discharge\_Date | Info Only |
| 72 | Runaway/THV placement contained in previous placement | Modify |
| 73 | Gap after Runaway/THV placement | Insert |
| 74 | Age of child in CPS Report over limit | Delete |
| 75 | Invalid Site Discharge Reason Code | Modify |
| 76 | Level\_Start\_Date on or after Level\_End\_Date | Delete |
| 77 | Gap between levels | Insert |
| 78 | Invalid Entry\_Date | Delete |
| 79 | Invalid Report\_Received\_Date | Delete |
| 80 | Invalid Visit\_Date | Delete |
| 81 | No Placements during Episode | Info Only |
| 82 | Single day gap in level information | Modify |
| 83 | Report\_Incident\_Date after Report\_Received\_Date | Modify |
| 84 | Report\_Received\_Date must be same for the same Report\_ID | Info Only |
| 85 | Report\_Accepted\_Date must be same for the same Report\_ID | Info Only |
| 86 | Multiple discharge reason codes for same discharge reason | Modify |
| 87 | Invalid CPS Report Type | Modify |
| 88 | Visited\_ID\_Type must be either Person or Family | Modify |
| 89 | Duplicate Case\_ID/Person\_ID/Level\_Start\_Date/Level\_End\_Date | Delete |
| 90 | Case\_ID and Person\_ID not in Person In Family table | Delete |
| 91 | Missing Family ID | Delete |
| 92 | Missing Case ID | Delete |
| 93 | Invalid Person\_Type | Modify |
| 94 | Start\_Date and End\_Date contained in another entry | Delete |
| 95 | Record with overlapping Start\_Date and End\_Date | Modify |
| 96 | Record with Start\_Date / End\_Date time gap | Insert |
| 97 | Start\_Date on or after End\_Date | Delete |
| 98 | Invalid Record\_Type | Delete |
| 99 | Only Screened-In CPS Reports may have findings | Modify |
| 100 | Invalid CPS Transition Date | Modify |
| 101 | Family ID not in Family\_Info Table | Delete |
| 102 | TPR Date must be on/after Mother and Father TPR Date | Modify |
| 103 | Automatic population of Family Info / Person in Family tables when not provided | Insert |
| 104 | Automatic population of Primary Case when not provided | Modify |
| 105 | Episode Gaps within Involved Dates | Modify |
| 106 | Gap in Person in Family | Insert |
| 107 | Single day gap in Persons in Family | Modify |