

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 16, 2011

M E M O R A N D U M

What's Inside:

Introduction of new fields on the individual screen for reporting requirements

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: Federal Reporting Requirements

DISCUSSION:

The purpose of this memorandum is to introduce new fields to the individual screen in FACES for compliance with federal reporting such as the Adoption and Foster Care Analysis and Reporting System (AFCARS) and the National Youth in Transition Database (NYTD). Information regarding the National Youth in Transition Database is discussed in [CD10-100](#) and [CD10-108](#).

Two fields have been added in the individual screen in FACES to capture race declined and adjudicated delinquent information. These are yes or no check box fields.

Race Declined: Race is assigned at initial involvement with agencies using the Departmental Client Number (DCN). A DCN is sometimes assigned prior to our agency involvement with a client. Race is a required element when assigning a DCN. The child and family are to be allowed to self report and self-identify their race and ethnicity. The Children's Service Worker should not assume race based on physical characteristics or the heritage of one or more parents. Staff will record the information regarding race within the first thirty days of CD involvement. Staff should not use "unable to determine" unless the child is very young or is severely disabled *and* no person is available to determine the child's race. If a client chooses to decline reporting their race, one still must be selected for the purposes of assigning a DCN in the Common Area. Once the DCN is assigned, this information will display on the Individual Screen in FACES.

For the client who declines to report their race, staff may check the "Race Declined" checkbox on this screen to indicate the client's wishes. The "Race Declined" indicator will then trump any other race assigned to the DCN for federal reporting in AFCARS and NYTD. (Note: The Practice Point PP10-0T-04 allowing staff to determine the race based on worker observation is now obsolete.)

If the user is adding an individual, the checkbox will be blank and open for user input. If the user is updating an individual, this field may contain previous information and the checkbox will open for editing.

If the user has selected the checkbox for this question by mistake, the user will be allowed to unselect the checkbox. Users will be able to deselect a checkbox by simply clicking on the already marked checkbox which will remove the selection. This is also applicable if the youth declares their race at a later point in time.

Adjudicated Delinquent: Information in this field captures whether or not a youth in the served population was ever adjudicated as a delinquent by a State or Federal court of competent jurisdiction. It will consist of the field literal 'Adjudicated Delinquent' preceded by a checkbox.

If the user is adding an individual the checkbox will be blank and open for user input. If the user is updating an individual, this field may contain previous information and the checkbox will open for editing.

If the user has selected the checkbox for this question by mistake, the user will be allowed to unselect the checkbox. Users will be able to deselect a checkbox by simply clicking on the already marked checkbox which will remove the selection.

Staff should review individual screen information and check the race declined or adjudicated delinquent boxes as applicable on all alternative care clients.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Sally A. Gaines 573-522-6279 Sally.A.Gaines@dss.mo.gov	PROGRAM MANAGER Dena Driver 573-751-3171 Dena.Driver@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
N/A	
REFERENCE DOCUMENTS AND RESOURCES	
National Resource Center for Youth Development: https://www.nrccwdt.org/resources/nytd/nytd_home.html Administration for Children and Families: http://www.acf.hhs.gov/programs/cb/systems/index.htm#nytd	
RELATED STATUTE	
Foster Care Independence Act (1999)	

ADMINISTRATIVE RULE

45 CFR Part 1356 Chafee National Youth in Transition Database; Final Rule

COUNCIL ON ACCREDITATION (COA) STANDARDS

N/A

CHILD AND FAMILY SERVICES REVIEW (CFSR)

N/A

PROTECTIVE FACTORS

Parental Resilience: N/A

Social Connections: N/A

Knowledge of Parenting and Child Development: N/A

Concrete Support in Times of Need: N/A

Social and Emotional Competence of Children: N/A

FACES REQUIREMENTS

Individual Screen