President Dague Clark called the meeting to order.

He thanked Deena Brown for all the planning meeting arrangements and for putting together the report booklets. He commented that everything was going fantastically so far.

President Clark thanked all the corporate sponsors, but in particular those sponsors that gave additional assistance for this meeting; IVA, PCG, Anthem/Wellpoint/Amerigroup, Cenpatico, and Navigant.

He reminded everyone that only Committee Chairs could move acceptance of their reports and only voting members recognized during the roll call can actually move acceptance or second any motion. Additionally he made the request to announce any proxies during the roll call.

He asked Secretary Fricke to call the roll. Ms. Fricke reported five present and three by proxy.

President Clark declared a quorum and asked for approval of the agenda distributed in the report booklets.

Deena Brown moved for acceptance of the agenda.

Second: Scott Carson of Arizona

Discussion: None

Vote:
  Those in favor say: Aye
  Opposed: Nay (None)

The Agenda was adopted.

**Secretary’s Report**

President Clark asked Secretary Fricke to read the minutes.

Secretary Fricke presented the minutes as follows:

The minutes of the Fall Planning Meeting in Tampa, Florida held December 6 through December 10, 2014 have been posted to the website.

Secretary Fricke moved for suspension of the reading of the minutes and for the adoption of this report.
Second: Jason Sanchez

Motion carried and the Secretary’s Report was accepted.

**Historian’s Report**

Scott Carson presented the following Historian’s Report:

The 2014 conference was held in Louisville Kentucky Sunday July 27th through Thursday July 31st. The conference was a large success with a strong turnout from state agencies, vendors, sponsors and collaborative industry partners from across the country. The support and input from all parties involved; membership, partners, presenters, past leadership, and serving board members; was vital to the conferences success. Led by a diverse program featuring industry experts and authorities from the various human service fields, the conference provided valuable information and perspective which attendees will benefit from both now and in the future. The host state of Kentucky provided a first rate venue with arrangements that provided for a productive mix of in-session and out-of-session information exchange as well as industry networking. Their tireless efforts were evident throughout the week with much praise and positive feedback being received by attendees.

Under the leadership of 2014 President Brenda Weisz, the organization moved forward strengthening many of the administrative processes. A couple of prime examples included bringing a contractor in to assist with recording and reporting conference evaluations/feedback and appointing a training committee to assist with furthering this vital and key component of the organization.

The December planning meeting, held in Tampa Florida, kicked off the new organizational year with the sitting executive board of President Dague Clark, Vice President Vonneta Allenbaugh, Secretary Karen Fricke, and Treasurer Scott Carson. The Historian position, currently vacant, became vacated when Scott Carson assumed the role of Treasurer with the departure of Melissa Lange leaving state government and subsequently the organization.

At the Tampa business meeting, site visits to possible conference accommodations were organized by past president Stan Mead. During these site visits, current and past board members toured and evaluated several properties being considered for the 2016 annual conference. In addition to the site selection activities, daily business and committee meetings were conducted by members and organizational partners. Topics included the conference program for the upcoming conference in July, arrangements for the upcoming conference, organizational fee and rate setting, training offerings, membership, public relations/marketing, and various other administrative related business.

On the training front, during 2014 HSFO initiated an RFP to provide Child Welfare training including beginning, intermediate and advanced sessions. This process was finalized at the December business meeting with the selection of Sivic Solutions as the training vendor for Child Welfare. The first session of this training is set for the last week of April 2015 in Phoenix Arizona.
Scott Carson of Arizona moved acceptance of the report.

Second: Deena Brown of Oklahoma

Discussion: None

Vote: 

Those in favor: Aye
Opposed: Nay (None)

The report was adopted.

**Federal Issue's Report**

Richard (Dick) Humiston of Idaho presented the Federal Issues Report for Simone Sneider of New Hampshire. The highlights were covered in the meeting but the report in its entirety follows:

**Multi-Program Federal Issues**

1. **Budget Resolutions Include Block Grants and Spending Cuts, March 23, 2015:**
   The House of Representatives started the process last Tuesday when the Budget Committee unveiled its resolution. It includes more than $5.5 trillion in cuts over 10 years. The Senate then unveiled its resolution on Wednesday. The proposal differs from the House plan but still includes significant cuts of $4.5 trillion over ten years, lower than the House target but severe nonetheless. Both resolutions were passed out of their respective committees on Thursday on party line votes. The House process was unexpectedly delayed when there were disagreements within the Republican caucus over the level of defense spending.

   The full report is available at the link below.
   The Child Welfare League of America (CWLA) publication is at:

2. **Obama Sends Congress FY 2016 Budget Proposal February 6, 2015 APHSA This Week In Washington:**
   President Obama released his fiscal year 2016 budget that included his policy recommendations on issues such as reforming immigration, taxes reform, and increased discretionary spending to promote early and higher education.

   Provides $83.8 billion in discretionary funding for the Department of Health and Human Services (HHS) to help make coverage affordable, drive down long-term health costs, and improve care for millions of Americans, as well as to train new health care providers, address public health priorities, assist vulnerable populations and support medical research.

   The full report is available at the link below.
Child Protection/Juvenile Justice

3. **45 CFR 1355 Adoption and Foster Care Analysis and Reporting Systems Proposed Rule**

   **Federal Register, Monday Feb. 9, 2015**

   The Administration for Children and Families (ACF) proposes to amend the Adoption and Foster Care Analysis and Reporting System (AFCARS) regulations. This notice of proposed rulemaking (NPRM) builds on an earlier proposed rule, published January 11, 2008 that addressed the requirements for State title IV-E agencies to collect and report data to ACF on children who are in out-of-home care and in subsidized adoption or guardianship arrangements with the State and AFCARS penalty requirements of the Adoption Promotion Act of 2003. This NPRM proposes many of the same changes and additions as the earlier NPRM and includes several new modifications to address changes made by the Fostering Connections to Success and Increasing Adoptions Act of 2008, such as collecting and reporting data related to the title IV-E guardianship assistance program, sibling placement, the extension of title IV-E assistance to children age 18 or older, educational stability plans and transition plans for children in foster care and the inclusion of Tribal title IV-E agencies. Additionally, modifications were made to address new requirements in the Preventing Sex Trafficking and Strengthening Families Act, which was enacted on September 29, 2014 to include information on: Victims of sex trafficking, children in foster care who are pregnant or parenting, and children in non-foster family settings.

   The Adoption and Foster Care Analysis and Reporting System, Proposed Rule is at:

Page by Page Summary of the Adoption and Foster Care Analysis and Reporting System, Proposed Rule is included with this Federal Issues Report.

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Substance Abuse and Mental Health Services Administration SAMHSA

4. **Community Mental Health Services Block Grant and Substance Abuse and Prevention Treatment Block Grant FY 2016 – 2017 Plan and Report, Federal Register/Vol. 80, No. 58/Thursday, March 26, 2015:**

   Currently, the SABG and the MHBG differ on a number of their practices (e.g., data collection at individual or aggregate levels) and statutory authorities (e.g., method of calculating MOE, stakeholder input requirements for planning, set asides for specific populations or programs, etc.)

   Increasingly, under the Affordable Care Act, more individuals are eligible for Medicaid and private insurance. This expansion of health insurance coverage will continue to have a significant impact on how State Mental Health Authorities (SMHAs) and Single State Agencies (SSAs) use their limited resources. In 2009, more than 39 percent of individuals with serious mental illness (SMI) or serious emotional disturbances (SED) were uninsured. Sixty percent of individuals with substance use disorders whose treatment and recovery support services were supported wholly or in part by SAMHSA block grant funds were also uninsured. A substantial proportion of this
population, as many as six million people, will gain health insurance coverage in 2014 and will have various outpatient and other services covered through Medicaid, Medicare, or private insurance. However, these plans will not provide access to the full range of support services necessary to achieve and maintain recovery for most of these individuals and their families.

Given these changes, SAMHSA has conveyed that block grant funds be directed toward four purposes:

1. To fund priority treatment and support services for individuals without insurance or who cycle in and out of health insurance coverage;
2. To fund those priority treatment and support services not covered by Medicaid, Medicare or private insurance offered through the exchanges and that demonstrate success in improving outcomes and/or supporting recovery;
3. To fund universal, selective and targeted prevention activities and services; and
4. To collect performance and outcome data to determine the ongoing effectiveness of behavioral health prevention, treatment and recovery support services and to plan the implementation of new services on a nationwide basis.

For the full text, please see the link below.

Medicaid/Affordable Care Act

5. Basic Health Program; Federal Funding Methodology for Program Year 2016:
Final Rule Effective January 1, 2016 – In the states that elect to operate a Basic Health Program (BHP), BHP will make affordable health benefits coverage available for individuals under age 65 with household incomes between 135 percent and 200 percent of the FPL who are not otherwise eligible for Medicaid, the Children’s Health Insurance Program (CHIP), or affordable employer-sponsored coverage. For those states that have expanded Medicaid coverage, the lower income threshold for BHP eligibility is effectively 138 percent due to the application of a required 5 percent disregard in determining the upper limits of Medicaid income eligibility.

Under the Affordable Care Act, the funding methodology and payment rates are expressed as an amount per BHP enrollee for each month of enrollment. These payment rates may vary based on categories or classes of enrollees. Actual payment to a state would depend on the actual enrollment in coverage through the state BHP payment rate cells.

CMS proposes that a state implementing BHP provide them with an estimate of the number of BHP enrollees it will enroll in the upcoming BHP program, by applicable rate cell, to determine the federal BHP amounts. For each state, CMS proposes using rate cells that separate the BHP population into separate cells based on the following five factors: age; geographic rating area; coverage status; household size; and income.

CMS proposes to use, to the extent possible, data submitted to the federal government by Qualified Heath Plan (QHP) issuers seeking to offer coverage through a Marketplace to determine the federal BHP payment cell rates. However, in states operating a State Based Marketplace (SBM), CMS proposed that such states
submit required data for CMS to calculate the federal BHP payment rates in those states.

Section 1331(d)(3) of the Affordable Care Act directs the Secretary to consider several factors when determining the federal BHP payment amount, which, as specified in the statute, must equal 95 percent of the value of the Premium Tax Credit (PTC) and Cost Sharing Reduction (CSR) that BHP enrollees would have been provided had they enrolled in a Qualified Health Plan (QHP) through a Marketplace. Thus, the BHP funding methodology is designed to calculate the PTC and CSRs as consistently as possible and in general alignment with the methodology used by Marketplaces to calculate the advance payments of the PTC and CSRs, and by the Internal Revenue Service (IRS) to calculate final PTCs.

The full text of the Basic Health Program; Federal Funding Methodology for Program Year 2016 is at:
https://www.federalregister.gov/articles/2015/02/24/2015-03662/basic-health-program-federal-funding-methodology-for-program-year-2016

**Child Care and Development Block Grant**

6. **President Obama Budget Proposal Includes a Significant Increase in the Child Care and Development Block Grant (CCDBG):**

Obama’s budget proposal includes an increase of $3.7 billion in mandatory funding for child care assistance in FY 2016, to “guarantee access to quality, affordable child care” for children under age 4 in low-income families (under 200 percent of poverty).

A $370 million increase in discretionary funding including $266 million to help states implement new provisions in the bipartisan Child Care and Development Block Grant Act of 2014, $4 million for research and evaluation, and $100 million for pilots to develop, implement, and evaluate new, innovative models of providing child care.

The budget proposal also includes an expansion of the Child and Dependent Care Tax Credit (CDCTC) for families with children under age five. The budget triples the maximum credit available for families to $3,000 per child and makes the full CDCTC available to families with income of up to $120,000.

The full text of the APSHA This Week in Washington, February 6, 2015 is at:
http://www.aphsa.org/content/dam/aphsa/pdfs/Resources/Publications/TWIW/TWIW_02_06_15.pdf

**Supplemental Nutritional Assistance Program (SNAP)**

7. **USDA Award $200 Million for Skills Training to Help SNAP Recipients Get Good Jobs:**

Agriculture Secretary Tom Vilsack, joined by Labor Secretary Tom Perez, announced the recipients of $200 million in competitive awards to fund and evaluate pilot projects in 10 states to help Supplemental Nutrition and Assistance Program (SNAP) participants find jobs and work toward self-sufficiency. Projects in California, Delaware, Georgia, Illinois, Kansas, Kentucky, Mississippi, Virginia, Vermont, and Washington were chosen.
Authorized by the 2014 Farm Bill, the grants announced today fund pilot projects focusing on target populations identified by the legislation, including individuals with low skills, able-bodied adults without dependents and SNAP recipients working in very low-wage or part-time jobs. The selected pilots represent a wide array of balanced approaches—including skills training, work-based learning, support services such as transportation and child care, and other job-driven strategies—and reflect the wide geographic diversity of the SNAP population. The grants will fund projects for three years.

The full text at the United States Department of Agriculture Food and Nutrition Service is at: http://www.fns.usda.gov/pressrelease/2015/007115

Child Welfare, Summary of Proposed rule: 45 CFR 1355 Adoption and Foster Care Analysis and Reporting Systems (AFCARS)

Overview of Major Proposed Revisions to AFCARS – pg. 7136
Restructuring data – in 2 ways:
(1) To support longitudinal data analysis; and
(2) To require Title IV-E agencies to submit two data files, an out-of-home care data file and an adoption and guardianship assistance data file.
   a. Currently Title IV-E agencies are required to report some living arrangement, provider and permanency information relative to the child’s most recent foster care episode only.
   b. Proposed instead that the Title IV-E agencies collect and report historical information in the out-of-home care data file on:
      i. The date and circumstances of each of the child’s removals and placements into foster care;
      ii. The type of environment the child was living in at the time of each of the child’s removals and the Title IV-E agency’s authority for placement and care responsibility;
      iii. The date and type of each living arrangement the child experiences while in out-of-home care;
      iv. The demographics on each foster family home provider, if applicable;
      v. Information on each of the child’s permanency plans and concurrent permanency plans, if applicable;
      vi. The date, location and purpose of each caseworker visit with the child;
      vii. Each date that a petition to terminate parental rights (TPR) was filed and each TPR date; and
      viii. The date and reasons of each of the child’s exits from out-of-home care.

Section-by-Section Discussion of NPRM – pg. 7139
(1) Scope of Adoption and Foster Care Analysis and Reporting System - Propose two data files semi-annually:
      i. Propose to collect information on education, concurrent planning and demographic information on a child’s adoptive parents in the out-of-home care data file, and
      ii. For the first time, information on caseworker visits.
   b. An adoption and guardianship assistance data file.
      i. Adoption and Guardianship Assistance data file that includes a child’s demographics and characteristics, removal, living arrangements and experiences in out-of-home...
care, as well as the nature of finalized Title IV-E adoptions and guardianship assistance agreements.

ii. Also collect the same information for children supported by Title IV-E Guardianship Assistance (NH has not elected to include Title IV-E Guardianship Assistance).

(2) Out-of-Home Care Reporting Population – pg. 7140 & 7141

a. Proposes to modify the AFCARS reporting population to include:
   i. A child of any age for whom the Title IV-E agency has placement and care responsibility when such child has been placed in foster care (includes children for Title IV-E agencies that have adopted a definition of “child” that allows Title IV-E reimbursement for an eligible child up to age 21 who meet certain educational and employment conditions).
   ii. The out-of-home care reporting population to include a child, whether or not the child receives a payment that is federally subsidized.
   iii. Children for whom the Title IV-E agency has placement and care responsibility but who have runaway or whose whereabouts are unknown at the time the Title IV-E agency receives placement and care responsibility for the child.
   iv. Children placed at home under the placement and care responsibility of the Title IV-E agency (trial home visits) remain in the out-of-home care reporting population until the placement and care responsibility ends.

b. AFCARS reporting population does not include:
   i. Children who are under the Title IV-E agency’s “supervision” authority with no concurrent placement and care responsibility.

c. Once a child enters the out-of-home care reporting population he or she remains in the out-of-home care reporting population through the end of the report period in which the Title IV-E agency’s placement and care responsibility ends regardless of any subsequent living arrangement while in out-of-home care.

(3) Adoption and Guardianship Assistance Reporting Population – pg. 7141 & 7142

a. Proposes to include a child in a finalized adoption assistance agreement in the adoption and guardianship assistance reporting population regardless of whether or not a financial subsidy is paid on the child’s behalf.

b. AFCARS reporting population does not include:
   i. Children in a pre-adoptive living arrangement in the adoption and guardianship assistance reporting population. These children are to be reported in the out-of-home care report.

c. Limit the adoption and guardianship assistance reporting population to only those children who are in a legal guardianship under a Title IV-E guardianship agreement, rather than all children receiving State or Federal guardianship assistance.
   i. Propose to collect only basic demographic information readily accessible regarding the child’s Title IV-E guardianship agreement in effect during the report period.

(4) Data Reporting Requirements – pg. 7143

a. Title IV-E agencies will be required to submit their data files to ACF within 30 calendar days of the end of the report period. Title IV-E agencies will be required to submit AFCARS data files every year by April 30 and October 30.

(5) Out-of-Home Care Data File – pg. 7143 & 7144

a. Proposes that a Title IV-E agency submit recent and historical information pertaining to termination of parental rights (TPR) petitions, TPRs, removals, permanency and transition
plans, caseworker visits, living arrangements and exits from the out-of-home care population or who remain in out-of-home care from one report period to the next.

b. Proposes an exception to report complete historical and current information on out-of-home care episodes applies to:
   i. Children who are in out-of-home care on the effective date of the final rule who also had a prior out-of-home care episode before this date; and
   ii. Children who enter out-of-home care after the effective date of the final rule who had a prior out-of-home care episode before this date.
   iii. Proposes that the Title IV-E agency report the child’s removal dates, Exit dates and Exit reasons for each out-of-home care episode that occurred before the effective date of the final rule.

c. Reporting Missing Information – pg. 7145
   i. If the Title IV-E agency fails to collect the information for a data element, the agency must report the data element as blank or missing.
   ii. The Title IV-E agency may not write the extraction code to default to a valid response option if caseworkers did not collect or enter those responses into the information system.

d. Record Retention – pg. 7145 & 7146
   i. The Title IV-E agency must keep applicable records until the child is no longer of an age to be in the reporting populations, additionally:
      1. Must keep applicable records for a minimum of three years when a child exits the reporting population due to age.
      2. Proposes that the child’s identification number remain consistent over time and indicates the child’s entire history with the child welfare system.
      3. References paper files but does not address the length of retention as it does the electronic records.

e. Child’s Birth Information – pg. 7147
   i. New data element: Indicate if the child was born in the US by indicating “yes”. If the child was born in a country other than the US indicate “no.”

f. Child’s Race – pg. 7147
   i. Proposes that “unknown” must be selected if the child or his or her parent(s) or legal guardian(s) cannot communicate the child’s race. This response option serves to replace “unable to determine.”
   ii. New response options:
      1. If the child’s race cannot be determined because the child is “abandoned,” the Title IV-E agency must so indicate.
      2. If the child or his or her parent(s) or legal guardian(s) “declines” to identify any race, the Title IV-E agency must so indicate.

g. Child’s Hispanic or Latino Ethnicity – pg. 7147 & 7148 new data element – Requires that the Title IV-E agency report the Hispanic or Latino ethnicity of the child.

h. Health, Behavioral or Mental Health Conditions – pg. 7148 Proposes that the IV-E agency indicate “existing condition,” “previous condition” or “does not apply,” as applicable.

i. School Enrollment – pg. 7149 – new data element – proposes that the Title IV-E agency report whether a child is currently a full-time student at and enrolled (or in the process of enrolling) in school as of the last day of the report period or on the day of exit for a child exiting out-of-home care prior to the end of a report period.
j. **Education Level** – pg. 7149 – new data element- proposes that the Title IV-E agency report the highest educational level, from kindergarten to college or postsecondary education/training, completed by the child as of the last day of the report period.

k. **Educational Stability** – pg. 7150 – new data element – Proposes to require Title IV-E agencies to collect and report whether the child is enrolled in a new elementary or secondary school prompted by an initial placement into foster care or a placement change that occurred within the report period if applicable.

   i. New school enrollment are indicated by **any school change** that occurs prompted by a child’s initial placement after entering foster care or any subsequent living arrangement change, whether or not the child was ever previously enrolled in the “new” school.

   ii. Proposes that the Title IV-E agency indicate “proximity” if the child enrolled in a new elementary or secondary school because the distance to his or her former school was too far from the child’s out-of-home care placement, there was a lack of transportation to the child’s former school or proximity was otherwise a factor in the decision for the child to change schools.

   iii. Propose that the Title IV-E agency indicate “residential facility” when the child enrolled in a new school because he or she formerly attended school on the campus of a residential facility.

l. **Special Education** – pg. 7151 – proposes that the Title IV-E agency collect information about whether the child has an Individualized Education Program (IEP) or an Individualized Family Service Program (IFSP) as of the end of the report period.

m. **IDEA Qualifying Disability** – pg. 7151 – new data element – Proposes to require IV-E agencies to report the child’s qualifying disability, if applicable.

   i. The categories of impairment defined in IDEA include: developmental delay, autism, hearing or visual impairment, emotional disturbance, intellectual disability and traumatic brain injury.

n. **Prior adoption** – pg. 7152 – Proposes to require the Title IV-E agency to report whether the child has experienced one or more prior legal adoption(s) and the dates, types, and jurisdiction of each adoption.

o. **Prior Adoption Date(s)** – pg. 7152 – Proposes to require the Title IV-E agency to report the finalization date of each prior adoption(s) that the child has experienced if it was indicated that the child had at least one prior finalized adoption.

p. **Prior Adoption Types** – pg. 7152 - Proposes to require the Title IV-E agency to indicate one of the below types:

   i. Foster care adoption within State or Tribal service area, 
   ii. Foster care adoption in another State or Tribal area, 
   iii. Inter-country adoption or 
   iv. Other private or independent adoption.

q. **Prior Adoption Jurisdiction(s)** – pg. 7152 - Proposes to require the Title IV-E agency to report the name of the State, Tribal service area, Indian reservation, or country in which the child was previously adopted.

**Prior Guardianship** – pg. 7153 - Proposes to require the Title IV-E agency to report information on whether or not the child experienced one or more prior legal guardianships.

r. **Prior Guardianship Date(s)** – pg. 7153 - Proposes to require the Title IV-E agency to report the month and year that each prior legal guardianship the child experienced became legalized.

s. **Prior Guardianship Jurisdiction(s)** – pg. 7153 - Proposes to require the Title IV-E agency submit the name of the other State or Tribal service area or Indian reservation in which the child was previously in a guardianship.
t. **Minor Parent** – pg. 7153 - Proposes to require the Title IV-E agency to collect and report the number of children either fathered or borne by the child, if applicable.
   i. The Title IV-E agencies must report the total of all biological children of the child, whether or not such children live with their parent.
   ii. The Title IV-E agency must report a child older than age 18 in foster care as a “minor parent” if he or she has children.

u. **Child Financial and Medical Assistance** – pg. 7154 - Proposes to require the Title IV-E agency to report any type(s) of financial and medical assistance (other than Title IV-E assistance) that the child received during the current six-month report period. Benefits to be reported:
   i. Supplemental Security Income Assistance,
   ii. Social Security Assistance,
   iii. Title XIX Medicaid,
   iv. State’s Children’s Health Insurance Program (SCHIP, Title XXI waivers or demonstrations,
   v. A State/Tribal or locally financed adoption assistance payment, a State/Tribal or locally financed foster care payment, child support or other sources of financial assistance or
   vi. Indicate “no support/assistance received.”

v. **Title IV-E Foster Care During Report Period** – pg. 7154 - Proposes to require the Title IV-E agency to report specifically whether the child received a Title IV-E foster care maintenance payment during the current report period.

w. **Victim of Sex Trafficking and Victim of Sex Trafficking while in Foster Care** – pg. 7154 - Proposes to require the Title IV-E agency to report whether the child was a victim of sex trafficking prior to entering foster care and if while in foster care became a victim of sex trafficking.

x. **Number of Siblings Living with the Child at Removal** – pg. 7154 – Proposes to require the Title IV-E agency to report the total number of siblings living with the child at the time of the child’s removal home, if any.

(6) **Parent or Legal Guardian Information** – pg. 7155 – ACF seeks information on the child’s parent(s) or legal guardian(s)

a. Year of birth of parent(s) or legal guardian(s) – pg. 7155 - Proposes to require the Title IV-E agency to collect and report the birth year of the child’s parent(s) or legal guardian(s). This can be a biological, legal or adoptive parent or legal guardian.

(7) **Parent(s) or Legal Guardian(s) born in the United States** – pg. 7155 - Proposes to require the Title IV-E agency to report whether or not the child’s parent(s) or legal guardian(s) were born in the United States. This can be a biological, legal or adoptive parent or legal guardian.

(8) **Termination of Parental Rights** – pg. 7155 & 1756 - Proposes to require the Title IV-E agency to report each date the Title IV-E agency filed a petition to terminate parental rights (TPR) regarding the child’s biological, legal or adoptive parent or legal guardian.

a. The Title IV-E agency must report each petition date in cases where there are multiple petitions that are filed.

b. If there was no termination of parental rights because the parent(s) are deceased, the date of death must be entered.

(9) **Date of Judicial Finding of Abuse or Neglect** – pg. 7156 - Proposes to require the Title IV-E agency to collect and report the date of the first judicial finding that the child has been subject to child abuse or neglect, if applicable.

a. Title IV-E agencies must comply with case review requirements within specific time frames which begin with the earlier of the date of the first judicial findings that the child was subjected to abuse or neglect or the date that is 60 calendar days after the date on which the child is removed from the home.

Section 3155.43(d) Removal Information – pg. 7156 – Longitudinal data to allow ACF to analyze more
accurately the circumstances surrounding a child’s entry into and entire experience while in out-of-home care.

(10) **Date of Child’s Removal** – pg. 7156 - Proposes to require the Title IV-E agency collect and report the date(s) on which the child was removed for each removal of a child who enters placement and care responsibility of the Title IV-E agency.

a. The Title IV-E agency indicates the date that the Title IV-E agency received placement and care responsibility.

(11) **Removal Transaction Date** – pg. 7157 - Proposes to require the Title IV-E agency collect and report the transaction date for each of the child’s removal dates.

a. The transaction date is non-modifiable, computer generated date which accurately indicates the month, day and year each response is entered into the information system.

b. ACF proposes that the transaction date must be no later than 30 days after the date of each removal.

(12) **Environment at Removal** – pg. 7157 – New data element - Proposes to require the Title IV-E agency collect and report the type of environment (household or facility) the child was living in at the time of the child’s removal for each removal.

a. The new data element is to require the Title IV-E agency to report whether the child was living in a household with his or her parent(s), relatives(s) or legal guardian(s) or if the child was living in a justice facility or a medical/mental health facility or in another situation not so described at the time of each removal.

(13) **Authority for Placement and Care** – pg. 7158 - Proposes to require the Title IV-E agency to indicate for each removal whether the Title IV-E agency’s authority for placement and care responsibility of the child was based on a court order or a Voluntary Placement Agreement (VPA) or to indicate if the type of authority has not yet been determined.

a. The Title IV-E agency must report its authority for placement and care responsibility of the child, instead of the “manner of removal from home” as in the existing AFCARS.

(14) **Runaway** – pg. 7158 - Proposes to require the Title IV-E agency collect and report whether the child has left, without authorization, the home or facility in which the child was residing at the time of each removal.

(15) **Whereabouts Unknown** – pg. 7158 – New data element - Proposes to require the Title IV-E agency collect and report, as a circumstance at removal, the child’s whereabouts are unknown and the Title IV-E agency does not consider the child to have run away at the time of each removal reported.

(16) **Physical Abuse** – pg. 7158 - Proposes to continue to require the Title IV-E agency collect and report whether alleged or substantiated physical abuse, injury or maltreatment by person responsible for the child’s welfare was a circumstance with the child’s removal for each removal reported.

(17) **Sexual Abuse** – pg. 7159 - Proposes to continue to require the Title IV-E agency collect and report whether alleged or substantiated sexual abuse or exploitation by person responsible for the child’s welfare was a circumstance with the child’s removal for each removal reported.

(18) **Psychological or emotional Abuse** – pg. 7159 - Proposes to require the Title IV-E agency collect and report whether alleged or substantiated psychological or emotional abuse, including verbal abuse by person responsible for the child’s welfare was a circumstance with the child’s removal for each removal reported.

(19) **Medical Neglect** – pg. 7159 – New data element - Proposes to require the Title IV-E agency collect and report whether alleged or substantiated medical neglect by a person responsible for the child’s welfare was a circumstance with the child’s removal for each removal reported.

a. The Title IV-E agency is not required to report on information on medical neglect separately from a circumstance of “neglect” in the existing AFCARS.
Domestic Violence – pg. 7159 - Proposes to require the Title IV-E agency collect and report whether domestic violence was a circumstance associated with the child’s removal for each removal reported.
   a. ACF proposes to define domestic violence as alleged or substantiated physical or emotional abuse between one adult member of the child’s home and a partner if the child is age 18 or older. The Title IV-E agency is not required to report this information in the existing AFCARS.

Abandonment – pg. 7159 – Proposes that the Title IV-E agency continue to report if abandonment was a circumstance associated with the child’s removal for each removal.
   a. This response option does not apply when the identity of the parent(s) or legal guardian(s) is known.

Failure to Return – pg. 7160 – Proposes that the Title IV-E agency report if the child’s parent(s), legal guardian(s) or caretaker(s) leaves the child alone or with others and does not return for the child or make his or her location known to the Title IV-E agency for removal.
   a. Proposes to require the Title IV-E agency to report “failure to return” as a separate response option from “abandonment.”

Caretaker’s Alcohol Abuse – pg. 7160 – Is unchanged from existing AFCARS requirement.

Caretaker’s Drug Abuse – pg. 7160 - Is unchanged from existing AFCARS requirement.

Child Alcohol Use – pg. 7160 - Proposes to require the Title IV-E agency to report whether the child’s alcohol use was a circumstance associated with the child’s removal for each removal reported.
   a. This response option encompasses a child’s alcohol use at any age except it does not include infants who are addicted to alcohol at birth or who may be diagnosed with fetal alcohol spectrum disorders.

Child’s Drug Use – pg. 7160 - Proposes to require the Title IV-E agency to report whether the child’s drug use was a circumstance associated with the child’s removal for each removal reported.
   a. This response option encompasses a child’s drug use at any age except it does not include infants who are addicted to drugs at birth.

Prenatal Drug Exposure – pg. 7161 - Proposes to require the Title IV-E agency to report, for each removal, whether a child has been prenatally exposed to drugs and if it was a circumstance associated with the child’s removal.

Diagnosed Condition – pg. 7161 – In the existing AFCARS, the Title IV-E agency is required to report similar information at removal as part of the “child disability” response option. Proposes modifications to the name of this circumstances, “diagnosed conditions” and the language of the response option (change from the use of the term “disability” to “conditions”) to align with the changes in proposed data element “health, behavioral or mental health condition.” Also changing “mental retardation” to “intellectual disability.”

Inadequate Access to Mental Health Services – pg. 7161 – New data element - Proposes to require the Title IV-E agency collect and report whether inadequate access to mental health services was a circumstance associated with the child’s removal for each removal reported.
   a. Response options to include the child or the child’s family having inadequate resources to access mental health services as a circumstance at removal.

Inadequate Access to Medical Services – pg. 7161 – New data element - Proposes to require the Title IV-E agency collect and report whether inadequate access to medical services, not including instances of withholding medical services or treatment or medical neglect, was a circumstance associated with the child’s removal for each removal reported, to include children age 18 or older who enter foster care.

Child Behavior Problem – pg. 7161 – In the existing AFCARS, the Title IV-E agency is required to report running away and other child behavior problems resulting in adjudication together in the response option “child behavior problems,” ACF proposes to require that Title IV-E agencies report as a separate circumstance at removal whether the child was alleged or found to be a status offender or whether the child was alleged or found to be an adjudicated delinquent so that ACF can categorize clearly a behavioral problem that has already been identified.
(32) **Death of Caretaker** – pg. 7162 – The existing AFCARS requirement is to collect and report if the death of the child’s parent(s), legal guardian(s) or caretaker was a circumstance associated with the child’s removal for each removal reported.

a. Proposes to expand to include death of the child’s legal guardian.

(33) **Incarceration of Caretaker** – pg. 7162 – Expands the existing AFCARS requirement to include the incarceration of the child’s legal guardian.

(34) **Caretaker’s Significant Impairment** – physical/emotional – pg. 7162 - Proposes to require the Title IV-E agency to continue to collect and report whether the child’s parent(s), legal guardian(s) or caretaker(s) has a physical or emotional illness or disabling condition that adversely affects his or her ability to care for the child.

a. Also applies to situations where the caretaker cannot care for a child temporarily due to his or her own medical needs.

(35) **Caretaker’s Significant Impairment** – cognitive – pg. 7162 – In the existing AFCARS, the Title IV-E agency is required to report the caretaker’s limited mental capacity as part of the response option “caretaker’s inability to cope”

a. Proposes to require the Title IV-E agency to collect and report, for each removal, whether the limited cognitive ability of the child’s parent(s), legal guardian(s) or caretaker(s) adversely affects his or her ability to care for the child.

(36) **Inadequate Housing** – pg. 7163 – Proposes to define “inadequate housing” to include housing that is “substandard, overcrowded, unsafe or otherwise inadequate, which results in it being inappropriate for the child to reside,” including homelessness, to include situations where the child is not living with the child’s parent or legal guardian and the child’s housing is inadequate for children age 18 or older who enter foster care.

(37) **Voluntary Relinquishment for Adoption** – pg. 7163 - Proposes to require the Title IV-E agency to continue to collect and report, for each removal, whether a voluntary relinquishment was a circumstance associated with the child’s removal.

(38) **Child Requested Placement** – pg. 7163 – New response option - Proposes to require the Title IV-E agency to collect and report, for each removal, whether the child, age 18 or older, has requested placement into foster care.

**Section 1355.43(e) Living Arrangement and Provider Information** – pg. 7163 – Proposes that the Title IV-E agency collect and report information on each of the child’s living arrangements for each out-of-home care episode, including information about the providers who are caring for the child, demographics on the child’s foster parent(s), information on the child’s sibling(s) and the sources of Federal assistance that support the child’s room and board in each living arrangement.

(39) **Date of Living Arrangement** – pg. 7164 – Proposes that the Title IV-E agency report the date that the child was placed in the current placement setting or on a trial home visit and a count of how many times the child changed placement settings.

a. Proposes to require that the Title IV-E agency report the date that the child is placed at home until the Title IV-E agency placement and care responsibility ends, consistent with the revised out-of-home reporting population.

b. In the case of a child who is already living in a living arrangement and remains there when the Title IV-E agency receives placement and care responsibility of the child, the Title IV-E agency must report the date of the VPA or court order providing the Title IV-E agency with placement and care responsibility, rather than the date the child began living in the arrangement. Ex. A child who was living with a relative prior to a constructive removal who continues to reside in the relative’s house after entering foster care.
Proposes additional types of living arrangements, whether the following 6 types of foster family homes “applies” or does not “apply”:

d. Foster Family Home – pg. 7164 – Licensed, therapeutic, provider shelter care is that of a relative, pre-adoptive home and/or kin family. ACF proposes to add “kin family foster home” as an option.

   i. Licensed home – pg. 7165 – any type of foster family home that is licensed or approved by the State.

   ii. Therapeutic foster family home – pg. 7165 – a foster family home that provides specialized care and services and is intended for children with more challenging behavior or needs.

   iii. Shelter care family foster home – pg. 7165 – designated or approved as a shelter home by the State...and is short-term or transitional in nature.

   iv. Relative foster family home – pg. 7165 – this option is limited to persons related by a biological, legal or marital connection and does not include kin (e.g. individuals who have a pre-existing psychological, cultural or emotional relationship with the child.)

   v. Pre-adoptive home – pg. 7165 – defined as a home in which the family and the Title IV-E agency have agreed on a plan to adopt the child.

   vi. Kin foster family home – pg. 7165 – defined as a home in which there is a kin relationship as defined by the Title IV-E agency, such as one where a psychological, cultural or emotional relationship exists between the child or the child’s family and the foster parent(s).

   vii. Other living arrangement type – pg. 7165 – the proposed living arrangements are mutually exclusive and are as follows:


1. Group home-family operated,
2. Group home – staff operated,
3. Group home – shelter care,
4. Residential treatment center,
5. Child care institution,
6. Child care institution – shelter care,
7. Supervised independent living,
8. Juvenile justice facility,
9. Medical or rehabilitative facility,
10. Psychiatric hospital,
11. Runaway,
12. Whereabouts unknown, and
13. Placed at home.

   viii. Proposes to exclude other institutions whose primary purpose is to secure children who are determined to be delinquent from the definition of a “child care institution,” such as detention facilities, forestry camps and training schools. Pg. 7166.

 ix. Proposes that a juvenile justice facility is a secure facility where alleged or adjudicated juvenile delinquents are housed while under the Title IV-E’s placement and care responsibility. This definition is broad enough to include all types of juvenile justice facilities, whether they are locked or employ some type of treatment component. Pg. 7166.

 x. Proposes a “medical or rehabilitative facility” as a new living arrangement type in AFCARS, where it is defined as “a medical or rehabilitation facility” as one where a child receives medical or physical health care. This could include a hospital or facility where a child receives intensive physical therapy, but not primarily psychiatric care. Pg. 7166.
xi. New data element option – “whereabouts unknown,” proposes to define as when the child is under the Title IV-E agency’s placement and care responsibility, but not in the physical custody of the Title IV-E agency or person or institution with whom the child has been placed, where the whereabouts are unknown and the Title IV-E agency does not consider the child to have runaway. Pg. 7166.

xii. New option of “placed at home,” pg. 7166. Proposes that the Title IV-E agency indicate “placed at home” if the child is living at home with his or her parent(s) or legal guardian(s) while under the placement and care responsibility of the Title IV-E agency in preparation for the Title IV-E agency to return the child home permanently.

e. Jurisdiction or Country where the Child is Living – pg. 7167 – New data requirement, proposes to require the Title IV-E agency to report the name of the State, Tribal service area, Indian reservation or country where the reporting Title IV-E agency placed the child for each living arrangement, if the Title IV-E agency indicated either “out-of-home” or “out-of-Tribal service area, “or “out-of-the country.”

f. Collect Information on Child’s Siblings – pg. 7167 – proposes to collect information on the child’s siblings who are in out-of-home care under the placement and care responsibility of the Title IV-E agency or who exit the placement and care responsibility of the Title IV-E agency to a finalized adoption or legal guardianship.

i. Number of siblings in Out-of-Home Care – pg. 7168 - Proposes that the Title IV-E agency to report the total number of siblings, if applicable, that a child has who themselves is in out-of-home care under the placement and care responsibility of the reporting Title IV-E agency at any point during the reporting period.

ii. Siblings Placed Together in Out-of-Home Care – pg. 7168 – Proposes to require the Title IV-E agency to report the child record number(s) of each sibling(s) who is in out-of-home care under the placement and care responsibility of the reporting Title IV-E agency and who is placed with the child in the same living arrangement at any point during the reporting period.

iii. Siblings in Out-of-Home Care not Living with Child – pg. 7168 – Proposes to require the Title IV-E agency to report the child record number(s) of each sibling who is in out-of-home care under the reporting Title IV-E agencies placement and care responsibility and who is not placed with the child in the same living arrangement at any point during the report period.

iv. Number of Siblings in an Adoption or Legal Guardianship – pg. 7168 – Proposes to require the Title IV-E agency to report the total number of siblings, if applicable, that a child has who exited the placement and care responsibility of the reporting Title IV-E agency to finalized adoption or a legal guardianship.

v. Siblings in Adoptive/guardianship placements living with Child – pg. 7168 - Proposes to require the Title IV-E agency to report the child record number(s) of each sibling(s) who exited placement and care responsibility of the reporting Title IV-E agency to a finalized adoption or legal guardianship and who is placed with the child in the same living arrangement at any point during the reporting period.

vi. Siblings in Adoptive/guardianship Placements not Living with Child – pg. 7168 - Proposes to require the Title IV-E agency to report child record number(s) of each sibling(s) who exited placement and care responsibility of the reporting Title IV-E agency to a finalized adoption or legal guardianship and who is not living with the child in the same living arrangement at any point during the report period.

g. Number of Children Living with the Minor Parent – pg. 7168 - Proposes to require the Title IV-E agency to report the total number of children who are living with their minor parent in the same living arrangement, for each living arrangement if the Title IV-E agency reported that the minor parent (i.e. the child who is the
subject of this record) has children. ACF proposes that a child older than age 18 in foster care is a “minor parent” if he or she has children.

i. ACF proposes that a Title IV-E agency include in this count only those children of the minor parent who are not under the Title IV-E agency’s placement and care responsibility, for who the minor parent is responsible and who are living in the same living arrangement. Pg. 7168.

h. Marital Status of the Foster Parents – pg. 7169 – Proposes to add one other category of marital status – separated.

i. Child’s Relationship to the Foster Parents – pg 7169 - Proposes to require the Title IV-E agency to report the type of relationship between the child and the foster parent(s) from one of seven options, for each foster family home the child is placed...to include the following relationships: siblings, maternal and paternal grandparents, other maternal or paternal relatives or non-relatives. In addition, ACF proposes to add one additional option – kin.

   i. A kin relationship is one where there is a psychological, cultural or emotional relationship between the child or the child’s family and foster parent(s).

j. Year of Birth of Foster Parents – pg. 7169 – In the exiting AFCARS regulation the Title IV-E agency is required to estimate a year of birth if the foster parent(s) exact birth date is unknown. ACF proposes to remove this instruction because they expect the Title IV-E agency will always have the exact year of birth for a foster parent.

k. Race of Foster Parent(s) – pg. 7169 – Proposes that the Title IV-E agency must allow the foster parent(s) to determine his or her own race. If the foster parent(s) does not know his or her race, the Title IV-E agency must indicate that the information is not known.

l. Hispanic or Latino Ethnicity of Foster Parent(s) – pg. 7170 - Proposes to require the Title IV-E agency to report the Hispanic or Latino ethnicity of the foster parent(s) by indicating “yes” or “no.” The Title IV-E agency must allow the foster parent(s) to determine his or her own ethnicity.

m. Sources of Federal Assistance in Living Arrangement – pg. 7170 - Proposes that the Title IV-E agency to report the Federal assistance that supports the child’s maintenance payments (i.e. room and board) on the last day of the child’s placement in each living arrangement is ongoing, for each living arrangement.

   i. Proposes to require the Title IV-E agency to report the types of Federal funds that are supporting the child’s maintenance in each out-of-home care living arrangement from the following options:

      1. Title IV-E foster care maintenance payments,
      2. Title IV-E adoption assistance subsidy,
      3. Title IV-E guardianship assistance subsidy,
      4. Title IV-A Temporary Assistance for Needy Families (TANF),
      5. Title IV-B Child Welfare Services,
      6. Title XX Social Services Block Grant (SSBG),
      7. The Chafee Foster Care Independence Program, and/or
      8. Other Federal funds.

n. Amount of Payment – pg. 7170 – Proposal modifies existing AFCARS regulation which requires Title IV-E agencies to report the total amount of the monthly foster care payment regardless of the source (e.g. Federal, State, Tribal or another source of funds) ... requires the Title IV-E agency to report the daily amount of assistance to allow ACF to calculate the monthly amount based on the per diem rate.

Section 1355.43(f) Permanency Planning – pg. 7171 – Proposes to expand the information that ACF collects by requiring the Title IV-E agencies to report longitudinal information for most of the data elements. ACF also proposes to modify the permanency plan options and request new information on the reasons for changing the child’s permanency plan; the child’s concurrent permanency plan; the child’s juvenile
justice involvement; caseworker visits with the child and the child’s transition plan.

(1) **Permanency Plan** – pg. 7172 – Proposes to require the Title IV-E agency to report one of six permanency plan options for the child or indicate that the permanency plan is not established. A description of each permanency plan option follows:

a. Indicate “reunify with parent(s) or legal guardian(s)” – pg. 7172 -if the plan is to keep the child in out-of-home care for a limited time and the Title IV-E agency is working with the child’s family to reunify the child with the parent(s).
   
i. Replaces the term “principal caretaker” with “legal guardian” – pg. 7172 -and expands the “reunify with parent(s) or legal guardian(s)” option to include situations when the child reunifies with a non-custodial parent or legal guardian rather from the parent or legal guardian from whom the child was removed.

b. Indicate “live with other relatives” – pg. 7172 - if the Title IV-E agency is working towards the child living permanently with a relative(s), other than the child’s parent(s) or legal guardians.

c. Indicate “adoption” – pg. 7172 -if the plan is to facilitate the child’s adoption by the child’s relatives, foster parent(s), kin or other unrelated individuals.

d. Indicate “guardianship” – pg. 7172 -if the plan is for the Title IV-E agency to establish a new legal arrangement for the child. This includes legal guardianships established with a relative or non-relative.

e. Indicate “planned permanent living arrangement” – pg. 7172 -if the plan is for the child to remain in foster care until the Title IV-E agency’s placement and care responsibility ends.

f. Indicate if the child’s permanency plan is “not yet established” – pg. 7173 -which is only a name-change modification from the existing AFCARS response option titled “case plan goal not yet established.”

(2) **Date of Permanency Plan** – pg. 7173 – new data element – Proposes to require the Title IV-E agency to report the month, day and year that each permanency plan for the child was established.

(3) **Concurrent Permanency Planning** – pg. 7173 – new data element - Proposes to require the Title IV-E agency to indicate whether the Title IV-E agency identified a concurrent plan for the child.

a. Indicate “concurrent permanency plan” if a concurrent permanency plan exists,

b. If the Title IV-E agency engages in concurrent permanency planning but a plan does not exist for the child; or “not applicable” if the Title IV-E agency does not engage in concurrent permanency planning.

(4) **Concurrent Permanency Plan** – pg. 7173 – new data element – Proposes to require the Title IV-E agency to identify the concurrent permanency plan that is established for the child, if applicable.

a. Propose that the concurrent permanency plan options include:
   
i. Live with other relatives,
   
ii. Adoption, or
   
iii. Guardianship

(5) **Date of Concurrent Permanency Plan** – pg. 7173 – new data element – Proposes that the Title IV-E agency report the month, day and year that each concurrent permanency plan, if any is established for the child.

(6) **Reason for Permanency Plan Change** – pg. 7173 – new data element - Proposes to require the Title IV-E agency to indicate whether the child's permanency plan changed during the report period and if so, the reason(s) for the change from a list of eight options.

a. **Not Engaged in Services** – pg. 7173 – Proposes that the Title IV-E agency indicate if the child’s parent(s) or legal guardian(s) has not engaged in services or otherwise taken the necessary steps to reunify with the child.

b. **Lack of Progress in the Reunification Plan** – pg. 7173 - Proposes that the Title IV-E agency indicate if the child’s parent(s) or legal guardian(s) is not meeting the requirements of the case plan for reunification consistently by demonstrating needed changes to provide a safe home for the child or otherwise taking the necessary steps to reunify with the child.
c. **Unable/Incapable of Caring for Child Permanently** – pg. 7174 - Proposes that the Title IV-E agency indicate if the change in the child’s permanency plan is due to the fact that the child’s parent(s) or legal guardian(s) is unable or incapable of caring for the child due to permanent, long-term or other extenuating circumstances.

d. **Reunification Appropriate** – pg. 7174 - Proposes that the Title IV-E agency indicate if the reason for the change in the child’s permanency plan is due to a decision that a child’s parent(s) or legal guardian(s) is able to care permanently and safely for the child and the Title IV-E agency is planning on pursuing reunification as a permanency option.

e. **Child Preference** – pg. 7174 - Proposes that the Title IV-E agency indicate if an older child stated his or her preference for the change in the permanency plan.

f. **Adoption/Guardianship** – pg. 7174 - Proposes that the Title IV-E agency indicate if the reason for the change in the permanency plan is due to a decision that adoption or legal guardianship is a more appropriate plan.

g. **Current Foster Care Provider Committed to Permanency** – pg. 7174 - Proposes that the Title IV-E agency indicate if the reason for the change in the permanency plan is because the current foster care provider of the child expressed a commitment to care permanently for the child and the permanency plan of adoption, legal guardianship or a planned permanent living arrangement has been ruled out.

h. **Emancipation Likely** – pg. 7174 - Proposes that the Title IV-E agency indicate if the reason for the change in the permanency plan is due to a decision that reunification, adoption or guardianship are not appropriate permanency plans and have been ruled out.

(7) **Date of Periodic Review** – pg. 7174 - Proposes that the Title IV-E agency report the month, day and year of each of the child’s periodic reviews. ACF proposes the Title IV-E agency to collect separately the dates of the child’s periodic reviews and the dates of the child’s permanency hearings to improve the information that ACF has available for CFSRs or other monitoring efforts.

(8) **Date of Permanency Hearing** – pg. 7174 – new data element - Proposes that the Title IV-E agency report the month, day and year of each of the child’s Permanency Hearings.

(9) **Juvenile Justice** – pg. 7174 – new data elements - Proposes to require the Title IV-E agency to indicate if the child was found by a juvenile judge or court to be a status offender or adjudicated delinquent at any time during the report period. Proposes that the IV-E agency indicate:

a. “Status Offender” if the child is found to be a status offender during the report period. A status offense is specific to juveniles and may include truancy, running away or underage alcohol violations.

b. “Adjudicated delinquent” if the child is adjudicated to be delinquent during the report period.

c. “Both Status Offender and Delinquent” if the child is found to be both a status offender and adjudicated delinquent at any point in time during the report period.

(40) **Caseworker Visits** – pg. 7175 – new data elements - Proposes that the Title IV-E agency collect and report in AFCARS information on visits between the child and the child’s caseworker. ACF proposes to require to collect and report the date, location and purpose of each visit by the caseworker an whether or not the caseworker visited the child alone during each visit, for each visit during each out-of-home care episode.

a. **Caseworker Visit Dates** – pg. 7175 – Proposes to require the Title IV-E agency to indicate the month, day and year of each in-person, face-to-face visit between the child and the caseworker, for each visit.

b. **Caseworker Visit Location** – pg. 7175 – Proposes to require the Title IV-E agency to indicate one of two options regarding the location of each in-person, face-to-face visit for each visit.
i. **Child’s Residence** – pg. 7175 – Proposes that the Title IV-E agency indicate “child’s residence” if the visit occurred at the location where the child is currently residing.

ii. **Other Location** – pg. 7175 – Proposes that the Title IV-E agency indicate “other location” if the visit occurred at any location other than where the child currently resides, such as the child’s school, a court, a child welfare office or in the larger community.

iii. **Caseworker Visit Purpose** – pg. 7175 – Proposes to require the Title IV-E agency to indicate the primary purpose of each in-person, face-to-face visit between the caseworker and the child, for each visit, from four options:
   1. Assessment or case planning,
   2. Placement of the child,
   3. Transportation, and
   4. Court hearing.

c. **Caseworker Visit Alone with Child** – pg. 7175 – Proposes to require the Title IV-E agency to indicate if the caseworker visited the child alone at any time during each in-person, fact-to-face visit with the child. The caseworker does not need to visit alone with the child for the entire visits.

(41) **Transition Plan** – pg. 7176 - new data element – Proposes to require the Title IV-E agency to indicate whether or not the child has a transition plan by indicating “yes” or “no” or “not applicable.” The Title IV-E agency must indicate “not applicable” for a child who does not have a transition plan because he or she has not yet reached the 90-day timeframe for transition.

(42) **Date of Transition Plan** – pg. 7176 – new data element – Proposes to require the Title IV-E agency to indicate the date of the child’s transition plan.

Section 1355.43(g) **General Exit Information** – pg. 7176 – Proposes to require the Title IV-E agency to report information that describes when and why a child exits the out-of-home care reporting population. ACF proposes to require the Title IV-E agency to report longitudinal information for all of the following data elements.

(43) **Date of Exit** – pg. 7176 – Proposes to require the Title IV-E agency to report the month, day and year for each of the child’s exits from out-of-home care, if applicable. An exit occurs when the Title IV-E agency’s placement and care ends.

(44) **Exit Transaction Date** – pg. 7176 – Proposes to require the Title IV-E agency to continue to report the transaction date for each of the child’s exit dates.

a. The transaction date is a non-modifiable, computer-generated date which accurately indicates the month, day and year each response is entered into the information system.

b. ACF proposes that the transaction date must be no later than 30 days after the date of each exit.

(45) **Exit Reason** – pg. 7177 - Proposes to require the Title IV-E agency to collect and report information on the reason for the child’s exit from out-of-home care. The Title IV-E agency must indicate “not applicable” if the child has not exited out-of-home care. Response options must be mutually exclusive meaning that only one reason must be indicated for the child’s exit.

a. ACF proposes the following exit reasons:
   i. Reunify with parent(s) or legal guardian(s),
   ii. Live with other relatives,
   iii. Adoption,
   iv. Emancipation,
   v. Guardianship,
   vi. Runaway or whereabouts unknown,
   vii. Death of child,
viii. Transfer to another agency, or
ix. Other.

(46) Transfer to Another Agency – pg. 7178 – new data element - Proposes to require the Title IV-E agency that received placement and care responsibility of the child, if the Title IV-E agency indicated the exit reason “transfer to another agency.”

a. The information can be used to meet the requirements of CAPTA for annual State data on the number of children transferred from the child welfare system into the custody of the juvenile justice system.
b. A comprehensive list of potential agencies that may receive placement and care responsibility of the child – pg. 7178:
   i. State Title IV-E agency,
   ii. Tribal Title IV-E agency,
   iii. Indian Tribe or Tribal agency (that is not operating a Title IV-E program directly),
   iv. Juvenile Justice agency,
   v. Mental Health agency,
   vi. Other public agency, or
   vii. Private agency.

Section 1355.43(h) Exit to Adoption and Guardianship Information – pg. 7179 – Proposes that the Title IV-E agency collect and report information on the child’s exit from out-of-home care to a finalized adoption or guardianship.

(47) Demographic Information on Biological and Adoptive or Foster Parents – pg. 7179 – Proposes to require the Title IV-E agency to collect and report demographic characteristics of children in foster care and adoptive children and their biological and adoptive or foster parents.

a. Finalized Adoptions – pg. 7179 – Proposes to require Title IV-E agencies to collect information on finalized adoptions and adoptive parents in the out-of-home care data file and requires that information is collected and reported on legal guardianships and legal guardians.
    (1) Marital Status of the Adoptive Parent(s) or Guardian(s) – pg. 7179 - Proposes that the Title IV-E agency report the marital status of the adoptive parent(s) or legal guardian(s). ACF proposes to require the Title IV-E agency to indicate:
       a. Married,
       b. Unmarried couple,
       c. Single female, or
       d. Single male.
    (2) Children’s Relationship to the Adoptive Parent(s) or Guardian(s) – pg. 7179 - Proposes that the Title IV-E agency report the relationship between the child and his or her adoptive parent(s) or legal guardian(s).
       a. Proposes that the Title IV-E agency indicate whether each relationship between the child and his or her adoptive parent(s) or legal guardian(s) “applies” or “does not apply.”
          i. Paternal or maternal grandparents,
          ii. Other paternal or maternal relatives,
          iii. Sibling(s),
          iv. Kin,
          v. Non-relative(s), and
          vi. Foster parents.
    (3) Date of Birth of Adoptive Parent(s) or Guardian(s) – pg. 7179 - Proposes to require the Title IV-E agency to report the month, day and year of birth of each adoptive parent or legal guardian. If the Title IV-E
agency indicated “married couple” or “unmarried couple” the agency must indicate the date of birth for both members of the couple.

(4) **Race of Adoptive Parent(s) or Guardian(s)** – pg. 7180 - Proposes to require the Title IV-E agency to report information on the race of each adoptive parent or legal guardian.

a. If the Title IV-E agency indicated “married couple” or “unmarried couple” the Title IV-E agency must indicate the race for both members of the couple, even if only one those individuals is adopting or obtaining legal guardianship of the child.

b. The Title IV-E agency must allow the adoptive parent or legal guardian to determine his or her own race.

(5) **Hispanic or Latino Ethnicity of Adoptive Parent(s) or Guardian(s)** – pg. 7180 - Proposes to require the Title IV-E agency to report the Hispanic or Latino ethnicity of each adoptive parent or legal guardian by indicating “yes” or “no.”

a. The Title IV-E agency must allow the adoptive parent, legal guardian or other member of the couple to determine his or her own ethnicity.

(6) **Inter/Intrajurisdictional Adoption or Guardianship** – pg. 7180 - Proposes to require the Title IV-E agency to report whether the child was placed within the State or Tribal service area, outside the of the State or Tribal service area or into another country for the adoption or legal guardianship.

a. “Interjurisdictional Adoption or Guardianship” if the reporting Title IV-E agency place the child for adoption or legal guardianship outside of the State or Tribal services area.

b. “Intercountry Adoption or Guardianship” if the reporting Title IV-E agency place the child for adoption or legal guardianship outside of the United States of America.

c. “Intrajurisdictional Adoption or Guardianship” if the reporting Title IV-E agency place the child for adoption or legal guardianship within the same State or Tribal service area.

(7) **Interjurisdictional Adoption or Guardianship Jurisdiction** – pg. 7181 - Proposes to require the Title IV-E agency to indicate the name of the State, Tribal service area, Indian reservation or country where the reporting Title IV-E agency placed the child for adoption or legal guardianship.

(8) **Adoption or Guardianship Placing Agency** – pg. 7181 - Proposes to require the Title IV-E agency to report the agency that placed the child for adoption or legal guardianship. Requires the Title IV-E agency to indicate:

a. Title IV-E agency,

b. Private agency under agreement, or

c. Indian Tribe under contract/agreement.

Section 1355.44 Adoption and Guardianship Assistance Date File Elements – pg. 7181 – The proposal is for ACF to collect and report information commonly found in the Title IV-E adoption or guardianship assistance agreement for the adoption and guardianship assistance reporting population.

(9) In this data file – pg. 7181 – ACF proposes to collect information on:

a. The Title IV-E agency submitting the adoption and guardianship assistance data file,

b. Basic demographic information on each child, including the child’s date of birth, gender, race and ethnicity, and

c. Information in the child’s Title IV-E adoption or guardianship agreement, including the date of finalization, and amount of subsidy and nonrecurring costs as well as living arrangement information.

Section 1355.44(a) General Information – pg. 7182-Proposes collect general information that identifies the Title IV-E agency submitting the adoption and guardianship assistance data file, the report date, and the child’s record number.
(10) **Title IV-E Agency** – pg. 7182 – Proposes that the Title IV-E agency indicate the name of the Title IV-E agency responsible for submitting AFCARS data to ACF.

(11) **Report Date** – pg. 7182 – Proposes that the Title IV-E agency report to ACF the last month and year that corresponds with the end of the report period, with the month being March or September of any given year.

(12) **Child Record Number** – pg. 7182 – Proposes that the Title IV-E agency report the child’s record number, which is unique person identification number as an encrypted number.

a. If a child was previously in out-of-home care, this number must be the same as the child record number provided in the out-of-home data file.

**Section 1355.44(b) Child Demographics** – pg. 7182 – Proposes that the Title IV-E agency collect and report demographic information on the child, including the child’s date of birth, race and ethnicity.

**Section 1355.44(c) Title IV-E Adoption and Guardianship Assistance Arrangement and Agreement Information** – pg. 7183 – Proposes that the Title IV-E agency collect and report ongoing information on Title IV-E adoption and guardianship arrangements and agreements with ongoing information on subsidies for only those children with finalized Title IV-E adoption and legal guardianship assistance agreements in effect during the report period.

(1) **Assistance Agreement Type** – pg. 7184 – new data element – Proposes to require the Title IV-E agency to indicate whether the child is or was in a finalized adoption with a Title IV-E adoption assistance agreement or in a legal guardianship with a Title IV-E guardianship assistance agreement in effect during the report period.

(2) **Adoption or Guardianship Subsidy** – pg. 7184 – Proposes that the Title IV-E agency provide the per diem dollar amount of the Title IV-E financial subsidy payment, if any, made to the adoptive parent(s) or guardian(s) on behalf of the child during the last months of the current report period.

(3) **Nonrecurring Adoption or Guardianship Costs** – pg. 7184 – Proposes that a Title IV-E agency report whether the IV-E agency made payments on behalf of the adoptive parent(s) or relative guardian(s) for nonrecurring costs.

(4) **Nonrecurring Adoption or Guardianship Cost Amount** – pg. 7184 – Proposes that the Title IV-E agency report the total dollar amount of payments the Title IV-E agency made on behalf of the adoptive parent(s) or guardian(s) for nonrecurring cost during the report period.

(5) **Adoption or Guardianship Finalization Date** – pg. 7185 – Proposes to require the Title IV-E agency to report the date that the child’s adoption was finalized or the child’s guardianship in order to enter the adoption and guardianship assistance reporting populations.

(6) **Adoption or Guardianship Placing Agency** – pg. 7185 - Proposes to require the Title IV-E agency to indicate the agency that placed the child under a Title IV-E adoption or guardianship agreement at the time of adoption or legal guardianship finalization.

a. Proposes that the Title IV-E Agency indicate:

   i. Title IV-E agency,
   
   ii. Private agency under a contract/agreement, or
   
   iii. Indian Tribe.

   1. Proposes to eliminate response options “birth parent” and “independent person.”

(7) **Inter/Intrajurisdictional Adoption or Guardianship** – pg. 7185 – This data element only needs to be completed if the Title IV-E agency indicated either “Indian Tribe” or “Private agency” earlier.
a. Must indicate “interjurisdictional adoption or guardianship” if the Title IV-E agency entered into a Title IV-E adoption or guardianship agreement with the adoptive parent(s) or guardian(s) who lives outside of the reporting State or Tribal service area, or
b. Indicate “intrajurisdictional” if the Title IV-E agency entered into a Title IV-E adoption or guardianship agreement with an adoptive parent(s) or guardian(s) who lives in the reporting State or Tribal service area.

   i. Proposes to delete the responses option “intercountry adoption-incoming” and “intercountry adoption – outgoing.”

(8) Interjurisdictional Adoption or Guardianship Jurisdiction – pg. 7186 - new data element – Proposes to require the Title IV-E agency to identify the name of the State, Tribal service area or Indian reservation where the child was placed for adoption or legal guardianship.

(9) Number of Siblings – pg. 7186 – Proposes for the first time in the adoption and guardianship assistance data file to require a Title IV-E agency to indicate the number of siblings, if applicable, that a child has that are either:
   a. In the Title IV-E agency’s out-of-home care reporting population at any point during the report period, or
   b. Have a finalized adoption or legal guardianship and are under a Title IV-E adoption or legal guardianship assistance agreement at any point during the report period.

(10) Siblings in Out-of-Home Care – pg. 7186 - Proposes for the first time to require a Title IV-E agency to collect and report the child record number(s) of siblings who are in the out-of-home care population and are placed in the child’s adoptive or guardianship home at any point during the report period. The sibling’s foster home must be the same as the child’s adoptive or guardianship home. The Title IV-E agency must report this information whether the child’s living arrangement is in or out-of-State or Tribal service area.

(11) Siblings in Adoption/Guardianship – pg. 7186 - Proposes for the first time to require a Title IV-E agency to collect the child record number(s) of siblings who also have a finalized adoption or legal guardianship, are under a Title IV-E adoption or guardianship assistance agreement and are living with the child in an adoptive or guardianship home at any point during the report period.

(12) Agreement Termination Date – pg. 7186 – new data element - Proposes to require the Title IV-E agency to report the date that an adoption or guardianship agreement was terminated or expired during the report period. Public Law 110-351 amended the Social Security Act to allow Title IV-E agencies the option to select an age up to age 21 for extended eligibility for all Title IV-E programs, including adoption and guardianship assistance.

Section 1355.45 Compliance – pg. 7187 – ACF proposes the types of assessments they will conduct to determine the accuracy of a Title IV-E agency’s data, the data files which will be subject to these assessments, the compliance standards and the manner in which the Title IV-E agency initially determined to be out of compliance can correct it’s data.

(13) Withholding of Certain Funds – pg. 7187 – ACF is required to withhold certain funds from a Title IV-E agency that “failed to submit to the Secretary data, as required by regulation, for the data collection system.”
   a. This proposal is different from the current AFCARS in that it applies the same compliance standards to both data files, expands the number of error types to include invalid data, cross-file errors and tardy transactions and creates a separate section to define the data file standards associated with timely submission and each error type.

Section 1355.45(a) Files Subject to Compliance – pg. 7187 - The law requires ACF to assure that the data submitted to ACF is reliable and consistent and authorizes them to utilize appropriate requirements and
incentives to ensure that the system functions reliably.

(14) Program Improvement Plan – pg. 7188 – ACF may require the Title IV-E agency to create and meet the goals of an AFCARS program improvement plan, target technical assistance efforts to collecting and reporting this information and/or develop data quality utilities for these records that will allow a Title IV-E agency to evaluate the quality of the data files before submitting to ACF.

Section 1355.45(b) Errors – pg. 7188-

(48) Proposes how ACF will identify those errors when they assess information collected in a Title IV-E agency’s out-of-home care data file and adoption and guardianship assistance data file.

a. Missing Data – pg. 7188
b. Invalid Data – pg. 7188
c. Internally Inconsistent Data – pg. 7188
d. Cross-file Errors – pg. 7188, and
e. Tardy Transactions – pg. 7189

Section 1355.45(c) Data File Standards – pg. 7189 – Proposes a set of file submissions that the Title IV-E agency’s AFCARS is in compliance. These are minimal standards for timeliness, formatting and quality information that the Title IV-E agency must achieve in order for ACF to process the Title IV-E agency’s data appropriately.

(49) Timely Submission – pg. 7189 – Proposes that the Title IV-E agency submit both AFCARS data files (i.e. out-of-home care and adoption and guardianship assistance) according to the report periods and timeline (i.e. within 30 days of the end of each six-month report period).

(50) Proper Format – pg. 7189 – Proposes that a Title IV-E agency sends ACF its data files in a format that meets ACF specifications, and submits 100 percent error-free data on limited basic demographic information on the child.

(51) Acceptable Cross-file – pg. 7190- new requirement – Proposes that a Title IV-E agency’s data file must be free of any cross-file errors that exceed the acceptable thresholds, as defined by ACF.

Section 1355.45(d) Data Quality Standards – pg. 7190 – No more than 10 percent total of the data in each data element in each of the Title IV-E agency’s out-of-home care or adoption and guardianship assistance data files may have these data errors to remain in compliance with the AFCARS standards.

Section 1355.45(f) Noncompliance – pg. 7191 – Proposes to determine that a Title IV-E agency has not complied with the AFCARS requirements if the Title IV-E agency either does not submit corrected out-of-home care and adoption and guardianship assistance data files, or does not submit corrected data files that meet compliance standards.

Section 1355.45(g) Other Assessments – pg. 7191- Proposes that ACF may use other monitoring tools that are not explicitly mentioned in regulation to determine whether the Title IV-E agency meets all AFCARS requirements. For example, ACF may wish to continue to conduct onsite reviews in some format to ensure proper data mapping or provide other technical assistance to ensure valid and quality data.

Section 1355.46 Penalties – pg. 7191- Public Law 108-145 requires that ACF take specific fiscal penalties for a Title IV-E agency’s lack of compliance with AFCARS standard. Penalties have already been delayed since January 2002, when ACF discontinued withholding Federal funds for a Title IV-E agency’s lack of compliance with AFCARS standards.
Section 1355.46(a) Federal Funds Subject to Penalty – pg. 7191 – ACF proposes that the pool of funds that are subject to a penalty for noncompliance are the Title IV-E agency’s claims for Title IV-E foster care administrative costs for the quarter in which the original data file is due (as opposed to the corrected file). Further, the law specifies that the pool be comprised of the Title IV-E agency’s claims in the quarter that coincides with the report period deadline.

(1) Subsequent Six Month Periods – pg. 7192 – Proposes to assess a penalty in the amount of one-fourth of one percent of the pool of funds subject to a penalty, should the Title IV-E agency’s noncompliance continue in subsequent six month periods. ACF estimates that the penalty for subsequent noncompliance could range from $1,413 to $570,434 per report period.

Section 1355.46(c) Penalty Reduction from Foster Care Funding – pg. 7192 – Proposes to take an assessed penalty by reducing the Title IV-E agency’s Title IV-E foster care funding following ACF’s determination of noncompliance.

Section 1355.46(d) Appeals – pg. 7192 – Proposes to provide the Title IV-E agency with an opportunity to appeal a final determination that the Title IV-E agency is out of compliance inclusive of accompanying financial penalties to the HHS Departmental Appeals Board (DAB).

At the conclusion of the highlights, Karen Fricke of Arkansas moved acceptance of the report.

Second: Jason Sanchez of New Mexico

Discussion: President Dague Clark announced that APHSA has asked to use the Federal Issues Report and he gave permission with the caveat that credit be given to Simone Sneider in her role with HSFo. Additionally, President Clark sent them the Save the Date flyer Jason Sanchez developed publicizing the Annual Conference in Sparks, Nevada.

It was requested and agreed that an electronic version of the Federal Issues Report be sent to the membership as the electronic links in the report would be extremely helpful. As always the report is exceptional and the board thanks Simone for her dedication and work.

Vote:

Those in favor say: Aye
Opposed: Nay (None)

The report was adopted.

Membership Report

Mister President, Board Members, Regional Coordinators, Committee Chairs, Past Presidents and guests:

As of the writing of this report, April 10, 2015 we have 39 paid members. Currently, the State of Arkansas has paid their membership but the State of Alaska has not paid membership dues. A list of states that have been active in the past but have not paid membership dues at this time has been
forwarded to the Regional Coordinators.

For the 2015 program year, we have a total of two new member agencies – The AZ Dept of Child Safety and the Texas Dept. of State Health Services. The Wisconsin Dept of Children and Families is returning after a 4 year absence.

Conversely, we have been notified by three agencies – Kansas Dept. of Health, Maryland’s Governor’s Office for Children and the State of Michigan will not be renewing their memberships.

Activities for the membership chair since the Fall Planning meeting held in Tampa FL, December, 2014 have consisted of:

1. Updating the historical membership listing.
2. Revising the Membership roles and responsibilities document, incorporating the President’s feedback. It is my hope when this document is approved it will be made available to all parties and upload to the members only section of the website for ease of reference.

Planned future activities include the following:

1. In coordination with the Regional Coordinators perform outreach activities to states with unpaid memberships.
2. Work with the Program Committee Chair to develop conference “blasts” (I believe the early notices of the conference and the program content led to the successful 2014 membership increase).
3. Perform outreach activities for prior member states where the membership has lapsed.
4. Other activities as suggested by the Executive Board and the Regional Coordinators.

Michelle Grose-Bray moved for acceptance of this report.

Second: Deena Brown of Oklahoma

Discussion: President Clark thanked Michelle for writing roles and responsibilities for the HSFo Membership Chairman and urged other officers to write roles for their positions. So much of this organization is currently passed on by word of mouth and having written responsibilities would greatly help new officers.

Vote:

Those in favor say: Aye.
Opposed: Nay (None)

The report was accepted as amended.

**Time and Place Report**

Madam President, Board Members, Past Presidents and Attendees,
It is my pleasure to present the Time and Place report.

The 2015 Annual Conference will be held in Sparks, NV, at the John Ascuaga’s Nugget Resort Hotel. The dates of the conference are July 26 - July 30, 2015. The rate is $99 plus tax.

The 2015 Fall Planning Meeting will be held in Birmingham, AL. The dates are December 5 – December 9, 2015. The hotel and rates are yet to be determined. They will be posted on the HSFO website as soon as they are available.

The 2016 Spring Planning Meeting will be held in Burlington, VT. The dates, hotel and rates are yet to be determined. They will be posted on the HSFO website as soon as they are available.

The 2016 Annual Conference will be held in Tampa, FL, at The Westin Tampa Harbour Island Hotel. The dates of the conference are July 31 – August 05, 2016. The rate is $104 plus tax.

We are currently soliciting a host site for the 2017 Annual Conference. Any member interested in hosting our conference should contact me. My phone number and e-mail address maybe found on the HSFO Web Site.

This concludes my report.

Stan Mead moved for its acceptance.

Second: Deena Brown of Oklahoma

Discussion: Stan Mead announced that since the writing of this report the Fall Planning Meeting had been moved from Birmingham to Mobile, Alabama and amended his report to reflect the change.

Vote:

Those in favor say: Aye.
Opposed: Nay (None)

The report was accepted as amended.

**Nominating Report**

Hank Fitzer of Maryland presented the following Nominating Report on behalf of Brenda Weisz.

Mr. President and Members of the Board:

Following the 2014 Fall Planning Meeting, a special email from HSFo was issued in early March at the request of the Nominating Committee. The email invited interested parties to apply for two
vacant positions on the Board of Directors for the HSFo business year 2016, which covers December 1, 2015 through November 30, 2016. The two vacant positions include the traditional, anticipated Historian vacancy and the unfilled Treasurer position (currently our vacant Historian position).

In addition, and in accordance with the Bylaws, applications for the four Regional Coordinator positions were solicited for Board service in business year 2016.

I have received one applicant interested in either the Historian or the Treasurer position. Additional interest has been expressed.

No applications have been received for any of the Regional Coordinator positions.

This concludes the Nominating Report.

Deena Brown of Oklahoma moved acceptance of the report.

Second: Jason Sanchez of New Mexico

Discussion: None

Vote:Those in favor say: Aye.  Opposed: Nay (None).

The report is accepted.

**Resolutions Report**

Deena Brown of Oklahoma presented the Resolutions report that follows:

No potential resolutions have been offered by the membership; however the committee chair is working on a few resolutions of appreciation.

In May, 2015, I plan to submit to the webmaster a request to Members via email asking them to consider suggestions for appropriate submissions.

Deena Brown of Oklahoma moved for acceptance of this report.

Second: Jason Sanchez of New Mexico

Vote:Those in favor say: Aye  Opposed: Nay (None)

The report was adopted.
**Bylaws Report**

Scott Carson presented the Bylaws Report on behalf of Harry Roberts who could not be in attendance at this meeting. The report follows:

President Clark asked me to serve this year as the Bylaws Chair and I would like to provide the following report.

As of 3/30/15 I have not received any requests for bylaw changes nor have I seen any requests for changes posted on the HSFO website. I will be asking the HSFO webmaster to send out an e-mail to all member agencies advising them that:

(A) To date the Bylaws Committee has not received any requests for amendments to the HSFO bylaws.
(B) Article XI of the HSFO Bylaws requires all proposed amendments to the bylaws will be available on the Association Web Site at least thirty days prior to the Annual Meeting which for this year is June 26, 2015.
(C) Therefore in order to meet the June 26, 2015 deadline, any proposed amendments to the bylaws must be submitted to the Bylaws Chair no later than June 12, 2015 to allow the committee time to review proposals and make appropriate recommendations.

This concludes the report.

Scott Carson of Arizona move for its acceptance.

Second: Deena Brown of Oklahoma

Discussion: Stan Mead reminded the board that to use a Past President that was retired the Bylaws would need to be amended.

Vote:

Those in favor say: Aye.
Opposed: Nay (None).

The report was accepted.

**Newsletter Report**

President Clark recognized Mark Story of Arkansas for the following Newsletter Report:

The first newsletter of the current federal fiscal year was prepared and sent to the current HSFo contact list on March 18th, 2015. Those receiving the newsletter included members, corporate sponsors and other interested parties.

The current edition focused on issues including a recap of the successful conference in Louisville,
Kentucky, corporate sponsors, a note regarding the current planning meeting, an article on the re-appropriation of the Private Option in Arkansas, and a President’s Message. The editor is very appreciative of those who have suggested and or provided interesting and beneficial content for inclusion in the newsletter.

We will continue to look for interesting ideas and items for inclusion in the newsletter and hope for your input in making it both informative and enjoyable for our membership.

Mr. President, this concludes my report.

Mark Story of Arkansas moved acceptance of the report.

Second: Jason Sanchez of New Mexico

Vote:

Those in favor say: Aye
Opposed: Nay (None)

The report was accepted as amended.

**TRAINING REPORT**

President Dague Clark recognized Rick Brennan to give the Training Committee report. The report follows:

Since our HSFO Fall Business and Planning Meeting, we have offered 3 Training Sessions.

Medicaid I (Basic) was held in Phoenix, AZ, on January 6-8. The Training was presented by the Public Consulting Group (PCG), at the Embassy Suites Biltmore. There were 40 Registrants for the Session, with the breakdown being 35 from AZ, 1 from NV, 3 from LA, and 1 from NM.

Medicaid II (intermediate) will be having its first offering held in Burlington, VT, on April 14-14,2015. Training vendor will be PCG. Registration total is 29, with 19 from VT, 3 from PA, 1 from LA, 2 from VA, and 1 from NC.

The first offering of Child Welfare Services I (Basic) will be held in Phoenix, AZ, at the Embassy Suites Biltmore on April 28-30. To date, there are 30 registrants for this Training Session, with 23 from AZ, 2 from NV, 2 from ID, 1 from VT, 1 from WI, and 1 from AL. The Trainers will be Sivic Solutions Group.

We have another offering for Medicaid II (intermediate) scheduled for September 8-10, 2015, in Phoenix, AZ, with PCG providing the Training.

Beyond these Trainings, we will consider scheduling for future offerings after the Training Committee meets with the Executive Board on Tuesday. At that time, we will have to address issues regarding Contracts, enrollments, and sites.
This is my Report, and I move for its acceptance.

Second: Deena Brown of Oklahoma

Discussion:

PCG has expressed concern that the Medicaid training sessions are more or less single states training staff with a handful of other states attending. The conference training on Medicaid is not as deep as what other organizations are providing and not resulting in consulting contracts. The Federal Issues Report was excellent but light on Medicaid. Richard Billera pointed out that PCG’s focus was coming to light in that PCG is training to gain contracts but the organization’s focus is training to improve staff knowledge. We can try to rebid Medicaid training but Rick doubts results would be any different. We can suspend Medicaid training for a while. Scott pointed out that there is no real Medicaid personnel on the Program Committee. Have we gone to the Program Committee with four hot topics in Medicaid. This is an example of why tracks are imperative. There is an entire track on Medicaid in the program and yet the program committee is predominantly Child Welfare staff. Stan Mead pointed out we needed to determine what the organization wants to get out of training and what the goal is for training. We need to consider training separate from conference presentations. Navigant has offered to do day to day and half training on pinpointed niche topics. Richard Billera again suggested we train Federal personnel as this could be helpful to our membership. It was pointed out HSFo does not own the Medicaid Training curriculum. We can take the outline add hot topics and rebid the Medicaid training. Richard Billera expressed we might want to consider not putting out an RFP right now for training but when we do it consider two tiers and separate the curriculum from the trainer. Curriculum could be power point presentation and materials and have the flexibility to used different trainers for the same curriculum. Rick Brennan noted that PCG is scheduled for one more Medicaid training so we could put out an RFP now. Rick Brennan would like to send letter to several cities to see if we can find cities conducive to training. Richard Billera pointed out that we don’t have to reserve rooms we can just rent the training room and let the participants be on their own for room availability. It was also pointed out that location matters and we need to consider having training in hub cities like St. Louis, Denver, Dallas, and Atlanta.

It was decided the four officers and the Training Chair will have a follow up meeting, make a decision and move forward.

Vote:

Those in favor say: Aye

Opposed: Nay (None)

The report was accepted.

**Time and Place Report**

Stan Mead is called on for the Time and Place Report. His report follows:
Madam President, Board Members, Past Presidents and Attendees,

It is my pleasure to present the Time and Place report. The 2015 Spring Planning Meeting will be held in Oklahoma City, Oklahoma, at the Residence Inn by Marriott. The dates of the meeting are April 11 - April 15, 2015. The rate is $139 plus tax.

The 2015 Annual Conference will be held in Sparks, Nevada, at the John Ascuaga's Nugget Resort Hotel. The dates of the conference are July 26 - July 31, 2015. The rate is $99 plus tax.

The 2015 Fall Planning Meeting will be held in Birmingham, AL. The dates are December 5 - December 9, 2015. The hotel and rates are yet to be determined. They will be posted on the HSFO website as soon as they are available.

The 2016 Spring Planning Meeting will be held in Burlington, VT. The dates, hotel and rates are to be determined. They will be posted on the HSFO website as soon as they are available. The Site Selection Committee is currently determining the host site for the 2016 Annual Conference. They plan on having a decision by January 1, 2015. Their choice will be posted on the HSFO website as soon as it is made.

We are currently soliciting a host site for the 2017 Annual Conference. Any member interested in hosting our conference should contact me. My phone number and e-mail address maybe found on the HSFO Web Site.

This concludes my report and I move for its acceptance. Stan Mead, 2015 Time & Place Chairperson

Second: Jason Sanchez

Discussion: None

Vote:
    Those in favor: Aye
    Opposed: Nay (None)

The report was adopted.

Arrangements Report

Stan Mead made the Arrangements Report.

Stan Mead moved acceptance of the report.

Second: Karen Fricke of Arkansas

Discussion: President Clark as clarification on a vegetarian meal at the special event. Stan Mead confirmed there were vegetarian dishes on the buffet in Virginia City. Stan gave a special thanks
to Bob Bumbalough for all his work on arranging for the special event and Jerry Berry and Rick Brennan for their contributions as well. There are still discussions about the utilization of the buses. President Clark thanked Stan and his committee for all their work and acknowledged the difficulty of making plans from a distance.

Vote:

Those in favor say: Aye
Opposed: Nay (None)

Report was accepted.

Stan Mead was recognized for a follow on discussion concerning volunteers at the conference. He thinks the board does need a policy regarding reimbursements. The Travel Arrangements Policy for the 2015 HSFo Annual Conference shall include transportation, airfare, airport parking, rooms and meals as defined below. Arrangement committee members shall be reimbursed for airfare or mileage whichever is less. Airport parking shall be reimbursed for the departure airport for the period of Wednesday July 22 through Friday July 31, 2015. Meals shall be covered using the following per diem amounts: Wednesday July 22nd $25, Thursday July 23rd $50, Friday July 24th $50. All other meals for all other days shall not be reimbursed.

Stan Mead moved this policy be adopted by the board.

Second: Scott Carson of Arizona

Discussion: Ted Martin raise the need for registration to be addressed in the policy as well. Stan suggested volunteers would pay the guest registration fee unless they are still a state employee in which case they would pay a full registration fee. Jerry Berry raised the question of the rate for mileage. Karen Fricke raised the issue of retirees paying a different registration than state employees. Deena commented that this policy is specific to this conference. Richard Billera pointed out that we did not want to override some local state volunteer we would normally not charge a registration fee with this policy. Jason Sanchez wanted to know what was being waived. Stan responded that nothing was being waived. Stan clarified that his initial motion did not include anything about registration fees and if those fees were to be included in the policy the motion needed to be amended. Scott Carson stated we just needed an understanding/guideline not necessarily a formal policy. Stan withdrew his previous motion and Scott Carson withdrew his second. Stan will draft a reimbursement plan. Scott Carson wanted to be sure that the language Stan uses includes the fact that existing contractual arrangements will take precedence over this plan arrangement. Jason Sanchez raised the issue that HSFo is paying speakers $40 per diem rather than the proposed $50 per diem for volunteers.

The Executive Board asked Stan provide a plan for reimbursement to volunteers at the 2015 Annual Conference. The plan is to be attached to the meeting minutes.

**Tampa 2016 Arrangements**

Stan Mead related the Board had asked him to go to Tampa and work on arrangements. He has
been in contact with the Tampa Convention Bureau and listed several possibilities being considered including boat tours and dinner some can come right to the hotel. Other options include the Dali Hotel which is one of the eight things to see in America. Research on a beach party has found that it would be difficult. We would have to go to St. Petersburg and that would require bus transportation and transportation time. Also we would have to tie in with a hotel for beach access. One additional option is Camp Desoto about 25 miles south of Tampa. Stan will send Deena Brown all the results of his research.

Stan Mead moved acceptance of the report.

Second: Deena Brown of Oklahoma

Discussion: Deena Brown announced she has agreed to be arrangements chairman and Stan Mead has agreed to be the special event chairman.

Vote:
   Those in favor say: Aye
   Opposed: Nay (None)

Report was accepted.

**Arrangements Report for Oklahoma City**

Deena Brown made the report and thanked all participants being in Oklahoma City. She gave instructions for the Board Dinner location and hotel lobby options. President Clark thanked her for all she has done to arrange for the meeting.

Deena Brown moved acceptance of the report.

Second: Jason Sanchez of New Mexico

Discussion: None

Vote:
   Those in favor say: Aye
   Opposed: Nay (None)

Report was accepted.

**Audit Committee Report**

Jessie Bratton of Oklahoma presented the Audit Committee report. The report follows:

Mr. President, Board Members, Regional Coordinators, Past Presidents and guests:
The audit of the summer 2014 Annual Conference held in Louisville, Kentucky, the spring 2014 Business/Planning meeting held in Portland, Oregon, the fall 2013 Business/Planning meeting held in Phoenix, Arizona, and the financial records maintained by Mr. Richard Humiston is underway and is on track to be complete by the annual conference in Sparks, Nevada.

This concludes my report.

Jessie Bratton moved acceptance of the report.

Second: Deena Brown of Oklahoma

Discussion: Scott Carson with Jessie Bratton will make a list of information that should be provided for audit purposes. Jessie thanked all that worked with him to provide information and expressed appreciation for everyone’s knowledge and professionalism.

Vote: Those in favor say: Aye
Opposed: Nay (None)

The report was accepted.

**Webmaster Contract Update**

Richard Billera gave a report on his contract as Webmaster. He is going to develop an RFP for Board review and approval before it is released. His contract will expire on 2016.

Deena Brown of Oklahoma moved acceptance of the report.

Second: Jason Sanchez of New Mexico

Discussion: None

Vote:

Those in favor say: Aye
Opposed: Nay (None)

The report was accepted.

**Sponsor Development Report**

President Dague Clark moved to have the Sponsor Development Report in a closed session.

Following the closed session Jason Sanchez gave the Sponsor Development report on behalf of
Jason Sanchez moved acceptance of the report.

Second: Deena Brown of Oklahoma

Discussion: None

Vote:
   Those in favor say: Aye
   Opposed: Nay (None)

The motion passed and the report was accepted.

**Treasurer’s Report**

President Dague Clark recognized Scott Carson of Arizona for the Treasurer’s Report.

The Statement of Income and Expenses and the Balance Sheet as of March 31, 2015 (included in the minutes as Attachment 1) were read orally by Scott Carson.

Scott Carson moved acceptance of his report.

Second: Deena Brown of Oklahoma

Discussion: None

Vote:
   Those in favor say: Aye
   Opposed: Nay (None)

The motion passed and the report was accepted.

**Program Committee Report**

President Dague Clark recognized Jason Sanchez for the Program Committee Report. Jason expressed appreciation to the Program Committee for all their hard work. Jason distributed draft program information (Included in the minutes as Attachment 2). It contains 29 CPEs available in 23 sessions; 6 Medicaid, 9 general interest of which 6 are heavy Medicaid, 4 on IVE, 1 on TANF, 1 on Aging, 1 on Leadership Development and 1 motivational. We have one corporate sponsor, PPC, which has chosen not to participate in a panel or presentation. They have been scheduled in the corporate sponsor slot for Monday afternoon. The dark pieces indicate speakers have been identified and committed. Regarding topics we have talked about Program Integrity, Dish, Incentive Payments, and Chris has agreed to be on panel to talk about SPMPs. Nevada has new initiatives in Medicaid and that is going to be included as a topic. The Committee has coordinated with Casey and IV-E on all of the Child Welfare topics. Next step is to coordinate panel speakers and confirm expenses. Continuing to work on a back pocket topic/speakers.
Jerry Berry asked about self-directed services and are they included. Stan Mead asked about the Speaker Lunch. Scott took it off the schedule for everyone last year to avoid confusion. Richard Billera asked about the motivational speaker which has not been confirmed. The question was raised about the Sunday session. Was it part of the conference? Last year the Sunday session had a separate registration fee but it did not cost an additional registration fee to conference attendees. Stan needs to contact hotel to ensure a room is available. It needs to be advertised as training. Rick would like to see the Sunday session laid out a little more. The Sunday session is Leadership Training with interactive participation vs. the motivational speaker being a presenter type format. Concern was expressed that the Sunday session and motivational speaker seem to be duplicative and there is a need to differentiate between the two.

Rick mentioned the need to include disproportionate share, presumptive eligibility and recent change in free care particularly in school based services. Comment was made about the need to revisit the actual title of sessions. Jason want to remain flexible to include the most current topics. Scott Carson made the suggestion that if the appropriate mix of Medicaid vs. other topics is presented the Committee could work with Rick to further develop the Titles and topics. Rick suggested more breakout sessions. He suggested Title V and School based services. Jason was concerned about the number of individuals that might be in any given breakout session. Hank expressed that there were plenty of opportunities on this schedule to flesh out the concerns Rick is expressing. Again, Rick suggested going to the NAMD website. If we go more breakouts which sessions do we break. Scott Carson suggested to do it on the half day to keep attendees in the sessions.

Michelle Grose-Bray of Alaska moved that the program be approved.

Second: Jason Sanchez of New Mexico

Discussion: None

Vote: Those in favor say: Aye
             Opposed: Nay (None)

The motion passed and the report was accepted.

President Clark ask for any new business. Hearing none he asked for a motion to adjourn.

Jason Sanchez of New Mexico moved to adjourn the meeting.

Second: Karen Fricke of Arkansas

Discussion: None

Vote:
Those in favor say: Aye
Opposed: Nay (None)

The motion passed and the meeting was adjourned.