

**AFCARS ASSESSMENT REVIEW IMPROVEMENT PLAN—FOSTER CARE ELEMENTS**

**State: Connecticut**

<b>AFCARS Element</b>	<b>Rating Factor</b>	<b>Task</b>	<b>Date Completed</b>	<b>Comments/Notes</b>
#5 Most Recent Periodic Review Date	1	<p>State must begin to report accurate data for this element.</p> <p>Missing data must be reported as blank.</p> <p>A court disposition date may be used to accurately report the date of the most recent periodic review.</p> <p>Implement method that ensures that the entry of this information certifies that the information in the electronic case file is current and up-to-date.</p>		
<p>#43 Most Recent Case Plan Goal (core)</p> <p>1 = Reunify with Parent(s) or Principal Caretaker(s)                  2 = Live with Other Relative(s)                  3 = Adoption                  4 = Long Term Foster Care                  5 = Emancipation                  6 = Guardianship                  7 = Case Plan Goal Not Yet Established</p>	1	<p>Missing data must be mapped to blank.</p> <p>Data should be updated by the May 2002 submission, and data should be reported for this element in the November 2001 submission.</p>		

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<p>Race:</p> <p>#8 Child (core); #52 1st Foster Caretaker; #54 2nd Foster Caretaker's</p> <p>a. American Indian or Alaska Native                      b. Asian                      c. Black or African American                      d. Native Hawaiian or Other Pacific Islander                      e. White                      f. Unable to Determine</p>	<p align="center">2</p>	<p>Missing data must be mapped to blank.</p> <p>Remove Hispanic/Latino ethnicity from the possible choices for race, or ensure the program logic maps these to “Hispanic origin.”</p> <p>Conduct training on gathering this information from clients.</p> <p>Conduct training on the correct use of the option “unable to determine”.</p> <p>Map “other,” to blank.</p>		
<p>Hispanic Origin:</p> <p>#9 Child (core); #53 1<sup>st</sup> Foster Caretaker; #55 2nd Foster Caretaker</p> <p>1 = Yes                      2 = No                      3 = Unable to Determine</p>	<p align="center">2</p>	<p>Missing data must be mapped to blank.</p> <p>Report the Hispanic origin of individuals identified as Puerto Rican, Cuban, Dominican, Mexican/Chicano, Mexican/American and Other Spanish/Hispanic. Map to “Hispanic origin” “yes”.</p> <p>Conduct training on how to gather this information, specifically on how to ask for this information.</p> <p>Conduct training on the correct use of the option “unable to determine.”</p>		

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<p>#10 Has Child Been Diagnosed with Disability?</p> <p>1=Yes                  2=No                  3=Not yet Determined</p>	<p align="center">2</p>	<p>Map missing data to blank.</p> <p>Modify system so that this information can be updated at any time.</p> <p>Modify screen to separate the collection of this information from “reasons associated with removal”.</p> <p>Options “yes”, “no”, and “not yet determined” should be on the selection screen for the worker to mark appropriately.</p> <p>Implement data clean-up on open cases, and cases that re-open, to check for accuracy of the information on children diagnosed with a disability.</p> <p>Review the use of the “469” medical profile as a source for the gathering of this information. Submit documentation on the “469” for Children’s Bureau review, if used to collect elements #10-15.</p> <p>Consider training/screen design options that make it clear that this question asks about a <u>professionally</u> diagnosed disability.</p> <p>Recommendations: 1) Implement a tickler to workers to remind them to update this information.                  2) Consider making this a mandatory field after the system change.</p>		

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<p>#11 – 15</p> <p>0 = Does not Apply 1 = Applies</p> <p>#11 Mental Retardation #12 Visually/Hearing Impaired #13 Physically Disabled #14 Emotionally Disturbed #15 Other Diagnosed Condition</p>	2	<p>Map missing data to blank.</p> <p>Modify LINK to allow diagnosed disabilities to be entered into the system at any time during the child’s foster care episode.</p> <p>Consider adding a statement to the data entry screen to remind workers that this disability information must be based on a medical/clinical professional diagnosis.</p> <p>Implement data clean-up on open cases, and cases that re-open, to check for accuracy of the information on children diagnosed with a disability.</p> <p>Review Children’s Bureau list of medical and psychological conditions mapped to AFCARS disability definitions and expand the current list of conditions as needed.</p>		
<p>#18 Date of First Removal from Home</p>	2	<p>Map missing data to blank.</p> <p>Program code should be extracting only the date of first ever removal for this element. Ensure that it is the date the child was first removed from home, which is not necessarily the date of the court order.</p> <p>Implement data clean-up on open cases, and cases that re-open, to check for accuracy of the date of first ever removal from home.</p>		

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#19 Total Number of Removals from Home	2	Map missing data to blank.		
#20 Date of Discharge from Previous Episode	2	<p>Map missing data to blank.</p> <p>Assess whether the LINK screen question that asks workers “Is this a close of all placements?” is used to identify an incorrect date of discharge. Make changes as appropriate.</p> <p>Implement data clean-up of open cases, and cases that re-open; check for accuracy of the date of discharge from the previous removal episode.</p> <p>Consider training to ensure that correct discharge information is being entered.</p>		

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#21 Date of Latest Removal (core)	2	<p>Map missing data to blank.</p> <p>Ensure that the program code is only extracting removal dates and not placement changes.</p> <p>Implement data clean-up of open cases, and cases that re-open, to check for accuracy of the date of latest removal from home.</p> <p>Evaluate the impact of the question on the placement screen that asks if this placement is a removal from home. Determine whether the response to this question is used by the program code to report more removals from home than there should be based on actual entries and discharges from foster care.</p>		
#22 Date of Latest Removal Transaction Date (core)  #57 Date of Discharge Transaction Date (core)	2	<p>Map missing data to blank.</p> <p>Program code must extract the system-generated date stamp created when the worker enters the latest removal date (element #21) for the current removal episode, and the date of discharge (element #56) into the automated system. This must be a non-modifiable date.</p>		
#23 Date of Placement in Current Setting	2	<p>Map missing data to blank.</p> <p>Enter dates of non-paid placements.</p> <p>Clean-up the “retroactive” payments and placement in the system, and consider the elimination of “retroactive placements”.</p> <p>Train workers to enter the placement in a</p>		

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		<p>more timely manner.</p> <p>State may enter the date of entry into a “trial home visit.”</p>		
#24 Number of Previous Placement Settings in This Episode	2	<p>Map missing data to blank.</p> <p>State needs to modify system from a focus on “payments” to a case management.</p> <p>Review AFCARS guidance and State mapping in terms of the types of placement changes that should not be counted as an additional placement setting.</p> <p>State should make sure that the extraction code will report the correct number of placement settings according to AFCARS guidance.</p>		
#25 Manner of Removal From Home for This Episode  1 = Voluntary 2 = Court Ordered 3 = Not Yet Determined	2	<p>Map missing data to blank.</p> <p>Map “other” to blank.</p> <p>Map “96-hour hold” to “not yet determined.”</p> <p>Add “96-hour hold” to the screen as a selection option.</p> <p>Conduct training on updating a change from a “96-hour hold” to “voluntary” or “court ordered.”</p> <p>Implement a method to maintain the original manner of removal of “voluntary” in those</p>		

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		instances that the “voluntary agreement” is changed to a “court order”.		
<p>#26 - #40                      Conditions associated with removal</p> <p>0-Does not Apply                      1-Applies</p> <p>#26 Physical Abuse                      #27 Sexual Abuse                      #28 Neglect                      #29 Parent Alcohol Abuse                      #30 Parent Drug Abuse                      #31 Child Alcohol Abuse                      #32 Child Drug Abuse                      #33 Child Disability                      #34 Child's Behavior Problem                      #35 Death of Parent                      #36 Incarceration of Parent                      #37 Caretaker Inability to Cope                      #38 Abandonment                      #40 Inadequate Housing</p>	<p align="center">2</p>	<p>Modify screen to separate the collection of “conditions associated with removal” from whether a child is clinically diagnosed with a medical/emotional condition.</p> <p>Once the above change is made, add “disability” to the list of removal reasons.</p> <p>This information is not to be updated after it is entered at the time the child is removed from home.</p> <p>“Reasons for removal” must be collected for children who are removed and placed in non-paid settings, as well as for those children entering DCF-paid placements.</p> <p>Conduct training worker to enter all relevant conditions.</p> <p>Recommendation: Consider making this a mandatory field after the system change.</p>		

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<p>#41 Current Placement Setting (core)</p> <p>1 = Pre-Adoptive Home                      2 = Foster Family Home (Relative)                      3 = Foster Family Home (Non-Relative)                      4 = Group Home                      5 = Institution                      6 = Supervised Independent Living                      7 = Runaway                      8 = Trial Home Visit</p>	<p align="center">2</p>	<p>Map missing data to blank.</p> <p>Report children who are on “runaway” and “trial home visit” status if the State agency maintains custody on these children.</p> <p>Conduct training on entering the statuses of “runaway” and “trial home visits.”</p> <p>Conduct quality assurance checks on this information.</p> <p>SAFE Homes placements must be mapped to AFCARS.</p> <p>Submit revised placement mapping to the Children’s Bureau for review before program code is finalized.</p>		
<p>#42 Out of State Placement (core)</p> <p>1=Yes                      2=No</p>	<p align="center">2</p>	<p>Map missing data to blank.</p> <p>Ensure that the system can collect non-paid “out of State placements”.</p> <p>Conduct training on the entering of “out-of-State placements”, regardless of whether it is paid for by DCF or not.</p>		

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<p>#44 Caretaker Family Structure</p> <p>1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male 5 = Unable to Determine</p>	2	<p>Map missing data to blank.</p> <p>Map “other” to blank.</p> <p>State should remove “other” as a selection option from the family structure choices.</p>		
#45 1st Primary Caretaker's Birth Year	2	Map missing data to blank.		
#46 2nd Primary Caretaker's Birth Year	2	Map missing data to blank.		
<p>#49 Foster Family Structure</p> <p>0 = Not Applicable 1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male</p>	2	<p>Map missing data to blank.</p> <p>Map “other” to blank.</p> <p>Consider removing “other” as a selection option from the family structure choices.</p> <p>Map “blended family” to blank.</p> <p>Modify selection of “two parent” so that there is an option “two parent, married” and “two parent, unmarried.”</p> <p>LINK to be modified to consistently collect this information in the same format.</p>		
<p>#50 1st Foster Caretaker's Birth Year</p> <p>#51 2nd Foster Caretaker's Birth Year</p>	2	<p>Map missing data to blank.</p> <p>Consider adding additional data entry edit checks to LINK to ensure more accurate data entry.</p>		

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#56 Date of Discharge (core)	2	<p>Map missing data to blank.</p> <p>Conduct worker training to improve timely entry of this information.</p> <p>Confirm that element #56 is consistently extracted from a legal/court screen.</p> <p>Review and make system changes, as needed, to the process of the ending of placements in LINK. State should determine whether the change from a paid placement setting to an unpaid placement setting is incorrectly reported as the end of the removal episode. State should also assess the potential impact of the LINK question asking workers whether this is a “close of all placements.”</p> <p>Review whether pre-adopt placement settings may also be incorrectly recorded and reported as discharges, and make changes as needed to correct.</p>		
<p>#58 Reason for Discharge (core)</p> <p>0 = Not Applicable            1 = Reunification with Parent(s) or Primary Caretaker(s)            2 = Living with Other Relative(s)            3 = Adoption            4 = Emancipation</p>	2	<p>Map missing data to blank.</p> <p>Worker training is needed to ensure more timely and complete data entry of “discharge reason.”</p> <p>Conduct worker training on the appropriate data entry of “discharge reason” for children who exit to guardianship.</p> <p>Ensure that information relating to the close of a foster care episode due to “adoption” is</p>		

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5 = Guardianship 6 = Transfer to Another Agency 7 = Runaway 8 = Death of Child		being accurately entered in a timely manner.  Consider the addition of system ticklers to improve accurate and timely data entry.		
#59 - #60 and #62 - #65  0-Does not apply 1-Applies  #59 Title IV-E Foster Care #61 Title IV-A #62 Title IV-D Child Support #63 Title XIX Medicaid #64 SSI #65 None of the above	2	Map missing data to blank.  Information for element #59 must be based on “reimbursed” assistance, not on “eligibility”.  Evaluate the discrepancy in reporting between elements #59 and 63. Make changes as needed so that the children eligible for Title XIX Medicaid are reported to AFCARS in element #63.  Map Railroad Compensation to element #65.  Assess mapping for element #65 to determine whether it captures the information being asked for - that is, does the case receive other types of assistance in addition to those listed in elements #59-64.  Consider providing worker training to improve data entry.		
#66 Monthly Amount	2	Map missing data to blank.  Re-evaluate the collection and extraction of this information to ensure accuracy.  Consider eliminating the practice of retroactive placements and payments.		

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#6 Child Birth Date (core)	3	Instruct workers that, in cases where the child's date of birth is unknown, they should use the 15 <sup>th</sup> day of the estimated month and year of the child's birth.		
#16 Has Child Ever Been Adopted?  1 = Yes 2 = No 3 = Unable to Determine  #17 Age at Previous Adoption  0 = Not Applicable 1 = less than 2 years old 2 = 2-5 years old 3 = 6-12 years old 4 = 13 years or older 5 = Unable to Determine	3	Train workers that this question relates to both public and private adoptions.		
#47 Mother's Date of TPR  #48 Father's Date of TPR	3	State needs to ensure workers are entering this information in a timely manner.  Implement a method that ensures the deceased date is entered for "TPR" dates if applicable.		

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<p>#4 State Agency Involvement</p> <p>1 = Yes 2 = No</p>	<p align="center">2</p>	<p>Missing data must be mapped to blank.</p> <p>This element is dependent on what is entered into elements #31, 34 and 35, and the coding for these elements.</p> <p>If #31, 34, &amp;35 are blank, then element #4 should be set to “blank.”</p> <p>If #31, 34, and 35 are set to “Applies,” then element #4 should be set to “Yes.”</p> <p>See notes for element #35 regarding the entry of “Medicaid”.</p>		
<p>#5 Child Date of Birth</p>	<p align="center">2</p>	<p>Map missing data to blank.</p> <p>Recommendation: Transfer this information from the foster care record, instead of requiring workers to re-enter this information.</p>		
<p>#6 Child Sex</p> <p>1 = Male 2 = Female</p>	<p align="center">2</p>	<p>Map missing data to blank.</p> <p>Map “other” to missing.</p> <p>Recommendation: Transfer this information from the foster care record, instead of requiring workers to re-enter this information.</p>		

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<p>Race</p> <p>#7 Child; #25 Adoptive Mother; #27 Adoptive Father</p> <p>a = American Indian or Al. Native                      b = Asian                      c = Black or African American                      d = Native Hawaiian/Pacific Islander                      e = White                      f = Unable to Determine</p>	<p align="center">2</p>	<p>Map missing data to blank.</p> <p>Remove Hispanic/Latino ethnicity from the possible choices for race, or ensure the program logic maps these to “Hispanic origin.”</p> <p>Conduct training on gathering this information from clients.</p> <p>Conduct training on the correct use of the option “unable to determine”.</p> <p>Map “other,” to blank.</p> <p>Recommendation: Transfer this information from the foster care record, instead of requiring workers to re-enter this information.</p> <p>Train workers entering adoption information on the correct use of the “unable to determine” response.</p>		

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<p>Hispanic Origin</p> <p>#8 Child; #26 Adoptive Mother; #28 Adoptive Father</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	<p align="center">2</p>	<p>Map missing data to blank.</p> <p>Report the Hispanic origin of individuals identified as Puerto Rican, Cuban, Dominican, Mexican/Chicano, Mexican/American and Other Spanish/Hispanic. Map to “Hispanic origin” “yes”.</p> <p>Conduct training on how to gather this information, specifically on how to ask for this information.</p> <p>Conduct training on the correct use of the option “unable to determine.”</p> <p>Recommendation: Transfer this information from the foster care record, instead of requiring workers to re-enter this information.</p>		
<p>#9 Has Agency Determined Special Needs</p>	<p align="center">2</p>	<p>Map missing data to blank.</p> <p>Train workers to complete the certification of special needs information in LINK.</p>		

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<p>#10 Primary Basis for Determining Special Needs</p> <p>0 = Not Applicable                      1 = Racial/Original Background                      2 = Age                      3 = Membership in a Sibling Group                      4 = Medical Conditions or Mental, Physical or Emotional Disabilities                      5 = Other</p>	2	<p>Map missing data to blank.</p> <p>Train workers to complete the certification of special needs information in LINK.</p> <p>Revise the list of special needs on LINK drop-down box so that choices such as “mental disability” are more clearly stated, so that these choices can be mapped with certainty to the appropriate AFCARS value.</p> <p>Consider better defining “other” on the “special needs” selection drop-down box.</p>		
<p>#11-15</p> <p>0=Does Not Apply                      1=Applies</p> <p>#11 Mental Retardation                      #12 Visually/Hearing Impaired                      #13 Physically Disabled                      #14 Emotionally Disturbed                      #15 Other Diagnosed Condition</p>	2	<p>Map missing data to blank.</p> <p>Train workers to complete the certification of special needs information in LINK.</p> <p>Revise the list of special needs on LINK drop-down box so that choices such as “mental disability” are more clearly stated, so that these choices can be mapped with certainty to the appropriate AFCARS value.</p> <p>Consider better defining “other” on the “special needs” selection drop-down box.</p> <p>Recommendation: Transfer this information from the foster care record, instead of requiring workers to re-enter this information.</p>		
<p>#16 Mother's Birth Year                      #17 Father's Birth Year</p>	2	Map missing data to blank.		

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<p>#18 Mother Married at Time of Birth</p> <p>1 = Yes 2 = No 3 = Unable to Determine</p>	2	<p>Map missing data to blank.</p> <p>Move the question from the “certification of special needs” screen to a foster care/case management screen so that it will be entered by the foster care worker.</p> <p>Add selection option of “unable to determine” to the screen.</p> <p>Train workers on the correct use of the “unable to determine” option.</p>		
<p>#19 Date of Mother's TPR</p> <p>#20 Date of Father's TPR</p>	2	<p>Map missing data to blank.</p> <p>Map the dates entered into the legal screen to populate the adoption decree screen, and extract actual (not derived) TPR dates.</p> <p>Implement a method that the “deceased” date is entered for “TPR” dates if applicable.</p> <p>Recommendation: Transfer this information from the foster care record, instead of requiring workers to re-enter this information.</p>		
<p>#22 Adoptive Family Structure</p> <p>1 = Married Couple 2 = Unmarried Couple 3 = Single Female 4 = Single Male</p>	2	<p>Map missing data to blank.</p> <p>Map “other” to blank.</p> <p>When State identifies a consistent way to collect family structure data, State must submit this data collection approach for the Children’s Bureau review in terms of AFCARS mapping.</p>		

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#23 Adoptive Mother's Year of Birth  #24 Adoptive Father's Year of Birth	2	Map missing data to blank.		
#29 Relationship of Adoptive Parent to Child – Stepparent #30 Relationship of Adoptive Parent to Child - Other Relative #31 Relationship of Adoptive Parent to Child - Foster Parent #32 Relationship of Adoptive Parent to Child - Other Non-Relative  0 = Does not Apply 1 = Applies	2	Map missing data to blank.  Remove “other” and “unknown” from list of selections.  Map “other” and “unknown” to missing.		
#33 Child Was Placed from  1 = Within State 2 = Another State 3 = Another Country	2	Map missing data to blank.  Map “other” to missing.		

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#34 Child Was Placed by  1 = Public Agency 2 = Private Agency 3 = Tribal Agency 4 = Independent Person 5 = Birth Parent	2	Map missing data to blank.  Map “other” to missing.  Submit revisions to plans to amend the provider list for Children’s Bureau review of AFCARS mapping before implementing these changes.		
#35 Receiving Monthly Subsidy	2	Identify and correct problem with extraction of this element.  Submit documentation on how this is resolved for Children’s Bureau review.  Collect and extract whether a “Medicaid-only” subsidy.		
#36 Monthly Amount	2	Identify and correct the problem with coding/extraction.  Submit documentation on how this is resolved for Children’s Bureau review.		
#37 Adoption Assistance – IV-E	2	Map missing data to blank.		