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	3. Originating Office: Children's Bureau
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INFORMATION MEMORANDUM

TO: State and Tribal Agencies Administering or Supervising the Administration of Titles IV-B and IV-E of the Social Security Act

SUBJECT: Strengthening Technology Support for Recruitment, Approval, and Retention of Foster Homes

LEGAL AND RELATED REFERENCES: Title IV-E of the Social Security Act (the Act), ACYF-CB-IM-16-02, and 45 CFR §1355.

PURPOSE: To inform title IV-E agencies on how to use CCWIS, non-CCWIS information systems, websites, and applications to support of child welfare program activities related to the recruitment, approval, and retention of foster homes.[1]

Since the federal regulations for CCWIS were published in 2016, several title IV-E agencies pursuing a CCWIS have asked the Children's Bureau (CB) for more information about automated functions and functional requirements related to recruitment, approval, and retention of foster homes. This IM focuses on the following foster care placements: foster family homes, homes of relatives, and pre-adoptive homes.

While this IM largely focuses on CCWIS, the benefits and examples may be applied to any system, website, or application supporting child welfare practice. This IM provides information that may be helpful in considering technology alternatives and CCWIS models including examples of possible data categories, automated functions, and "use cases" (See Attachment A), examples of possible data categories (See Attachment B), and additional on-line resources (See Attachment C).

BACKGROUND: To ensure that the title IV-E agency places children in safe and appropriate

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[1] As used in this document, the term "**approval**" refers to a foster care placement that is licensed or approved as meeting the standards established by the state or tribal licensing or approval authority(ies) in accordance with Section 472(c) and 471(a)(10) of the Act.

placements, data on background checks, training, household composition, safety standards, and approvals for foster family homes should be captured in the IV-E agency's system. Such a strategy will help support the day-to-day child welfare operational needs of the agency. Typically, caseworkers review data to support placement decisions. Collecting this data, and consistently entering it in a child welfare information system, supports federal reporting and provides reliable, timely information to inform placement-making decisions. Additionally, collecting this data helps to ensure that the title IV-E agencies meet Adoption and Foster Care Analysis and Reporting System (AFCARS) reporting requirements and document the proper expenditure of federal title IV-E funds for eligible placement costs.

Collecting such data may also inform the development of the title IV-E agency's diligent recruitment plan under Section §422 (b)(7) of the Social Security Act (the Act). That section of the Act requires title IV-E agencies to develop and implement a comprehensive plan for the, "recruitment of foster and adoptive families who reflect the racial and ethnic diversity of children in the state for whom families are needed."

For states interested in developing and operating a CCWIS, federal regulations at 45 CFR §1355.52(b) describe the information that must be maintained in a CCWIS. The Child Welfare Policy Manual Section 6.3A #1 explains that such information includes placements, background checks, approvals, title IV-E eligibility determinations, service authorizations, and expenditures under titles IV-B and IV-E to support critical program needs. Ensuring CCWIS data contributes to the efficient, effective, and economical administration of title IV-E program is a critical and overarching system requirement.

This IM assists title IV-E agency staff responsible for designing and managing child welfare information system functionality. The document may provide helpful information to:
- Project Managers and child welfare information system teams, including CCWIS;
- Title IV-E agency regulatory and policy teams;
- Title IV-E agency staff involved in the ongoing recruitment, approval, and retention of foster homes, including foster family homes, homes of relatives, and pre-adoptive homes;
- Public and private recruitment and approval teams;
- Data stewards; and
- Foster parents and other care providers

Disclaimer: Information Memoranda provide information or recommendations to States, Tribes, grantees, and others on a variety of child welfare issues. IMs do not establish requirements or supersede existing laws or official guidance.

INQUIRIES TO: Director, Division of State Systems

/s/

Elizabeth Darling
Commissioner
Administration on Children, Youth and Families

ATTACHMENTS:
    A. Strengthening Technology Support for Recruitment, Approval, and Retention of Foster Homes
    B. Sample Data Elements
    C. Links to Online Resources

Attachment A

Table of Contents

1. CCWIS Data, External Systems, & Child Welfare Contributing Agencies

This section provides information that may help to support the Advance Planning Document (APD) process for states pursuing a CCWIS system. Likewise, title IV-E agencies building websites, applications, and non-CCWIS information systems to support recruitment, approval, and placement child welfare activities may also find the information helpful.

1.1 CCWIS Data

Information required to meet federal data reporting rules for claiming title IV-E federal financial participation (FFP) includes placement licensing/approval information, background check information, and documentation that the approval is valid.[2] Paragraph §1355.52(b)(1)(ii) requires that a CCWIS maintain title IV-E eligibility data, such as placement licensing and background check information under 45 CFR §1356.30. CCWIS must also maintain case management data to support federal audits, reviews, and other monitoring activities such as a title IV-E foster care eligibility reviews. For example, if a title IV-E agency claims FFP for foster parent training, as reported in Part II of the CFS-101, then the IV-E agency must maintain the data to support the claim in CCWIS.

We provide examples of required federal data on the CB website, in Section 6.3A of the Child Welfare Policy Manual (CWPM).[3] The following chart provides a non-exhaustive overview of the authority for representative data types in a CCWIS.

Chart – CCWIS Data Categories

CCWIS Data	Authority
Placement and/or Provider Information	§479 of the Act
Background Checks	§471(a)(20) of the Act 45 CFR §1356.30
Provider License, Certificate or Approval	§§471(a)(10) and 472(c) of the Act
Foster Parent Training FFP Claims	45 CFR §1355.52 (b)(1)(ii)

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[2] 45 CFR §1356.20 through 1356.30

[3] https://www.acf.hhs.gov/cwpm

1.2 External and Commercial-off-the-Shelf (COTS) Systems

External Systems

Information to support foster home recruitment, approval and retention efforts can be collected by title IV-E agency staff in information systems external to CCWIS. If a title IV-E agency builds a CCWIS, the CCWIS must have a bi-directional exchange with each external system used by title IV-E agency and child welfare contributing agency (CWCA) staffs to collect CCWIS data as noted in 45 CFR §1355.52(e) and (f). The data exchange must also meet the CCWIS design requirements detailed in 45 CFR §1355.53(a) unless an exemption is approved by ACF as noted in 45 CFR §1355.53(b).

When planning the exchanges with external systems, title IV-E agencies should ensure duplication is minimized and opportunities for sharing data and realizing efficiencies are maximized.

Using Commercial-off-the-Shelf (COTS) Products in a CCWIS

An increasing number of COTS proprietary products are available to title IV-E agencies that support aspects of tracking foster parent recruitment, training, approval, and support activities. Title IV-E agencies may use a COTS product in the design of their information system if they receive prior approval from ACF, and if necessary, an APD Waiver as described at ACF-OA-PI-13-01.[4] Policies and procedures for claiming costs for federal funding are at 45 CFR §95.631. The COTS waiver to the APD ownership requirements is required for agencies pursuing hosted proprietary software products and software-as-a-service (SaaS) applications.[5] Title IV-E agencies should consider user needs, cost, time to deployment, procurement and regulatory constraints, compatibility with existing architecture, any potential duplication, and ongoing support when considering whether to use a COTS software product.

Title IV-E agencies, especially in state-supervised, county-administered states, should consider the potential duplication, inconsistent usage, and title IV-E cost implications if counties are procuring COTS products for child welfare functions without an APD waiver or separate from a statewide solution. Even with bi-directional exchanges, the potential for duplication of CCWIS functions and/or CCWIS data exists.

1.3 Child Welfare Contributing Agencies

Title IV-E agencies employ different approaches for the recruitment, approval and retention of foster homes, and involve a blend of public, for-profit, tribal, non-profit, and faith-based organizations. In many states, these efforts are not effectively integrated.[6] In county-administered and privatized child welfare systems, there is sometimes additional complexity as neighboring jurisdictions attempt to recruit from the same pool of families.

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[4] https://www.acf.hhs.gov/sites/default/files/assets/acf_oa_13_01.pdf

[5] 45 CFR §95.627

[6] https://www.acf.hhs.gov/sites/default/files/cb/cfsr_aggregate_report.pdf

There is a potential for duplication in legacy and new child welfare information systems when recruitment, approval and retention processes are decentralized. Although CCWIS regulations permit duplicate functionality, ACF requires title IV-E agencies seeking CCWIS cost allocation to build information systems that avoid duplication and inconsistent use under 45 CFR §1355.57(a)(2)(ii) and (b)(2)(ii). Title IV-E agencies can grant CWCAs access to a CCWIS system directly, using security precautions.

When designing and developing a CCWIS, title IV-E agencies should consult with the CB to determine which entities quality as a CWCA. Agencies may also allow users from entities who are not CWCAs to enter information into a CCWIS if they meet the training and security requirements established by the title IV-E agency.

Agencies may learn more about CWCAs by visiting Section 6.6B and 6.6D of the Child Welfare Policy Manual at https://www.acf.hhs.gov/cwpm/public_html/programs/cb/laws_policies/laws/cwpm or by downloading *CCWIS Technical Bulletin #2* at https://www.acf.hhs.gov/cb/laws-policies/technical-bulletins/ccwis. In the next section, we provide potential use case examples for title IV-E agencies and other stakeholders.

2. Practice & Information Needs

2.1 Understanding Practice and Information Needs

The child welfare system continues to experience a growing need for new foster homes. While national foster care numbers steadily declined by 19% between 2007 and 2012, the number of children in foster care has increased every year since then.[7] While the recent increase is not universal – 14 states experienced a decline – most jurisdictions are facing an increasing need of foster homes to care for the children brought into foster care. In addition, there are high turnover rates and ongoing need for more foster parents to replace those who stop fostering, including those who stop fostering due to adoption.

While each title IV-E agency employs a variety of tactics to find, approve, and retain foster homes, national implications are evident from the CFSR round three findings.[8] Of note, less than a third of states reviewed had a strength for Item 35, the *Diligent Recruitment of Foster and Adoptive Homes* and only four states had a strength for Item 36, the *State use of Cross-Jurisdictional Resources for Permanent Placements*. While several contributing factors led to these findings, there are a few, shared systemic issues:

- A lack of a statewide recruitment plan;
- not having information to determine whether criminal background checks were appropriately completed; and,
- challenges in administering the Interstate Compact on the Placement of Children (ICPC).[9]

An agency's performance on the CFSR Systemic Factor Foster and Adoptive Parent Licensing, Recruitment, and Retention should be considered when developing Foster and Adoptive Parent Diligent Recruitment Plan, which must include available data and information that demonstrates the current functioning of the licensing and recruitment systemic factor (see https://www.acf.hhs.gov/sites/default/files/cb/pi1902.pdf).

Using Data to Support Recruitment, Approval, and Retention

For data to be useful, it should be collected, accessible, and shared. While there is value in qualitative evaluations of recruitment, approval, and retention efforts, collecting quantitative data on prospective and current foster homes allows title IV-E agencies and partners to focus on strategies demonstrably successful at recruiting and keeping families who reflect the population of children in foster care and who can meet those children's needs. Looking at the full continuum of the approval process, rather than measuring the number of inquiries, provides clarity on how best to define success for future efforts.

Recruitment, approval, and retention data must be complete, timely, and accurate and must be included in the title IV-E agency's data quality efforts and biennial reviews. For title IV-E

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[7] AFCARS Data, U.S. Children's Bureau, FY 2007 – FY 2016
[8] https://www.acf.hhs.gov/cb/resource/cfsr-aggregate-report-2015-2017
[9] Ibid.

agencies designing a CCWIS, additional information about CCWIS data quality requirements may found in the *CCWIS Technical Bulletin #6: CCWIS Data Quality Plan* at https://www.acf.hhs.gov/cb/laws-policies/technical-bulletins/ccwis.

In the following chart, several key considerations are identified that title IV-E agencies may wish to review as they develop their systems to collect information about foster families. The title IV-E agency's ability to answer the questions will depend on the extent to which comprehensive and quality data is available.

#	Considerations for Recruitment, Approval, and Retention Efforts
1	Where are our families located in relation to where our children come from?
2	Are siblings being placed together?
3	How many homes have not had a placement in the past six months?
4	How many families have made inquiries in the past six months?
5	How many families have attended an initial orientation or participated in an initial orientation discussion with a worker?
6	How long does the approval process take? This is measured from application to final approval and all milestones in between.
7	What is the true bed capacity of our foster homes?
8	How many openings do we currently have and what behaviors, special needs and characteristics of children will they accept?
9	What brings families to our agency?
10	What are the characteristics of families that successfully meet the needs of the children entering care? How do we define "successful families" to guide our recruitment efforts?
11	How many families have left our agency in the past six months? What are their characteristics, reasons, and tenure?
12	In what part of the approval process are agencies most likely to lose prospective foster homes?
13	Are there trends or factors in our recruitment or approval process correlated with stable placements or a lower likelihood of placement disruption?

2.2 Stakeholder Use Cases

Child welfare practices, and technology and security opportunities, have changed significantly since the SACWIS regulations were promulgated in the 1990s. Whereas legacy systems often faced cost and security barriers when considering user profiles beyond state or county staff, title IV-E agencies have recently been broadening the scope of entities considered *users* as they design and implement their CCWIS. Regulations that define CCWIS place no restrictions on system access but CCWIS must comply with federal confidentiality provisions at section 471(a)(8) of the Act, regulations at 45 CFR §1355.30 (p)(3), 45 CFR §1355.52 (d)(1)(iii), and 45 CFR §205.50, and CB policy at sections 2.1A.1 and 8.4E of the Child Welfare Policy Manual.

The charts below document several stakeholder user profiles with potential use cases. Although the list is not comprehensive, we have listed a wide variety of recommended tasks. We encourage title IV-E agencies to review the list and select tasks that the program uses or plans to use while recruiting and supporting families. For each tasks you select, consider:

- What is the reason (goal) of this task?
- What steps do we take to reach that goal?
- What data and reports do I need (either to collect myself or to have the system give me)?
- How do I know when I have reached my goal?

Some examples may be used interchangeably between user-profiles, even profiles not considered in this document. While title IV-E agencies have discretion with identifying features and automated tools, these examples highlight common child welfare program and data needs. Title IV-E agencies are encouraged to review potential users and program needs to support an efficient, effective, and economical system and to avoid potential duplication with CWCAs.

User Profile	Use Cases for Consideration in an Information System
Recruiters & Foster Home Approval Teams	Track contacts with prospective foster families, including information and orientation sessions
	Document pre-service and ongoing trainings
	Maintain calendar of upcoming trainings and events
	Monitor compliance with initial and ongoing training requirements
	Document milestones and enter narrative case notes
	Track completion/submission of documents and requirements for approval such as the application, health checks, home study, background checks, budget, etc.
	Create alerts for key milestones, renewals, and re-approvals.
	Create alerts for placements when household composition is affected, placements are different than documented age ranges and gender preferences, or placements are made in homes only approved as child-specific (relatives for example).
	Create alerts and allow for historical tracking when there is an investigation or a concern noted for a foster parent.
	Secure communication with case workers and prospective families
	Access data needed to support diligent recruitment efforts and plans
	Track payments by child or by family

User Profile	Use Cases for Consideration in an Information System
Private Providers (CWCA)	Complete and submit electronic home studies/assessments/treatment plans
	Secure communication with the assigned case worker(s)
	Update placement and/or provider information
	Enter narrative case notes
	Document foster parent pre-service and ongoing trainings
	Upload documents:

	• Employee background check information for title IV-E
	• Supporting documentation for home approval
	• Financial paperwork

User Profile	Use Cases for Consideration in an Information System
Foster Families	Submit electronic applications and annual updates
	Update household composition, contact information & availability
	Upload documents: • Trainings certificates • Medical or educational paperwork for children placed in the home • Photos of child • Enhanced Maintenance forms • Clothing receipts
	Complete assessments to match with children available for adoption
	Document strengths and milestones, and enter narrative case notes
	Submit restitution paperwork (for those title IV-E agencies that support this practice)
	Directory of available services and an electronic process to request services for child(ren) placed in the home
	Directory of support groups, foster parent associations, kinship groups, etc. for caregivers
	Request respite or babysitter care
	Dashboard for child(ren) in home: • Upcoming court dates • Assigned case worker/supervisor contact information • Case/Service Plans • Visitation Plan • Key medical information (Medicaid #, allergies, medications, etc.)
	Secure communication with the assigned case worker

User Profile	Use Cases for Consideration in an Information System
Foster Youth	Complete exit surveys after leaving a foster home
	Retrieve photos and other uploaded documents from foster placement stays
	Shared calendar of upcoming visits, court dates and other events
	Access medical and school records
	Submit incident reports
	Document milestones
	Identify Resources

2.3 Practice Barriers & Possible Information Technology Solutions

This section provides possible solutions for common recruitment, approval, and retention barriers identified by title IV-E agencies in past reviews. These are examples and not

requirements as it is the title IV-E agency's responsibility to govern what system functionality will meet the needs of their respective stakeholders.

Recruitment		
Stage	**Need or Barrier**	**Possible Solution**
Searching	Families interested in learning more about foster care or adoption are confused by the myriad of public and private options when searching the internet.	Use of a Customer Relationship Management (CRM) or similar module to track all inquiries and potential foster families.
Interest	Families are interested in becoming foster or adoptive parents and are unsure about the next steps.	Public portal and/or data exchange: • Orientation and/or training calendar • Required paperwork for approval • Roadmap/workflow of approval process • Contact information • Secure communication
Enrolling	Families want to enroll in pre-service training but are unsure about classroom times and locations.	Self-service enrollment for orientation sessions with a data exchange to the child welfare information system to capture the family's demographic and contact information, and use this information to create a new Provider ID/record.
Follow-through	Families request information or attend information sessions but never follow up.	The system can generate automated emails, letters, and prompts to follow-up with prospective families at pre-defined intervals.
Matching	Families are unsure if any children in foster care would be a good match for their home. Likewise, caseworkers who recruit would like to prioritize families that will match with available children.	Use of business intelligence (BI) and/or artificial intelligence (AI) using child welfare information system data to conduct intelligent matching between a child and a family.

Approval		
Stage	**Need or Barrier**	**Possible Solution**
Foster Home Application	During the application process to become a foster and/or adoptive parent(s), families must complete paperwork that may be repetitive.	Electronic applications allow families to begin the information gathering process. This might save time as staff may accept the information entered by the applicant into the child welfare information system rather than having to enter themselves and

		prevents duplication and potential data quality issues.
Approvals	Once a family is approved, the case worker has to enter the information to establish the family as a placement resource.	The data collected from the family during the application process can be converted in the child welfare information system to establish a placement resource. There is no need to renter the data in a new field and/or screen.
Tracking Milestones	Title IV-E agencies want to improve the efficiency and timeliness of recruitment and approval.	Tracking milestones such as key dates in the approval process, reasons families are disqualified, and reasons families withdraw from consideration. This information will allow agencies to better assess and improve recruitment and retention strategies and calculate the average time from orientation to first placement and all milestones along the way.

Ongoing Service & Retention		
Stage	**Need or Barrier**	**Possible Solution**
Active Fostering	Families take digital pictures of foster children in their care but are unsure of what to do with the photos when the children reunify with a parent or move to another placement.	Electronic repository connected to the child welfare information system or associated electronic document system that allows foster parents to upload photos of the foster children in their home. The photos can then be shared with the parents or youth later.
Tenure	Some families foster for several years while others only take one placement. Exit reasons are collected but are not analyzed for trends.	Use the child welfare information system to track the tenure for foster parents. Include cross-jurisdictional history if relevant. Use data to determine the average tenure and include exit reasons to determine the most common reasons a family stops fostering. By including this data in the child welfare information system, placement trends can be included for a multi-factor analysis. Foster parents can complete exit and/or annual surveys through an online portal that connects to the child welfare database.
Quality	Children and young adults may not feel safe and supported in a foster care placement.	Gather data from foster youth in an age-appropriate manner at various intervals and as they exit foster care and/or placements to assess whether they felt safe

		in the placement. Agencies can concurrently collect information in a website, app, or child welfare information system from caseworkers to assess the quality of foster homes and other care providers.

3. Resources

3.1 Federal Resources

While not an exhaustive list, here are several free tools available for states to use to support data collection on recruitment, approval, and retention efforts.

Family Intake Tracking Tool (FITT)

This tool provides child welfare professionals with easy access to the names of families who have contacted AdoptUSKids and indicated an interest in fostering or adopting from foster care. Professionals can also use the tool to log and track families who contact them directly. Title IV-E agencies can learn more about the FITT tool at https://fitt.adoptuskids.org/.

AdoptUSKids Photolisting

Registered families can search for children available for adoption based on a range of criteria including gender, age, conditions, and behaviors. Families and professionals use the tools at AdoptUSKids to match qualified families with children who need safe, permanent homes. Title I-VE agencies can learn more about the photolistings at https://www.adoptuskids.org/meet-the-children/search-for-children/search.

Diligent Recruitment Navigator

Diligent Recruitment Navigator helps guide title IV-E agencies through their own process of developing a comprehensive, multi-faceted diligent recruitment program. Title IV-E agencies can customize the Diligent Recruitment Navigator to receive questions to consider that are specifically tailored to their child welfare system. Title IV-E agencies can learn more about the Diligent Recruitment Navigator at https://adoptuskids.org/for-professionals/publications/dr-navigator. There is a supplement to the Diligent Recruitment Navigator specific to tribes located at https://adoptuskids.org/_assets/files/NRCDR-org/dr-navigator-tribal-supplement.pdf.

3.2 Best & Promising Practices

In this section, we are providing a few automated tools and resources for title IV-E agencies to consider when designing a CCWIS, website, application, or other child welfare information system. While not all examples may qualify as a module as defined by federal regulations, these tools and resources may qualify for some federal financial participation if part of an approved Advance Planning Document (APD).[10] [11] Contact your federal analyst for more information on determining if a tool or resource may quality for FFP.

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[10] CCWIS Modular Design is defined at 45 CFR §1355.53(a)

[11] CCWIS Data is defined at 45 CFR §1355.52(b)

Market Segmentation

"Market segmentation is used to accurately predict the needs of 'customers,' or in the case of child welfare, adoptive or foster parents, to improve our understanding of the community and where prospective adoptive or foster parents reside."[12] Using information known to the agency, prospective foster parents can be identified based on the existing pool of foster parents. While relatively new to child welfare, market segmentation is used by pollsters to identify the psychographic tendencies of potential voters and consumers to identify potential customers.

For more information on market segmentation, title IV-E agencies can review the *Overview of Market Segmentation: A Tool for Targeting Recruitment* publication at https://www.adoptuskids.org/_assets/files/NRCRRFAP/resources/overview-of-market-segmentation.pdf

Geographic Information System (GIS) Mapping

"A geographic information system (GIS) is a computer system capable of capturing, storing, analyzing, and displaying geographically-referenced information; that is, data identified according to location."[13] Used in foster parent recruitment and with market segmentation, GIS can support efforts to recruit families in communities where removals are occurring or support placement decisions to ensure foster children remain in their zoned school districts. On a macro-level, GIS can support cross-agency recruitment campaigns to ensure that all communities are covered by the agencies involved. Each possible use of a GIS tool requires quality data from the child welfare information system.

For more information on GIS, title IV-E agencies can review the *Geographic Information System (GIS) & Market Segmentation* publication at http://adoptuskids.org/_assets/files/NRCRRFAP/resources/TTT_GIS_MarketSegmentation.pdf

New Jersey

Several states, including New Jersey, have used Market Segmentation and GIS mapping to identify and target populations that are statistically inclined to become foster parents. For the past eight years, New Jersey has used both of these practices to execute targeted recruitment efforts for families who are in geographic proximity to children in foster care and/or share the same psychographic characteristics and consumption patterns of successful foster parents.

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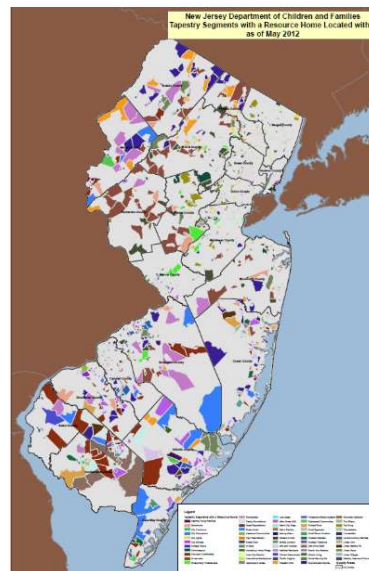
[12] AdoptUSKids. Retrieved from https://www.adoptuskids.org/_assets/files/NRCRRFAP/resources/overview-of-market-segmentation.pdf

[13] U.S. Geological Survey. Retrieved from https://www.usgs.gov/faqs/what-a-geographic-information-system-gis

Intelligent Matching

Some title IV-E agencies have experimented with intelligent matching to determine possible matches between known foster parents and children available for adoption. Similar in concept to algorithms used in other industries and applications, these intelligent matching efforts seek to identify the most statistically relevant data elements that lead to a successful match. While applying intelligent matching to adoption is new and there is a limited amount of outcome data to endorse the practice, it is something to keep an eye on over the next few years.

Digital Assistants - Chatbots

Digital assistant technologies like chatbots have received a fair share of press and have been almost universally adopted by retailers. There are opportunities to use in child welfare, specifically in serving as a customer support tool for current and prospective care providers. Using existing FAQs and other sources of agency data, chatbots can answer after-hours or non-urgent inquiries. For example, a citizen can use a chatbot to ask questions about the qualifications for becoming a foster parent, sharing information specific to their situation. This information can then start the approval process or at a minimum, direct the citizen to the next or closest orientation session.

Attachment B – Sample Data Elements

The table below contains data elements for the FITT tool from AdoptUSKids. While not an exhaustive list, title IV-E agencies may use these when designing their child welfare information system.

FITT Field Label	Required for the FITT tool	Type of Input	Current Choices
Case Number	Y		Application auto-sets this.
Relationship Status	Y	Dropdown list	Single (includes never married, divorced, separated, widowed) Living with partner in committed relationship Married I prefer not to answer
First Parent First Name	Y	Text field	
Last Name	Y	Text field	
Gender	Y	Dropdown list	Male Female Transgender I prefer not to answer
Birth Year	Y	Dropdown list	List of all years between 1934 and 1998 I prefer not to answer
Race	Y	Select boxes	Black/African American Asian Caucasian Hispanic or Latino ethnicity (of any race) American Indian or Alaska Native Native Hawaiian or other Pacific Islander I prefer not to answer
Primary Language	Y	Dropdown list	English American Sign Language (ASL) Spanish Russian French Chinese Vietnamese Korean Other Unknown
Military Service	Y	Dropdown list	Currently serving (active, reserves, National Guard) Previously served

FITT Field Label	Required for the FITT tool	Type of Input	Current Choices
			Never served I prefer not to answer
Second Parent First Name	Y*	Text field	
Second Parent Last Name	Y*	Text field	
Second Parent Gender	Y*	Dropdown list	Male Female Transgender I prefer not to answer
Second Parent Birth Year	Y*	Dropdown list	List of all years between 1934 and 1998 I prefer not to answer
Second Parent Race	Y*	Select boxes	Black/African American Asian Caucasian Hispanic or Latino ethnicity (of any race) American Indian or Alaska Native Native Hawaiian or other Pacific Islander I prefer not to answer
Second Parent Primary Language	Y*	Dropdown list	English American Sign Language (ASL) Spanish Russian French Chinese Vietnamese Korean Other Unknown
Second Parent Military Service	Y*	Dropdown list	Currently serving (active, reserves, National Guard) Previously served Never served I prefer not to answer
Address Type	Y	Radio button options	United States Military/Diplomatic (APO, DPO, FPO) International (not U.S.)
Home Address	Y	Text field	
City	Y	Text field	*U.S. & International address types*
APO/FPO/DPO	Y	Dropdown list	*Military address type* APO FPO

FITT Field Label	Required for the FITT tool	Type of Input	Current Choices
			DPO
AA/AE/AP	Y	Dropdown list	*Military address type* AA AE AP
Province	N	Text field	*International address type*
County	N	Text field	*U.S. address type*
State	Y	Dropdown list	*U.S. address type* List of 50 states and 4 territories
Country	Y		*U.S. address type* Application auto-sets/pre-fills
Country stationed in	Y	Dropdown list	*Military address type* List of 230 country options
Country	Y	Dropdown list	*International address type* List of 230 country options
Zip code	Y	Text field	*U.S. & Military address type*
Postal Code	N	Text field	*International address type*
Preferred phone are code	Y	Numeric field	*U.S. address type*
Preferred phone prefix	Y	Numeric field	*U.S. address type*
Preferred phone number	Y	Numeric field	*U.S. address type*
Alternate phone area code	N	Numeric field	*U.S. address type*
Alternate phone prefix	N	Numeric field	*U.S. address type*
Alternate phone number	N	Numeric field	*U.S. address type*
Preferred phone	Y	Text field	*Military & International address types*
Alternate phone	N	Text field	*Military & International address types*
Email address	N	Text field	
Confirm email	Y*	Text field	*If email field is used, confirm email is required
Preferred language for our response	Y	Dropdown list	English (default value) Spanish

FITT Field Label	Required for the FITT tool	Type of Input	Current Choices
What are you most interested in pursuing?	Y	Radio button options	Foster care only Adoption only Both Unsure
Have you or your spouse/partner ever been a foster parent	Y	Radio button options	Current foster parent Former foster parent Have never fostered I prefer not to answer
Have you or your spouse/partner ever adopted?	Y	Radio button options	Yes No I prefer not to answer
How did you hear about AdoptUSKids?	Y	Select boxes Text box (other)	TV Radio Newspaper, magazine, newsletter, or other electronic/hard copy publication Billboard/buses/poster Wendy's Wonderful Kids Internet (search engine, internet advertisement, or other website, including adoption.com) Conferences Word of mouth (adoptive or foster parents who you know, support groups, etc.) National Adoption Month/National Foster Care Month Agency (social worker, training, etc.) Social media (Facebook, Twitter, blog, etc.) Do not remember Other (please specify)
Notes	N	Text box	

Attachment C – Links to Online Resources

These websites are provided as potential resources for title IV-E agencies to utilize when developing requirements for a CCWIS, website, application, or external title IV-E system.

Child Welfare through Analytics
Statistical Analysis System (2012)
https://www.sas.com/en_us/insights/articles/risk-fraud/prevent-child-abuse-through-analytics.html

Data-Driven Recruitment
National Resource Center for Diligent Recruitment at AdoptUSKids (2016).
https://www.adoptuskids.org/_assets/files/NRCDR-org/data-driven-recruitment-110514.pdf

Diligent Recruitment Navigator
AdoptUSKids.
https://adoptuskids.org/for-professionals/publications/dr-navigator

Diligent Recruitment Navigator – Tribal Supplement
AdoptUSKids.
https://adoptuskids.org/_assets/files/NRCDR-org/dr-navigator-tribal-supplement.pdf

Dynamics of Foster Home Recruitment and Retention
Chapin Hall at the University of Chicago (2018).
https://www.chapinhall.org/wp-content/uploads/Foster-Home-Report-Final_FCDA_October2018.pdf

Family Intake Tracking Tool (FITT)
AdoptUSKids.
https://fitt.adoptuskids.org/

Four Principles of Big Data Practice for Effective Child Welfare Decision Making
Lery, B., Haight, J., and Alpert, L. Journal of Public Child Welfare (2016).
https://www.researchgate.net/publication/305080030_Four_Principles_of_Big_Data_Practice_for_Effective_Child_Welfare_Decision-Making

Geographic Information Systems (GIS) & Market Segmentation
AdoptUsKids (2015).
https://www.adoptuskids.org/for-professionals/publications

Knowing the Numbers: Assessing and Using Child Welfare Data
Vandiver, S. and DeVooght, K. Child Trends (2014).
https://jfs.ohio.gov/PFOF/PDF/Knowing-the-Numbers-SPARC.stm

Overview of Market Segmentation: A Tool for Targeting Recruitment
National Resource Center for Diligent Recruitment at AdoptUSKids (2011).

https://www.adoptuskids.org/_assets/files/NRCRRFAP/resources/overview-of-market-segmentation.pdf

Speaking the Same Language: Understanding Multiple Meanings of Terms used by Child Welfare Program and IT/Data Staff to Support Diligent Recruitment
National Resource Center for Diligent Recruitment at AdoptUSKids (2015).
https://adoptuskids.org/_assets/files/NRCDR-org/speaking-the-same-language-110614.pdf

Using Integrated Recruitment and Support to Build a Strong Pool of Foster, Adoptive, and Kinship Families
National Resource Center for Diligent Recruitment at AdoptUSKids (2015).
https://adoptuskids.org/_assets/files/NRCDR-org/using-integrated-recruitment-and-support-102215.pdf