



Technical Bulletin #1

Title IV-E Prevention Program Data Elements

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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) Public reporting burden for this collection of information is estimated to average 31 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number¹.

¹ OMB Approval number: 0970-0529, Expiration Date: 07/31/2022

1. Background

On February 9, 2018 the Family First Prevention Services Act (Family First) was enacted to authorize new optional title IV-E funding for time-limited (one year) prevention services for mental health/substance abuse, and in-home parent skill-based programs for:

- 1) a child who is a candidate for foster care (as defined in section 475(13) of the Act),
- 2) pregnant or parenting youth in foster care, and
- 3) the parents/kin caregivers of those children and youth (sections 471(e), 474(a)(6), and 475(13) of the Act).

The prevention program authorized by Family First is referred to as the title IV-E prevention program, and the services being provided under this program are referred to as title IV-E prevention services. States that elect to implement the title IV-E prevention program are required to submit a five-year prevention program plan. Additionally, they must provide an assurance in the plan that the agency will report child-specific data to HHS as required by section 471(e)(4)(E) of the Act for each child who receives title IV-E prevention services. Please see the following resources for more information:

- o **IM-18-02** - Published: April 12, 2018 - This Information Memorandum (IM) informs States and Tribes of the enactment of the Family First Prevention Services Act and provides basic information on the new law.
- o **PI-18-09** - Published: November 30, 2018 - This Program Instruction (PI) provides instruction for state title IV-E agencies on the title IV-E prevention program requirements.
- o **PI-18-10** - Published: November 30, 2018 – To instruct tribal title IV-E agencies administering or supervising the administration of title IV-E under sections 479B and 471(a) of the Act on the title IV-E prevention program requirements.

The Children’s Bureau will use the information from states and tribes operating a title IV-E prevention program to calculate annual title IV-E prevention services measures in accordance with section 471(e)(6)(A) of the Act. In addition, the Children’s Bureau may use this data to assess the extent to which the provision of the services and programs reduces the likelihood of foster care placement, increases kinship arrangements or improves child well-being in accordance with section 476(d)(3) of the Act.

2. Overview of Technical Bulletin

The purpose of this Technical Bulletin is to provide detailed information on the data elements title IV-E agencies are to submit. The table in section 4 includes the element name and number, the definition of each element, the response option(s), and information on the structure of the file. The Children’s Bureau will be issuing additional guidance regarding format of the file and on file transmission. Title IV-E agencies will be required to submit data on all children with a prevention plan on a six-month (per Federal Fiscal Year) basis with a transmission period of 45 days.

3. File Content and Structure

This section identifies additional guidance for title IV-E agencies regarding the information that will be reported.

Information Common to other Children’s Bureau’s Data Sets. Information that is in the title IV-E prevention services, and is also included in either the Adoption and Foster Care Analysis and Reporting System (AFCARS), National Child Abuse and Neglect Data System (NCANDS), and National Youth in Transition Database (NYTD) needs to be consistent with what is reported in those files. This information includes, but may not be limited to, is:

- Child record number. Title IV-E agencies are to encrypt the child’s number using the same encryption logic used for the AFCARS, NCANDS and NYTD file (tribal IV-E agencies are not required to report information for NYTD or NCANDS). This will ensure that if the child is in foster care or enters the foster care system, the identifier will be the same as the child identifier for AFCARS. The title IV-E agency must apply and retain the same encryption routine or method for the person identification number across all report periods. The record number must be encrypted in accordance with ACF standards.
- Title IV-E agency. The specifications for the agency identifier will be provided once the implementation of the title IV-E prevention program begins, and the file format and transmission guidance is issued.

Information on File Structure. The data in the title IV-E prevention services file includes descriptive information (e.g., demographics) and information that may include multiple responses (e.g. child may be receiving multiple services). When the data are reported, the extraction of the information must include the services related to the period of 12 months following the prevention plan start date.

4. Data Elements

The following table includes the element number and name, the definition, and the response values for the 16 data elements. Title IV-E agencies must report information for a child who is a candidate for foster care, or is a pregnant or parenting youth in foster care. For a pregnant or parenting youth in foster care, title IV-E agencies do not need to report on elements #9, #14 and 14a.

Title IV-E Prevention Services Data Elements

Data Element Name	Definition	Valid Codes
1. Title IV-E Agency	Indicate the title IV-E agency responsible for submitting the data.	ACF provided code
2. Child Identifier	Indicate the child's record number. This is an encrypted, unique person	Encrypted

Data Element Name	Definition	Valid Codes
	identification number that is the same for the child across all report periods state/tribal-wide.	
3. Date of Birth	Month, day, and year of the child's birth.	Date
4. Sex	Indicate as appropriate.	Male Female
5. Race	In general, a person's race is determined by how they define themselves or by how others define them. In the case of young children, parents determine the race of the child. American Indian or Alaska Native - A person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Black or African American - A person having origins in any of the black racial groups of Africa. Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	Indicate child's race

Data Element Name	Definition	Valid Codes
	White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Declined - The child or parent(s) or legal guardian(s) has declined to identify a race. Unknown - The child's race is unknown because the race, or at least one race of the child is unknown, or the child and/or parent is not able to communicate the child's race.	
6. Hispanic or Latino Ethnicity	Answer "yes" if the child is of Mexican, Puerto Rican, Cuban, Central or South American origin, or a person of other Spanish cultural origin regardless of race. Whether or not a person is Hispanic or Latino is determined by how they define themselves or by how others define them. In the case of young children, parents determine the ethnicity of the child. Declined - The child or parent(s) or legal guardian(s) has declined to identify ethnicity. Unknown - The child and/or parent is unable to communicate the child's ethnicity.	Yes No Declined Unknown
7. Pregnant or Parenting Youth in Foster Care	Is the child a pregnant or parenting youth in foster care as described in section 471(e)(2)(B) of the Act?	Yes No
8. Prevention Plan Start Date	Indicate the month, day, and year that the title IV-E agency identified the child in a prevention plan.	Date

Data Element Name	Definition	Valid Codes
9. Type of Service(s)	Identify the title IV-E prevention service category for each service provided during the 12-month period beginning on the prevention plan start date.	Mental health Substance abuse prevention and treatment services In-home parent skill-based programs
11. Service Start Date(s)	Enter the start date(s) of the title IV-E prevention service(s).	Date(s)
12. Cost of Service(s)	Enter the total expenditures for each title IV-E prevention service provided within the 12 months following the prevention plan start date.	Amount
13. Service End Date(s)	Enter the date(s) that each title IV-E prevention service ended. Note: This date cannot be after the 12 months following the prevention plan start date. If the title IV-E prevention service is still being provided as of the end of the report period, please indicate not applicable.	Date Not applicable
9. Foster Care Placement Status at 12 months from prevention plan start date	Indicate whether the candidate entered foster care 12 months from the prevention plan start date.	Yes No
14. Foster Care Entry	Did the candidate enter foster care as defined in 45 CFR 1355.20 within 24 months of the prevention plan start date?	Yes No
14.a. Date of Entry into Foster Care	If yes to #14, enter month, day, and year of each entry into foster care.	Date