

ENTERING RACE AND ETHNICITY DATA

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Race and ethnicity information should be entered for each client in FACES.NET. This information is tracked for compliance with AFCARS and other Federal standards.

Race and ethnicity information can be entered on the General Info screen for the given client. Follow these steps to access that screen:

Steps include:

Step 1: Place a case in focus by clicking on the word My Assignments from the left window pane.

Step 2: Highlight the identified case from the Workload List.

Step 3: Click on Show.

1: Click on My Assignment

2: Highlight case from Workload List.

3: Click on Show.

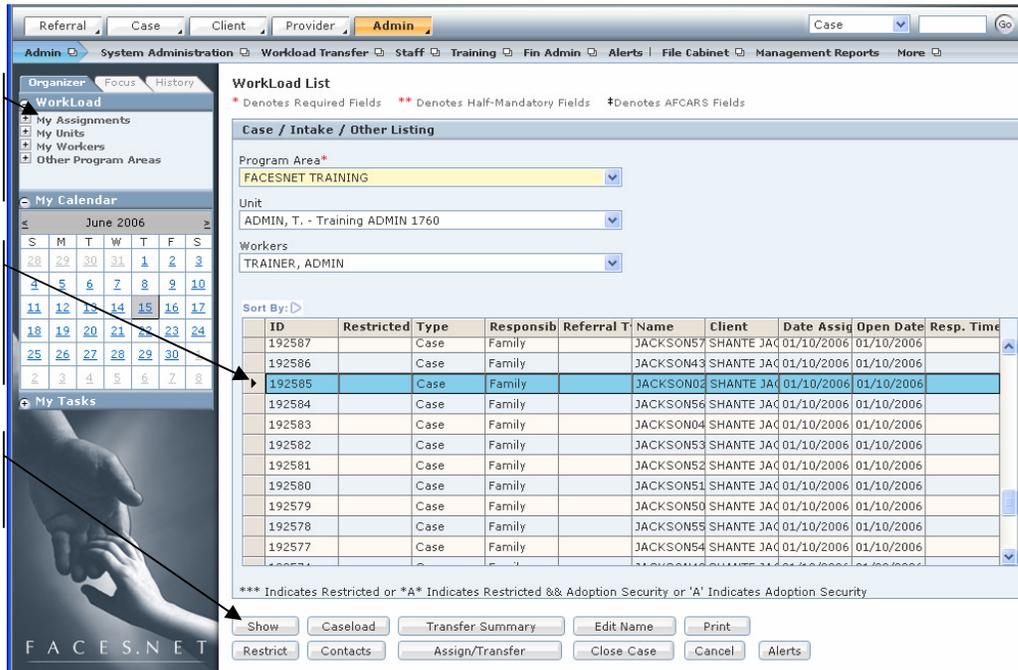


Figure 1

Step 4: Hold cursor over the Case drop down menu, and Client.

Step 5: Click on Clients List.

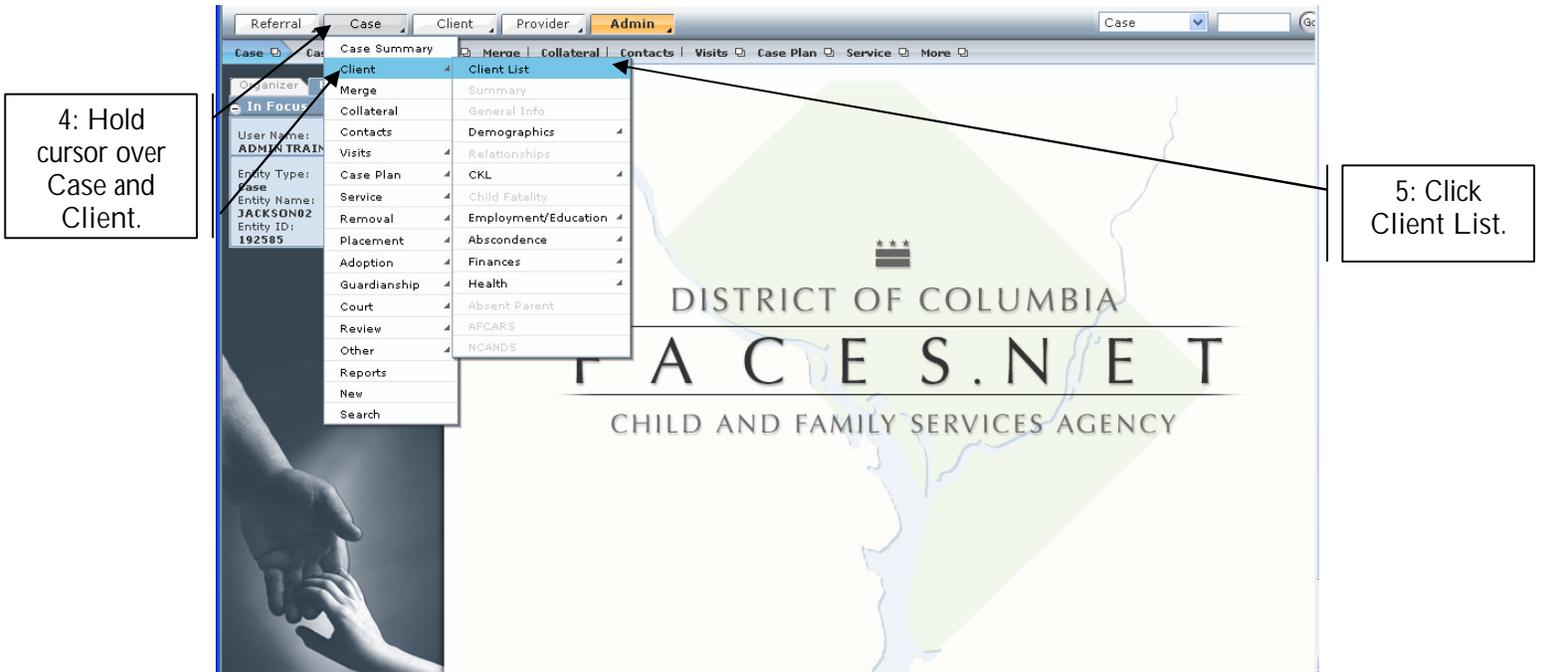


Figure 2

Step 6: Highlight the identified Client from the Client Selection list.

Step 7: Click on Show.

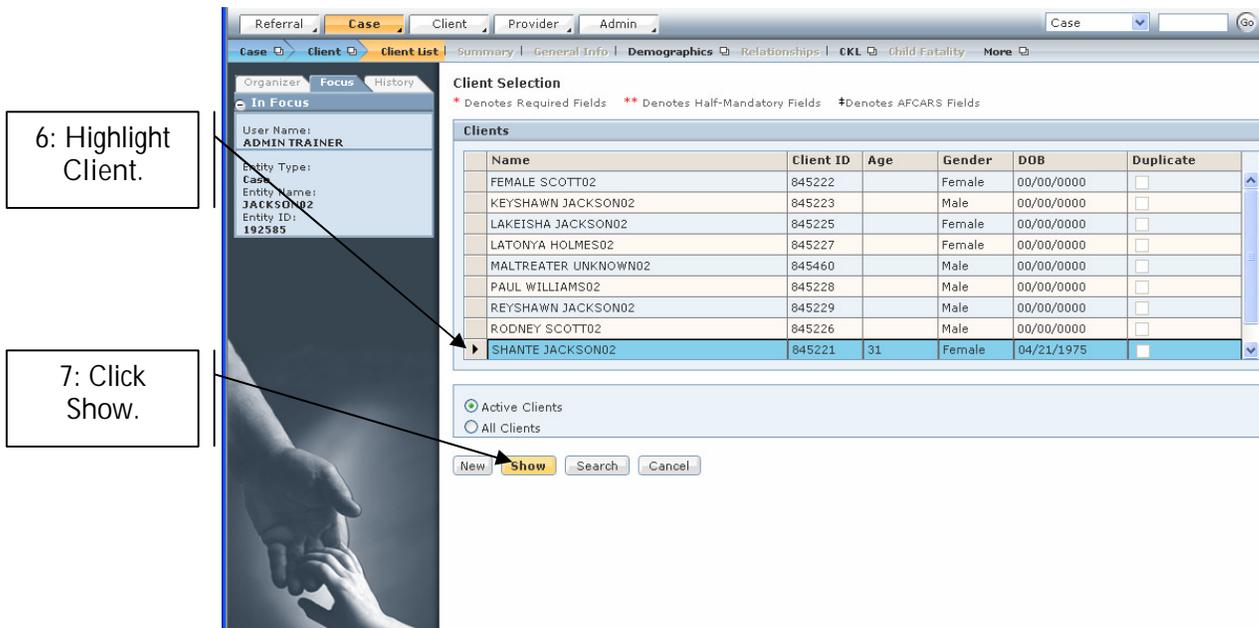


Figure 3

Step 8: Hold cursor over the Client drop down menu.

Step 9: Click on General Info.

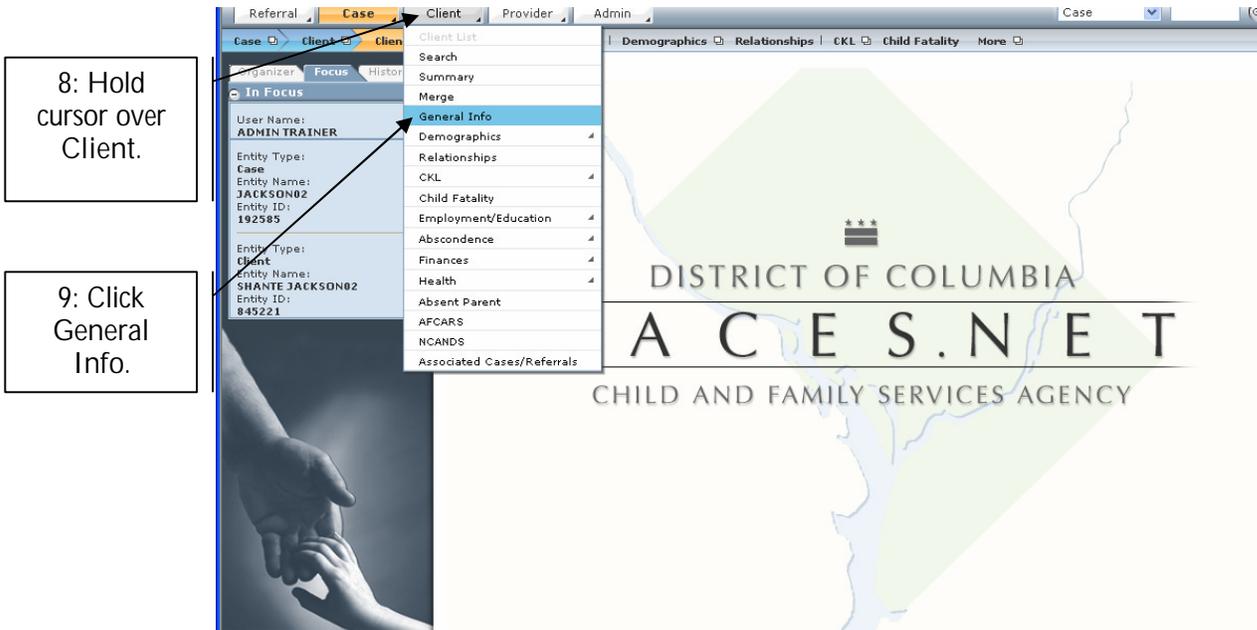


Figure 4

Step 10: Click on the Other tab on the General Information screen.

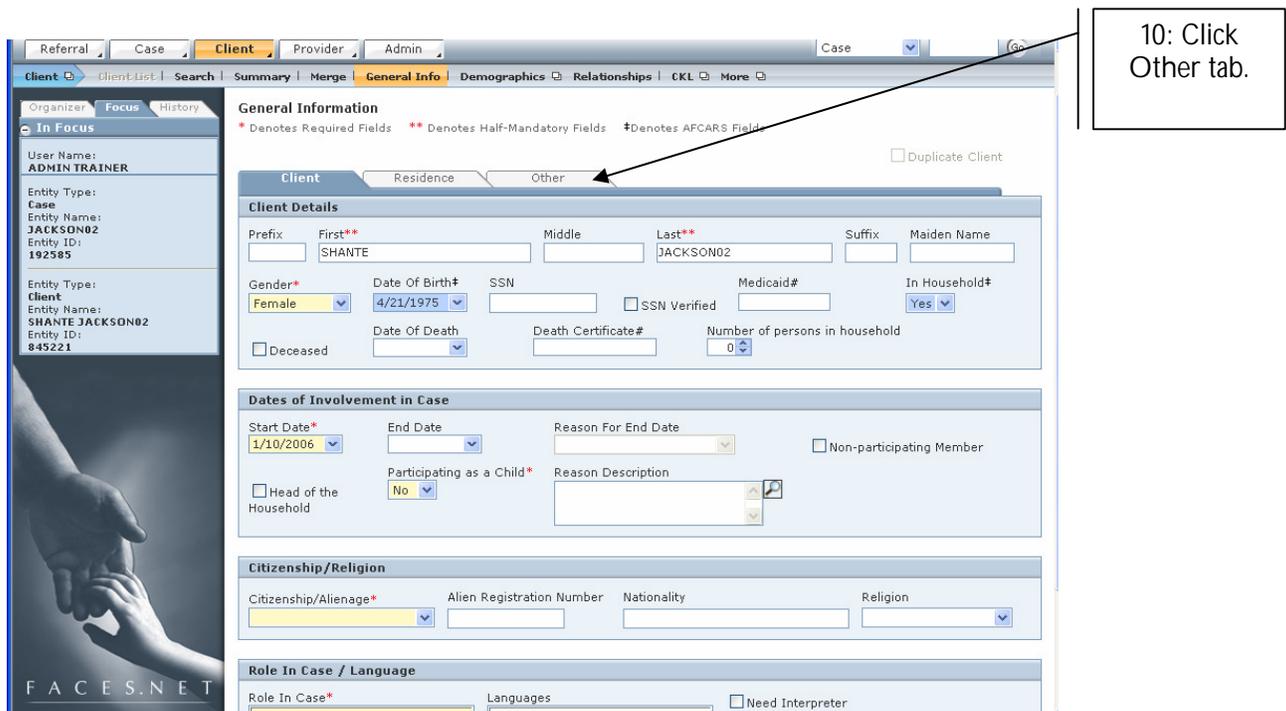


Figure 5

If you have any questions, please call the Help Desk at (202) 434-0009.



Note:

The following fields in the Race section of this screen must be completed in order to document race and ethnicity information:

- § Primary: The primary race of the client
- § Secondary: Any secondary race information. Note that this field is not required.
- § Hispanic: Whether the client is of Hispanic descent. This field is required for compliance with AFCARS standards.

Step 11: Enter client's primary race in the Primary field from the pick list.

Step 12: Enter status in the Hispanic field.

Step 13: Click Select to enter Secondary race information if the client is bi-racial.

Step 14: Click the Save button to save the information.

The screenshot shows a web-based form for client information. The 'Race' section contains the following fields:

- Primary:** A dropdown menu with 'Black or African American' selected.
- Hispanic:** A dropdown menu with 'No' selected.
- Specify:** A text input field.
- Secondary:** A dropdown menu with a 'Select' button below it.

Other sections visible include 'Physical Characteristics' (Eyes, Skin Tone, Relative Resource, Hair Texture, Hair Color, Physical Build, Height, Weight) and 'Vital Statistics Information' (Description, Date, Distinguishing Characteristics). A 'Save' button is located at the bottom left of the form.

Figure 6

Management Reports Reference Guide

Data input for the above tip sheet will affect statistics recorded for AFC002MS—Foster Care AFC Compliance Data for Case Management.

AFC002MS notes the following information:

- Review and correct any inaccurate data in FACES. The AFCARS Foster Care data below is for the clients that are assigned to you and submitted for Federal reporting. If the "Data from AFCARS" column is missing enter the data in FACES