

## ENTERING RACE AND ETHNICITY DATA

CREATION DATE: June 15, 2006

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.

The screenshot displays the FACES.NET application interface. On the left, a navigation pane shows 'My Assignments' selected. The main area displays a 'WorkLoad List' with a table of cases. Three callout boxes provide instructions: 1. Click on My Assignment (pointing to the left pane), 2. Highlight case from Workload List (pointing to a row in the table), and 3. Click on Show (pointing to the 'Show' button at the bottom).

**WorkLoad List**

\* Denotes Required Fields \*\* Denotes Half-Mandatory Fields # Denotes AFCARS Fields

Case / Intake / Other Listing

Program Area\*  
FACESNET TRAINING

Unit  
ADMIN, T. - Training ADMIN 1760

Workers  
TRAINER, ADMIN

Sort By: ▶

ID	Restricted	Type	Responsib	Referral T	Name	Client	Date Assig	Open Date	Resp. Time
192587		Case	Family		JACKSON57 SHANTE JAC		01/10/2006	01/10/2006	
192586		Case	Family		JACKSON43 SHANTE JAC		01/10/2006	01/10/2006	
192585		Case	Family		JACKSON02 SHANTE JAC		01/10/2006	01/10/2006	
192584		Case	Family		JACKSON56 SHANTE JAC		01/10/2006	01/10/2006	
192583		Case	Family		JACKSON04 SHANTE JAC		01/10/2006	01/10/2006	
192582		Case	Family		JACKSON53 SHANTE JAC		01/10/2006	01/10/2006	
192581		Case	Family		JACKSON52 SHANTE JAC		01/10/2006	01/10/2006	
192580		Case	Family		JACKSON51 SHANTE JAC		01/10/2006	01/10/2006	
192579		Case	Family		JACKSON50 SHANTE JAC		01/10/2006	01/10/2006	
192578		Case	Family		JACKSON55 SHANTE JAC		01/10/2006	01/10/2006	
192577		Case	Family		JACKSON54 SHANTE JAC		01/10/2006	01/10/2006	

\*\*\* Indicates Restricted or \*A\* Indicates Restricted && Adoption Security or 'A' Indicates Adoption Security

Show Caseload Transfer Summary Edit Name Print  
Restrict Contacts Assign/Transfer Close Case Cancel Alerts

Figure 1

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

Step 5: Click on Clients List.

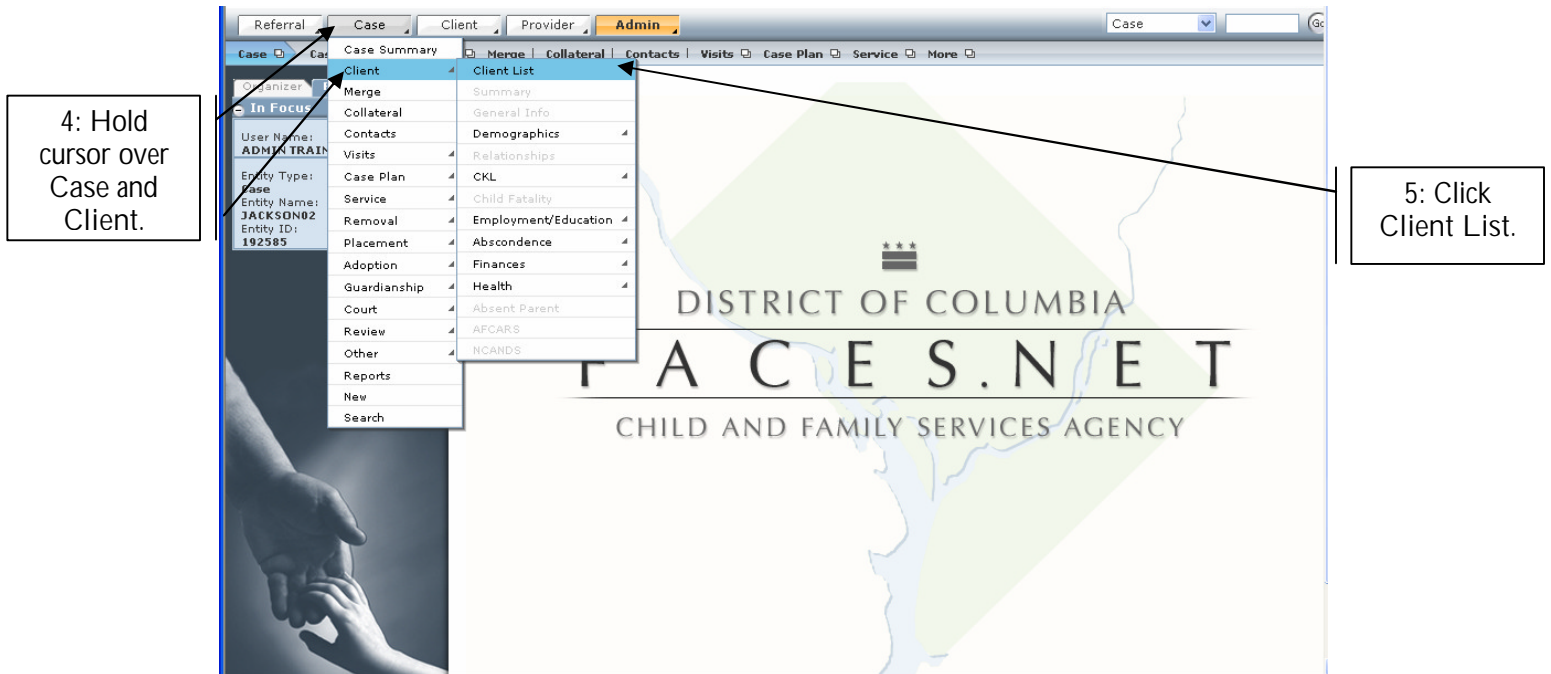


Figure 2

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

Step 7: Click on Show.

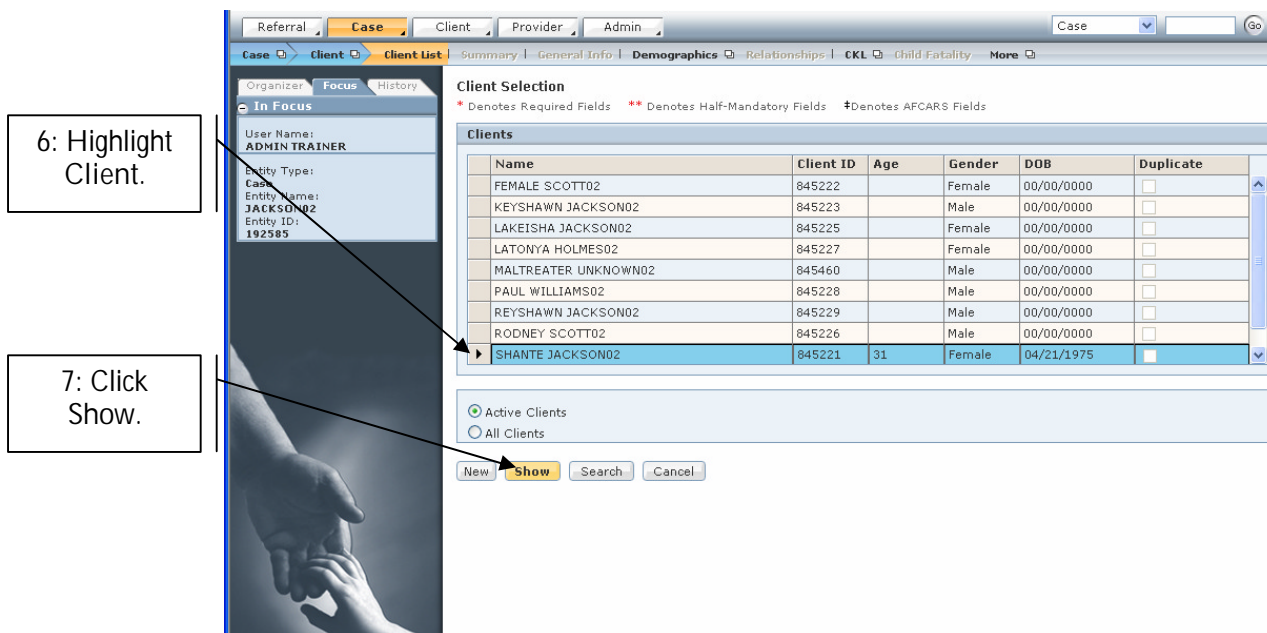


Figure 3

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

Step 9: Click on General Info.

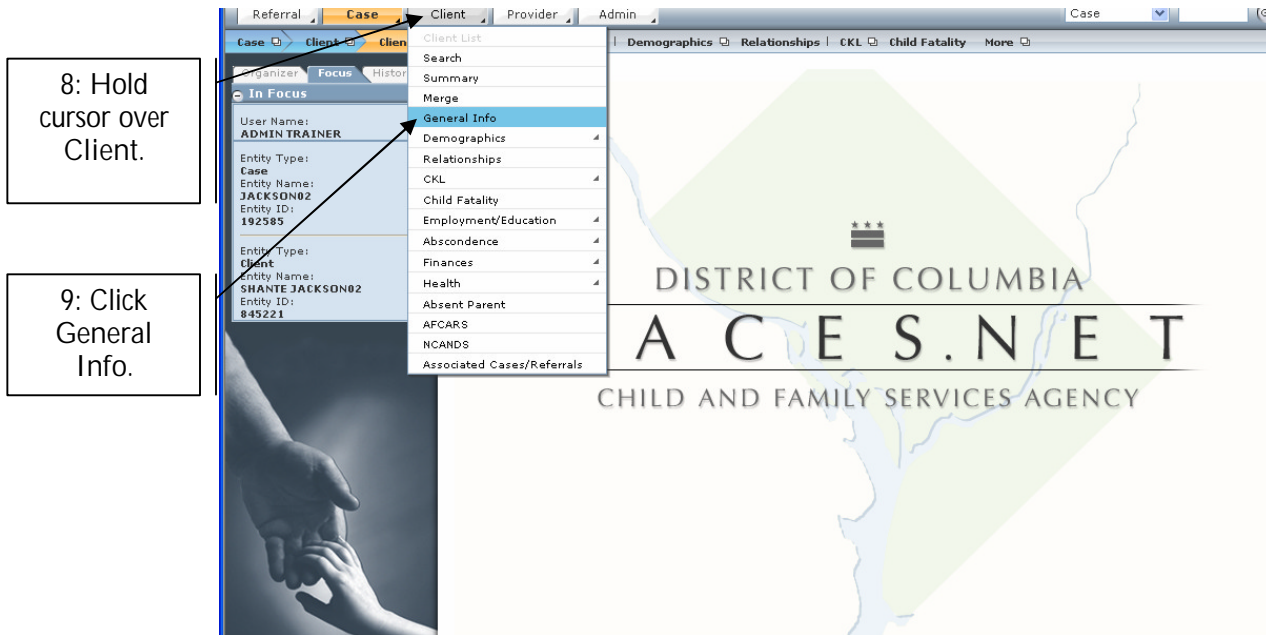


Figure 4

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

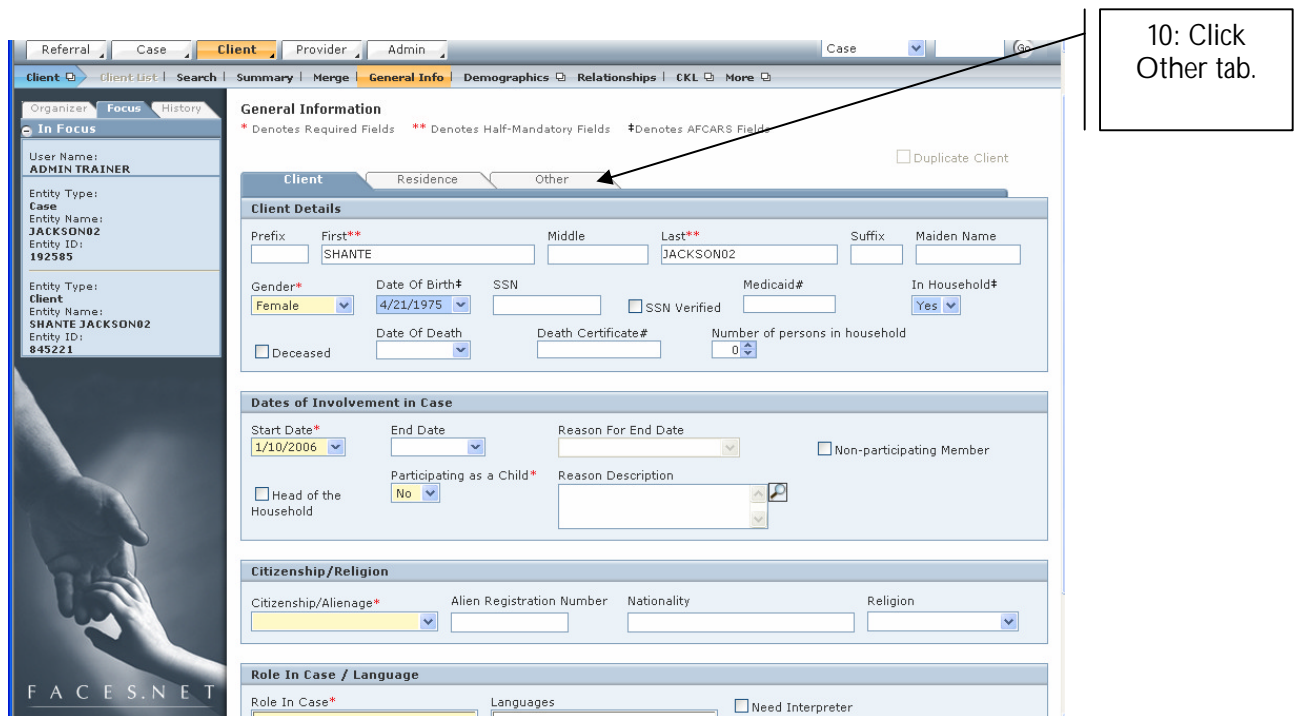


Figure 5

If you have any questions, please call the Help Desk at (202) 434-00009.



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 the FACES.NET Client Information screen. The left sidebar contains a list of entities: ADMIN TRAINER, SHANTE JACKSON02, and SHANTE JACKSON02. The main area is divided into tabs: Client, Residence, and Other. The Client tab is active, showing the Physical Characteristics section with fields for Eyes, Skin Tone, Relative Resource, Hair Texture, Hair Color, and Physical Build. Below this is the Race section with Primary, Secondary, and Hispanic fields. The Primary field is set to 'Black or African American', and the Hispanic field is set to 'No'. The Secondary field is empty, and a 'Select' button is visible. The Vital Statistics Information section is at the bottom, with fields for Description, Date, and Distinguishing Characteristics. The 'Save' button is highlighted in yellow. Annotations with arrows point to the Primary field (Step 11), the Hispanic field (Step 12), the 'Select' button (Step 13), and the 'Save' button (Step 14).

11: Enter Primary race.

12: Enter Hispanic ethnicity status.

13: Click Select to enter Secondary race.

14: Click Save.

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