

Ongoing Implementation Guidelines
Kentucky Foster Care Census

24-Sep-02

This is designed to help you find the answers to common questions about the Kentucky Foster Care Census. The filter is on (see the little arrows in the yellow row). If you pull down on this, it will help you locate the problem or category that you need help in. Ruth Huebner

Category	Problem	Explanation	Action	Contact for more information
Data Entry	Cannot enter more than 2 or 3 sets of data.	This is not a limitation of the website capacity, but may be a limit of computer capacity or a timeout of the internet connection.	Go back to the home page for the census and reenter the administrative site or reconnect to the internet.	Don.Greenwell@eku.edu
FAP Needs Assessment	Question #5. Different social workers have different rates of visits. How do I rate this?	This question refers to question #4 - meaning global satisfaction with visits right now . It is not worker specific.	Ask the FAP, in general how satisfied are they with the overall rate of visits at this time.	Rutha.Huebner@mail.state.ky.us
FAP Needs Assessment	Questions 13-15. Rating may be different for each child.	This is a global question - overall average for all children	Ask the foster parent, in general how they would rate these.	Rutha.Huebner@mail.state.ky.us

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FAP Needs Assessment	Question #20. What should be recorded?	You want to capture as much of the story as possible. This is difficult and we will not get as much detail as we might like.	Write down the story in as much detail as possible , trying to get key events; enter as much as you can including several paragraphs. If you can, write down the story in more detail after the visit and bring these stories to the exit conference or turn them into faculty. It would be wonderful to have one fully developed story from each census worker. We ran out before we got this organized. Do your best.	Rutha.Huebner@mail.state.ky.us
FAP Needs Assessment	Question#9.	The terminology of "case conference" may not be clear to some foster parents.	Please help them understand that this is a meeting where the children are discussed by many people.	
FAP Needs Assessment	Question #21. Emotional needs among children	This could be a list or a series of phrases or sentences.	Record as much detail as possible.	Rutha.Huebner@mail.state.ky.us
Forms	Need to keep these together for tracking problems.		Please staple the Census Taker Record to the FAP Needs Assessment. Keep with the Child Census Forms.	

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Child Census Form	Question #2. Date of birth.	This is set up as dd/mm/yy	Try to check your data and follow this because we started this way. I believe this is in error. We will ultimately correct all this data by merging it with the original file. I actually don't plan to use DOB much so I am less concerned about this messiness.	Rutha.Huebner@mail.state.ky.us
Child Census Form	Questions 11 and 12. School questions. There are two boxes checked, but the site only takes one.	The data entry web-site is being upgraded to include a place to enter TWO answers.	Try to enter this data in a few days and the site should take 2 answers.	Don.Greenwell@eku.edu
Child Census Form	Questions 20, 22, 24, 26, 28. What if they do not have a need or disability.	Questions 19, 21, 23, 25, and 27 identified the needs.	When the child does not have a need for help or therapy, leave the data field empty.	Rutha.Huebner@mail.state.ky.us
Child Census Form	Questions 20, 22, 24, 26, 28. We entered data here when there was no need or disability identified in questions 19, 21 etc.	Once you enter yes or no, you can only change it not delete the rating.	Now that we know this is a problem, we will check this data in the final analysis and clean it up. Don't worry about it.	Rutha.Huebner@mail.state.ky.us
Child Census Form	Questions 29-33.	These questions are child specific and refer to the specific child.	These questions compliment the FAP Needs Assessment and get at specific child needs.	Rutha.Huebner@mail.state.ky.us

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Child Census Form	Regional staff have complete sections for foster parents or their idea differ.	Regional staff have made errors in completing the whole Child Census Form including rating the foster parents opinion.	Record the answers of the foster adoptive parent and not the regional staff. Note discrepancies on forms.	Rutha.Huebner@mail.state.ky.us
Children	Child is placed in a foster home in one region, but comes from another region. Out of region child.	The region where the child was committed (comes from) is responsible for getting the Child Census Form Completed.	We have made one distribution of forms from other regions. If you do not have the forms by 9/26, get in contact with us.	Bonnie.Hommrich@mail.state.ky.us or Rutha.Huebner@mail.state.ky.us
Children	Child leaves foster care (returns home, adopted etc.) Parent already has form.	We will use the data if we have it.	Census taker should pick up forms and enter data if available. Write on the form the change - e.g., left care to return home.	Bonnie.Hommrich@mail.state.ky.us or Rutha.Huebner@mail.state.ky.us
Children	Child comes in to care after 8/26/02 and is placed in a home with other children involved in the census.	This child is not included in the census. However, the census taker can provide the foster parent with a Child Census Form if desired (optional).	The census taker and foster parent can choose to complete a Child Census Form for that child. The child should be greeted.	Bonnie.Hommrich@mail.state.ky.us or Rutha.Huebner@mail.state.ky.us

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Children	A child does not have a Child ID#.	Might occur because the child came to a home after 8/25, an error was made in completing the form, or the database is in error. Cannot enter the data until you have a number entered.	The UTC datamanager should look for a number on their master lists. If a number cannot be found, enter 999 as the Child Form ID# . Separate this form and note the lack of Child ID#. We will assign numbers at ECU when these forms come in.	Ruth Huebner and Don Greenwell.
Children	The child moves to a new foster home during the census. The new home was not on the 8/26 list.	The foster home was the center of measurement. The former foster parent can complete the Child Census Form.	The Child Census Form should be picked up from the previous foster parent. It should be noted on the form that the child has moved to a new home.	Bonnie.Hommrich@mail.state.ky.us or Rutha.Huebner@mail.state.ky.us.
Children	The child cannot be seen during the visit.	We must see every child, but sometimes this is not possible.	Note this on the Census Taker Record Form and indicate a reason in the space provided. Record the names of children not seen on the Census Taker Record. Data managers keep these forms separate.	Ruth Huebner and Don Greenwell.
Children	The child cannot be seen during the visit.	as above	Dr. Greenwell is adding a box to check on the website to indicate if the child was or was not seen. This will track the information more clearly.	Don.Greenwell@eku.edu
Children	The child has gone home but the foster parent has the Child Census Form.	We need to collect this form.	Collect the form, enter the data and note on the form when the child returned home.	Rutha.Huebner@mail.state.ky.us

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Children	The child moves to a new home and that home has other children in the census (were on the 8/26 list)	The former foster parent can complete the Child Census Form.	The Child Census Form should be picked up from the previous foster parent. It should be noted on the form that the child has moved to a new home.	Bonnie.Hommrich@mail.state.ky.us or Rutha.Huebner@mail.state.ky.us.
Foster home	The foster home no longer has children in it because it was closed by DCBS	This home should not be visited.	Regional staff should notify the UTC data managers regarding these situations. Note the changes on the form and forward these to EKU with other forms.	Regional Contact
Children	The child moves to a new home because the former foster home is closed by DCBS.	We need to see these children and get new Child Census Forms to the new foster parents.	Regional staff are responsible for handling these situations. They need to contact the UTC data managers and Bonnie or Ruth.	Regional Contact and UTC Data Managers.
Cases assigned at Training	Need to know what cases were assigned to students at training because some students have not done any cases.	The FAP ID# was logged into the web-site for each case assigned during the training.	Go to the web-site (www.trc.eku.edu/fosterc are and look at the census takers (there are several ways to get there). You will see that most census takers have cases assigned to them. Those were the cases assigned at training.	Susan.Cornelius@eku.edu

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Census Taker	The Census Taker fails to show up for the appointment and does not call to notify the parent.	We do not want census takers with poor performance.	These census takers should not collect other census data. The final decision will be made by the faculty and Data Manager. The foster parent should be called with an apology and explanation. Reassign the case.	Faculty member, UTC Data Managers
Census Taker	The foster parent reports that the census taker used some unprofessional behavior.	We do not want census takers with poor performance.	These census takers should not collect other census data. The final decision will be made by the faculty and Data Manager. The foster parent should be called for an apology.	Faculty member, UTC Data Managers
Foster Home	Does not have a number assigned for some good reason.		The UTC datamanager should look for a number on their master lists. If a number cannot be found, enter the ID# as 999. Separate this form and note the lack of ID#. We will assign numbers at EKU when these forms come in.	
Foster home	The home did not have children placed on 8/25, but now has children.	This home is not part of the census.	No action is needed. This home does not need a visit.	

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Foster Home	The regional staff note that a child is not in the home anymore.	We need to make sure that there are no children in the home.	If some children are in the home, the visit must be made. If the forms were sent to the home, make the visit. Only cancel a visit if there are no children and no forms in the home.	Regional staff and UTC Coordinators.
Census Taker Record	The phone number for the foster parents is wrong	The regional staff are responsible for this information.	The data manager or the census taker should contact the regional staff to get the right number.	Regional Contact
Money	There will be rare occurrences when census takers need overnight lodging or other costs covered.		Contact Bruce Wolford at EKU for any financial decisions and questions. Decisions will be made on a case by case basis.	bruce.trc@gte.net