

Child Welfare Policy Manual

Questions & Answers

6.4 Reporting

1. Question: May a title IV-E agency use a centralized data warehouse and a CCWIS production database to generate a report or complete a task using data?

Answer: Yes. However when generating a report that requires data from both the database and data warehouse, CCWIS must be able to immediately access needed data.

- **Source/Date:** 10/27/2016
- **Legal and Related References:** 45 CFR 1355.52(c); 81 FR 35450 at 35456 (issued June 2, 2016) 80 FR 48200 at 48208 (issued August 11, 2016)

2. Question: Can an agency use non-CCWIS data sources to produce reports under paragraph 1355.52(c)?

Answer: CCWIS must provide CCWIS data as needed for reports per paragraph 1355.52(c) (1), however, CCWIS is not required to produce every agency report. If CCWIS maintains a subset of a required report's data, CCWIS is not required to generate the complete report, but must provide the data maintained in the CCWIS for incorporation into the report.

Agencies may decide how to provide the data. For example:

- CCWIS may transmit available National Youth in Transition Database (NYTD) data to a system that collects NYTD survey data and generates the federal report.
- CCWIS may support financial audits by providing data on authorized placements and services that may be merged with non-CCWIS data to create audit trails.
- CCWIS may provide a hardcopy summary of demographic and placement statistics that staff add to a narrative report demonstrating progress on Child and Family Service Review (CFSR) goals.
- Data analysts may use a spreadsheet of CCWIS data to develop reports on trends in child welfare.

If, however, CCWIS maintains all the data required for a report, the report must be generated entirely from that data. For example, even if child welfare contributing agencies (CWCAs) collect Adoption and Foster Care Analysis and Reporting System (AFCARS) data, the AFCARS report must be generated from the data provided by CWCAs and maintained in CCWIS.

- **Source/Date:** 10/27/2016
- **Legal and Related References:** 45 CFR 1355.52(c); 81 FR 35450 at 35456 (issued June 2, 2016); 80 FR 48200 at (issued August 11, 2016)