CM28: NYTD and AFCARS Footnotes

May 12, 2017

Change History

Release # or Date	CR# or Incident #	Change Description	Who	Section Modified
10/30/2015		Updates resulting from Supported Platforms	Ibrahim Allison	Throughout
11/13/2015		Supported Platforms peer review	Robert Thornton	Throughout
02/11/2016		Final review for Supported Platforms	Leah Dienger	Entire Document
04/20/2017		Applied publication date and formatting issues fixed.	Leah Dienger	Entire Document

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1.1. Introduction

The NYTD and AFCARS Footnotes topic provides the functionality to document footnotes at the file and element level for the AFCARS Federal Submission files (Adoption and Foster) and the NYTD Federal Submission files. Footnotes provide important contextual information for the submitted files.

Users can add footnotes to both the NYTD Federal Submission files and the AFCARS Federal Submission Files (Adoption and Foster Care). The AFCARS Footnotes page allows users to document footnotes at the file and element level of the AFCARS Federal Submission files.

The NYTD and AFCARS Footnotes topic is comprised of one main Utility (AFCARS and NYTD Footnotes) with two main pages; the NYTD and the AFCARS. Access to these two pages will be security controlled. Only those users whose profile has the footnotes security resource will be able to access these pages.

1.2. Pages

1.2.1. NYTD Footnotes Page

1.2.1.1. Page Overview

The NYTD Footnotes page can be access through Utilities>AFCARS/NYTD Footnotes>NYTD Footnotes. The NYTD Footnotes page allows for those with appropriate security rights to access the NYTD Footnotes page in order to document footnotes at the file and element level.

Footnotes can be included in the Federal Submission File, which serves to provide comments or clarification that may help in understanding the NYTD data. The notes can pertain to the entire file (file-level note) or an individual data element (element-level note).

If a footnote has an effective date and no end date, that footnote will continue to display on the NYTD files until an end date is entered for a footnote.

Note Type	XML Element/Tag Name	Number of Notes	Length of Notes
File-level (entire file)	*file_note*	0 to 512	0 to 2000 characters
Element-level (data element)	*field_note*, with NYTD element number specified in *element_id* attribute	0 to 512	0 to 2000 characters

NYTD Footnotes Details

After navigating to the NYTD Footnotes page from the Utilities menu, the page will prefill all the existing footnotes. If no footnotes exist in FSFN, this page will not pre-fill any footnotes. They will display in reverse chronological order with the most recent footnote displaying on top.

Users are able to add a footnote by selecting the Insert button at the bottom of the page. The Insert button will insert a row into the NYTD Footnote page with the following fields; Note Type, File Number, Element Number, Effective Date, End Date, Note and a Delete/Copy hyperlink. When an NYTD Footnote is created that has an Effective Date and no End Date, upon save, all fields on the NYTD Footnote page become disabled, excluding the End Date field which remains enabled. When an End Date has not been entered on an NYTD Footnote, that footnote will continue to display on the NYTD files until an End Date is entered. Once a date is entered in the End Date field, and the page is saved, the End Date field will then become disabled, the entire NYTD Footnote will be read only, and the NYTD Footnote may no longer display on the NYTD files.

1.2.1.2. Page Information

Group Box: NYTD Footnotes

Fields: Note Type: User selected drop-down; defaults to File Level; required. Users will designate if the footnote is associated to the file or element in the file.

File Number: Defaults to the end date of the submission period in the format of YYYYMM e.g. 201103; user editable field; conditionally enabled and required if the Note Type is File Level. This will contain the number of the file that the footnote pertains to.

Element Number:	User entered field; no default value; conditionally enabled and required if the Note Type is at the Element Level. This will contain the number of the element that the footnote applies to.
Effective Date:	User entered date; no default value; required. Users will document the effective date of the footnote.
End Date:	User entered date; no default value; not required. Users will document the end date of the footnote. Date must be greater than or equal to the Effective Date. If the user enters a date that is not greater than or equal to the Effective Date, upon save the user will receive this message: "The end date must be greater than or equal to the effective date <Continue>". Upon selecting continue, the user will return to the page. If no End Date entered, the NYTD Footnote will continue to display on the NYTD files.
Note:	User entered; no default value; required. A text field into which the user can enter the footnote and the system will not allow up to 2000 characters for all note types (File and Element). Cannot include special characters like an un-escaped ampersand (&) or a left-angle bracket character (<). May allow single and double quotation marks.
Hyperlink: Copy/Delete:	This hyperlink will display Delete when record is inserted and before the page is saved. If the user selects the Delete hyperlink, the user will receive the following message, "This footnote will be deleted. Do you want to proceed?" <Yes> <No>. If the user selects <Yes>, the row will be deleted and the user will be returned to the footnotes page. If the user selects <No>, the user will be returned to the page.
	Once the page is saved, the hyperlink will display Copy. When the Copy hyperlink is selected, a copy of the note from which the Copy hyperlink is selected will be inserted into the page and will be fully editable by the user.
Buttons: Insert	The Insert button inserts a new row.
Save:	Standard Close processing.

Close: Standard Close processing.

1.2.1.3. Background Processing:

- If a footnote has an effective date and no end date, that footnote will continue to display on the NYTD files until an end date is entered for a footnote.

Note Type	XML Element/Tag Name	Number of Notes	Length of Notes
File-level (entire file)	*file_note*	0 to 512	0 to 2000 characters
Element-level (data element)	*field_note*, with NYTD element number specified in *element_id* attribute	0 to 512	0 to 2000 characters

- Cannot include an un-escaped ampersand (&) or a left-angle bracket character (<). Single and double quotation marks may also be escaped.

- File Number will pre-fill with the submission period end date in the format YYYYMM. The page will determine the date to display based on the year and month. If the month is from October to December, the current year will add 1 and 03 will be appended to the year. If the month is from January to March (inclusive), the current year will be displayed and 03 will be appended to the year. If the month is from April to September (inclusive), 09 will be appended to the current year.

1.2.1.4. Save Processing:

- Save Processing is initiated by selecting the Save command button. Save processing is also initiated when selecting the Close button, and then answering "Yes" when the system asks the user if s/he would like to save changes before closing the page. Once the page is saved, the hyperlink will display Copy.

- When a user saves the page, FSFN will validate that no un-escaped characters have been entered into the Note field. If un-escaped items are present in the notes field, the user will receive this message, „Please remove all special characters before saving the note."

- When an NYTD Footnote is created that has an Effective Date and no End Date, upon save, all fields on the NYTD Footnote page become disabled, excluding the End Date field which remains enabled.

- When an End Date has not been entered on an NYTD Footnote, that footnote will continue to display on the NYTD files until an End Date is entered. Once a date is entered in the End Date field, and the page is saved, the End Date field will
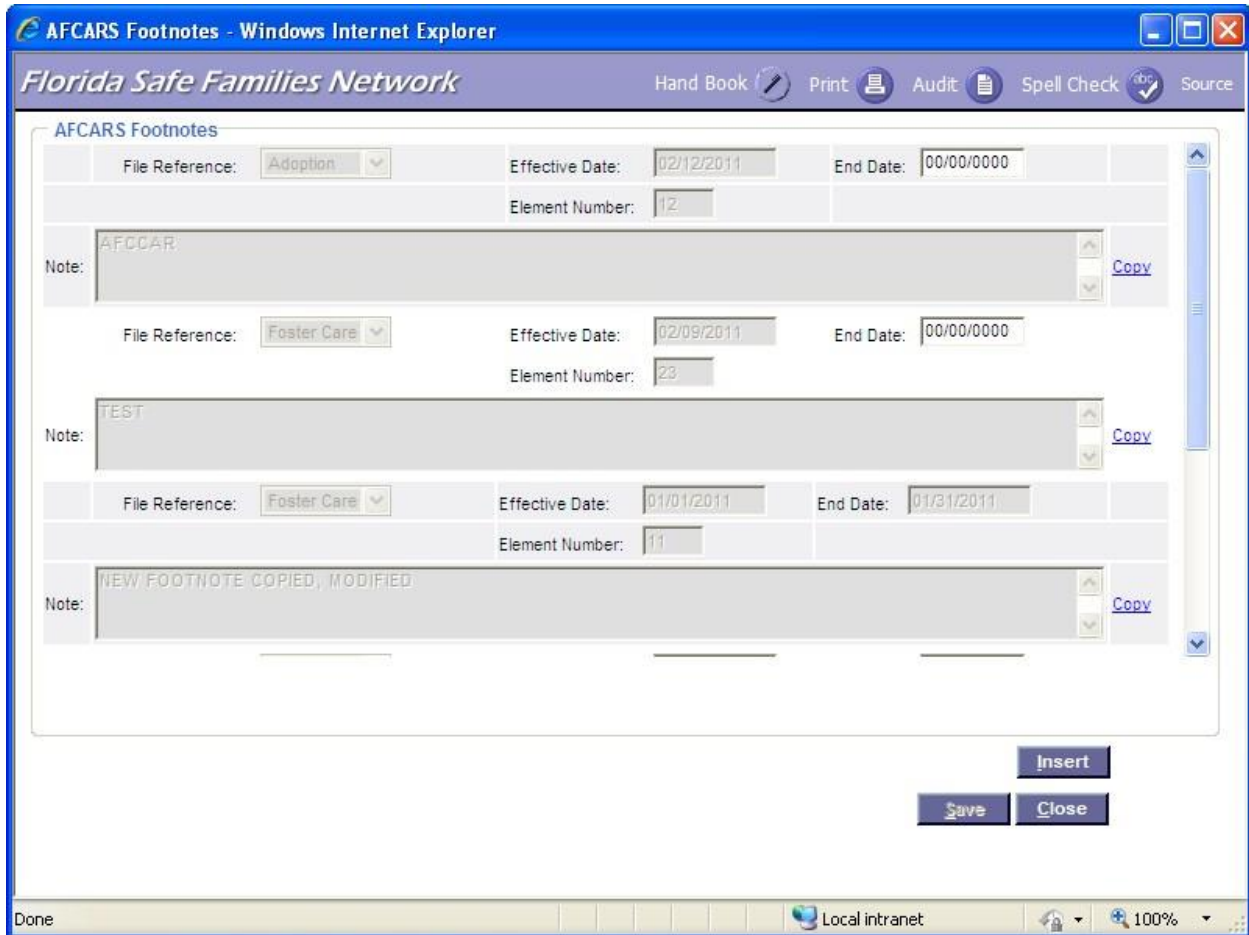
then become disabled, the entire NYTD Footnote will be read only, and the NYTD Footnote will no longer display on the NYTD files.

1.2.1.5. CRUD Matrix:

Table Name	Create	Read	Update	Delete
NYTD_FOOTNOTES	X	X	X	

1.2.2. AFCARS Footnotes Page

1.2.2.1. Page Overview

Footnotes can be included in the AFCARS Federal Submission File, which will serve to provide comments or clarification that may help in understanding the data. The notes can pertain to the Adoption file or the Foster Care file.

If a footnote has an effective date and no end date, that footnote will continue to display on the AFCARS file on the file type that was selected from the File Reference drop-down until an end date is entered for the footnote.

Footnotes for the AFCARS files must adhere to these rules:

1. File must be in ASCII format;

2. All lines must end with a carriage return/line feed;

3. AFCARS file will only allow spaces to be present in footnote text field for both Adoption and Foster Care AFCARS files;

4. The AFCARS footnotes can only be 253 total characters, this does not include the carriage return/line feed;

Element Number	Element Description	Data/Format	Number of Characters
1	Header ("%%")	%%	2
2	FIPS Code (12)	12	2
3	Report Period End Date	YYYYMM	6
4	File Reference:	A=Adoption F=Foster Care	1
5	Data Element Reference		2
6	Footnote text		240
Total Characters			253

AFCARS Footnotes Details

After navigating to the AFCARS Footnotes page from the Utilities menu, the page will prefill all the existing footnotes. They will display in reverse chronological order with the most recent footnote displaying on top.

Users are able to add a footnote by selecting the Insert button at the bottom of the page. The Insert button will insert a row into the AFCARS Footnote page with the following fields; File
Reference, Effective Date, End Date, Note and a Delete/Copy hyperlink. When an AFCARS Footnote is created that has an Effective Date and no End Date, upon save, all fields on the AFCARS Footnote page become disabled, excluding the End Date field which remains enabled. When an End Date has not been entered on an AFCARS Footnote, that footnote will continue to display on the AFCARS files until an End Date is entered. Once a date is entered in the End Date field, and the page is saved, the End Date field will then become disabled, the entire AFCARS Footnote will be read only, and the AFCARS Footnote will no longer display on the AFCARS files.

1.2.2.2. Page Information

Group Box: AFCARS Footnotes

Fields: File Reference: User selected dropdown; no default value; required. Users will designate which AFCARS file the footnote is

Effective Date:	User entered date; no default value; required. Users will document the effective date of the footnote.
End Date:	User entered date; no default value; not required. Users will document the end date of the footnote. Date must be greater than or equal to the Effective Date, upon save, the following message will be displayed, "The end date must be greater than or equal to the effective date. <Continue>". Upon selecting Continue, the user will return to the page. If no End Date entered, the AFCARS Footnote will continue to display on the AFCARS files.
Element Number:	User entered field; no default value; maximum character length 2 characters; enabled and required when the File Reference is either Adoption or Foster Care. This field will contain the element that the footnote applies to.
Note:	User entered; no default value; required. A text field where the user can enter the footnote, this field will only allow up to 240 characters.
Hyperlink: Copy/Delete:	This hyperlink will display Delete when record is inserted and before the page is saved. If the user selects the Delete hyperlink, the user will receive the following message, "This footnote will be deleted. Do you want to proceed?"<Yes> <No>. If the user selects <Yes>, the row will be deleted and the user will be returned to the footnotes page. If the user selects <No>, the user will be returned to the page.
	Once the page is saved, the hyperlink will display Copy. When the Copy hyperlink is selected, a copy of the note from which the Copy hyperlink is selected will be inserted into the page and will be fully editable by the user.

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Buttons:	Insert	The Insert button inserts a new row.
	Save:	Standard Close processing.
	Close:	Standard Close processing.

1.2.2.3. Background Processing

- If a footnote has an effective date and no end date, that footnote will continue to display on the AFCARS file on the file type that was selected from the File Reference drop-down until an end date is entered for the footnote.

- The system will automatically append the Element Number to each footnote line.

- Footnotes for the AFCARS files must adhere to these rules:

1. File must be in ASCII format;

2. All lines must end with a carriage return/line feed;

3. AFCARS file will only allow spaces to be present in footnote text field for both Adoption and Foster Care AFCARS files;

4. The AFCARS footnotes can only be 253 total characters, this does not include the carriage return/line feed;

Element Number	Element Description	Data/Format	Number of Characters
1	Header ("%%")	%%	2
2	FIPS Code (12)	12	2
3	Report Period End Date	YYYYMM	6
4	File Reference:	A=Adoption F=Foster Care	1
5	Data Element Reference		2
6	Footnote text		240
Total Characters			253

- If a footnote has an effective date and no end date, that footnote will continue to display on the AFCARS file on the file type that was selected from the File Reference drop-down until an end date is entered for the footnote.

- The system will automatically append the %%12 to the beginning of each footnote line as the footnote is being added to the AFCARS file.

- The system will automatically append the report period end date (YYYY03 of YYYY09) to each footnote line.

- The footnote will be included in the AFCARDS file for either Adoption or Foster Care based on the selection from the File Reference dropdown.

- A text input field into which the user can enter the footnote, the system will only allow up to 240 characters on that line.

- Upon submission by the user, the system will run edits to convert the footnote text to uppercase.

1.2.2.4. Save Processing

- Save Processing is initiated by selecting the Save command button. Save processing is also initiated when selecting the Close button, and then answering „Yes" when the system asks the user if s/he would like to „Save changes before closing the page."

- Upon saving the page by the user, the system will concert the text from the Note field of the AFCARS Footnote page to uppercase.

- When an AFCARS Footnote is created that has an Effective Date and no End Date, upon save, all fields on the AFCARS Footnote page become disabled, excluding the End Date field which remains enabled.

- When an End Date has not been entered on an AFCARS Footnote, that footnote will continue to display on the AFCARS files until an End Date is entered. Once a date is entered in the End Date field, and the page is saved, the End Date field will then become disabled, the entire AFCARS Footnote will be read only, and the AFCARS Footnote will no longer display on the AFCARS files.

1.2.2.5. CRUD Matrix

Table Name	Create	Read	Update	Delete
AFCARS_FOOTNOTES	X	X	X	

1.2.3. Inventories

1.2.4. Table Descriptions

Incomplete – will be updated when defined

1.2.5. Reference Data

- None

1.2.6. Automated Messages

- None

1.2.7. Checklists

- None

1.2.8. Ticklers

- None

1.2.9. Notifications

- Security Resource message.
- NYTD Footnotes Page – The end date must be greater than or equal to the effective date <Continue>.
- NYTD Footnotes Page – This footnote will be deleted. Do you want to proceed? <Yes> <No>
- NYTD Footnotes Page – Please remove all special characters before saving the note.
- AFCARS Footnotes Page – The end date must be greater than or equal to the effective date <Continue>.
- AFCARS Footnotes Page - This footnote will be deleted. Do you want to proceed? <Yes> <No>

1.2.10. Text Templates

- None

1.2.10.1. Reports

- None

1.2.11. Triggers

- None

1.2.12. Batch Programs

- None

1.3. <u>Requirements</u>

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