



Data Tool User Manual

**Children's Bureau
October 2026**

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Introduction

The *A Home For Every Child* (AH4EC) Data Tool is a powerful data system that enables states to report monthly data related to their foster-home-to-child ratio and associated Chaser Measures as required by the Technical Bulletin (TB) #14 Program Improvement Plan (PIP) pilot. The Data Tool is part of the Child and Family Services Reviews (CFSR) Online Monitoring System (OMS) and can be accessed via the CFSR Information Portal by Children's Bureau (CB) staff and state staff who have been assigned accounts as State Editors. CB staff can view (with read-only access) all states¹ loaded into the OMS. State Editors can view only the state to which they are assigned.

I. Logging In to the Data Tool

1. To access the Data Tool, first log in to the portal at <https://www.cfsrportal.acf.hhs.gov/>. After logging in, click the OMS tile to access the OMS. [Note: An active CFSR Information Portal account is **required** to access the Data Tool. For more information about adding State Editors to the Data Tool, see **Section VI: Adding State Editors.**]
2. On the OMS Home Page, select **Round 4 OMS**. A pop-up window will appear; select **Proceed** to continue.
3. You will now have the option of selecting either the Official or Practice OMS site. The **Official** site holds actual data and should only be used for official monthly uploads related to AH4EC PIP pilot reporting requirements. The **Practice** site is designed to hold practice data and should be used for training and testing purposes. Data uploaded to the Practice site is erased every quarter.
4. After selecting your site, click the **AH4EC Data** link in the upper right corner of the screen. **Do not** select a review from the dropdown menu. See *Figure 1*.

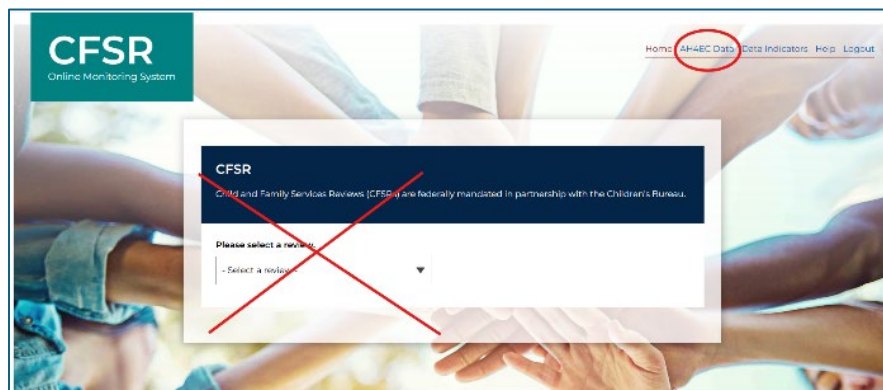


Figure 1: OMS Login

5. State Editors will now be on the Data Tool home page for their assigned state in either the Official or Practice site. CB staff will first be shown a dropdown menu and must select the state they want to view with read-only access.

¹ For purposes of this manual, "states" includes the District of Columbia and Puerto Rico.

II. Data Tool Home Page and Main Tabs

The Data Tool home page (see *Figure 2*) identifies the selected state in the upper right-hand corner. Below the main title is the **Overview Expander** arrow. Clicking this arrow will expand the view to reveal current version numbers and dates for the Data Tool as well as associated supporting materials, including the Data Tool Import Template, this User Manual, and the TB #14 Core Measure and Chaser Measures Analytic Technical Instructions.

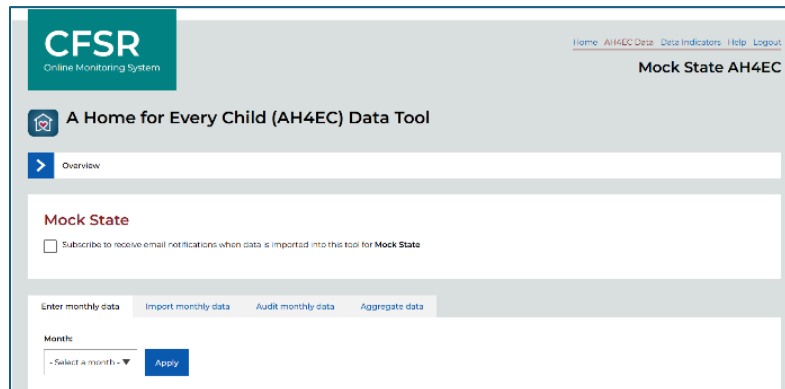


Figure 2: Data Tool home page

Below the Overview Expander arrow is the **Email Notification** checkbox that subscribes you to automatic email notifications whenever data is imported into the Data Tool. Subscribing to these notifications is optional; you may unsubscribe or re-subscribe at any time.

Main Tabs

The Data Tool's four main tabs—**Enter monthly data**, **Import monthly data**, **Audit monthly data**, and **Aggregate data**—appear below the **Email Notification** checkbox.

Enter monthly data: This is the Data Tool's default tab. It allows for the manual entry of individual foster home data into the Data Tool. Note that manual entry is not recommended for entering large numbers of foster homes; the **Import monthly data** tab should be used for this instead.

Once you select a reporting month, the Data Tool home page will expand to include four sub-tabs: **Home data** (default sub-tab), **In-care data**, **Chaser Measures**, and **Additional Data**. See **Section III: Sub-Tabs**, below. In addition, an **export entered data** option will appear. See **Section IV: Manually Adding and Bulk Importing Homes** for more information about exporting entered data.

Import monthly data: This tab allows you to download a blank AH4EC Data Tool Import Template that can be used to bulk import foster home data into the Data Tool. It also allows you to bulk import a group of homes into the Data Tool using that spreadsheet. See **Section IV: Manually Adding and Bulk Importing Homes** for more information.

Audit monthly data: This tab provides a searchable, downloadable historical summary of all past activities conducted by State Editors in the Data Tool, including manual edits and bulk imports.

Aggregate data: This tab provides a summary table that displays the state's total ratio.

III. Sub-Tabs and Foster Homes List

Once you use the **Enter monthly data** tab's month selector tool to select a month, four sub-tabs will appear on the Data Tool Homepage: **Home data** (default sub-tab), **In-care data**, **Chaser Measures**, and **Additional Data**. Below those sub-tabs will appear a list of all foster homes currently entered into the Data Tool for that month. See *Figure 3*.

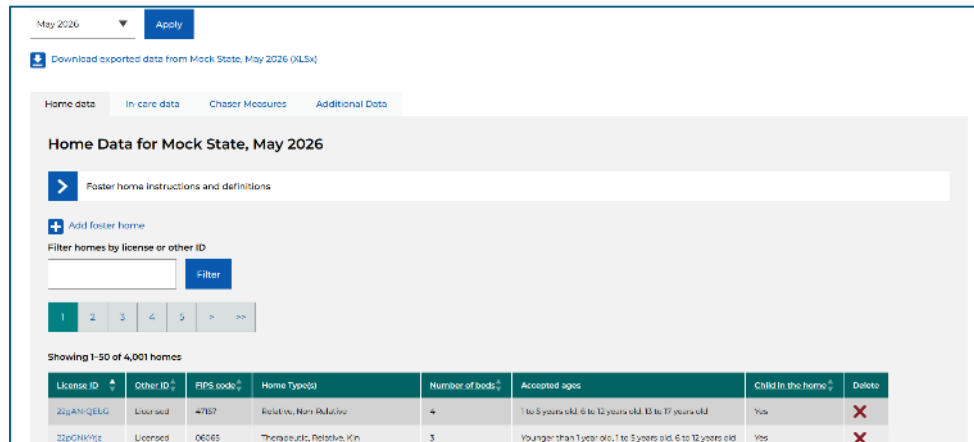


Figure 3: Home Data for [State] sub-tab

Sub-Tabs

All four of the Data Tool's sub-tabs, described below, are located under the **Enter monthly data** main tab. Users should refer to the TB #14 Core Measure and Chaser Measures Analytic Technical Instructions for details on how to report state data.

Home data: This is the Data Tool's default sub-tab. It allows you to view, edit, and manually add or delete foster homes in the Data Tool. Foster homes already added to the Data Tool are displayed in the eight-column **Foster Homes List** (see below).

In-care data: This sub-tab provides the month's total count of children in foster care for four different age groups: Younger than 1; 1 to 5; 6 to 12; and 13 to 17. State Editors may edit this data at any point by typing a new number into the relevant field or by using the field's arrow selectors to adjust the current number up or down. Click **Save** to finalize edits.

Chaser Measures: This sub-tab provides summary information for the month on the four Chaser Measures: **Maintaining family connections**, **Congregate care**, **Recent maltreatment history**, and **Home disruptions**. For all four Chaser Measures, the denominator (bottom number), which represents the total count for that measure, is displayed first. The numerator (top number), which is a subset of the total count for that measure, is displayed second. The denominator must always be larger than the numerator. The Data Tool also displays, for each Chaser Measure, the total percentage based on the numerator/denominator.

State Editors may edit any Chaser Measure's denominator and/or numerator at any point by typing a new number into the relevant field or by using the field's arrow selectors to adjust the current number up or down. Click **Save** to finalize edits.

Additional Data: This sub-tab provides the total count of children who entered and exited foster care throughout the entire month. It also provides an **Optional Comments** narrative field that is not required but can be used to enter any explanatory text. The total character count for the **Optional Comments** narrative field is 4,000. State Editors may edit any of the fields on this sub-tab at any point by typing a new number into the relevant field or by using the field's arrow selectors to adjust the current number up or down. Click **Save** to finalize edits.

Foster Homes List

Foster homes that have been manually added or imported into the Data Tool are displayed on the **Home Data** sub-tab in an 8-column table. See *Figure 4*.

Filter homes by license or other ID

1 2 3 4 5 > >>

Showing 1-50 of 4,001 homes

License ID	Other ID	FIPS code	Home Type(s)	Number of beds	Accepted ages	Child in the home	Delete
22qAHQEDC	Licensed	4737	Relative, Non-Relative	4	1 to 5 years old, 6 to 12 years old, 13 to 17 years old	Yes	
22qCHVYB	Licensed	0408	Therapeutic, Relative, Kin	3	Younger than 1 year old, 1 to 5 years old, 6 to 12 years old	Yes	
22yHdJpH	Licensed	3653	Therapeutic, Pre-Adoptive	1	Younger than 1 year old	Yes	
22zHnjkK	Licensed	0303	Therapeutic, Kin	3	Younger than 1 year old, 1 to 5 years old, 6 to 12 years old	Yes	
23aHmngH	Licensed	0207	Therapeutic, Relative, Kin	2	1 to 5 years old, 6 to 12 years old, 13 to 17 years old	Yes	
23eB99THP	Licensed	4808	Therapeutic, Relative, Kin	2	Younger than 1 year old, 1 to 5 years old	Yes	
25Hw7Jg	Licensed	1209	Non-Relative	2	6 to 12 years old, 13 to 17 years old	Yes	
25RNDH2m	Licensed	1203	Therapeutic, Shelter Care	5	Unknown	Yes	
26Hw2YLVH	Licensed	0505	Therapeutic, Shelter Care, Relative, Kin	1	Unknown	Yes	
26yzyUHEG	Licensed	0677	Therapeutic, Relative, Kin	2	1 to 5 years old, 6 to 12 years old, 13 to 17 years old	Yes	

Figure 4: Foster homes table

The table's 8 columns include: **License ID**, **Other ID**, **FIPS code**, **Home Type(s)**, **Number of beds**, **Accepted ages**, **Child in the home**, and **Delete**. Columns with arrows may be sorted by clicking the header bar link or arrows. The License and Other ID numbers are hyperlinks that, when clicked, will open that home's edit screen. See **Section IV: Adding and Editing Homes** for more information. The red X in the **Delete** column, when clicked, will enable you to permanently delete that foster family home from the reporting month's list of homes. You will be prompted to confirm this selection before it is final.

State Editors should refer to the *CFSR TB #14 Core Measure and Chaser Measures Analytic Technical Instructions* for additional details on how to report state data. That document is available for download on the CFSR Information Portal at <https://www.cfsrportal.acf.hhs.gov/resources/round-4-resources/cfsr-round-4-program-improvement-planning-tools>.

IV: Manually Adding and Bulk Importing Homes

All State Editors can add homes to the Data Tool either manually or through a bulk import process that uses the Data Tool Import Template. State Editors also can manually edit or delete any existing home on the Data Tool. All of these actions are recorded by the Data Tool and reported in the **Audit monthly data** tab (see **Section II: Data Tool Home Page and Main Tabs**).

Manually Adding Homes

To manually add a home to the Data Tool, first select the reporting month from the **Enter monthly data** tab's month selection tool. Click **Apply** to confirm your selection. See *Figure 5*.

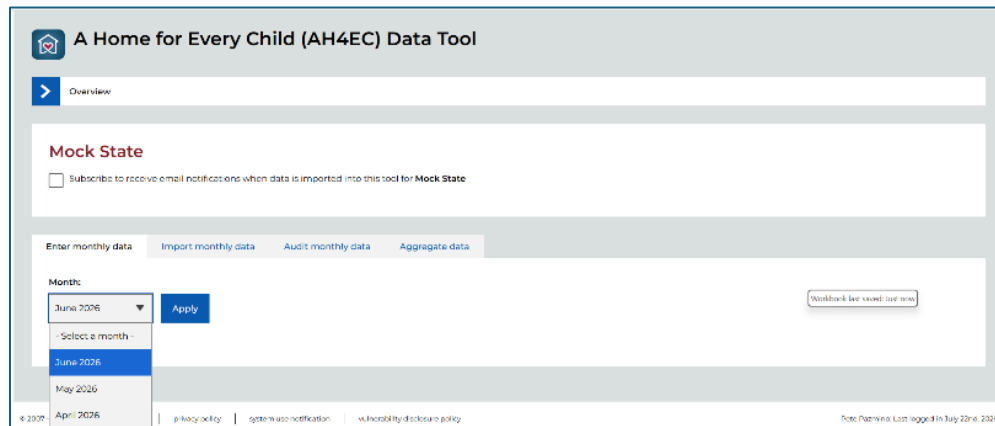


Figure 5: Select a month and click Apply.

Once the reporting month is selected, click **Add foster home** on the **Home data** sub-tab. See *Figure 6*.

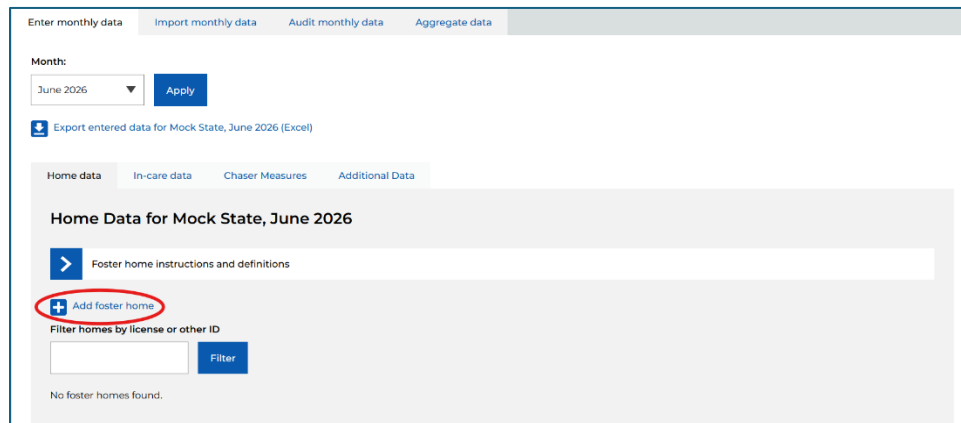


Figure 6: Click Add foster home.

The **Enter New Home Data** page (see *Figure 7*) will display 7 mandatory data fields that must be completed:

Once all data fields have responses, click **Save and Add Another** to save the home to the Data Tool and open a new, blank **Enter New Home Data** page, or click **Save** to return to the **Home Data** sub-tab. See *Figure 7*.

Figure 7: Enter New Home Data for [State] page

Bulk Importing Homes

To bulk import a group of homes using data pulled from the state’s database, click the **Import monthly data** tab to access the **Import Data for [State]** page. See Figure 8.

Figure 8: Import Data for [State] page

Download the most current version of the Data Tool Import Template by clicking the **Download the AH4EC Data Tool Template (XLSx)** link. Note: If you previously downloaded the Data Tool Import Template, you should always confirm that it is the most current version by comparing its version date with the “latest version date” identified under the **Overview Expander** arrow. See **Section V: Data Tool Import Template** for more information about using and populating the Data Tool Import Template.

Once you are ready to import the template, ensure that you have selected the correct reporting month in the month selection tool. Then click **Choose File** and select your completed Data Tool Import Template from its save folder. Click **Import data for [State]** to initiate your bulk import. Once the bulk import is complete, the Data Tool will return a green “Data imported successfully” message as well as a summary of the changes made to data stored in the four sub-tabs: **Home data**, **In-care data**, **Chaser Measures**, and **Additional data**. See *Figure 9*.

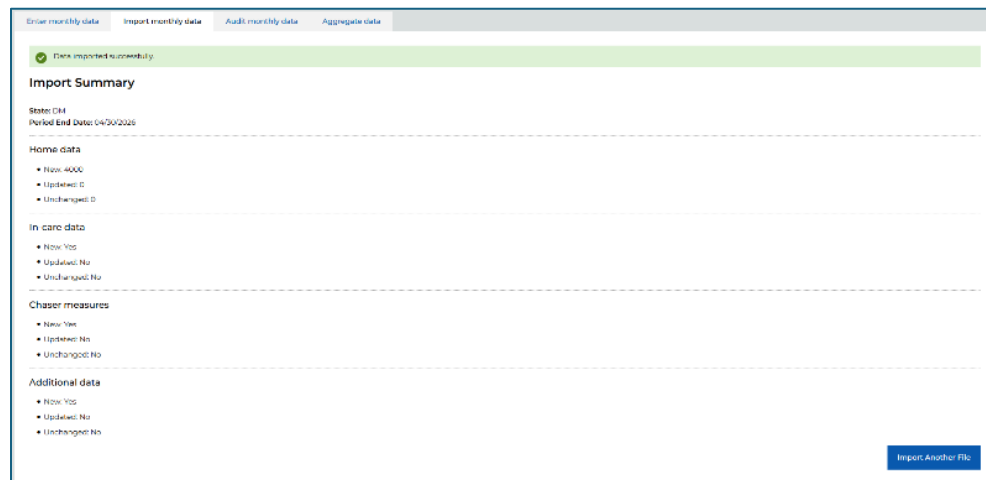


Figure 9: Data imported successfully

To import another Data Tool Import Template, click **Import Another File** in the lower left-hand corner. Otherwise, click the **Enter monthly data** tab to return to the **Home data** sub-tab, which will now display all of your imported homes.

Note that when a template is imported into a month that already contains previously entered home data, that template will overwrite all previously entered homes for that month regardless of whether the existing homes were added manually or via bulk import. Homes with License or Other IDs that are not included in the new template will be deleted from that month’s home data.

Export Entered Data

Users may also download a previous month’s data stored within the Data Tool. To begin, use the **Enter monthly data** tab’s month selection tool to select the month containing the data you wish to export from the Data Tool. Note: All data related to that month, from all four sub-tabs (**Home Data**, **In-Care Data**, **Chaser Measures**, and **Additional Data**) will be exported. Once you have selected the correct month, click the **Export entered data for [State, Date] (Excel)** link located below the Month selector tool. See *Figure 10*.

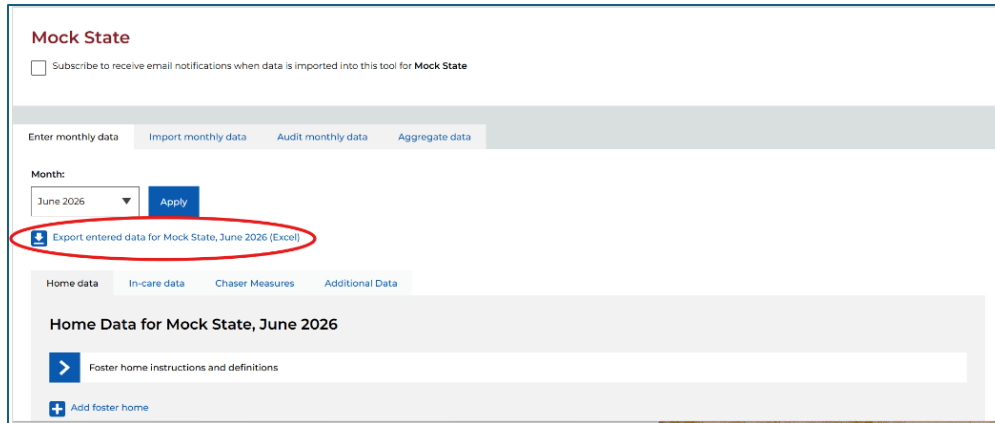


Figure 10: Export entered data

A Data Tool Import Template will download, populated with all of the data from your selected month. The default filename will be **AH4EC_export_[State Name]_[export date].xlsx**.

V: Data Tool Import Template

The Data Tool Import Template is an Excel spreadsheet that has been formatted to automatically populate all required data fields in the Data Tool when imported. It is divided into five main tabs. The first tab, **Instructions**, provides a high-level summary of important information related to populating and importing the spreadsheet. It also includes the most recent date upon which that version of the Import Template was last updated. This “Last Update” should always match the **AH4EC Template Spreadsheet latest version date** identified in the home page’s **Overview Expander** arrow.

The other four tabs on the Import Template correspond to the Data Tool’s four sub-tabs: **Home Data**, **In-Care Data**, **Chaser Measures**, and **Additional Data**. See Figure 11.

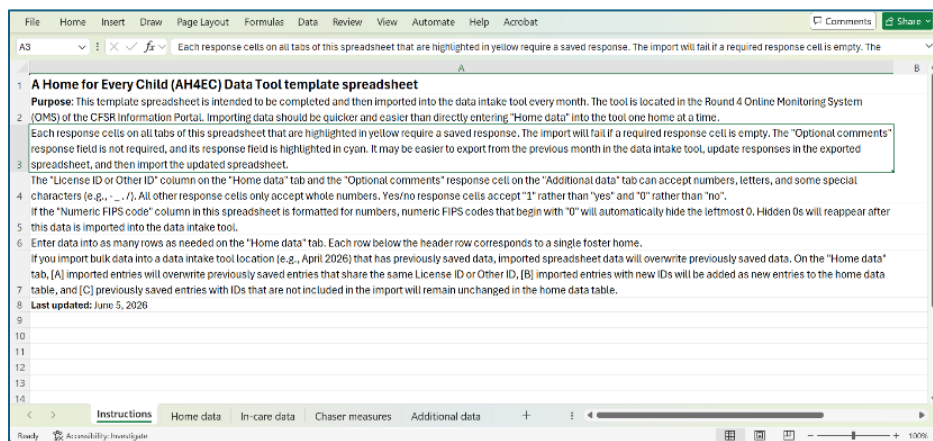


Figure 11: Data Tool import template

Users should refer to the TB #14 Core Measure and Chaser Measures Analytic Technical Instructions for details on how to enter/report state data.

VI: Adding State Editors

States can add as many State Editors to their Data Tool site as they deem necessary. All State Editors will have full access to both the Official and Training sites, and as such are able to manually add, edit, delete, or bulk import data without restriction. For this reason, it is recommended that states limit their pool of State Editors to those who play an active role in gathering, organizing, importing, and maintaining data related to the AH4EC PIP pilot monthly reporting requirements.

To add (or remove) a State Editor for the Data Tool, the state's designated OMS Administrator must collect that individual's first name, last name, and email address and provide that information to the Child Welfare Reviews Project (CWRP) Help Desk. The easiest way to contact the CWRP Help Desk with this information is via email: cwrp-helpdesk@cfsrportal.org. If the State Editor does not already have a portal account, the CWRP Help Desk will create one and also assign Data Tool access. Note: State Editors can be given access to the Data Tool without also receiving access to other elements of the OMS.

While CB approval is not required for State Editors to be assigned, CWRP does provide the CB with regular updates regarding State Editors who have been assigned Data Tool access. These updates include each State Editor's full name and email address. State Editors are also automatically added to an email distribution list that receives notice whenever critical events related to the Data Tool—for example, major system updates—take place. These emails are in addition to the email notices that can be voluntarily activated via the **Email Notification** checkbox on the home page.

Contact the CWRP Help Desk at cwrp-helpdesk@cfsrportal.org if you have any questions about the instructions in this manual.