

OMB No. 0980-0229  
Expiration Date: 06/30/2003

**THE NATIONAL CHILD ABUSE AND NEGLECT DATA SYSTEM  
(NCANDS)**

**The Detailed Case Data Component (DCDC)  
Agency Data File Record Layout**

**Preliminary  
June 2000**

## Agency Data File Definitions

The following table defines all of the data elements contained in the Agency Data File. On a periodic basis, the State determines the answers to these questions and submits them to the NCANDS, along with the Child Data File. Following this section, is the format for the word processing format of the Agency Data File.

| <b>I. IDENTIFYING INFORMATION</b>   |   |
|---|---|
| <b>SHORT NAME/<br/>QUESTION #</b>   | <b>QUESTION NAME AND DESCRIPTION</b>  |
| STATERR<br>(1)  | State/Territory -<br>The State/Territory submitting child abuse and neglect data for the NCANDS Agency Data File. The U.S. Postal Service two-character abbreviation should be used to indicate the State/Territory.                  |
| SUBYR<br>(2)  | Submission Year –<br>The submission year is defined as including all activities that occurred within the specified calendar year. The calendar year recorded in this field identifies the year for which the recorded elements apply. |
| <b>II. PREVENTIVE SERVICES TOTALS</b>   |   |
| Preventive services include those aimed at preventing child abuse and neglect during the year. These services may be directed at a specific population identified as being at increased risk of becoming abusive. These services also include those designed to increase the strength and stability of families, afford children a more stable and supportive environment, or increase parents' confidence and competence in their parenting abilities. |   |
| PSTOTC<br>(3)   | Total Number of Children Receiving Services -<br>The total number of children who received services to prevent child abuse and neglect.   |
| PSTOTF<br>(4)   | Total Number of Families Receiving Services -<br>The total number of families who received services to prevent child abuse and neglect.   |

|                         |  |
|-------------------------|--|
| <p>PSSTGTC<br/>(5)</p>  | <p>Preventive Services Provided to Children through Funding Provided by the Child Abuse and Neglect State Grant (Basic State Grant) -<br/>The count recorded for this field should be the total number of children who received preventive services that were funded through the Basic State grant. If counts are only available for the number of families served that number should be reported in Field 6, PSSTGTF.</p>                           |
| <p>PSSTGTF<br/>(6)</p>  | <p>Preventive Services Provided to Families through Funding Provided by the Child Abuse and Neglect State Grant (Basic State Grant) -<br/>The count recorded for this field should be the total number of families who received preventive services that were funded through the Basic State grant. If counts are only available for the number of children served that number should be reported in Field 5, PSSTGTC.</p>                           |
| <p>PSCOSPC<br/>(7)</p>  | <p>Preventive Services Provided to Children through Funding Provided by Community-Based Family Resource and Support Grant -<br/>The count recorded for this field should be the total number of children who received preventive services that were funded through the Community-Based Family Resource and Support Grant. If counts are only available for the number of families served that number should be reported in Field 8, PSCOSPF.</p>     |
| <p>PSCOSPF<br/>(8)</p>  | <p>Preventive Services Provided to Families through Funding Provided by the Community-Based Family Resource and Support Grant -<br/>The count recorded for this field should be the total number of families who received preventive services that were funded through the Community-Based Family Resource and Support Grant. If counts are only available for the number of children served that number should be reported in Field 7, PSCOSPC.</p> |
| <p>PSTLIVBC<br/>(9)</p> | <p>Preventive Services Provided to Children through Funding Provided by the Promoting Safe and Stable Families Program -<br/>The count recorded for this field should be the total number of children who received preventive services that were funded through Title IV-B, Promoting Safe and Stable Families Program. If counts are only available for the number of families served that number should be reported in Field 10, PSTLIVBF.</p>     |

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|------------------|---|
| PSTLIVBF<br>(10) | Preventive Services Provided to Families through Funding Provided by Promoting Safe and Stable Families Program - The count recorded for this field should be the total number of families who received preventive services that were funded through Title IV-B Promoting Safe and Stable Families Program. If counts are only available for the number of children served that number should be reported in Field 9, PSTLIVBC. |
| PSTLXXC<br>(11)  | Preventive Services Provided to Children through Funding Provided by the Social Services Block Grant - The count recorded for this field should be the total number of children who received preventive services that were funded through the Social Services Block Grant. If counts are only available for the number of families served that number should be reported in Field 12, PSTLXXF.                                  |
| PSTLXXF<br>(12)  | Preventive Services Provided to Families through Funding Provided by the Social Services Block Grant - The count recorded for this field should be the total number of families who received preventive services that were funded through the Social Services Block Grant. If counts are only available for the number of children served that number should be reported in Field 11, PSTLXXC.                                  |
| PSOTHERC<br>(13) | Preventive Services Provided to Children through Funding Provided by Other Sources - The count recorded for this field should be the total number of children who received preventive services that were funded by sources other than those listed above. If counts are only available for the number of families served that number should be reported in Field 14, PSOTHERF.  |
| PSOTHERF<br>(14) | Preventive Services Provided to Families through Funding Provided by Other Sources - The count recorded for this field should be the total number of children who received preventive services that were funded by sources other than those listed above. If counts are only available for the number of children served that number should be reported in Field 13, PSOTHERC summarized above.                                 |

### III. SCREENED-OUT REPORTS/CHILDREN

Screened-out reports include reports of alleged maltreatment received within the calendar year that were not referred for CPS investigation or assessment.

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| SCRNRPT<br>(15)  | Reports not Referred for Investigation -<br>The count recorded for this field should be the total number reports that were not referred for a CPS investigation or assessment (i.e., screened out). If counts are only available for the number of children who the subject of these reports, that number should be reported in Field 16, SCRNRPT.   |
| SCRNCHLD<br>(16) | Children Subject of a Report but not Referred for Investigation -<br>The count recorded for this field should be the total number of children who were the subject of a report but were not referred for a CPS investigation or assessment (i.e., screened out). If counts are only available for the number of reports that were screened out, that number should be reported in Field 15, SCRNRPT. |

### IV. OUT-OF-COURT CONTACTS

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|----------------|--|
| COCONT<br>(17) | Average Number of Out-of-Court Contacts -<br>Enter the average number of out-of-court contacts which enable the court-appointed representatives to obtain first-hand an understanding of the situation and needs of the child victim, and to make recommendations to the court concerning the best interests of the child. |
| CONCH<br>(18)  | Number of Children with Out-of-Court Contacts -<br>Enter the number of children on which the above average is based.   |

## V. CHILD MALTREATMENT FATALITIES

The counts recorded for this section should only include maltreatment fatalities that occurred within the calendar year but which are not reported in the Child Data File. Sources for these data might include reports taken from the Coroner's Office, the Uniform Crime Reports, or reports compiled by the State's Child Death Review Team.

|                  |   |
|------------------|---|
| FATALITY<br>(19) | Child Maltreatment Fatalities not Reported in the Child Data File -<br>Enter the total number of child victims who died as a result of maltreatment within the calendar year and who were not included in the Child Data File.  |
| FATALFC<br>(20)  | Child Maltreatment Fatalities in Foster Care -<br>Enter the total number of maltreatment fatalities not recorded in the Child Data File that occurred when the child was in foster care.  |
| FATALFPS<br>(21) | Child Maltreatment Fatalities, Families Received Family Preservation Services -<br>Enter the total number of maltreatment fatalities not recorded in the Child Data File that occurred among children whose families who had received family preservation services within the past 5 years. |
| FATALCRU<br>(22) | Child Maltreatment Fatalities, Children Reunited with their Families -<br>Enter the total number of maltreatment fatalities not recorded in the Child Data File that occurred among children who had been reunited with their families within the past 5 years.                             |

## VI. CHILD PROTECTIVE SERVICES WORKFORCE

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|----------------|---|
| WKSIIA<br>(23) | Screening, Intake, Investigation, and Assessment Workers -<br>Enter the number of workers who carried out CPS functions during the year. In the mapping forms, indicate the types of workers included in this calculation and explain the methodology used to obtain this number or estimate. |
| WKSI<br>(24)   | Screening and Intake Workers -<br>Enter the number of workers who carried out the CPS functions of screening and intake during the year. In the mapping forms, indicate the types of workers included in this calculation and explain the methodology used to obtain this number or estimate. |

|                          |   |
|--------------------------|---|
| <p>WKARTIME<br/>(25)</p> | <p>Average Response Time to Investigation -<br/>For reports received within the calendar year, enter the average response time in hours. Response time is defined as the time from the receipt of a report to the time of the initial investigation. Receipt of report is defined as the log-in of a call to the agency from a reporter alleging child maltreatment. Initial investigation is defined as face-to-face contact with the alleged victim, when this is appropriate, or contact with another person who can provide information essential to the disposition of the investigation or assessment. In the mapping forms, provide State definitions which might differ from the above.</p> |
| <p>WKCRTIME<br/>(26)</p> | <p>Number Reports Used to Compute Response Time -<br/>Enter the number of reports used to compute the average response time reported under WKARTIME above.</p>  |

## Agency Data File Word Processing Format

The following table displays the general format of the Agency Data File as it would appear in the word processing file sent to the State for Agency Data entry. General State Comments may be entered in the second row of the table, immediately after the colon (:). Comments About This Year's Data may be entered in the third row of the table, immediately after the colon (:). The State's answer to the individual questions would be entered in the right column, "State Answer". Comments on the answer to each individual question may be entered after the colon (: ) in the row following the individual question.

| <b>Agency Data Element Question (Short Name)</b>  | <b>State Answer</b> |
|---|---------------------|
| General State Comments:   |                     |
| Comments About This Year's Data:  |                     |
| 1. State/Territory (STATERR)  |                     |
| Comments on this Question:  |                     |
| 2. Submission Year (SUBYR)  |                     |
| Comments on this Question:  |                     |
| 3. Total Number of Children Receiving Services (PSTOTC)   |                     |
| Comments on this Question:  |                     |
| 4. Total Number of Families Receiving Services (PSTOTF)   |                     |
| Comments on this Question:  |                     |
| 5. Preventive Services Provided to Children through Funding Provided by the Child Abuse and Neglect State Grant - Basic State Grant (PSSTGTC) |                     |
| Comments on this Question:  |                     |
| 6. Preventive Services Provided to Families through Funding Provided by the Child Abuse and Neglect State Grant - Basic State Grant (PSSTGTF) |                     |
| Comments on this Question:  |                     |
| 7. Preventive Services Provided to Children through Funding Provided by Community-Based Family Resource and Support Grant (PSCOSPC)           |                     |
| Comments on this Question:  |                     |
| 8. Preventive Services Provided to Families through Funding Provided by the Community-Based Family Resource and Support Grant (PSCOSPF)       |                     |
| Comments on this Question:  |                     |
| 9. Preventive Services Provided to Children through Funding Provided by the Promoting Safe and Stable Families Program (PSTLIVBC)             |                     |
| Comments on this Question:  |                     |
| 10. Preventive Services Provided to Families through Funding Provided by Promoting Safe and Stable Families Program (PSTLIVBF)                |                     |
| Comments on this Question:  |                     |



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|-----|---|--|
| 11. | Preventive Services Provided to Children through Funding Provided by the Social Services Block Grant (PSTLXXC ) |  |
|     | Comments on this Question:  |  |
| 12. | Preventive Services Provided to Families through Funding Provided by the Social Services Block Grant (PSTLXXF)  |  |
|     | Comments on this Question:  |  |
| 13. | Preventive Services Provided to Children through Funding Provided by Other Sources (PSOTHERC)                   |  |
|     | Comments on this Question:  |  |
| 14. | Preventive Services Provided to Families through Funding Provided by Other Sources (PSOTHERF)                   |  |
|     | Comments on this Question:  |  |
| 15. | Reports Not Referred for Investigation (SCRNRPT)  |  |
|     | Comments on this Question:  |  |
| 16. | Children Subject of a Report but not Referred for Investigation (SCRNCHLD )                                     |  |
|     | Comments on this Question:  |  |
| 17. | Average Number of Out-of-Court Contacts (Court Representative and Child Victim - COCONT)                        |  |
|     | Comments on this Question:  |  |
| 18. | Number of Children with Out-of-Court Contacts (Number Average Based On - CONCH)                                 |  |
|     | Comments on this Question:  |  |
| 19. | Child Maltreatment Fatalities not Reported in the Child Data File (FATALITY)                                    |  |
|     | Comments on this Question:  |  |
| 20. | Child Maltreatment Fatalities in Foster Care (FATALFC)  |  |
|     | Comments on this Question:  |  |
| 21. | Child Maltreatment Fatalities, Families Received Family Preservation Services (FATALFPS )                       |  |
|     | Comments on this Question:  |  |
| 22. | Child Maltreatment Fatalities, Children Reunited with their Families (FATALCRU)                                 |  |
|     | Comments on this Question:  |  |
| 23. | Screening, Intake, Investigation, and Assessment Workers (WKSIIA)   |  |
|     | Comments on this Question:  |  |
| 24. | Screening and Intake Workers (WKSI)   |  |
|     | Comments on this Question:  |  |
| 25. | Average Response Time to Investigation (WKARTIME)   |  |
|     | Comments on this Question:  |  |
| 26. | Number Reports Used to Compute Response Time (WKCRTIME)   |  |
|     | Comments on this Question:  |  |