

<h1>ACF</h1> Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children, Youth and Families	
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	3. Originating Office: Children's Bureau	
	4. Key Words: CAPTA Child Abuse and Neglect State Grant, Annual State Data Report; FY 1997 Summary Data Component Survey	

PROGRAM INSTRUCTION

TO: The State Office, Agency or Organization Designated by the Governor to Apply for a Child Abuse and Neglect State Grant, and the State-designated Contacts for the *1997 Summary Data Component Survey*

SUBJECT: Summary Data Component Submission for 1997, Including Data Reporting Requirements Associated with the Child Abuse and Neglect State Grant under the Child Abuse Prevention and Treatment Act (CAPTA)

LEGAL AND RELATED REFERENCES: Section 106(d) of CAPTA and [ACYF-IM-CB-98-02](#), dated March 2, 1998

PURPOSE: The purpose of this Program Instruction is to transmit to the States the *1997 Summary Data Component Survey* for completion.

The form includes instructions and procedures associated with the sections of CAPTA relating to the collection and reporting of data on child abuse and neglect.

BACKGROUND: The Child Abuse Prevention and Treatment Act Amendments of 1996 (Public Law 104-235) added a provision requiring States that receive a Child Abuse and Neglect State Grant to submit an annual State data report. Specifically, Section 106(d) of CAPTA requires that "Each State to which a grant is made under this section shall annually work with the Secretary to provide, to the maximum extent practicable, a report that includes the following:

1. The number of children who were reported to the State during the year as abused or neglected.
2. Of the number of children described in paragraph (1), the number with respect to whom such reports were--
 - A. substantiated;
 - B. unsubstantiated; or

- C. determined to be false.
- 3. Of the number of children described in paragraph (2)--
 - A. the number that did not receive services during the year under the State program funded under this section or an equivalent State program;
 - B. the number that received services during the year under the State program funded under this section or an equivalent State program; and
 - C. the number that were removed from their families during the year by disposition of the case.

The number of families that received preventive services from the State during the year.

The number of deaths in the State during the year resulting from child abuse and neglect.

Of the number of children described in paragraph (5), the number of such children who were in foster care.

The number of child protective services workers responsible for the intake and screening of reports filed in the previous year.

The agency response time with respect to each such report with respect to initial investigation of reports of child abuse or neglect.

The response time with respect to the provision of services to families and children where an allegation of abuse or neglect has been made.

The number of child protective services workers responsible for intake, assessment, and investigation of child abuse and neglect reports relative to the number of reports investigated in the previous year.

The number of children reunited with their families or receiving family preservation services that, within five years, result in subsequent substantiated reports of child abuse and neglect, including the death of the child.

The number of children for whom individuals were appointed by the court to represent the best interests of such children and the average number of out of court contacts between such individuals and children."

In the committee report that accompanied the CAPTA reauthorization bill, the Congress encouraged the Department to identify the most effective and efficient means for collecting these data items, noting that some of the information is already reported by the majority of States through the National Child Abuse and Neglect Data System (NCANDS). After reviewing the new data requirements and consulting with State representatives, the Children's Bureau determined that the most effective and efficient means for collecting the new data items would be to incorporate them into the Summary Data Component of the NCANDS, to which all States have been supplying data on an annual basis for the past seven years. This approach will build on

the existing infrastructure for collecting and analyzing data, and will prevent unnecessary duplication of effort at the State or Federal level.

In accordance with the requirements of the Paperwork Reduction Act of 1995, the Administration for Children and Families published a notice in the **Federal Register** on January 9, 1998 soliciting comments from the public on the proposed revision of this information collection. No comments were received.

The *1997 Summary Data Component Survey* has been approved by the Office of Management and Budget until 5/31/00 (No. 0980-0229).

INSTRUCTIONS:

States agencies are requested to complete and return the [1997 Summary Data Component Survey](#) by **November 30, 1998**. Questions corresponding to the required data items are *italicized* to identify them clearly on the *Survey* (see Attachment).

The submission of other data items remains voluntary for States receiving funds under the Child Abuse and Neglect State Grant. Submission of all data items is voluntary for those States that do not receive the Basic State Grant.

State data should reflect information collected about child maltreatment for either the past calendar year (January 1 through December 31, 1997), the past Federal fiscal year (October 1, 1996 through September 30, 1997), or the past State fiscal year (July 1, 1996 through June 30, 1997).

If data are consolidated across codes or categories within an item, clarification should be provided. If the information requested cannot be submitted, the most relevant data should be provided with an explanation. A [Glossary](#) accompanies the *Survey*.

States are encouraged to use the comments section of the *1997 Summary Data Component Survey* to provide feedback on the extent to which submission of requested data is practicable, including any information on the future availability of data the State is currently unable to report. This information will assist the Children's Bureau in analyzing results and making recommendations for any future changes in the data elements.

The completed *Survey* may be mailed, faxed or e-mailed to:

National Child Abuse and Neglect Data System (NCANDS)
c/o Walter R. McDonald & Associates, Inc.
12300 Twinbrook Parkway, Suite 310
Rockville, MD 20852-1606
Phone: (301) 881-2590
FAX: (301) 881-0093
E-mail: wrma_wdc@compuserve.com

To e-mail the completed *Survey*, a word processing file in WordPerfect 6.1 or Word 7.0 for Windows 95 may be requested by calling (301) 881-2590.

INQUIRIES TO:

John A. Gaudiosi
Division of Data, Research and Innovation
Children's Bureau
Administration on Children, Youth and Families
330 C Street, SW - Room 2425
Washington, DC 20447
Phone: (202) 205-8625
FAX: (202) 401-5917
E-mail: jgaudiosi@acf.hhs.gov

/s/

James A. Harrell
Deputy Commissioner
Administration on Children, Youth and Families

Attachments:

[1997 Summary Data Component Survey](#)
[1997 Summary Data Component Glossary](#)

OMB No. 0980-0229
Expiration Date: 05/31/00

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Administration on Children, Youth and Families
Children's Bureau**

NATIONAL CHILD ABUSE AND NEGLECT DATA SYSTEM (NCANDS)

**Summary Data Component
SURVEY
1997 Data Year**

August 1998

INSTRUCTIONS

The Paperwork Reduction Act of 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. Respondents may direct comments concerning this estimate to: Children's Bureau, 330 C Street, S.W., Washington, D.C. 20447.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Additional Information

1. States that receive the CAPTA State Child Abuse and Neglect Grant (the Basic State Grant) are required to annually work with the Secretary to provide, to the maximum extent practicable, a report that includes (the 12 data items listed in the statute). On the *Summary Data Component Survey*, questions corresponding to these required data items are *italicized* to identify them clearly. (The submission of other data items remains voluntary for these States.) Submission of all data items is voluntary for those States that do not receive the Basic State Grant.
2. State data should reflect information collected about child maltreatment for the period of January through December 1997, or for the past fiscal year (i.e., fiscal year 1997).
3. If you consolidate data across codes or categories within an item, please provide clarification. If you cannot provide all the information requested according to the NCANDS definitions, please provide your most relevant data and explain your response. A glossary accompanies this form.
4. States are encouraged to use the comments section of the survey (Section 8) to provide feedback on the extent to which submission of requested data is practicable (including any information on the future availability of data not currently able to be reported). This information will assist the Children's Bureau to analyze results and make recommendations for any changes in the data elements in the future.
5. In the package you have received, you will find a self-addressed stamped envelope. Please mail or fax the completed survey by **November 30, 1998** to:

National Child Abuse and Neglect Data System (NCANDS)
c/o Walter R. McDonald & Associates, Inc.
1997 Summary Data Component Survey
12300 Twinbrook Parkway, Suite 310
Rockville, Maryland 20852-1606
Phone (301) 881-2590
FAX (301) 881-0096
E-MAIL: WRMA_WDC@COMPUSERVE.COM

6. If you wish to e-mail the 1997 SDC Survey, you may request a word processing file in WordPerfect 6.1 or Word 7.0 for Windows 95 by calling the National Child Abuse and Neglect Data System Technical Assistance Program at (301) 881-2590.
7. We would also appreciate your enclosing or sending under separate cover a copy of your most recent State report on child abuse and neglect. Thank you!

Enter the number of children and families who received services aimed at preventing child abuse and neglect during the reporting year. These services may be directed at specific populations identified as being at increased risk of becoming abusive and may be designed to increase the strength and stability of families, to increase parents' confidence and competence in their parenting abilities, and to afford children a stable and supportive environment. Include child abuse and neglect preventive services provided through Federal funds, such as the Child Abuse and Neglect State Grant, the Community-Based Family Resource and Support Grant, Family Support Services (title IV-B, part 2), Maternal and Child Health Block Grant, and the Social Services Block Grant (title XX), or State and local funds. Do not include public awareness campaigns.

Please specify the service programs you have included in the comments section at the end of the form.

- A. Children Receiving Preventive Services []
- B. Families Receiving Preventive Services []

[Comments Section: 1.1](#)

SECTION 2: REPORTS AND INVESTIGATIONS

2.1 Reports Received by CPS by Initial Screening Decision

Enter the number of reports alleging child abuse and neglect that were received during the reporting period, including those that were screened out prior to an investigation or assessment. Indicate whether the State counts reports as family-based or child-based. A family-based reporting system counts as a report each family unit involved in the child abuse or neglect allegation regardless of the number of children involved. A child-based reporting system counts as a report each child who is alleged to be a victim of maltreatment. A child-based report does not include multiple victims.

	Family-Based	Child-Based
A. Not Referred for CPS Investigation or Assessment	[]	[]
B. Referred for CPS Investigation or Assessment	[]	[]
TOTALS	[]	[]

[Comments Section: 2.1](#)

2.2 Reports Referred for Investigation or Assessment by Report Source

Enter the number of reports referred for investigation or assessment by each reporting source below. If categories are grouped differently in your State, please provide the best estimate for each item listed below.

- A. **Social Services Personnel.** Social workers, counselors, supervisors, etc. []
- B. **Medical Personnel.** Physicians, nurses, emergency medical technicians, dentists, chiropractors, coroners, etc. []
- C. **Mental Health Personnel.** Psychologists, psychiatrists, therapists, etc. []
- D. **Legal, Law Enforcement, or Criminal Justice Personnel.** Personnel employed in local, county, State, Tribal or Federal law enforcement agencies, courts, probation agencies, etc. []
- E. **Education Personnel.** Teachers, principals, school counselors, Head Start staff, etc. []
- F. **Child Day Care Providers.** Day care staff, babysitters, etc. []
- G. **Substitute Care Providers.** Foster parents, residential facility staff, etc. []
- H. **Alleged Victims.** Children who allege they have been maltreated. []
- I. **Parents.** Birth mother/father, adoptive mother/father, or stepmother/father of the child. []
- J. **Other Relatives.** Siblings, grandparents, aunts, uncles, cousins, legal guardians, etc. []
- K. **Friends and Neighbors.** Non-relatives who interact with the family or who live nearby. Includes non-relative household members, landlords, clergy, youth group workers, etc. []
- L. **Alleged Perpetrators.** Self-reported abusers regardless of other []

relationship to the child.

M. **Anonymous or Unknown Reporters.** Individuals who did not identify themselves, or where the source was not known. []

N. **Other.** Other sources not included above. []

TOTAL []

[Comments Section: 2.2](#)

2.3 Investigations or Assessments by Disposition

This section requests data on the disposition of CPS investigations or assessments of child abuse and neglect of reports received in 1997. Investigations may have been completed in 1998. If you use another data selection criterion, please explain in the comments section.

A. **Investigations in Which the Allegation of Maltreatment or Risk of Maltreatment was Substantiated.** Enter the number of investigations in which the allegation of maltreatment or risk of maltreatment was supported or founded according to State law or State policy. []

B. **Investigations in Which the Allegation of Maltreatment Was Indicated.** Enter the number of investigations for which the allegation of maltreatment was indicated, or there was reason to suspect maltreatment, but it was unable to be founded, under State law or State policy. NOTE: Use this category only if your State distinguishes between substantiated and indicated dispositions. If your State uses only "indicated," enter the number of indicated dispositions under A. []

C. **Investigations in Which the Allegation of Maltreatment Was Not Substantiated.** Enter the number of investigations for which the alleged maltreatment was unfounded or not substantiated. Investigations determined to be intentionally false should appear in D. []

D. **Investigations in Which the Allegation Was Determined to Be Intentionally False.** Do not include this number in C. []

E. **Assessments in Which Children/Families Were Found** []

to Be in Need of Services. Enter the number of assessments that resulted in a decision that the child or family is in need of services. NOTE: Use this category only if your State has a diversified response system (i.e., if the State allows assessments as well as investigations in response to a report).

E. **Investigations Closed Without a Finding.** Enter the number of investigations that were concluded without a specific finding (e.g., family moved, investigation time exceeded that allowed, etc.). []

F. **Other Dispositions.** Enter the number of completed investigations or assessments for which the dispositions are not included in the above categories. These may include assessments that resulted in a decision that the family was not in need of services, as well as other dispositions. Please provide a breakout of the categories reported in the comments section at the end of the form. []

G. **Unknown Dispositions.** Enter here the number of investigations for which dispositions were not recorded. []

TOTAL []

[Comments Section: 2.3](#)

3.1 Children Subject of a Report Referred for CPS Investigation or Assessment. Enter the number of children who were in the reports counted in Item 2.1.B. []

[Comments Section: 3.1](#)

3.2 Children Subject of a CPS Investigation or Assessment by Disposition Pertaining to the Child Enter the number of children, by disposition, who were in the reports counted in Item 2.3. []

A. **Children for Whom the Allegation of Maltreatment or Risk of Maltreatment was Substantiated.** Enter the number of children for whom the allegation of maltreatment or risk of maltreatment was supported or founded according to State law or State policy. []

B. **Children for Whom the Allegation of Maltreatment Was Indicated.** Enter the number of children for whom the []

allegation of maltreatment was indicated, or there was reason to suspect maltreatment, but it was unable to be founded under State law or State policy. **NOTE:** Use this category only if your State distinguishes between substantiated and indicated dispositions. If your State uses only "indicated," enter the number of indicated dispositions under A.

- C. **Children for Whom the Allegation of Maltreatment Was Not Substantiated.** Enter the number of children for whom the alleged maltreatment was unfounded or unsubstantiated. Allegations determined to be intentionally false should appear in D. []
- D. **Investigations in Which the Allegation Was Determined to Be Intentionally False.** Do not include this number in C. []
- E. **Children Who Were Found to Be in Need of Services.** Enter the number of children for whom the assessment resulted in a decision that the child is in need of services. **NOTE:** Use this category only if your State has a diversified response system (i.e., if the State allows assessments as well as investigations in response to a report). []
- F. **Children for Whom the Investigation Was Closed Without a Finding.** Enter the number of children for whom the investigation was concluded without a specific finding (e.g., family moved, investigation time exceeded that allowed, etc.). []
- G. **Other Dispositions.** Enter the number of children for whom the investigation or assessment disposition is not included in the above categories. These may include children whose assessments determined that the family was not in need of services. Please provide a breakout of the categories reported in the comments section at the end of the form. []
- H. **Unknown Dispositions.** Enter here the number of children for whom dispositions were not recorded. []
- TOTAL** []

[Comments Section: 3.2](#)

3.3 Children Who Received Services

Enter the number of children by disposition who were opened for or

continued to receive services **in addition to CPS investigation or assessment.**

Substantiated	[]
Indicated	[]
Unsubstantiated	[]
Intentionally False	[]
In Need of Services	[]
No Finding>	[]
Other	[]
Unknown	[]

[Comments Section: 3.3](#)

3.4 Children Who Did Not Receive Services Enter the number of children by disposition who did not receive any services in addition to CPS investigation or assessment, e.g., were closed after the investigation or assessment.

A. Substantiated	[]
B. Indicated	[]
C. Unsubstantiated	[]
D. Intentionally False	> []
E. In Need of Services	[]
F. No Finding	[]
G. Other	[]
H. Unknown	[]

[Comments Section: 3.4](#)

3.5 Children Who Were Removed from the Home Enter the number of children counted in 3.3 who were removed from their home during or as an immediate result of a CPS investigation or assessment. All children in 3.5 must also appear in 3.3.

A. Substantiated	[]
B. Indicated	[]

- C. Unsubstantiated []
- D. Intentionally False []
- E. In Need of Services []
- F. No Finding []
- G. Other []
- H. Unknown []

[Comments Section: 3.5](#)

SECTION 4: CHILD VICTIMS

Note: All items refer to child victims of maltreatment.

SECTION 4: CHILD VICTIMS

All items refer to child victims of a substantiated or indicated maltreatment as reported in 3.2.A and 3.2.B. A State may also determine that child victims include children in need of services (i.e., 3.2.E).

4.1 Child Victims by Type of Maltreatment

Enter the number of children who were found to be victims of maltreatment by type of maltreatment and disposition. One or more types of maltreatment can be recorded for each child victim.

Physical Abuse. Enter the number of victims of physical acts that caused or could have caused physical injury.

Substantiated	Indicated	In Need of Services
[]	[]	[]

Neglect or Deprivation of Necessities. Enter the number of victims who failed to receive needed care even though their caretakers were financially able to do so or were offered means to do so.

Substantiated	Indicated	In Need of Services
[]	[]	[]

Medical Neglect. Enter the number of victims who failed to receive the appropriate health care even though their caretakers were financially able to do so or were offered means to do so. May include perinatal exposure to drugs.

Substantiated	Indicated	In Need of Services
[]	[]	[]

Sexual Abuse. Enter the number of victims of sexually exploitative activities.

Substantiated	Indicated	In Need of Services
[]	[]	[]

Psychological or Emotional Abuse or Neglect. Enter the number of victims of maltreatment that resulted in impaired psychological functioning and development.

Substantiated	Indicated	In Need of Services
[]	[]	[]

Other. Enter the number of victims of other forms of maltreatment not included above. Describe these in the comments section at the end of the form.

Substantiated	Indicated	In Need of Services
[]	[]	[]

Unknown. Enter the number of children for whom the type of maltreatment was not recorded.

Substantiated	Indicated	In Need of Services
[]	[]	[]

TOTALS

Substantiated	Indicated	In Need of Services
[]	[]	[]

[Comments Section: 4.1](#)

4.2 Child Victims by Age

Enter the number of child victims by age at the time of the report or as of December 31 of the reporting year. If your State reports by age groups (e.g., 1-3, 4-6, etc.), please divide the number among the years in each group, putting the remainder into the oldest age in the group.

Age In Years	Number of Victims	Age In Years	Number of Victims
---------------------	--------------------------	---------------------	--------------------------

<1	[]	10	[]
1	[]	11	[]
2	[]	12	[]
3	[]	13	[]
4	[]	14	[]
5	[]	15	[]
6	[]	16	[]
7	[]	17	[]
8	[]	18 and older	[]
9	[]	Unknown	[]
			TOTAL	[]

[Comments Section: 4.2](#)

4.3 Child Victims by Sex

Enter the number of child victims by sex.

A. Male	[]
B. Female	[]
C. Unknown	[]
TOTAL	[]

[Comments Section: 4.3](#)

4.4 Child Victims by Hispanic or Latino Ethnicity

Enter the number of child victims by Hispanic or Latino ethnicity.

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. []
- B. **Not Hispanic or Latino.** []
- C. **Unable to Determine or Unknown.** The child victim is very young or is severely disabled and no other person is available to identify ethnicity, or the child victim's ethnicity was not recorded. []

TOTAL []

[Comments Section: 4.4](#)

4.5 Child Victims by Race

Enter the number of child victims by race. A child victim may be counted in more than one racial group.

A. **African American.** A child having origins in any of the black racial groups of Africa. []

B. **American Indian or Alaska Native.** A child having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. []

C. **Asian.** A child having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. []

D. **Native Hawaiian or Other Pacific Islander.** A child having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. []

E. **White.** A child having origins in any of the original peoples of Europe, the Middle East, or North Africa. []

F. **Other.** A child having other or multi-racial origins, who has not been counted above. []

G. **Unable to Determine or Unknown.** The child victim is very young or is severely disabled and no other person is available to identify race, []

or the child victim's race was not recorded.

TOTAL []

[Comments Section: 4.5](#)

4.6 Child Victims Whose Families Received Family Preservation Services in the Previous Five Years

Enter the number of child victims whose families had received []

[Comments Section: 4.6](#)

4.7 Child Victims Who Were Reunited with Their Families in the Previous Five Years

Enter the number of child victims who were abused by the parents or principal caretakers with whom they had been reunited in the previous five years. []

[Comments Section: 4.7](#)

4.8 Child Victims for Whom Court Action Was Taken

Enter the number of child victims for whom court action was initiated either during or as an immediate result of an investigation. []

[Comments Section: 4.8](#)

4.9 Child Victims Who Received Court-Appointed Representatives

Enter the number of child victims for whom an individual (guardian ad litem) was appointed by the court to represent the best interests of the child. A guardian ad litem may be an attorney, a court-appointed special advocate, or both. []

[Comments Section: 4.9](#)

4.10 Average Number of Out-of-Court Contacts Between the Court-Appointed Representatives and the Child Victims They Represent

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.

[Comments Section: 4.10](#)

SECTION 5: CHILD FATALITIES

Note: Describe the source of data on child fatalities and any limitations of these data in the comments section at the end of the form.

5.1 Total Number of Child Victims Who Died as a Result of Maltreatment. []

Enter the number of child victims who died as a result of child abuse or neglect.

[Comments Section: 5.1](#)

5.2 Child Victims Who Died as a Result of Maltreatment While in Foster Care

Enter the number of child victims whose death was caused by maltreatment that occurred while in foster care and was attributed to the foster care provider. Foster care is 24-hour substitute care for all children placed away from their parents or guardians and for whom the State agency has placement and care responsibility. This includes, but is not limited to, family foster homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes regardless of whether the foster care facility is licensed and whether payments are made by the State or local agency for the care of the child or whether there is Federal matching of any payments that are made. []

[Comments Section: 5.2](#)

Enter the number of child victims whose death was caused by maltreatment and whose families had received Family Preservation Services during the five (5) years preceding the report(s) of child abuse or neglect received in this reporting period. Family Preservation Services are services designed to protect children from harm and to assist families at risk or in crisis, including services to prevent placement, to support the reunification of children with their families, or to support the continued placement of children in adoptive homes or other permanent living arrangements. []

[Comments Section: 5.3](#)

5.4 Child Victims Who Died as a Result of Maltreatment and Had Been Reunited with Their Families in the Previous Five Years

Enter the number of child victims whose death was caused by the parents or principal caretakers with whom they had been reunited during the previous five years. []

[Comments Section: 5.4](#)

SECTION 6: PERPETRATORS OF CHILD MALTREATMENT

6.1 Perpetrators by Relationship to Child Victim

- | | | |
|---|---|---|
| A. Parents. Birth mother/father, adoptive mother/father, or stepmother/father of the child. | [|] |
| B. Other Relatives or Household Members in a Caretaking Relationship. Relatives, guardians, household members, or paramours who have some responsibility for the care and supervision of the child. | [|] |
| C. Foster Parents. Individuals licensed to provide a home for child victims, usually with the approval of the government. | [|] |
| D. Residential Facility Staff. Employees of a public or private group residential facility, including emergency shelters, group homes, and institutions. | [|] |
| E. Child Day Care Providers. Persons who work in a setting providing child day care services and who have temporary caretaker responsibility for the child, including day care center staff members, family day careproviders, and baby sitters. | [|] |
| F. Non-Caretakers. Persons who are not responsible for the care and supervision of the child, including school personnel, friends, neighbors, etc. | [|] |
| G. Those with Unknown Relationships to Child Victim. Includes missing data. | [|] |
| TOTAL | [|] |

[Comments Section: 6.1](#)

SECTION 7: CHILD PROTECTIVE SERVICES WORKFORCE

7.1 Number of Staff Responsible for CPS Functions (Screening, Intake, and Investigation/Assessment of Reports) During the Year

Enter the number of full-time-equivalent workers (FTE's) who [] carried out CPS functions during the year. Indicate the types of workers included in this calculation and explain the methodology used to obtain this number or estimate in the comments section at the end of the form.

[Comments Section: 7.1](#)

7.2 Full-Time Equivalent Workers (FTE's) Responsible for the Screening and Intake of Reports During the Year

Enter the number of full-time equivalent workers (FTE's) who were responsible for the screening and intake functions of CPS. Screening and Intake represents the portion of the case flow from point of initial contact with the reporter (e.g., the phone call) to the time that the report is assigned to a worker or to a CPS supervisor for assignment to a worker for investigation or assessment of the allegation. Explain the methodology used to obtain this number or estimate in the comments section at the end of the form. []

[Comments Section: 7.2](#)

7.3 Response Time with Respect to the Initial Investigation of Reports of Child Abuse or Neglect

Enter the average response time (in hours) for each response priority standard or category used by the State. Please specify the number of reports on which the averages are based and the methodology used to determine the average response time.

Response time is defined as the time from receipt of report to 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 comments section at the end of the form, provide State definitions which differ from the above.

Priority Standard	Average Response Time	Number of Reports
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]

[Comments Section: 7.3](#)

7.4 Response Time with Respect to the Provision of Services

Enter here comments on Item 3.1.

Enter here comments on Item 3.2.

Enter here comments on Item 3.3.

Enter here comments on Item 3.4.

Enter here comments on Item 3.5.

Enter here comments on Item 4.1.

Enter here comments on Item 4.2.

Enter here comments on Item 4.3.

Enter here comments on Item 4.4.

Enter here comments on Item 4.5.

Enter here comments on Item 4.6.

Enter here comments on Item 4.7.

Enter here comments on Item 4.8.

Enter here comments on Item 4.9.

Enter here comments on Item 4.10.

Enter here comments on Item 5.1.

Enter here comments on Item 5.2.

Enter here comments on Item 5.3.

Enter here comments on Item 5.4.

Enter here comments on Item 6.1.

Enter here comments on Item 7.1.

Enter here comments on Item 7.2.

Enter here comments on Item 7.3.

Enter here comments on Item 7.4.

ENTER HERE OTHER COMMENTS 8.0.

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Administration on Children, Youth, and Families
Children's Bureau**

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

**Summary Data Component
GLOSSARY
1997 Data Year
AUGUST 1998**

GLOSSARY

The glossary contains working definitions of the terms that are found in the Summary Data Component (SDC) Survey of the National Child Abuse and Neglect Data System (NCANDS). The terms are presented in alphabetical order.

AFRICAN AMERICAN: A person having origins in any of the black racial groups of Africa.

AGE: Age in years at the time of the report of abuse or neglect or as of December 31 of the reporting year.

ALLEGATION OF MALTREATMENT: A notification to the child protective services (CPS) agency of suspected maltreatment of a child.

ALLEGED VICTIM: Child about whom a report regarding maltreatment has been made to a CPS agency.

AMERICAN INDIAN OR ALASKA NATIVE: A person having racial origins in any of the original peoples of North and South America(including Central America), and who maintains tribal or community affiliation.

ANONYMOUS OR UNKNOWN REPORTER: An individual who reports a suspected incident of child maltreatment without identifying himself or herself; or the type of reporter is unknown.

ASIAN: A person having racial origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

ASSESSMENT: A process by which the CPS agency determines whether the child and/or other persons involved in the report of alleged maltreatment is in need of services.

CHILD: A person younger than 18 years of age or considered to be a minor under State law.

CHILD-BASED: A method of reporting in which each child alleged to be a victim of maltreatment is counted as one report. A child-based report does not include multiple children. See also **FAMILY-BASED**.

CHILD DAY CARE PROVIDER(S): A person who has temporary caretaker responsibility for the child and who is not related to the child, such as a day care center staff member, a family day care provider, or a baby-sitter. Does not include persons with legal custody or guardianship of the child.

CHILD FATALITY: See **DIED AS A RESULT OF CHILD ABUSE OR NEGLECT**

CHILD VICTIM: A child for whom an incident of abuse or neglect has been substantiated or indicated by an investigation or assessment. A State may decide to include some children with other dispositions as victims.

CHILDREN/FAMILIES IN NEED OF SERVICES: A term used to specify the decision that a child or family is in need of services by the child welfare agency as the result of an assessment that was conducted. This disposition is applicable only to States that have a diversified response system. Children or families who are so classified do not receive a disposition of substantiated, indicated, or unsubstantiated. See also **DIVERSIFIED RESPONSE SYSTEM**.

CLOSED WITHOUT A FINDING: Disposition that does not conclude with a specific finding because the investigation could not be completed. Reasons for this might include, for example, that a family moved out of the jurisdiction, that a family could not be located, or that necessary diagnostic or other reports were not received within required time limits.

COURT ACTION: Legal action initiated by a representative of the CPS agency on behalf of the child. This includes, for instance, authorization to place the child, filing for temporary

custody, dependency, or termination of parental rights. It does not include criminal proceedings against a perpetrator.

COURT-APPOINTED REPRESENTATIVE: A person required to be appointed by the court to represent a child in a neglect or abuse proceeding. This person may be an attorney or a court-appointed special advocate (or both) and is often referred to as a guardian ad litem. The court-appointed representative makes recommendations to the court concerning the best interests of the child.

DIED AS A RESULT OF CHILD ABUSE OR NEGLECT: Death caused directly by an injury suffered through abuse and/or neglect or death in which abuse and/or neglect was a primary contributing factor.

DISPOSITION: The determination by the social services agency or a court that the evidence is or is not sufficient under State law or policy to conclude that abuse and/or neglect occurred. Where State law permits, dispositions may also include the determination that the child is at risk of being abused or neglected, or that additional services are needed.

DIVERSIFIED RESPONSE SYSTEM: CPS practice in which an assessment or other alternative response to a report of alleged maltreatment may be made, instead of an investigation. Diversified responses to reports usually result in a determination as to whether services are needed. See **CHILDREN/FAMILIES IN NEED OF SERVICES, ASSESSMENT, and INVESTIGATION**.

EDUCATION PERSONNEL: An employee of an educational institution or program; includes teachers, teacher assistants, administrators, Head Start staff, and others directly associated with the delivery of educational services.

EMOTIONAL ABUSE OR NEGLECT: See **PSYCHOLOGICAL OR EMOTIONAL ABUSE OR NEGLECT**.

ETHNICITY: See **HISPANIC OR LATINO ETHNICITY**.

FAMILY: A group of two or more persons related by birth, marriage, adoption, or emotional ties.

FAMILY-BASED: A type of reporting system that counts as a report the family unit involved in a child abuse or neglect allegation regardless of the number of children involved. See also **CHILD-BASED**.

FAMILY PRESERVATION SERVICES: Services designed to protect children from harm and to assist families at risk or in crisis, including services to prevent placement, to support the reunification of children with their families, or to support the continued placement of children in adoptive homes or other permanent living arrangements.

FATALITY: See **DIED AS A RESULT OF CHILD ABUSE OR NEGLECT**.

FOSTER CARE: A 24-hour substitute care for all children placed away from their parents or guardians and for whom the State agency has placement and care responsibility. This includes, but is not limited to, family foster homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes regardless of whether the foster care facility is licensed and whether payments are made by the State or local agency for the care of the child or whether there is Federal matching of any payments that are made.

FOSTER PARENT(S): Individual(s) licensed to provide a home for orphaned, abused, neglected, delinquent or disabled children, usually with the approval of the government or a social service agency. This individual can be a relative or a non-relative.

FRIENDS AND NEIGHBORS: Non-relatives acquainted with the child, the parent, or the caretaker, including landlords, clergy, youth group workers (e.g., Scout leaders, Little League coaches). May also be a person living in close geographical proximity to the child or family.

FTE (FULL-TIME EQUIVALENT): A method of deriving the workforce from hours worked. This involves dividing the total annual number of hours worked in a designated function by the annual number of hours considered by the State to constitute full-time employment. For example, if a State has recorded that 10,600 hours were worked in a function during the calendar year, and the State considers full-time employment to be 1,860 hours a year, the number of FTE's in the function would be 5.7 (10,600 divided by 1,860).

GUARDIAN AD LITEM: See **COURT-APPOINTED REPRESENTATIVE**.

HISPANIC OR LATINO ETHNICITY: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

INDICATED: An investigation disposition that concludes that although maltreatment could not be substantiated under State law or policy, there is reason to suspect that the child may have been maltreated or was at risk of maltreatment. This is applicable only to States that distinguish between substantiated and indicated dispositions.

INITIAL INVESTIGATION: 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.

INITIAL SCREENING DECISION: The decision by the CPS agency to conduct either an investigation or an assessment of an allegation of child maltreatment. The screening process may include more than one decision. See also **SCREENING AND INTAKE, INVESTIGATION**.

IN NEED OF SERVICES: See **CHILDREN/FAMILIES IN NEED OF SERVICES**.

INTENTIONALLY FALSE: An unsubstantiated investigation disposition about which it has been concluded that the person reporting the alleged incident of maltreatment knew that the allegation was false.

INVESTIGATION: The gathering of objective information to determine whether the child has been, or is at risk of being, maltreated. Generally includes face-to-face contact with the victim and results in a disposition as to whether the alleged report is substantiated or not.

LEGAL, LAW ENFORCEMENT, OR CRIMINAL JUSTICE PERSONNEL: Those employed by a local, State, Tribal, or Federal justice agency, including law enforcement, courts, district attorneys' offices, probation or other community corrections agencies, and correctional facilities.

MALTREATMENT: Any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse or exploitation, or an act or failure to act which presents an imminent risk of serious harm. State definitions may include additional criteria.

MEDICAL NEGLECT: A type of maltreatment due to failure by the caretaker to provide for the appropriate health care of the child, although financially able to do so or offered financial or other means to do so. This may include perinatal exposure to drugs.

MEDICAL PERSONNEL: Those employed by a medical facility or practice, including physicians, physician assistants, nurses, emergency medical technicians, dentists, dental assistants and technicians, chiropractors, and coroners.

MENTAL HEALTH PERSONNEL: Those employed by a mental health facility or practice, including among others, psychologists, psychiatrists, and therapists.

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: A person having racial origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

NEGLECT OR DEPRIVATION OF NECESSITIES: A type of maltreatment that refers to the failure by the caretaker to provide needed, age-appropriate care, although financially able to do so or offered financial or other means to do so.

NON-CARETAKER(S): A person who is not responsible for the care and supervision of the child. Includes school personnel, friends, neighbors, etc.

NOT SUBSTANTIATED: Investigation disposition that determines that there is not sufficient evidence under State law or policy to conclude that the child has been maltreated or is at risk of being maltreated. Equivalent terms may be "Unfounded" or "Unsubstantiated."

OTHER RELATIVE OR HOUSEHOLD MEMBER: A relative or household member in a caretaking relationship who has some responsibility for the supervision of the child. Can include grandparents, aunts, uncles, guardians, paramours, etc. who are responsible for the care and supervision of the child. Relatives or household members with no such responsibility are **NON-CARETAKERS**.

OUT-OF-COURT CONTACTS: Contact, which is not part of the actual judicial hearing, between the court-appointed representative and the child victim. Such contacts enable the court-appointed representative to obtain a first-hand understanding of the situation and needs of the child victim, and to make recommendations to the court concerning the best interests of the child.

PARENT(S): The birth mother/father, adoptive mother/father, or step mother/father of the child.

PERPETRATOR: The person who has been determined to have caused or knowingly allowed the maltreatment of the child.

PHYSICAL ABUSE: A type of maltreatment that refers to physical acts that caused or could have caused physical injury to the child.

PREVENTIVE SERVICES: Services aimed at preventing child abuse and neglect. Such services may be directed at specific populations identified as being at increased risk of becoming abusive and may be designed to increase the strength and stability of families, to increase parents' confidence and competence in their parenting abilities, and to afford children a stable and supportive environment. They include child abuse and neglect preventive services provided through Federal funds such as the Child Abuse and Neglect State Grant, the Community-Based Family Resource and Support Grant, the Promoting Safe and Stable Families Program (title IVB, subpart 2), Maternal and Child Health Block Grant, the Social Services Block Grant (title XX), and State and local funds. Preventive services do not include public awareness campaigns.

PRIORITY STANDARD: The State or local requirements for responding to a report alleging child abuse or neglect based upon the initial screening decision. For example: immediate, within 1-2 hours, within 72 hours, etc.

PSYCHOLOGICAL OR EMOTIONAL ABUSE OR NEGLECT: A form of maltreatment that results in impaired psychological functioning and development. It frequently occurs as verbal abuse or excessive demands on a child's performance and may cause the child to have a negative self-image and disturbed behavior.

RACE: The racial group(s) with which the individual identifies himself or herself as a member, or with which the parent identifies the child as a member.

RECEIPT OF REPORT: The log-in of a call to the agency from a reporter alleging child maltreatment.

RELATIONSHIP OF PERPETRATOR TO VICTIM: This refers to the primary role of the perpetrator in relation to the child victim of maltreatment. The relationship may be established with each child in the investigated report or with one child in the report, regardless of how many children are victims of maltreatment.

REMOVED (FROM THE HOME): The removal of the child from his/her normal place of residence to a substitute care setting by a CPS or social services agency. See **FOSTER CARE**.

REPORT: Notification to the CPS agency of suspected child maltreatment.

REPORTING PERIOD: The 12-month period for which data are submitted to the NCANDS (e.g., calendar year 1997, fiscal year 1997, etc.).

RESIDENTIAL FACILITY STAFF: Employees of a public or private group residential facility, including emergency shelters, group homes, and institutions.

RESPONSE TIME: The time from receipt of report to initial investigation.

REUNITED (WITH THEIR FAMILIES): Describes children who have been in foster care and are subsequently returned to reside in their principal caretaker's home.

SCREENED OUT: The decision by the CPS agency not to conduct an investigation or assessment. This decision may be the result of an inappropriate referral, lack of information, or a decision to refer the report to another agency.

SCREENING AND INTAKE: Portion of the case flow from point of contact with the reporter to the time that the report is assigned to a worker, or to a CPS supervisor for assignment to a worker, for investigation or assessment of the allegation. See also **INITIAL SCREENING DECISION**.

SERVICES: Noninvestigative services other than CPS investigation or assessment provided as a result of an investigation or assessment or continued as a result of an investigation or assessment.

SEXUAL ABUSE: The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct, or the rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

SOCIAL SERVICE PERSONNEL: Employees of a public or private social services or social welfare agency or other social workers and counselors who provide similar services.

SOURCE (OF REPORT): Person who makes a report to the CPS agency alleging child maltreatment.

STATE/TERRITORY: The two-letter abbreviation for the State or other Federal jurisdiction that submits data to the NCANDS.

SUBJECT OF A REPORT: The child or children about whom a report of abuse or neglect is made.

SUBSTANTIATED: An investigation disposition that concludes that the allegation of maltreatment or risk of maltreatment was supported or founded by State law or State policy. This is the highest level of finding by a State agency. See also **INDICATED**.

SUBSTITUTE CARE PROVIDERS: A person providing out-of-home care to children, such as foster parent(s) or residential facility staff.

UNSUBSTANTIATED: See **NOT SUBSTANTIATED**.

VICTIM: See **CHILD VICTIM**.

VICTIM-BASED: A method of counting in which each child victim is counted as one report. A victim-based report does not include multiple victims. See also **CHILD-BASED**.

WHITE: A person having racial origins in any of the original peoples of Europe, the Middle East, or North Africa.