

**NATIONAL CHILD ABUSE
AND NEGLECT DATA
SYSTEM (NCANDS)
Agency File Codebook**

**National Child Abuse and Neglect Database System
Contract Number HHSP233201500042I
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Data Sets

Restricted use files of the NCANDS data are archived at the National Data Archive on Child Abuse and Neglect (NDACAN) at Cornell University. Researchers interested in using these data for statistical analyses may contact NDACAN by phone at 607–255–7799 or by email at NDACANsupport@cornell.edu.

Please note that NDACAN maintains a separate NCANDS codebook for the restricted use NCANDS files it distributes. Field names and properties in the NDACAN codebook may differ from those in this codebook due to modifications NDACAN makes to their distributed file.

Federal Contact

NCANDS Contracting Officer’s Representative
Elaine Voces Stedt, MSW
Director
Office on Child Abuse and Neglect
Children’s Bureau
Administration for Children, Youth and Families
U.S. Department of Health and Human Services
Mary E. Switzer Building
330 C Street SW
Washington, DC 20201
elaine.stedt@acf.hhs.gov

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Introduction

The National Child Abuse and Neglect Data System (NCANDS) is an initiative of the Children's Bureau in the Administration on Children, Youth and Families, the Administration for Children and Families within the U.S. Department of Health and Human Services (HHS). NCANDS was established as a voluntary, national data collection and reporting system to comply with 1988 Child Abuse Prevention and Treatment Act (CAPTA) amendments.

During 1996, CAPTA was amended to require all states that receive funds from the Basic State Grant program to work with the Secretary of HHS to provide specific data, to the maximum extent practicable, about children who had been maltreated. Subsequent CAPTA amendments added data elements, many of which are reported by states to NCANDS.

NCANDS data are published annually in the Child Maltreatment report. The most recent edition and other reports dating back to 1995 are available on the Children's Bureau website at <http://www.acf.hhs.gov/programs/cb/research-data-technology/statistics-research/child-maltreatment>

A successful federal-state partnership is the core component of NCANDS. Each state designates one person to be an NCANDS state contact. The NCANDS state contacts from all 52 states work with the Children's Bureau and the NCANDS Technical Team to uphold the high-quality standards associated with NCANDS data. Webinars, technical bulletins, virtual meetings, email, and phone conferences are used regularly to facilitate information sharing and provision of technical assistance.

Reporting Year

The NCANDS reporting year is based on the federal fiscal year (FFY), or October 1 through the following September 30.

Reporting States

The 52 states in NCANDS submit two data files each year:

- Child File contains case-level data
- Agency File contains aggregate-level data

In prior years, states that were not able to submit case-level data in the Child File submitted an aggregate data file called the Summary Data Component (SDC). Because all states now have the capacity to submit case-level data, the SDC was discontinued as of the 2012 data collection.

Overview of the NCANDS Data Collection and Submission Cycle

States submit case-level data by constructing an electronic file of child-specific records for each report of alleged child abuse and neglect that received a CPS response. Each state's file only includes completed reports that resulted in a disposition (or finding) as an outcome of the CPS response during the reporting year. The data submission containing these case-level data is called the Child File.

The Child File is supplemented by agency-level aggregate statistics in a separate data submission called the Agency File. The Agency File contains data that are not reportable at the child-specific level and are often gathered from agencies external to CPS. States are asked to submit both the Child File and the Agency File each year.

Upon receipt of data from each state, a technical validation review is conducted to assess the internal consistency of the data and to identify probable causes for missing data. In some instances, the reviews concluded that corrections were necessary, and the state was requested to resubmit its data. Once a state's case-level data are finalized, counts are computed and shared with the state. The Agency File data also are subjected to various logic and consistency checks.

Overview of the Agency File Record

Aggregated data from for the Agency File are submitted electronically online. The automated aggregate data collection capability is referred to as the AgencySDC System. It enables the state to enter, review, comment upon, and save the data directly on the NCANDS Portal. A complete list of the data elements within the Agency File record layout can be found in Appendix A Agency File Record Layout. All the data elements in the record are grouped into these data sections:

- Section 1. Prevention Services (fields 1.1) contains data on recipients of prevention services by various funding sources. For each funding source, the number of children and the number of families is requested. The two possibilities are provided because some programs report by family and others report by child. However, the counts should not overlap.
- Section 2. Additional Information on Referrals and Reports (fields 2.1–2.5) includes information on the number of referrals and children with child abuse and neglect allegations, but the referrals were screened out prior to being referred for investigation or assessment. In addition, states report the number of screened-out referrals of infants with prenatal substance exposure. This section also collects data about response time with respect to the initial investigation or assessment, workforce, and caseload.
- Section 3. Additional Information on Child Victims Reported in the Child File (fields 3.1–3.5) contains data about family preservation and reunification services, and out of court contacts for victims reported in the Child File.
- Section 4. Information on Child Fatalities Not Reported in the Child File (fields 4.1–4.4) contains data for maltreatment deaths that are not already reported in the Child

File, this includes maltreatment deaths that occurred in foster care, after family preservation services, and after family reunification services.

- Section 5. IDEA Individuals With Disabilities Education Act (fields 5.1–5.2) includes data for children eligible for referral and children referred to agencies providing early intervention services during the year under Part C of the Individuals with Disabilities Education Act.

**NATIONAL CHILD ABUSE AND NEGLECT DATA
SYSTEM (NCANDS) Agency File Codebook**

**Appendix A
Agency File Record Layout**

Prevention Services

Field Long Name:

Children Who Received Prevention Services from the State During the Year Children Funding
Source: Child Abuse and Neglect State Grant

Field Short Name: PSSTGTC

Field Number: 1.1.A-C

Definition:

This is the number of children who received services aimed at preventing child abuse and neglect during the year funded by the Child Abuse and Neglect State Grant.

Prevention services are beneficial activities aimed at preventing child abuse and neglect. Such activities 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. Such activities do not include public awareness campaigns.

Instructions:

Enter the number of children who received services aimed at preventing child abuse and neglect during the year funded by the Child Abuse and Neglect State Grant. Leave blank if data are not collected or if no children were served. If this field is left blank, provide an explanatory comment.

The number of children receiving services funded by the Child Abuse and Neglect State Grant is available from the state contact listed on the State Liaisons Officers contact list located on the NCANDS Website under Global Resources: Prevention Services Contacts.

The items in this section request data on recipients of prevention services by various funding sources. For each funding source, the number of children and the number of families is requested. The two possibilities are provided since some programs report by "family" and others report by "child." In answering these questions, you should not duplicate your counts. In other words, if under CAPTA you served 1,000 families in which there were 3,000 children, you would report 3,000 children and nothing for families. On the other hand, if you funded five programs under CAPTA and two reported in terms of children and three in terms of families, you would enter the total number of children reported by the two programs in the Children items and the total number of families reported by the three programs in the Family items.

Field Long Name:

Families Who Received Prevention Services from the State During the Year Families Funding
Source: Child Abuse and Neglect State Grant

Field Short Name: PSSTGTF

Field Number: 1.1.A-F

Definition:

This is the number of families who received services aimed at preventing child abuse and neglect during the year funded by the Child Abuse and Neglect State Grant.

Prevention services are beneficial activities aimed at preventing child abuse and neglect. Such activities 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. Such activities do not include public awareness campaigns.

Instructions:

Enter the number of families who received services aimed at preventing child abuse and neglect during the year funded by the Child Abuse and Neglect State Grant. Leave blank if data are not collected or if no families were served. If this field is left blank, provide an explanatory comment.

The number of families receiving services funded by the Child Abuse and Neglect State Grant is available from the state contact listed on the State Liaisons Officers contact list located on the NCANDS Website under Global Resources: Prevention Services Contacts.

The items in this section request data on recipients of prevention services by various funding sources. For each funding source, the number of children and the number of families is requested. The two possibilities are provided since some programs report by "family" and others report by "child." In answering these questions, you should not duplicate your counts. In other words, if under CAPTA you served 1,000 families in which there were 3,000 children, you would report 3,000 children and nothing for families. On the other hand, if you funded five programs under CAPTA and two reported in terms of children and three in terms of families, you would enter the total number of children reported by the two programs in the Children items and the total number of families reported by the three programs in the Family items.

Field Long Name:

Children Who Received Prevention Services from the State During the Year Children Funding Source: Community-Based Prevention of Child Abuse and Neglect Grant

Field Short Name: PSCOSPC

Field Number: 1.1.B-C

Definition:

This is the number of children who received services aimed at preventing child abuse and neglect during the year funded by a Community-Based Prevention of Child Abuse and Neglect Grant.

Prevention services are beneficial activities aimed at preventing child abuse and neglect. Such activities 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. Such activities do not include public awareness campaigns.

Instructions:

Enter the number of children who received services aimed at preventing child abuse and neglect during the year funded by the Community-Based Prevention of Child Abuse and Neglect Grant. Leave blank if data are not collected or if no children were served. If this field is left blank, provide an explanatory comment.

The number of children receiving services funded by a Community-Based Prevention of Child Abuse and Neglect Grant is available from the state CBCAP contact. The name and contact information for this person is available on the NCANDS Website under Global Resources: Prevention Services Contacts.

The items in this section request data on recipients of prevention services by various funding sources. For each funding source, the number of children and the number of families is requested. The two possibilities are provided since some programs report by "family" and others report by "child." In answering these questions, you should not duplicate your counts. In other words, if under CAPTA you served 1,000 families in which there were 3,000 children, you would report 3,000 children and nothing for families. On the other hand, if you funded five programs under CAPTA and two reported in terms of children and three in terms of families, you would enter the total number of children reported by the two programs in the Children items and the total number of families reported by the three programs in the Family items.

Field Long Name:

Families Who Received Prevention Services from the State During the Year Families Funding Source: Community-Based Prevention of Child Abuse and Neglect Grant

Field Short Name: PSCOSPF

Field Number: 1.1.B-F

Definition:

This is the number of families who received services aimed at preventing child abuse and neglect during the year funded by a Community-Based Prevention of Child Abuse and Neglect Grant.

Prevention services are beneficial activities aimed at preventing child abuse and neglect. Such activities 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. Such activities do not include public awareness campaigns.

Instructions:

Enter the number of families who received services aimed at preventing child abuse and neglect during the year funded by the Community-Based Prevention of Child Abuse and Neglect Grant. Leave blank if data are not collected or if no families were served. If this field is left blank, provide an explanatory comment.

The number of families receiving services funded by a Community-Based Prevention of Child Abuse and Neglect Grant is available from the state CBCAP contact. The name and contact information for this person is available on the NCANDS Website under Global Resources: Prevention Services Contacts.

The items in this section request data on recipients of prevention services by various funding sources. For each funding source, the number of children and the number of families is requested. The two possibilities are provided since some programs report by "family" and others report by "child." In answering these questions, you should not duplicate your counts. In other words, if under CAPTA you served 1,000 families in which there were 3,000 children, you would report 3,000 children and nothing for families. On the other hand, if you funded five programs under CAPTA and two reported in terms of children and three in terms of families, you would enter the total number of children reported by the two programs in the Children items and the total number of families reported by the three programs in the Family items.

Field Long Name:

Children Who Received Prevention Services from the State During the Year Children Funding Source: Promoting Safe and Stable Families Program

Field Short Name: PSTLIVBC

Field Number: 1.1.C-C

Definition:

This is the number of children who received services aimed at preventing child abuse and neglect during the year funded by the Promoting Safe and Stable Families Program.

Prevention services are beneficial activities aimed at preventing child abuse and neglect. Such activities 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. Such activities do not include public awareness campaigns.

Instructions:

Enter the number of children who received services aimed at preventing child abuse and neglect during the year funded by the Promoting Safe and Stable Families Program. Leave blank if data are not collected or if no children were served. If this field is left blank, provide an explanatory comment.

The number of children receiving services funded by the Promoting Safe and Stable Families Program is available from the state PSSF contact. The name and contact information for this person is available on the NCANDS Website under Global Resources: Prevention Services Contacts.

The items in this section request data on recipients of prevention services by various funding sources. For each funding source, the number of children and the number of families is requested. The two possibilities are provided since some programs report by "family" and others report by "child." In answering these questions, you should not duplicate your counts. In other words, if under CAPTA you served 1,000 families in which there were 3,000 children, you would report 3,000 children and nothing for families. On the other hand, if you funded five programs under CAPTA and two reported in terms of children and three in terms of families, you would enter the total number of children reported by the two programs in the Children items and the total number of families reported by the three programs in the Family items.

Field Long Name:

Families Who Received Prevention Services from the State During the Year Families Funding
Source: Promoting Safe and Stable Families Program

Field Short Name: PSTLIVBF

Field Number: 1.1.C-F

Definition:

This is the number of families who received services aimed at preventing child abuse and neglect during the year funded by the Promoting Safe and Stable Families Program.

Prevention services are beneficial activities aimed at preventing child abuse and neglect. Such activities 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. Such activities do not include public awareness campaigns.

Instructions:

Enter the number of families who received services aimed at preventing child abuse and neglect during the year funded by the Promoting Safe and Stable Families Program. Leave blank if data are not collected or if no families were served. If this field is left blank, provide an explanatory comment.

The number of families receiving services funded by the Promoting Safe and Stable Families Program is available from the state PSSF contact. The name and contact information for this person is available on the NCANDS Website under Global Resources: Prevention Services Contacts.

The items in this section request data on recipients of prevention services by various funding sources. For each funding source, the number of children and the number of families is requested. The two possibilities are provided since some programs report by "family" and others report by "child." In answering these questions, you should not duplicate your counts. In other words, if under CAPTA you served 1,000 families in which there were 3,000 children, you would report 3,000 children and nothing for families. On the other hand, if you funded five programs under CAPTA and two reported in terms of children and three in terms of families, you would enter the total number of children reported by the two programs in the Children items and the total number of families reported by the three programs in the Family items.

Field Long Name:

Children Who Received Prevention Services from the State During the Year Children Funding
Source: Social Services Block Grant

Field Short Name: PSTLXXC

Field Number: 1.1.D-C

Definition:

This is the number of children who received services aimed at preventing child abuse and neglect during the year funded by Social Services Block Grants.

Prevention services are beneficial activities aimed at preventing child abuse and neglect. Such activities 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. Such activities do not include public awareness campaigns.

Instructions:

Enter the number of children who received services aimed at preventing child abuse and neglect during the year funded by the Social Services Block Grant. Leave blank if data are not collected or if no children were served. If this field is left blank, provide an explanatory comment.

The number of children receiving services funded by a Social Services Block Grant is available from the state SSBG contact. The name and contact information for this person is available on the NCANDS Website under Global Resources: Prevention Services Contacts.

The items in this section request data on recipients of prevention services by various funding sources. For each funding source, the number of children and the number of families is requested. The two possibilities are provided since some programs report by "family" and others report by "child." In answering these questions, you should not duplicate your counts. In other words, if under CAPTA you served 1,000 families in which there were 3,000 children, you would report 3,000 children and nothing for families. On the other hand, if you funded five programs under CAPTA and two reported in terms of children and three in terms of families, you would enter the total number of children reported by the two programs in the Children items and the total number of families reported by the three programs in the Family items.

Field Long Name:

Families Who Received Prevention Services from the State During the Year Families Funding
Source: Social Services Block Grant

Field Short Name: PSTLXXF

Field Number: 1.1.D-F

Definition:

This is the number of families who received services aimed at preventing child abuse and neglect during the year funded by a Social Services Block Grant.

Prevention services are beneficial activities aimed at preventing child abuse and neglect. Such activities 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. Such activities do not include public awareness campaigns.

Instructions:

Enter the number of families who received services aimed at preventing child abuse and neglect during the year funded by the Social Services Block Grant. Leave blank if data are not collected or if no families were served. If this field is left blank, provide an explanatory comment.

The number of families receiving services funded by a Social Services Block Grant is available from the State SSBG contact. The name and contact information for this person is available on the NCANDS Website under Global Resources: Prevention Services Contacts.

The items in this section request data on recipients of prevention services by various funding sources. For each funding source, the number of children and the number of families is requested. The two possibilities are provided since some programs report by "family" and others report by "child." In answering these questions, you should not duplicate your counts. In other words, if under CAPTA you served 1,000 families in which there were 3,000 children, you would report 3,000 children and nothing for families. On the other hand, if you funded five programs under CAPTA and two reported in terms of children and three in terms of families, you would enter the total number of children reported by the two programs in the Children items and the total number of families reported by the three programs in the Family items.

Field Long Name:

Children Who Received Prevention Services from the State During the Year Children Funding Source: Other

Field Short Name: PSOTHERC

Field Number: 1.1.E-C

Definition:

This is the number of children who received services aimed at preventing child abuse and neglect during the year funded by other sources.

Prevention services are beneficial activities aimed at preventing child abuse and neglect. Such activities 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. Such activities do not include public awareness campaigns.

Instructions:

Enter the number of children who received services aimed at preventing child abuse and neglect during the year funded by other sources. Specify the funding sources included under Other Funding Sources in the comment box. Provide a comment if an estimate is used. Leave blank if data are not collected or if no children were served. Provide an explanatory comment if this field is left blank.

The items in this section request data on recipients of prevention services by various funding sources. For each funding source, the number of children and the number of families is requested. The two possibilities are provided since some programs report by "family" and others report by "child." In answering these questions, you should not duplicate your counts. In other words, if under CAPTA you served 1,000 families in which there were 3,000 children, you would report 3,000 children and nothing for families. On the other hand, if you funded five programs under CAPTA and two reported in terms of children and three in terms of families, you would enter the total number of children reported by the two programs in the Children items and the total number of families reported by the three programs in the Family items.

Field Long Name:

Families Who Received Prevention Services from the State During the Year Families Funding Source: Other

Field Short Name: PSOTHERF

Field Number: 1.1.E-F

Definition:

This is the number of families who received services aimed at preventing child abuse and neglect during the year funded other sources.

Prevention services are beneficial activities aimed at preventing child abuse and neglect. Such activities 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. Such activities do not include public awareness campaigns.

Instructions:

Enter the number of families who received services aimed at preventing child abuse and neglect during the year funded other sources. Specify the funding sources included under Other Funding Sources in the comment box. Provide a comment if an estimate is used. Leave blank if data are not collected or if no families were served. Provide an explanatory comment if this field is left blank.

The items in this section request data on recipients of prevention services by various funding sources. For each funding source, the number of children and the number of families is requested. The two possibilities are provided since some programs report by "family" and others report by "child." In answering these questions, you should not duplicate your counts. In other words, if under CAPTA you served 1,000 families in which there were 3,000 children, you would report 3,000 children and nothing for families. On the other hand, if you funded five programs under CAPTA and two reported in terms of children and three in terms of families, you would enter the total number of children reported by the two programs in the Children items and the total number of families reported by the three programs in the Family items.

Screened Out Referrals and Children

Field Long Name:

Number of Referrals Screened Out

Field Short Name: SCRNRPT

Field Number: 2.1.A

Definition:

The total number of referrals of child maltreatment that did not meet the state's standards for acceptance as a report and were screened out prior to CPS investigation or assessment.

Instructions:

Enter the number of referrals alleging child abuse and neglect that were screened out prior to being referred for investigation or assessment. This number should include referrals concluded through administrative assessment. Leave blank if data are not collected and enter an explanatory comment.

Field Long Name:

Number of Children Screened Out

Field Short Name: SCRNCHLD

Field Number: 2.1.B

Definition:

The total number of children referred for child maltreatment that did not meet the state's standards for acceptance in a report and were screened out prior to CPS investigation or assessment.

Instructions:

Enter the number of children alleged to have been abused or neglected that were screened out prior to being referred for investigation or assessment. This number should include children in referrals concluded through administrative assessment. The number of children screened out is a duplicate count such that a child may have more than one referral screened out. Leave blank if data are not collected and provide an explanatory comment.

The reported number of screened-out children (2.1.B) should be greater than or equal to the reported number of screened-out referrals (2.1.A).

Response Time

Field Long Name:

Response Time with Respect to the Initial Investigation or Assessment

Field Short Name: WKARTIME

Field Number: 2.2

Definition:

Response time is defined as the time from the receipt of a referral to the time of the initial investigation or assessment. 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, including alternative response.

Instructions:

Enter the average response time in hours. This number must be greater than zero. A decimal point is allowed. Leave blank if data are not collected and provide an explanatory comment.

The average response time in hours should be similar to the average response time computed in the Validation Application for the Child File.

If the Child File calculated average response time passes data quality standards, it may be used in this field. However, the Agency File average response time may be different from the Child File for a number of reasons including:

- Data entry errors or outliers in the Child File calculation
- Errors in Investigation Start Date extraction
- Investigation Start Time for alternative response programs is not available for Child File reporting, but is used in the Agency File calculation
- Investigation Start Date and Time are not linked to the first face to face contact in the Child File

Field Long Name:

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

Field Short Name: WKSIIA

Field Number: 2.3

Definition:

Screening and intake represent 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 for investigation/assessment of the allegation. Investigation/assessment represent the portion of the case flow that begins upon assignment of the case and continues until the case is closed or transferred.

Screening: Agency hotline or intake units conduct the screening process to determine whether a referral is appropriate for further action. Referrals that do not meet agency criteria are screened out or diverted from CPS to other community agencies. In most states, a referral may include more than one child.

Intake: The assessment of all information using specific state guidelines to determine the appropriate alleged maltreatment/type of CPS response from the information provided.

Instructions:

Enter the number of full-time equivalent (FTE) staff who carried out these functions during the year. Do not include clerical staff or full-time supervisors. Include an explanation of the calculation in the comments section.

The calculation for reporting FTE staff should be the number of total hours worked divided by the maximum number of compensable hours in full-time schedule as defined by law. If supervisory staff are responsible for some CPS functions including screening, intake, and investigation then the FTE count should be prorated to reflect the percentage of time spent on screening/intake or investigations.

If the FTE staff count is not available, leave this field blank and enter the state computed non-FTE count and an explanation of the methodology in the comments. This number must be greater than zero. Leave blank if data are not collected and provide an explanatory comment.

Field Long Name:

Number of Staff Responsible for the Screening and Intake of Reports During the Year

Field Short Name: WKSI

Field Number: 2.4

Definition:

Screening and intake represent 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 for investigation or assessment.

Instructions:

Enter the number of full-time equivalent (FTE) staff who carried out these functions during the year. Do not include clerical staff or full-time supervisors. Include an explanation of the calculation in the comments section.

The calculation for reporting FTE staff should be the number of total hours worked on screening and intake divided by the maximum number of compensable hours in full-time schedule as defined by law. If supervisory staff are responsible for some CPS functions including screening and intake, then the FTE count should be prorated to reflect the percentage of time spent on screening and intake.

If the FTE staff count is not available, leave this field blank and enter the state computed non-FTE count and an explanation of the methodology in the comments. Leave blank if data are not collected and provide an explanatory comment.

If there is a differentiation between "screening and intake" workers and "investigation and assessment" workers in your state, please provide the number of "screening and intake" workers.

The reported number of screening and intake workers (2.4) should be less than 50% of the reported number of screening, intake, and investigation/assessment workers (2.3).

Field Long Name:

Referrals of Infants with Prenatal Substance Exposure by Health Care Providers Screened Out:
Number of Infants.

Field Short Name: SCRNSUBEX

Field Number: 2.5

Definition:

Total number of infants referred to CPS by health care providers for prenatal substance exposure who did not meet the state's standards for acceptance in a report and were screened out prior to CPS investigation or assessment.

Instructions:

Enter the number of infants younger than 1 year who were identified by health care providers with prenatal substance exposure and were screened out prior to an investigation or assessment.

Infants with prenatal substance exposure are those infants younger than 1 year born with and identified as being affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a Fetal Alcohol Spectrum Disorder.

The number of infants with prenatal substance exposure screened out is a duplicate count such that an infant may have more than one screened-out referral. Leave blank if data are not collected and provide an explanatory comment.

Guidance from the Children's Bureau is to use report source 02=medical personnel when hospital social workers refer infants with prenatal substance exposure to CPS on behalf of medical personnel.

If the state can report 2.1.B Number of Children Screened Out (SCRNCHLD), the number reported in this field (2.5) should be less than 2.1.B. The number of infants reported in this field (2.5) should also be included in the number reported in field 2.1.B, if reported.

If the state is not able to report 2.1.B, but is able to report the number of screened-out infants with prenatal substance exposure, then the state should only report this field (2.5).

Child Victims Included in the Child File

Field Long Name:

Child Victims (substantiated or indicated) Whose Families Received Family Preservation Services in the Previous Five Years

Field Short Name: FPS5Y

Field Number: 3.1

Definition:

Activities designed to help families alleviate crises that might lead to out-of-home placement of children; maintain the safety of children in their own homes; support families preparing to reunify or adopt; and assist families in obtaining services and other supports necessary to address their multiple needs in a culturally sensitive manner.

Instructions:

Enter the number of child victims (substantiated or indicated) in the Child File whose families received Family Preservation Services during the five (5) years preceding the report(s) of child abuse or neglect in this reporting period. This number must be greater than zero. Leave blank if data are not collected and provide an explanatory comment.

The reported number of victims whose families received Family Preservation Services in the previous five years should be less than 50% of the reported number of victims in the Child File.

Field Long Name:

Child Victims (substantiated or indicated) Who Were Reunited with Their Families in the Previous Five Years

Field Short Name: FRU5Y

Field Number: 3.2

Definition:

Child Victims (substantiated or indicated) who were abused by the parents or principal caregivers with whom they had been reunited in the previous five years.

Instructions:

Enter the total number of child victims (substantiated or indicated) in the Child File who were reunited with their families during the five (5) years preceding the report(s) of child abuse or neglect in this reporting period. This number must be greater than zero. Leave blank if data are not collected and provide an explanatory comment.

The reported number of victims whose families received Family Reunification Services in the previous five years should be less than 25% of the reported number of victims in the Child File.

Field Long Name:

Average Number of Out-of-Court Contacts Between the Court-Appointed Representatives and the Child Victims (substantiated or indicated) They Represent

Field Short Name: COCONT

Field Number: 3.3

Definition:

Out-of-court contacts that enable the court-appointed representative to obtain a first-hand understanding of the situation and needs of the child victim (substantiated or indicated), and to make recommendations to the court concerning the best interests of the child.

Instructions:

Enter the average number of out-of-court contacts. Explain the method for calculating this average in the comment box. This number must be greater than zero. Leave blank if data are not collected and provide an explanatory comment.

Child Fatalities Reported in the Child File

Field Long Name:

Child Victims (substantiated or indicated) Who Died as a Result of Maltreatment and Whose Families Had Received Family Preservation Services in the Previous Five Years

Field Short Name: FTLFPSCF

Field Number: 3.4

Definition:

Family Preservation Services are activities designed to help families alleviate crises that might lead to out-of-home placement of children; maintain the safety of children in their own homes; support families preparing to reunify or adopt; and assist families in obtaining services and other supports necessary to address their multiple needs in a culturally sensitive manner.

A fatality is the death of a child as a result of abuse or neglect, because either: (a) an injury resulting from the abuse or neglect was the cause of death; or (b) abuse and/or neglect were contributing factors to the cause of death.

Instructions:

Enter the number of child victims (substantiated or indicated) in the Child File 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. Leave blank if data are not collected. Enter zero if data are collected and total is actually zero. Provide an explanatory comment if this field is blank or has a zero value.

The reported number of fatalities reported in the Child File whose families received Family Preservation Services in the previous five years should be less than or equal to the reported number of fatalities in the Child File.

Field Long Name:

Child Victims (substantiated or indicated) Who Died as a Result of Maltreatment and Had Been Reunited with Their Families in the Previous Five Years

Field Short Name: FTLCRUCF

Field Number 3.5

Definition:

This is the number of child victims (substantiated or indicated) in the Child File whose death was caused by the parents or principal caregivers with whom they had been reunited during the five (5) years preceding the report(s) of child abuse or neglect received in this reporting period.

A fatality is the death of a child as a result of abuse or neglect, because either: (a) an injury resulting from the abuse or neglect was the cause of death; or (b) abuse and/or neglect were contributing factors to the cause of death. Children Who Had Been Reunited refers to children abused by parents or principal caregivers with whom they had been reunited in the previous five years.

Instructions:

Enter the number of child victims (substantiated or indicated) in the Child File whose death was caused by the parents or principal caregivers with whom they had been reunited during the five (5) years preceding the report(s) of child abuse or neglect received in this reporting period. Leave blank if data are not collected. Enter zero if data are collected and total is actually zero. Provide an explanatory comment if this field is blank or has a zero value.

The reported number of fatalities reported in the Child File whose families received Family Reunification Services in the previous five years should be less than or equal to the reported number of fatalities in the Child File.

Child Fatalities Not Reported in the Child File

Field Long Name:

Child Maltreatment Fatalities Not Reported in the Child File

Field Short Name: FATALITY

Field Number: 4.1

Definition:

This is the total number of child victims who died as a result of maltreatment within the federal fiscal year not reported in the Child File. A fatality is the death of a child as a result of abuse or neglect, because either: (a) an injury resulting from the abuse or neglect was the cause of death; or (b) abuse and/or neglect were contributing factors to the cause of death.

Instructions:

Enter the total number of child victims whose death was determined as being due to maltreatment during the federal fiscal year not reported in the Child File. The fatality should have reached a disposition during the federal fiscal year. The date of death could have occurred in a prior fiscal year. No child fatality should be counted more than once. Leave blank if data are not collected. Enter zero if data are collected and total is actually zero. Provide an explanatory comment if this field is blank or has a zero value.

Children counted in 4.2, 4.3, and 4.4 are included in 4.1.

The sources for fatalities not reported in the Child File should be included in the comment section. If the state consults outside sources, and there were no fatalities, a zero may be reported. If the state does not consult outside sources, this field should not be filled and a comment must be included.

Field Long Name:

Child Victims Who Died as a Result of Maltreatment While in Foster Care Not Reported in the Child File

Field Short Name: FATALFC

Field Number: 4.2

Definition:

This is 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 not reported in the Child File.

A fatality is the death of a child as a result of abuse or neglect, because either: (a) an injury resulting from the abuse or neglect was the cause of death; or (b) abuse and/or neglect were contributing factors to the cause of death.

Foster care is the 24-hour substitute care for 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 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 made. Foster care may be provided by those related or not related to the child. All children in care for more than 24 hours are counted.

Instructions:

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 not reported in the Child File. Leave blank if data are not collected. Enter zero if data are collected and total is actually zero. Provide an explanatory comment if this field is blank or has a zero value.

The value reported for this field must be less than or equal to the value reported in 4.1.

Field Long Name:

Child Victims Who Died as a Result of Maltreatment and Whose Families Had Received Family Preservation Services in the Previous Five Years Not Reported in the Child File

Field Short Name: FATALFPS

Field Number: 4.3

Definition:

This is the number of child victims whose death was caused by maltreatment not reported in the Child File 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.

A fatality is the death of a child as a result of abuse or neglect, because either: (a) an injury resulting from the abuse or neglect was the cause of death; or (b) abuse and/or neglect were contributing factors to the cause of death.

Family Preservation Services are activities designed to help families alleviate crises that might lead to out-of-home placement of children; maintain the safety of children in their own homes; support families preparing to reunify or adopt; and assist families in obtaining services and other supports necessary to address their multiple needs in a culturally sensitive manner.

Instructions:

Enter the number of child victims whose death was caused by maltreatment not reported in the Child File 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. Leave blank if data are not collected. Enter zero if data are collected and total is actually zero. Provide an explanatory comment if this field is blank or has a zero value.

The value reported for this field must be less than or equal to the value reported in 4.1.

Field Long Name:

Child Victims Who Died as a Result of Maltreatment and Had Been Reunited with Their Families in the Previous Five Years Not Reported in the Child File

Field Short Name: FATALCRU

Field Number: 4.4

Definition:

This is the number of child victims whose death was caused by the parents or principal Caregivers not reported in the Child File with whom they had been reunited during the five (5) years preceding the report(s) of child abuse or neglect received in this reporting period. Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.

A fatality is the death of a child as a result of abuse or neglect, because either: (a) an injury resulting from the abuse or neglect was the cause of death; or (b) abuse and/or neglect were contributing factors to the cause of death.

Children Who Had Been Reunited refers to child victims abused by parents or principal caregivers with whom they had been reunited in the previous five years.

Instructions:

Enter the number of child victims whose death was caused by the parents or principal Caregivers not reported in the Child File with whom they had been reunited during the five (5) years preceding the report(s) of child abuse or neglect received in this reporting period. Leave blank if data are not collected. Enter zero if data are collected and total is actually zero. Provide an explanatory comment if this field is blank or has a zero value.

The value reported for this field must be less than or equal to the value reported in 4.1.

Individuals with Disabilities Education Act Reporting

Field Long Name:

Victims (substantiated or indicated) Eligible for Referral-Individuals with Disabilities Education Act During the Year

Field Short Name: IDEAELIG

Field Number: 5.1

Definition:

A unique count of the number of victims (substantiated or indicated) eligible for referral to agencies providing early intervention services under Part C of the Individuals with Disabilities Education Act.

Instructions:

The Child Abuse Prevention and Treatment Act (CAPTA), as amended by the CAPTA Reauthorization Act of 2010 (P.L. 111–320) in section 5106a (d)(16) asks for:

The number of children determined to be eligible for referral, and the number of children referred, under subsection (b)(2)(B)(xxi), to agencies providing early intervention services under part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.).

Guidance from the Children’s Bureau on collecting these data is as follows:

CAPTA does not specifically require that every child younger than 3 years old who is involved in a substantiated case of child abuse or neglect must be referred to Part C services. Therefore, States have the discretion as to whether to refer every such child younger than 3 years for early intervention services, or to first employ a screening process to determine whether a referral is needed. It is up to the State to determine how children referenced in section 106(b)(2)(B)(xxi) of CAPTA will be screened and, if appropriate, referred to the Part C early intervention program in the state.

Enter the number of unique child victims (substantiated or indicated) under age 3 reported in the current Child File submission who are eligible for referral to agencies providing early intervention services under Part C of the Individuals with Disabilities Education Act. This number may include those children who were already reported and referred in a previous year and are still eligible in the current submission year. Explain in the state commentary the process for screening and referring these children. Do not report victims age 3 and over who are eligible for IDEA Part C services. Include in commentary if state policy allows for children age 3 and over to be eligible for IDEA Part C services. Leave blank if data are not collected and provide an explanatory comment in state commentary.

