

APPENDIX F
AGENCY FILE CONTENTS
Federal Fiscal Year 2018
(October 1, 2017 to September 30, 2018)

November 2018

The complete Agency File with no data.

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NATIONAL CHILD ABUSE AND NEGLECT DATA SYSTEM
(NCANDS)

STATE OF: FILE:

Agency Data File Report (FFY2018)
(October 1, 2017 to September 30, 2018)

According to the Paperwork Reduction Act of 1995 (Public Law 104-13), the public reporting burden for information collection must be estimated. The combined collection of Child File and Agency File information is estimated to average 82 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 the NCANDS COR: Elaine Voces Stedt at elaine.stedt@acf.hhs.gov, Children's Bureau, 330 C Street SW, Mary E. Switzer Building, Washington, DC 20201.

REPORT LEVEL COMMENTS

CONTACT INFORMATION

Name :
Title :
Unit/Office :
Department :
Address 1 :
Address 2 :
Phone :
Fax :
E-Mail :

SECTION 1. PREVENTION SERVICES

1.1 Children and Families Who Received Prevention Services from the State During the Year

This is the number of children and number of families who received services aimed at preventing child abuse and neglect during the year funded by the various funding streams outlined below. 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. To the extent practicable, indicate the funding sources for the number of children and families receiving prevention services. The numbers of children and families receiving services funded by these sources are available from state contacts listed by source and located on the NCANDS Website under Global Resources>Prevention Services Contacts.

Note: 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 other

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 5 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.

1.1.A-C Children Who Received Prevention Services from the State During the Year, Children Funding Source: Child Abuse and Neglect State Grant (PSSTGTC)

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.

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. 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.

Answer:

Comments:

1.1.A-F Families Who Received Prevention Services from the State During the Year, Families Funding Source: Child Abuse and Neglect State Grant (PSSTGTF)

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.

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. 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.

Answer:

Comments:

1.1.B-C Children Who Received Prevention Services from the State During the Year, Children Funding Source: Community-Based Prevention of Child Abuse and Neglect Grant (PSCOSPC)

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.

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. 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.

Answer:

Comments:

1.1.B-F Families Who Received Prevention Services from the State During the Year, Families Funding Source: Community-Based Prevention of Child Abuse and Neglect Grant (PSCOSPF)

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.

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. 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.

Answer:

Comments:

1.1.C-C Children Who Received Prevention Services from the State During the Year, Children Funding Source: Promoting Safe and Stable Families Program (PSTLIVBC)

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.

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. 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.

Answer:

Comments:

1.1.C-F Families Who Received Prevention Services from the State During the Year, Families Funding Source: Promoting Safe and Stable Families Program (PSTLIVBF)

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.

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. 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.

Answer:

Comments:

1.1.D-C Children Who Received Prevention Services from the State During the Year, Children Funding Source: Social Services Block Grant (PSTLXXC)

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.

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. 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.

Answer:

Comments:

1.1.D-F Families Who Received Prevention Services from the State During the Year, Families Funding Source: Social Services Block Grant (PSTLXXF)

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.

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. 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.

Answer:

Comments:

1.1.E-C Children Who Received Prevention Services from the State During the Year, Children Funding Source: Other (PSOTHERC)

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

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.

Answer:

Comments:

1.1.E-F Families Who Received Prevention Services From the State During the Year, Families Funding Source: Other (PSOTHERF)

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

Enter the number of families 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 families were served. Provide an explanatory comment if this field is left blank.

Answer:

Comments:

SECTION 2. ADDITIONAL INFORMATION ON REFERRALS AND REPORTS

2.1 Referrals of Children Screened Out

This is the number of referrals alleging child abuse and neglect, or the number of children alleged to have been abused or neglected, that were screened out prior to being referred for investigation or assessment.

2.1.A Referrals of Children Screened Out During the Year: Number of Referrals Screened Out (SCRNRPT)

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.

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.

Answer:

Comments:

2.1.B Referrals of Children Screened Out During the Year: Number of Children Screened Out (SCRNCHLD)

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.

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).

Answer:

Comments:

2.2 Response Time with Respect to the Initial Investigation or Assessment During the Year (WKARTIME)

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.

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 and
- Investigation Start Date and Time are not linked to the first face to face contact in the Child File

Answer:

Comments:

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

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 or supervisor 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.

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.

Answer:

Comments:

2.4 Number of Staff Responsible for the Screening and Intake of Reports During the Year (WKSI)

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 or supervisor for investigation or assessment.

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).

Answer:

Comments:

2.5 Referrals of Substance Exposed Infants by Health Care Providers Screened Out: Number of Infants (SCRNSUBEX)

Total number of infants referred to CPS by health care providers for 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.

Enter the number of infants younger than 1 year who were identified by health care providers as being substance exposed and were screened-out prior to an investigation or assessment.

Substance exposed infants 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 substance exposed infants screened out is a duplicate count such that an infant may have more than one screened-out referral. If the state does not screen out substance exposed infants, enter a zero. Leave blank if data are not collected. Provide an explanatory comment if this field is blank.

Guidance from the Children's Bureau is to use report source 02=medical personnel when hospital social workers refer substance exposed infants 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 substance exposed infants, then the state should only report this field (2.5).

Answer:

Comments:

SECTION 3. ADDITIONAL INFORMATION ON CHILD VICTIMS REPORTED IN THE CHILD FILE

3.1 Child Victims (substantiated or indicated) Whose Families Received Family Preservation Services in the Previous Five Years (FPS5Y)

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.

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.

Answer:

Comments:

3.2 Child Victims (substantiated or indicated) Who Were Reunited with Their Families in the Previous Five Years (FRU5Y)

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.

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.

Answer:

Comments:

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

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.

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

Answer:

Comments:

3.4 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 (FTLFPSCF)

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.

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.

Answer:

Comments:

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

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.

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.

Answer:

Comments:

SECTION 4. INFORMATION ON CHILD FATALITIES NOT REPORTED IN THE CHILD FILE

4.1 Child Maltreatment Fatalities During the Year Not Reported in the Child File (FATALITY)

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.

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.

Answer:

Comments:

4.2 Child Victims Who Died During the Year as a Result of Maltreatment While in Foster Care Not Reported in the Child File (FATALFC)

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.

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.

Answer:

Comments:

4.3 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 (FATALFPS)

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.

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.

Answer:

Comments:

4.4 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 (FATALCRU)

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.

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.

Answer:

Comments:

SECTION 5 IDEA

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

A unique count of the number of victims in the Child File eligible for referral to agencies providing early intervention services under Part C of the Individuals with Disabilities Education Act.

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. This number must be greater than zero. Leave blank if data are not collected and provide an explanatory comment.

Answer:

Comments:

5.2 Child Victims (substantiated or indicated) Referred-Individuals with Disabilities Education Act (IDEAREF)

A unique count of the number of victims in the Child File referred to agencies providing early intervention services under Part C of the Individuals with Disabilities Education Act.

Enter the number of unique child victims (substantiated or indicated) under the age of 3 reported in the current Child File submission referred 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. 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.

This number should be less than or equal to the number of unique child victims entered in 5.1.

Answer:

Comments: