

**Attachment II-C
Agency File Contents**

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

STATE OF:

According to the Paperwork Reduction Act of 1995 (Public Law 104-13), the public reporting burden for information collection must be estimated. The collection of Agency File information is estimated to average 93 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. 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. Respondents may direct comments concerning this estimate to: John A. Gaudiosi, Mathematical Statistician, Children's Bureau, 1250 Maryland Avenue SW, Room 8116, Washington, DC 20024 (jgaudiosi@acf.hhs.gov)

REPORT LEVEL COMMENTS

CONTACT INFORMATION

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SECTION 1. PREVENTIVE SERVICES

1.1 Children and Families Who Received Preventive Services From the State During the Year - FFY2005

This is the number of children and number of families who received services aimed at preventing child abuse and neglect during the 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. To the extent practicable, indicate the funding sources for the number of children and families receiving preventive services.

Note: The items in this section request data on recipients of preventive 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 below and the total number of families reported by the three programs in the Family items below.

1.1.A-C Children Who Received Preventive Services From the State During the Year - FFY2005
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 number of children. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

1.1.B-C Children Who Received Preventive Services From the State During the Year - FFY2005
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 number of children. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

1.1.C-C Children Who Received Preventive Services From the State During the Year - FFY2005
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 number of children. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

1.1.D-C Children Who Received Preventive Services From the State During the Year - FFY2005
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 number of children. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

1.1.E-C Children Who Received Preventive Services From the State During the Year - FFY2005
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 number of children and list in the Comments below the other funding sources. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

1.1.A-F Families Who Received Preventive Services From the State During the Year - FFY2005
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 number of families. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

1.1.B-F Families Who Received Preventive Services From the State
During the Year - FFY2005

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 number of families. (Leave blank if data are not collected. Enter
zero if data are collected and total is actually zero.)

Answer:

Comments:

1.1.C-F Families Who Received Preventive Services From the State
During the Year - FFY2005

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 number of families. (Leave blank if data are not collected. Enter
zero if data are collected and total is actually zero.)

Answer:

Comments:

1.1.D-F Families Who Received Preventive Services From the State
During the Year - FFY2005

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 number of families. (Leave blank if data are not collected. Enter
zero if data are collected and total is actually zero.)

Answer:

Comments:

1.1.E-F Families Who Received Preventive Services From the State
During the Year - FFY2005

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 number of families and list in the Comments below the other funding sources. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

SECTION 2. ADDITIONAL INFORMATION ON REFERRALS AND REPORTS

2.1 Referrals of Children Screened Out - FFY2005

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 Number of Referrals Screened Out - FFY2005 (SCRNRPT)

This is the number of referrals alleging child abuse and neglect that were screened out prior to being referred for investigation or assessment.

Enter the number of referrals. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

2.1.B Number of Children Screened Out - FFY2005 (SCRNCHLD)

This is the number of children alleged to have been abused or neglected that were screened out prior to being referred for investigation or assessment.

Enter the number of children. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

2.2 Response Time with Respect to the Initial Investigation or Assessment - FFY2005 (WKARTIME)

Response time is defined as the time from the receipt of a report 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.

Enter the average response time in hours. Decimal point is allowed. (Leave blank if data are not collected.)

Answer:

Comments:

2.3 Number of Staff Responsible for CPS Functions (Screening, Intake, and Investigation/Assessment of Reports) During the Year - FFY2005 (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 represents the portion of the case flow that begins upon assignment of the case and continues until the case is closed or transferred.

Enter the number of full-time equivalent (FTE) staff who carried out these functions during the year. Do not include clerical staff. In the Comments below indicate the types of workers included in this calculation and explain the methodology used to obtain this number or estimate. (Leave blank if data are not collected.)

Answer:

Comments:

2.4 Number of Staff Responsible for the Screening and Intake of Reports During the Year - FFY2005 (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.

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. In the Comments below indicate the types of workers included in this calculation and explain the methodology used to obtain this number or estimate. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

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

3.1 Child Victims Whose Families Received Family Preservation Services in the Previous Five Years - FFY2005 (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 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. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

3.2 Child Victims Who Were Reunited with Their Families in the Previous Five Years - FFY2005 (FRU5Y)

Enter the total number of child victims in the Child File who were reunited with their families in the previous five years. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

3.3 Average Number of Out-of-Court Contacts Between the Court-Appointed Representatives and the Child Victims They Represent - FFY2005 (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, and to make recommendations to the court concerning the best interests of the child.

Enter the average number of out-of-court contacts. In the Comments below explain the method for calculating this average. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

3.4 Child Victims Who Died as a Result of Maltreatment and Whose Families Had Received Family Preservation Services in the Previous Five Years - FFY2005 (FTLFPSCF)

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 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.)

Answer:

Comments:

3.5 Child Victims Who Died as a Result of Maltreatment and Had Been Reunited with Their Families in the Previous Five Years - FFY2005 (FTLCRUCF)

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 in the Child File whose death was caused by the parents or principal caregivers with whom they had been reunited during the previous five years. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

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

4.1 Child Maltreatment Fatalities Not Reported in the Child File - FFY2005 (FATALITY)

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 who died as a result of maltreatment within the federal fiscal year not reported in the Child File. Children counted in 4.2, 4.3, and 4.4 are included in 4.1. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments:

4.2 Child Victims Who Died as a Result of Maltreatment While in Foster Care Not Reported in the Child File - FFY2005 (FATALFC)

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.)

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 - FFY2005 (FATALFPS)

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 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 not reported in the Child File. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

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 - FFY2005 (FATALCRU)

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 whose death was caused by the parents or principal Caregivers with whom they had been reunited during the previous five years not reported in the Child File. (Leave blank if data are not collected. Enter zero if data are collected and total is actually zero.)

Answer:

Comments: