

PREPARING AGENCY DATA FOR SUBMISSION

The Agency File consists of CAPTA required items not typically collected or documented in state information systems. The Agency File requests aggregate data on:

- Prevention Services;
- Referrals and Reports;
- Additional Data on Child Victims;
- Child Fatalities Not Reported in the Child File; and
- Victims Eligible or Referred to IDEA Part C Services.

Data for the Agency File are submitted via the NCANDS Website. States can enter, review, comment upon, and save the data directly on the NCANDS Website. These fields should be left blank if the state does not collect these data or does not screen out referrals.

SCREENED OUT REPORTING

Agency hotline or intake units conduct screening 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 agencies. In most states, a referral may include more than one child. The number of screened-out referrals, associated children, and referrals of infants with prenatal substance exposure referred by health care providers screened out are reported in Agency File Field 2.1.A Number of Referrals Screened Out, 2.1.B Number of Children Screened Out, and 2.5 Referrals of infants with prenatal substance exposure by health care providers screened out: Number of Infants. Definitions are included in the mapping form. Field 2.5 can be reported even if a state does not report 2.1B, however, the state reports both, then 2.5 should be a subset of 2.1.B

REPORTING RESPONSE TIME IN THE AGENCY FILE

Agency Item 2.2 Response Time with Respect to the Initial Investigation or Assessment is used as a federal Performance Measure and is included in the Child Maltreatment report. It should be similar to the average response time computed from the NCANDS Child File. A state may use the computed Child File response time for Item 2.2 if the investigation start date and time fields pass data quality standards. These standards are found in the Data Completeness Validation Report and the Child File Supplemental Report on the NCANDS Website. They are included in the state Agency File Summary Report. The data quality standards are:

- **Standard 1:** At least 75% of reports must have an investigation start date.
- **Standard 2:** Of all reports with investigation start date, no more than 20% can have the same investigation start date and report disposition date.
- **Standard 3a:** For states that report only report date and investigation start date (and do not report the fields, report time and investigation start time): The report date should not equal investigation start date for more than 50% of reports.
- **Standard 3b:** For states that report the fields, report date, report time, investigation start date, and investigation start time: The report date and time should not equal investigation start date and time for more than 50% of reports.