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

National Child Abuse and Neglect Database System
Implementation, Development, and Technical Support
Contract Number HHSP233201500042I
OMB No. 0970-0424

November 2019

This codebook was prepared by the Children's Bureau (Administration on Children, Youth and Families, Administration for Children and Families) of the U.S. Department of Health and Human Services. Assistance was provided by WRMA, Inc. (Contract Order 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 who are 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.

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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 Child File Record

Each record in the Child File allows for information about a child associated with a report of alleged child abuse or neglect. A complete list of the data elements within of the Child File record layout can be found in *Appendix A Child File Record Layout*. All the data elements in the record are grouped into these data sections:

- Report Data (fields 1–11) contains the two identifying fields (submission year and state ID) and general information about the report. The first identifying field for the record is the report ID. The second identifying field for the record is the child ID. All remaining fields in the report data section are attributes related to the report ID. If a report involves multiple children, the report data fields, with the exception of the child ID, are identical on each record containing the same report ID. For example, if there were three children in the report, the data in the entire report data section would be identical for all three child records, except for the three different child IDs.
- Child Data (fields 12–25) contains general information about the specific child in the record. All fields in this section are attributes related to the child ID. The state should always submit data for all data sections through the staff data section (fields 1–87) and for additional fields (145-152). Data for the perpetrators section should be submitted only if the child in the record is a substantiated or indicated victim.
- Maltreatment Data (fields 26–34) includes information about maltreatment types and maltreatment disposition levels. Up to four allegations of maltreatment are coded with the decision regarding the allegation. The maltreatment death field is also included in this section as it is a contributor in determining the child victim status.

- Child Risk Factors (fields 35–43) contains data about the child's characteristics or environment that may place the child at risk for maltreatment. This includes diagnosed disabilities, alcohol and drug abuse, and behaviors or problems.
- Caregiver Risk Factors (fields 44–55) contains data about the child's caregiver characteristics or environment that may place the child at-risk for maltreatment. This includes domestic violence, substance abuse, financial problems and more.
- Services Provided (fields 56–85) contains information about services that are provided for the child or family. Postresponse services are reported to NCANDS if they were delivered between the report date (date the report was received) and up to 90 days after the disposition date. For services that were begun prior to the report date, if they continued past the report disposition date this would imply that the investigation or alternative response reaffirmed the need and continuation of the services, and they should be reported to NCANDS as postresponse services. Services that do not meet the definition of postresponse services are those that (1) began prior to the report date but did not continue past the disposition date or (2) began more than 90 days after the disposition date.
- Staff Data (fields 86–87) contains identification information about the CPS worker and the CPS worker's supervisor who were associated with the child on the date of the report disposition.
- Perpetrator Data (fields 88–144) contains information about perpetrators of maltreatment. Up to three perpetrators per child may be reported. If the child was not found to be a victim of maltreatment, the perpetrator data section is left blank. The four perpetrator maltreatment fields for each perpetrator should be linked by the state to the four sets of maltreatment type and maltreatment disposition level fields reported for the child victim (fields 26–33).
- Additional Fields (fields 145–152) contains any new fields that were added to the Child File subsequent to its creation in 2001.

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

Appendix A
Child File Record Layout

Report Data

Field Long Name: Submission Year

Field Short Name: SUBYR   Field Number: 1

Size: 4   Position: 1–4

Definition:
The submission year is the Federal Fiscal Year 12-month period. The Federal Fiscal Year is from October 1 through September 30.

Instructions:
All records in the data submission must have report disposition dates that fall within the Federal Fiscal Year. The report date may have occurred in a previous year.

All records must have the same year in this field.

The state should verify that data for a full 12 months has been included in the submission.

Code Values:
This is not a coded field.

Field Long Name: State/Territory

Field Short Name: STATERR   Field Number: 2

Size: 2   Position: 5–6

Definition:
In NCANDS, the primary unit from which child maltreatment data are collected. This includes all 50
states, the Commonwealth of Puerto Rico, and the District of Columbia.

Instructions:
The contents of this field must be identical for all records in this Child File. This field must contain the
U.S. Postal Service two-character abbreviation for the State or Territory submitting the Child File.

Washington, DC and U.S. territories have the same status as states.

Code Values:
This is not a coded field.

Field Long Name: Report ID

Field Short Name: RPTID   Field Number: 3

Size: 12   Position: 7–18

Definition:
A unique identification assigned to each report of child maltreatment.

Instructions:
This identification is not the actual state report identification, but is an encrypted identification assigned by the state for the purposes of the data collection. The report ID should be unique within the state, only used for this current report and never used again. A report can have more than one child associated with it. Thus, the same report ID can occur in more than one record.

The encrypted identifier should be left-filled with zeroes, as needed, to the 12-character length.

Code Values:
This is not a coded field.

Field Long Name: Child ID

Field Short Name: CHID   Field Number: 4

Size: 12   Position: 19–30

Definition:
A unique identification assigned to each child.

Instructions:
This identification is not the state child identification, but is an encrypted identification assigned by the state for the purposes of the Child File data collection. The child ID should be unique within the state, only used for this child and never used again. This will allow the child to be uniquely identified in different reports within the Child File and across different reporting years.

The encrypted identifier should be left-filled with zeroes, as needed, to the 12-character length.

Code Values:
This is not a coded field.

Field Long Name: County of Investigation/Assessment

Field Short Name: RPTCNTY   Field Number: 5

Size: 3   Position: 31–33

Definition:
The sub-state jurisdiction to which the report of alleged child maltreatment was first assigned for a CPS investigation or assessment.

Instructions:
The unique identification number assigned to the county under the Federal Information Processing Standards (FIPS) guidelines is preferred. This field should be completed using the standard FIPS County code. The field should be coded "999" if the County of Investigation/Assessment information is missing or unknown and coded as "998" if the County of Investigation/Assessment is out-of-state.

This is the county to which the investigation or assessment was first assigned. In many cases, this may be the same as the county of residence or county of incident, but do not default to either of those. In some states, a single CPS office serves multiple counties. In these instances, record the county of the CPS office to which the investigation or assessment was first assigned.

Additional information about FIPS codes can be found at:
http://www.census.gov/geo/reference/codes/cou.html

The following formula can be used to convert numeric County codes to FIPS County codes: FIPS Code = County Code + (County Code - 1). Some examples follow.

County Code	FIPS Code
1.00	001
2.00	003
3.00	005
4.00	007
5.00	009
10.00	019

The assumptions for generating a FIPS code using this formula are: (a) County codes must be numeric; (b) County codes must be in alphabetical order; and (c) some states have exceptions. Check with the local office of the Department of Commerce to determine whether the state's FIPS codes are consistent with this method. When using multiple counties for a single reporting area, document all reporting areas and each county within that area.

Code Values:
Blank = Not collected / Not applicable

This is actually a coded field, but county codes are not shown here.

Field Long Name: Report Date

Field Short Name: RPTDT   Field Number: 6

Size: 8   Position: 34–41

Definition:
The month, day, and year that the responsible agency was notified of the suspected child maltreatment referral.

Instructions:
This is the date that the report of maltreatment was made. If a state combines several allegations into one report, the date of the report should be the date of the initial allegation. The determination as to whether additional allegations are considered part of the original report or whether they are considered a new report is left to each state's procedures.

For nonfatality records, the report date must not be earlier than the first day of the submission period minus one year. Earlier report dates will be accepted for fatality records.

Date fields should be in the "mmddyyyy" format. The "mm" and "dd" are each two characters long, right-justified and left-filled with a zero (0) as needed. The "yyyy" is four characters long. No blanks or special characters can be imbedded in a date field. For example, January 9, 2010 would appear as "01092010."

Code Values:
This is not a coded field.

Field Long Name: Investigation Start Date

Field Short Name: INVDATE   Field Number: 7

Size: 8   Position: 42–49

Definition:
The date when CPS first had face-to-face contact with the alleged victim of child maltreatment. If this face-to-face contact is not possible, the date would be when CPS initially contacted any party who could provide information essential to the investigation or assessment.

Instructions:
If the state's definition includes contacting the alleged victim or other collaterals, then the state should fill this field. If the first face-to-face contact by a CPS worker occurs prior to assignment to an investigation worker, the state should fill this field.

If the state's definition of investigation start date is at the point of transfer to an investigation worker or unit, then the state should not fill this field. If the state's definition is any attempted contact, then the field should not be filled.

Date fields should be in the "mmddyyyy" format. The "mm" and "dd" are each two characters long, right-justified and left-filled with a zero (0) as needed. The "yyyy" is four characters long. No blanks or special characters can be imbedded in a date field. For example, January 9, 2010 would appear as "01092010."

Code Values:
Blank = Not collected / Not applicable

This is not a coded field.

Field Long Name: Report Source

Field Short Name: RPTSRC   Field Number: 8

Size: 2   Position: 50–51

Definition:
The category or role of the person who makes a report of alleged maltreatment.

Instructions:
This is the primary source of information for the report. If multiple sources are collected by the state, the initial source should be reported in this field.

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.

Code Values:
Blank = Not collected/Not applicable
01   Social services personnel
02   Medical personnel
03   Mental health personnel
04   Legal, law enforcement, or criminal justice personnel
05   Education personnel
06   Child daycare provider
07   Substitute care provider
08   Alleged victim
09   Parent
10   Other relative
11   Friends/neighbors
12   Alleged perpetrator
13   Anonymous reporter
88   Other
99   Unknown or missing

Field Long Name: Report Disposition

Field Short Name: RPTDISP   Field Number: 9

Size: 2   Position: 52–53

Definition:
A computed field indicating the final determination (disposition) resulting from the CPS investigation or assessment about whether the alleged maltreatment occurred. The report disposition reflects the most severe maltreatment disposition of all allegations within the report.

Instructions:
This is the final finding or disposition of the report. The dispositions of "alternative response victim" or "alternative response nonvictim" should only be used if a state has a diversified response system (e.g., if the state allows assessments as well as investigations in response to a report). The state should use the NCANDS glossary definitions to determine how to map the report disposition into the Child File code values.

This field is derived by the state from all of the maltreatment levels of the children in the entire report. There is an implied severity associated with each of the maltreatment levels in reports as described in Fields 27, 29, 31, and 33. "Substantiated-01" is more severe than "Indicated-02", and "Indicated-02" is more severe than "Alternative Response Victim-03", etc. The first two of the maltreatment levels are associated with victims and are more severe than the remaining maltreatment level codes, which are associated with nonvictims. When all maltreatment levels for all children in the report are considered together, the most severe disposition of those maltreatment levels becomes the report disposition. This report disposition must then be placed in this field for all records within this report.

Code Values:
01   Substantiated
02   Indicated or reason to suspect
03   Alternative response victim
04   Alternative response nonvictim
05   Unsubstantiated
06   Unsubstantiated due to intentionally false reporting
07   Closed-no finding
88   Other
99   Unknown or missing

Field Long Name: Report Disposition Date

Field Short Name: RPDISPDT   Field Number: 10

Size: 8   Position: 54–61

Definition:
The month, day, and year that a decision was made by CPS or by a court regarding the disposition of a CPS response.

Instructions:
This is the date that the final report disposition was determined. The report disposition date must be within the current submission period. If maltreatment dispositions are associated with different disposition dates, the report disposition date should be assigned to the latest of these dates.

Date fields should be in the "mmddyyyy" format. The "mm" and "dd" are each two characters long, right-justified and left-filled with a zero (0) as needed. The "yyyy" is four characters long. No blanks or special characters can be imbedded in a date field. For example, January 9, 2010 would appear as "01092010."

Code Values:
This is not a coded field.

Field Long Name: Notifications

Field Short Name: NOTIFS

Field Number: 11

Size: 1

Position: 62

Definition:
Mandated or courtesy contacting of other agencies with overlapping or potentially overlapping jurisdiction concerning a referral.

Instructions:
This field is used to indicate the type(s) of official notification concerning the report of maltreatment.

Code Values:
Blank = Not collected/Not applicable
1   none
2   police/prosecutor
3   licensing agency
4   both
8   other
9   unknown or missing

Child Data

Field Long Name: Child Age at Report

Field Short Name: CHAGE   Field Number: 12

Size: 2   Position: 63–64

Definition:
Age, calculated in years, as of the date of the referral.

Instructions:
If the child is unborn, the age should be coded as "77." If the child is born, but younger than one year, the age should be coded "00."

If the child's date of birth is provided, NCANDS will compute the child's age by subtracting the child's date of birth from the report date and placing the resulting age in this field. If the child's date of birth is blank or invalid, the child's age will not be recomputed if it passes validation checks.

A valid child age is "00" to "23" years, "77" (if the child is unborn), or "99" (if the child age is unknown). If the age is "22" or "23" years, one of the maltreatment types (maltreatment1, maltreatment2, maltreatment3, or maltreatment4) must equal 7 (sex trafficking).

Code Values:
Blank = Not collected / Not applicable

This is not a coded field

Field Long Name: Child Date of Birth

Field Short Name: CHBDATE   Field Number: 13

Size: 8   Position: 65–72

Definition:
The month, day and year of the child's birth.

Instructions:
Date fields should be in the "mmddyyyy" format with "mm" and "dd" each being two characters long, right-justified and left-filled with a zero "0" as needed, and "yyyy" being four characters long. No blanks or special characters can be imbedded in a date field. For example, January 9, 2010 would appear as "01092010."

If the child is abandoned or the date of birth is otherwise unknown, enter an approximate date of birth.

A valid date of birth should be earlier than or equal to the report date unless the child is unborn at the time of the report.

Code Values:
Blank = Not collected / Not applicable

This is not a coded field.

Field Long Name: Child Sex

Field Short Name: CHSEX   Field Number: 14

Size: 1   Position: 73

Definition:
Biological sex as indicated.

Code Values:
Blank = Not collected/Not applicable
1   Male
2   Female
9   Unknown

Field Long Name: Child Race American Indian or Alaska Native

Field Short Name: CHRACAI   Field Number: 15

Size: 1   Position: 74

Definition:
Having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Instructions:
This field indicates the child identifies himself or herself as a member of this race, or the parent identifies the child as a member of this race.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Child Race Asian

Field Short Name: CHRACAS   Field Number: 16

Size: 1   Position: 75

Definition:
Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Instructions:
This field indicates the child identifies himself or herself as a member of this race, or the parent identifies the child as a member of this race.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Child Race Black or African American

Field Short Name: CHRACBL

Field Number: 17

Size: 1

Position: 76

Definition:
Having origins in any of the black racial groups of Africa.

Instructions:
This field indicates the child identifies himself or herself as a member of this race, or the parent identifies the child as a member of this race.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Child Race Native Hawaiian or Other Pacific Islander

Name: CHRACNH   Field Number: 18

Size: 1   Position: 77

Definition:
Having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Instructions:
This field indicates the child identifies himself or herself as a member of this race, or the parent identifies the child as a member of this race.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Child Race White

Field Short Name: CHRACWH

Field Number: 19

Size: 1

Position: 78

Definition:
Having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Instructions:
This field indicates the child identifies himself or herself as a member of this race, or the parent identifies the child as a member of this race.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Child Race Unable to Determine

Field Short Name: CHRACUD   Field Number: 20

Size: 1   Position: 79

Definition:
The inability to determine the child's race and no one is available to identify it.

Instructions:
This field indicates neither the child nor parent, nor any collateral, is able to identify the child as a member of any race. If this field is coded to "1= yes", then every other child race field (fields 15 through 19) should be coded to "9= unknown or missing" or left blank.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Child Hispanic or Latino Ethnicity

Field Short Name: CHETHN   Field Number: 21

Size: 1   Position: 80

Definition:
A Hispanic or Latino such as a person from Cuba, Mexico, Puerto Rico, South or Central America, or other Spanish language culture, regardless of race.

Instructions:
Whether or not a child is of Hispanic or Latino Ethnicity is determined by how others define them or by how they define themselves. In the case of young children, parents determine the ethnicity of the child.

Code Values:
Blank = Not collected/Not applicable
1   yes, Hispanic or Latino
2   not Hispanic or Latino
3   unable to determine
9   unknown or missing

Field Long Name: Child County of Residence

Field Short Name: CHCNTY

Field Number: 22

Size: 3

Position: 81–83

Definition:
The sub-state jurisdiction where the child was living at the time of the maltreatment allegation.

Instructions:
The unique identification number assigned to the county under the Federal Information Processing Standards (FIPS) guidelines is preferred. This field should be completed using the standard FIPS County code. The field should be coded "999" if the County of Residence information is missing or unknown and coded as "998" if the County of Residence is out-of-state.

This is the county in which the child was living at the time of the maltreatment allegation. In many cases, this may be the same as the county of incident or county of investigation/assessment, but do not default to either of those.

When multiple reports are rolled into one investigation, use the county of residence at the time of the first maltreatment allegation.

If the alleged victim was in out-of-home care at the time of the report, report the county of the facility or foster home as the county of residence.

Additional information about FIPS codes can be found at
https://www.census.gov/geo/reference/codes/cou.html
The following formula can be used to convert numeric County codes to FIPS County codes: FIPS Code = County Code + (County Code - 1). Some examples follow.

County Code	FIPS Code
1.00	001
2.00	003
3.00	005
4.00	007
5.00	009
10.00	019

The assumptions for generating a FIPS code using this formula are: (a) County codes must be numeric; (b) County codes must be in alphabetical order; and (c) some states have exceptions. Check with the local office of the Department of Commerce to determine whether the state's FIPS codes are consistent with this method.

Code Values:
Blank = Not collected / Not applicable

This is a coded field, but county codes are not shown here.

Field Long Name: Living Arrangement

Field Short Name: CHLVNG   Field Number: 23

Size: 2   Position: 84–85

Definition:
The environment in which a child was residing at the time of the alleged incident of maltreatment.

Instructions:
The state should use the NCANDS glossary definitions to determine the living arrangement. A "99" code should be used if the child has been abandoned or if the child's caregiver(s) is/are otherwise unknown. If the state is unable to distinguish between "stepparent" and "biological," it should default to "01" if married, and "04" if unmarried. An "88" code is meant to restrict to formal settings such as hospitals and other secure facilities. If your state does not distinguish between relative and nonrelative foster parents, and a child is living with foster parents, the living arrangement for that child should be coded as 99=unknown.

Code Values:
Blank = Not collected/Not applicable
01   Married two parent household, with two biological/adoptive parents
02   Married two parent household with one biological/adoptive and one stepparent
03   Unmarried two parent household with two biological/adoptive parents
04   Unmarried two parent household with one biological/adoptive parent and one cohabitating partner
05   Two parent household, marital status unknown
06   Single parent household, mother only
07   Single parent household, father only
08   Single parent household mother with other adult (grandparent, uncle, aunt, unrelated adult, etc.)
09   Single parent household, father with other adult (grandparent, uncle, aunt, unrelated adult, etc.)
10   Nonparent relative caregiver household (includes relative foster care)
11   Nonrelative caregiver household (includes non-relative foster care)
12   Group home or residential treatment setting
88   Other setting (hospital, secure facilities, etc.)
99   Unknown

Field Long Name: Military Family Member

Field Short Name: CHMIL   Field Number: 24

Size: 1   Position: 86

Definition:
A legal dependent of a person on active duty in the Armed Services of the United States (Army, Navy, Air Force, Marines, Coast Guard, or Activated Reserves or National Guard).

Instructions:
Active duty refers to the status of the parent at the time of the report or during the investigation.
Children of members of the Inactive Reserves, Inactive National Guard, or retired military members are not counted as yes.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Prior Victim

Field Short Name: CHPRIOR   Field Number: 25

Size: 1   Position: 87

Definition:
A child with a previous substantiated or indicated maltreatment disposition.

Instructions:
This field indicates if there are previous substantiated or indicated maltreatment(s) for the child in the state's information system.

"Previous" is defined as a determination that took place prior to the disposition date of the report being included in the dataset.

For each report child pair in the data submission, the state should check whether there has been a disposition date of substantiation (or indicated) associated with the same child prior to the disposition date of the report child pair record in which the field is being completed. In other words, the information captured reflects the information on dispositions of prior investigations that the worker had available to him or her during the investigation.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Maltreatment Data

Field Long Name: Maltreatment-1 Type

Field Short Name: CHMAL1   Field Number: 26

Size: 1   Position: 88

Definition:
A form of child maltreatment (alleged or having occurred) such as physical abuse, neglect, sexual abuse, psychological or emotional maltreatment, or others as defined by policy and state law.

Instructions:
This is the first type of maltreatment recorded on the child's record. If a maltreatment is reported in this field, then a maltreatment level should be provided in the corresponding maltreatment disposition level field (field 27).

Guidance from the Children's Bureau is to include, to the extent practicable, noncaregiver perpetrators who sex trafficked children. A child can be both sexually abused and sex trafficked, and both maltreatment types may be reported. However, just because a child was sex trafficked it does not automatically mean the child meets the state definition of sexually abused.

Labor trafficking should be coded to maltreatment type 8=other.

States should use the following information when mapping maltreatment types:
ABUSE TYPE = NCANDS MALTREATMENT TYPE
Risk of Physical Abuse = physical abuse or emotional maltreatment
Risk of Sexual Abuse = sexual abuse or emotional maltreatment
Threatened Harm = emotional maltreatment or physical abuse
Domestic Violence = emotional maltreatment
Fetal Alcohol Syndrome = neglect
Prenatal Substance Exposure = neglect
Abandonment = neglect
Educational neglect = neglect

Any valid maltreatment code may appear in this field. For a given child in a given report, up to four maltreatments may be reported in fields 26, 28, 30, and 32. However, a maltreatment type code cannot be used in more than one maltreatment type field in a given record (e.g. field 26 and 28 cannot both be coded as "2").

Code Values:
1   Physical abuse
2   Neglect or deprivation of necessities

3	Medical neglect
4	Sexual abuse
5	Psychological or emotional maltreatment
6	No alleged maltreatment
7	Sex trafficking
8	Other
9	Unknown or missing

Field Long Name: Maltreatment-1 Disposition Level

Field Short Name: MAL1LEV   Field Number: 27

Size: 2   Position: 89–90

Definition:
The determination resulting from the CPS response to a report of alleged child maltreatment.

Instructions:
This is the level of finding for the first type of maltreatment (field 26) recorded on the child's record. Maltreatment-1 Disposition Level needs to be provided if there are data in the corresponding Maltreatment Type-1 field (field 26).

Children with codes of substantiated, "01" or indicated, "02" are considered to be victims of maltreatment.

A state that provides a response to all children in a household whether or not there are any allegations of maltreatment on the child would use "08", for a child who did not have an allegation of maltreatment and was not found to be a victim of maltreatment.

The dispositions of "alternative response victim" or "alternative response nonvictim" should only be used if a state has a diversified response system (e.g., if the state allows assessments as well as investigations in response to a report). The only allowable maltreatment dispositions in an alternative response report are "alternative response victim," "alternative response nonvictim," and "no alleged maltreatment."

Code Values:
01   Substantiated
02   Indicated or reason to suspect
03   Alternative response victim
04   Alternative response nonvictim
05   Unsubstantiated
06   Unsubstantiated due to intentionally false reporting
07   Closed-no finding
08   No alleged maltreatment
88   Other
99   Unknown or missing

Field Long Name: Maltreatment-2 Type

Field Short Name: CHMAL2   Field Number: 28

Size: 1   Position: 91

Definition:
A form of child maltreatment (alleged or having occurred) such as physical abuse, neglect, sexual abuse, psychological or emotional maltreatment, or others as defined by policy and state law.

Instructions:
This is the second type of maltreatment recorded on the child's record. If a maltreatment is reported in this field, then a maltreatment level should be provided in the corresponding maltreatment disposition level field (field 29). If there is not a second maltreatment type for the child, this field and the remaining maltreatment fields (fields 28-33) should be left blank.

Guidance from the Children's Bureau is to include, to the extent practicable, noncaregiver perpetrators who sex trafficked children. A child can be both sexually abused and sex trafficked, and both maltreatment types may be reported. However, just because a child was sex trafficked it does not automatically mean the child meets the state definition of sexually abused.

Labor trafficking should be coded to maltreatment type 8=other.

States should use the following information when mapping maltreatment types:
     ABUSE TYPE = NCANDS MALTREATMENT TYPE
     Risk of Physical Abuse = physical abuse or emotional maltreatment
     Risk of Sexual Abuse = sexual abuse or emotional maltreatment
     Threatened Harm = emotional maltreatment or physical abuse
     Domestic Violence = emotional maltreatment
     Fetal Alcohol Syndrome = neglect
     Prenatal Substance Exposure = neglect
     Abandonment = neglect
     Educational neglect = neglect

Code Values:
Blank = Not collected/Not applicable
1   physical abuse
2   neglect or deprivation of necessities
3   medical neglect
4   sexual abuse
5   psychological or emotional maltreatment
7   sex trafficking
8   other
9   unknown or missing

Field Long Name: Maltreatment-2 Disposition Level

Field Short Name: MAL2LEV   Field Number: 29

Size: 2   Position: 92–93

Definition:
The determination resulting from the CPS response to a report of alleged child maltreatment.

Instructions:
This is the level of substantiation for the second type of maltreatment reported (field 28) on the child's record. Maltreatment-2 disposition level needs to be provided if there are data in the corresponding maltreatment type-2 field (field 28).

Children with codes of substantiated, "01" or indicated, "02 are considered to be victims of maltreatment.

The dispositions of "alternative response victim" or "alternative response nonvictim" should only be used if a state has a diversified response system (e.g., if the state allows assessments as well as investigations in response to a report). The only allowable maltreatment dispositions in an alternative response report are "alternative response victim," "alternative response nonvictim," and "no alleged maltreatment."

Code Values:
Blank = Not collected/Not applicable
01   substantiated
02   indicated or reason to suspect
03   alternative response victim
04   alternative response nonvictim
05   unsubstantiated
06   unsubstantiated due to intentionally false reporting
07   closed-no finding
88   other
99   unknown or missing

Field Long Name: Maltreatment-3 Type

Field Short Name: CHMAL3   Field Number: 30

Size: 1   Position: 94

Definition:
A form of child maltreatment (alleged or having occurred) such as physical abuse, neglect, sexual abuse, psychological or emotional maltreatment, or others as defined by policy and state law.

Instructions:
This is the third type of maltreatment reported on the child's record. If a maltreatment is reported in this field, then a maltreatment level should be provided in the corresponding maltreatment disposition level field (field 31). If there is not a third maltreatment type for the child, this field and the remaining maltreatment fields (fields 30-33) should be left blank.

Guidance from the Children's Bureau is to include, to the extent practicable, noncaregiver perpetrators who sex trafficked children. A child can be both sexually abused and sex trafficked, and both maltreatment types may be reported. However, just because a child was sex trafficked it does not automatically mean the child meets the state definition of sexually abused.

Labor trafficking should be coded to maltreatment type 8=other.

States should use the following information when mapping maltreatment types:
    ABUSE TYPE = NCANDS MALTREATMENT TYPE
    Risk of Physical Abuse = physical abuse or emotional maltreatment
    Risk of Sexual Abuse = sexual abuse or emotional maltreatment
    Threatened Harm = emotional maltreatment or physical abuse
    Domestic Violence = emotional maltreatment
    Fetal Alcohol Syndrome = neglect
    Prenatal Substance Exposure = neglect
    Abandonment = neglect
    Educational neglect = neglect

Code Values:
Blank = Not collected/Not applicable
1   physical abuse
2   neglect or deprivation of necessities
3   medical neglect
4   sexual abuse
5   psychological or emotional maltreatment
7   sex trafficking
8   other
9   unknown or missing

Field Long Name: Maltreatment-3 Disposition Level

Field Short Name: MAL3LEV   Field Number: 31

Size: 2   Position: 95–96

Definition:
The determination resulting from the CPS response to a report of alleged child maltreatment.

Instructions:
This is the level of substantiation for the third type of maltreatment reported (field 30) on the child's record. Maltreatment-3 disposition level needs to be provided if there are data in the corresponding maltreatment type-3 field (field 30).

Children with codes of substantiated, "01" or indicated, "02" are considered to be victims of maltreatment.

The dispositions of "alternative response victim" or "alternative response nonvictim" should only be used if a state has a diversified response system (e.g., if the state allows assessments as well as investigations in response to a report). The only allowable maltreatment dispositions in an alternative response report are "alternative response victim," "alternative response nonvictim," and "no alleged maltreatment."

Code Values:
Blank = Not collected/Not applicable
01   substantiated
02   indicated or reason to suspect
03   alternative response victim
04   alternative response nonvictim
05   unsubstantiated
06   unsubstantiated due to intentionally false reporting
07   closed-no finding
88   other
99   unknown or missing

Field Long Name: Maltreatment-4 Type

Field Short Name: CHMAL4   Field Number: 32

Size: 1   Position: 97

Definition:
A form of child maltreatment (alleged or having occurred) such as physical abuse, neglect, sexual abuse, psychological or emotional maltreatment, or others as defined by policy and state law.

Instructions:
This is the fourth type of maltreatment reported on the child's record. If a maltreatment is reported in this field, then a maltreatment level should be provided in the corresponding maltreatment disposition level field (field 33). If there is not a fourth maltreatment type for the child, this field and its corresponding maltreatment level (fields 32-33) should be left blank.

Guidance from the Children's Bureau is to include, to the extent practicable, noncaregiver perpetrators who sex trafficked children. A child can be both sexually abused and sex trafficked, and both maltreatment types may be reported. However, just because a child was sex trafficked it does not automatically mean the child meets the state definition of sexually abused.

Labor trafficking should be coded to maltreatment type 8=other.

States should use the following information when mapping maltreatment types:
    ABUSE TYPE = NCANDS MALTREATMENT TYPE
    Risk of Physical Abuse = physical abuse or emotional maltreatment
    Risk of Sexual Abuse = sexual abuse or emotional maltreatment
    Threatened Harm = emotional maltreatment or physical abuse
    Domestic Violence = emotional maltreatment
    Fetal Alcohol Syndrome = neglect
    Prenatal Substance Exposure = neglect
    Abandonment = neglect
    Educational neglect = neglect\

Code Values:
Blank = Not collected/Not applicable
1   physical abuse
2   neglect or deprivation of necessities
3   medical neglect
4   sexual abuse
5   psychological or emotional maltreatment
7   sex trafficking
8   other
9   unknown or missing

Field Long Name: Maltreatment-4 Disposition Level

Field Short Name: MAL4LEV   Field Number: 33

Size: 2   Position: 98–99

Definition:
The determination resulting from the CPS response to a report of alleged child maltreatment.

Instructions:
This is the level of substantiation for the fourth type of maltreatment reported (field 32) on the child's record. Maltreatment-4 disposition level needs to be provided if there are data in the corresponding maltreatment type-4 field (field 32).

Children with codes of substantiated, "01", and indicated, "02", are considered to be victims of maltreatment.

The dispositions of "alternative response victim" or "alternative response nonvictim" should only be used if a state has a diversified response system (e.g., if the state allows assessments as well as investigations in response to a report). The only allowable maltreatment dispositions in an alternative response report are "alternative response victim," "alternative response nonvictim," and "no alleged maltreatment."

Code Values:
Blank = Not collected/Not applicable
01   substantiated
02   indicated or reason to suspect
03   alternative response victim
04   alternative response nonvictim
05   unsubstantiated
06   unsubstantiated due to intentionally false reporting
07   closed-no finding
88   other
99   unknown or missing

Field Long Name: Maltreatment Death

Field Short Name: MALDEATH   Field Number: 34

Size: 1   Position: 100

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

Instructions:
If a child dies as a result of maltreatment, but the maltreatment type is unknown, then a maltreatment type code of "9=unknown" should be placed into one of the maltreatment fields: 26, 28, 30, or 32.

The disposition date must fall within the submission period, but the report date may be any date prior to or equal to the disposition date.

A "1=yes" in this field classifies the child as a victim. If a "1-yes" is reported, at least one maltreatment disposition must be either substantiated or indicated.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Child Risk Factors

Field Long Name: Alcohol Abuse-Child

Field Short Name: CDALC   Field Number: 35

Size: 1   Position: 101

Definition:
Compulsive use of alcohol that is not of a temporary nature. Includes Fetal Alcohol Syndrome or exposure to alcohol during pregnancy.

Instructions:
This field indicates if alcohol abuse or prenatal exposure to alcohol is a problem of the child.

If alcohol and drug abuse cannot be distinguished from each other, then the state should indicate it in the "State Data Characteristics" or the "State Commentary/Construction Logic" section below. The state should also note why (e.g., alcohol abuse and drug abuse are collected under one category, such as substance abuse). In this case, both the NCANDS alcohol field and the drug field should be set to "1-yes."

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Drug Abuse-Child

Field Short Name: CDDRUG   Field Number: 36

Size: 1   Position: 102

Definition:
Compulsive use of drugs that is not of a temporary nature. Includes infants exposed to drugs during pregnancy.

Instructions:
This field indicates if drug abuse or prenatal exposure to drugs is a problem of the child.

If alcohol and drug abuse cannot be distinguished from each other, then the state should indicate it in the "State Data Characteristics" or the "State Commentary/Construction Logic" section below. The state should also note why (e.g., alcohol abuse and drug abuse are collected under one category, such as substance abuse). In this case, both the NCANDS alcohol field and the drug field should be set to "1-yes."

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Intellectual Disability- Child

Field Short Name: CDRTRD

Field Number: 37

Size: 1

Position: 103

Definition:
A clinically diagnosed condition of reduced general cognitive and motor functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period that adversely affects socialization and learning.

Instructions:
This field indicates that the child has an intellectual disability.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Emotional Disturbance- Child

Field Short Name: CDEMOTNL

Field Number: 38

Size: 1

Position: 104

Definition:
A clinically diagnosed condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree: An inability to build or maintain satisfactory interpersonal relationships; inappropriate types of behavior or feelings under normal circumstances; a general pervasive mood of unhappiness or depression; or a tendency to develop physical symptoms or fears associated with personal problems. The term includes schizophrenia and autism.

Instructions:
This field indicates if the child has emotional disturbance. The diagnosis is based on the Diagnostic and Statistical Manual of Mental Disorders.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Visual or Hearing Impairment- Child

Field Short Name: CDVISUAL   Field Number: 39

Size: 1   Position: 105

Definition:
A clinically diagnosed condition related to a visual impairment or permanent or fluctuating hearing or speech impairment that may significantly affect functioning or development.

Instructions:
This field indicates if the child has visual or hearing impairment.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Learning Disability-Child

Field Short Name: CDLEARN   Field Number: 40

Size: 1   Position: 106

Definition:
A clinically diagnosed disorder in basic psychological processes involved in understanding or using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or to use mathematical calculations. The term includes conditions such as perceptual disability, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia.

Instructions:
This field indicates if the child has a learning disability.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Physical Disability-Child

Field Short Name: CDPHYS   Field Number: 41

Size: 1   Position: 107

Definition:
A clinically diagnosed physical condition that adversely affects day to day motor functioning, such as cerebral palsy, spina bifida, multiple sclerosis, orthopedic impairments, and other physical disabilities.

Instructions:
This field indicates if the child has physical disability.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Behavior Problem-Child

Field Short Name: CDBEHAV   Field Number: 42

Size: 1   Position: 108

Definition:
Behavior in the school and/or community that adversely affects socialization, learning, growth, and moral development. These may include adjudicated or nonadjudicated child behavior problems. This would include the child's running away from home or other placement.

Instructions:
This field indicates if the child has a behavior problem.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Other Medical Condition-Child

Field Short Name: CDMEDICL   Field Number: 43

Size: 1   Position: 109

Definition:
A clinically diagnosed medical condition other than intellectual disabilities visual or hearing impairment, physical disability, or being emotionally disturbed, that significantly affects the functioning or development of the child or requires special medical care such as chronic illnesses.

Instructions:
This field indicates if the child has another medical condition, problem, or disability. This definition would include developmental disabilities.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Caregiver Risk Factors

Field Long Name: Alcohol Abuse-Caregiver(s)

Field Short Name: FCALC

Field Number: 44

Size: 1

Position: 110

Definition:
Compulsive use of alcohol that is not of a temporary nature.

Instructions:
This field indicates if alcohol abuse is a problem of the child's caregiver(s).

If alcohol and drug abuse cannot be distinguished from each other, then the state should indicate it in the "State Data Characteristics" or the "State Commentary/Construction Logic" section below. The state should also note why (e.g., alcohol abuse and drug abuse are collected under one category, such as substance abuse). In this case, both the NCANDS alcohol field and the drug field should be set to "1-yes."

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Drug Abuse-Caregiver(s)

Field Short Name: FCDRUG   Field Number: 45

Size: 1   Position: 111

Definition:
The compulsive use of drugs that is not of a temporary nature.

Instructions:
This field indicates if drug abuse is a problem of the child's caregiver(s).

If alcohol and drug abuse cannot be distinguished from each other, then the state should indicate it in the "State Data Characteristics" or the "State Commentary/Construction Logic" section below. The state should also note why (e.g., alcohol abuse and drug abuse are collected under one category, such as substance abuse). In this case, both the NCANDS alcohol field and the drug field should be set to "1-yes."

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Intellectual Disability-Caregiver(s)

Field Short Name: FCRTRD

Field Number: 46

Size: 1

Position: 112

Definition:
A clinically diagnosed condition of significantly less than average intellectual functioning existing concurrently with deficits in adaptive behavior that adversely affect socialization and learning.

Instructions:
This field indicates the child's caregiver(s) has/have an intellectual disability.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Emotional Disturbance-Caregiver(s)

Field Short Name: FCEMOTNL   Field Number: 47

Size: 1   Position: 113

Definition:
A clinically diagnosed condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree: An inability to build or maintain satisfactory interpersonal relationships; inappropriate types of behavior or feelings under normal circumstances; a general pervasive mood of unhappiness or depression; or a tendency to develop physical symptoms or fears associated with personal problems. The term includes schizophrenia and autism.

Instructions:
This field indicates if the child's caregiver(s) has/have an emotional disturbance.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Visual or Hearing Impairment-Caregiver(s)

Field Short Name: FCVISUAL   Field Number: 48

Size: 1   Position: 114

Definition:
A clinically diagnosed condition related to a visual impairment or permanent or fluctuating hearing or speech impairment that may significantly affect functioning or development.

Instructions:
This field indicates if the child's caregiver(s) has/have visual or hearing impairment.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Learning Disability-Caregiver(s)

Field Short Name: FCLEARN   Field Number: 49

Size: 1   Position: 115

Definition:
A clinically diagnosed disorder in basic psychological processes involved in understanding or using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or to use mathematical calculations. The term includes conditions such as perceptual disability, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia.

Instructions:
This field indicates if the child's caregiver(s) has/have a learning disability.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Physical Disability-Caregiver(s)

Field Short Name: FCPHYS

Field Number: 50

Size: 1

Position: 116

Definition:
A clinically diagnosed physical condition that adversely affects day to day motor functioning, such as cerebral palsy, spina bifida, multiple sclerosis, orthopedic impairments, and other physical disabilities.

Instructions:
This field indicates if the child's caregiver(s) has/have physical disability.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Other Medical Condition-Caregiver(s)

Field Short Name: FCMEDICL   Field Number: 51

Size: 1   Position: 117

Definition:
A medical clinically diagnosed condition other than intellectual disability, visual or hearing impairment, physical disability, or being emotionally disturbed that significantly affects functioning or development or that requires special medical care such as chronic illnesses. Included are caregivers diagnosed as HIV positive or with AIDS.

Instructions:
This field indicates if the child's caregiver(s) has/have another medical condition, problem or disability.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Domestic Violence

Field Short Name: FCVIOL   Field Number: 52

Size: 1   Position: 118

Definition:
Any abusive, violent, coercive, forceful, or threatening act or word inflicted by one member of a family or household on another. This risk factor can be applied to a caregiver. In NCANDS, the caregiver may be the perpetrator or the victim of the domestic violence.

Instructions:
This field indicates if domestic violence exists in the child's home/family environment.

Code Values:
Blank = Not collected/Not applicable

1   yes
2   no
9   unknown or missing

Field Long Name: Inadequate Housing

Field Short Name: FCHOUSE   Field Number: 53

Size: 1   Position: 119

Definition:
Housing facilities were substandard, overcrowded, unsafe or otherwise inadequate for the child to reside in, including homelessness.

Instructions:
A caregiver risk factor related to substandard, overcrowded, or unsafe housing conditions, including homelessness.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Financial Problems

Field Short Name: FCMONEY   Field Number: 54

Size: 1   Position: 120

Definition:
A risk factor related to the family's inability to provide sufficient financial resources to meet minimum needs.

Instructions:
This field indicates if the child's family has a financial problem.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Public Assistance

Field Short Name: FCPUBLIC   Field Number: 55

Size: 1   Position: 121

Definition:
This field indicates if the child's family is receiving public assistance.

Instructions:
Participation in any of the following social service programs such as TANF, General Assistance, Medicaid, SSI, SNAP, WIC, etc.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Services Provided

Field Long Name: Post Investigation Services

Field Short Name: POSTSERV

Field Number: 56

Size: 1

Position: 122

Definition:
Services directly related to the CPS response and delivered up to 90 days after the disposition date.

Instructions:
This field indicates whether services began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. These services have been delivered between the report date and 90 days after the disposition date of the report. Services must continue past the Report Disposition Date to be appropriate for inclusion in the Child File record.

For services that were begun prior to the current report, the fact that they continued past the current report disposition date implies that the current investigation or assessment for alternative response has reaffirmed the appropriateness of those services and planned to continue them.

Services that begin before the disposition date but do not continue past the disposition date are not included. A service date that is more than 90 days past the disposition date is considered invalid for inclusion.

Services that are usually provided as part of an investigation/assessment should not be separately recorded in this or any other field. Services that are distinct from usual or customary investigation/assessment activities with children and families should be recorded as post response services.

If this field is coded "Yes," the Service Date field (Field # 57) is required.

If this field is coded "Yes," then one or more other service titles (Field #s 58 to 85) should be coded "Yes."

If any other service titles are coded "Yes," then this field should be coded "Yes."

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Service Date

Field Short Name: SERVDATE

Field Number: 57

Size: 8

Position: 123–130

Definition:
The date activities began as a result of needs identified during the CPS response.

Instructions:
Date fields should be in the "mmddyyyy" format with "mm" and "dd" each being two characters long, right-justified and left-filled with a zero (0) as needed, and "yyyy" being four characters long. No blanks or special characters can be imbedded in a date field. For example, January 9, 2010 would appear as "01092010."

Services that begin before the disposition date but do not continue past the disposition date are not included. A service date that is more than 90 days past the disposition date is invalid for inclusion.

Record the first service date that occurred on or after the report date. If services began before the report date and no service started on or after the report date, record the most recent service date.

All service fields should be reviewed in light of these instructions.

Code Values:
Blank = Not collected / Not applicable

This is not a coded field.

Field Long Name: Family Support Services

Field Short Name: FAMSUP   Field Number: 58

Size: 1   Position: 131

Definition:
Community-based services that assist and support parents in their role as caregivers. These services are designed to improve parental competency and healthy child development by helping parents enhance their strengths and resolve problems that may lead to child maltreatment, developmental delays, and family disruption.

Instructions:
Services include peer support and counseling, early developmental screening, parent education, early childhood development, child care and respite care, home visits, family resource centers, school-linked services, recreation, and job or skills education or training. Programs may address the general population or be targeted to ethnic/cultural minorities, families facing health, mental health, or substance abuse issues, adolescent parents, or kinship caregivers.

This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the Report Disposition Date.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Family Preservation Services

Field Short Name: FAMPRES

Field Number: 59

Size: 1

Position: 132

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:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the Report Disposition Date.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Foster Care Services

Field Short Name: FOSTERCR   Field Number: 60

Size: 1   Position: 133

Definition:
Twenty-four-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 family foster homes, group homes, emergency shelters, residential facilities, childcare institutions, etc. The NCANDS category applies 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. Foster care is indicated as a postresponse service for each child in care for more than 24 hours.

Instructions:
This field indicates that this service began or continued for the child in the report as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the Report Disposition Date.

A foster parent is an individual who provides a home for orphaned, abused, neglected, delinquent or disabled children under the placement, care or supervision of the state. The individual may be a relative or non-relative and need not be licensed by the state agency to be considered a foster parent.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Removal Date

Field Short Name: RMVDATE   Field Number: 61

Size: 8   Position: 134–141

Definition:
The month, day, and year that the child was removed from his or her normal place of residence to a substitute care setting by a CPS agency during or as a result of the CPS response.

Instructions:
This is the date associated with the removal indicated in Field # 60, Foster Care Services.

If a child is removed from home prior to the current CPS response (child is already in care), the removal date should be the date of the most recent removal prior to the current CPS response. In such cases the removal date should be prior to the report date.

If a child is removed as a result of the current CPS response, the removal date should be between the report date and 90 days after the report disposition date. If a child has been removed more than once as a result of the current CPS response, the removal date should be the date of the most recent removal resulting from this CPS response.

Do not include children removed for less than 24 hours.

Date fields should be in the "mmddyyyy" format with "mm" and "dd" each being two characters long, right-justified and left-filled with a zero "0" as needed, and "yyyy" being four characters long. No blanks or special characters can be imbedded in a date field. For example, January 9, 2010 would appear as "01092010."

Code Values:
Blank = Not collected / Not applicable

This is not a coded field.

Field Long Name: Juvenile Court Petition

Field Short Name: JUVPET   Field number: 62

Size: 1   Position: 142

Definition:
A legal document requesting that the court take action regarding the child's status as a result of the CPS response.

Instructions:
A petition can be used, for example, for emergency custody, shelter order, removal from the home, adoption, guardianship, emancipation or other changes in a child's custody, supervision or placement.

This field indicates that this activity began or continued for the child in the report as a result of the CPS response to reported allegations. The activity has been delivered between the report date and 90 days after the disposition date of the report. The activity continued past the Report Disposition Date.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Petition Date

Field Short Name: PETDATE   Field Number: 63

Size: 8   Position: 143–150

Definition:
The month, day, and year that the juvenile court petition was filed.

Instructions:
Date fields should be in the "mmddyyyy" format with "mm" and "dd" each being two characters long, right-justified and left-filled with a zero "0" as needed, and "yyyy" being four characters long. No blanks or special characters can be imbedded in a date field. For example, January 9, 2010 would appear as "01092010."

Code Values:
Blank = Not collected / Not applicable

This is not a coded field.

Field Long Name: Court-Appointed Representative

Field Short Name: COCHREP   Field Number: 64

Size: 1   Position: 151

Definition:
A person appointed by the court to represent or advocate for a child in a neglect or abuse proceeding. May be an attorney or a Court-Appointed Special Advocate (or both) and is often referred to as a Guardian ad Litem. Makes recommendations to the court concerning the best interests of the child.

Instructions:
This field indicates that this service began or continued for the child in the report as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Adoption Services

Field Short Name: ADOPT   Field Number: 65

Size: 1   Position: 152

Definition:
Services or activities provided to assist in bringing about the adoption of a child.

Instructions:
Component services and activities may include, but are not limited to, counseling the biological parent(s), recruitment of adoptive homes, and pre- and post-placement training and/or counseling.

This field indicates that this service began or continued for the child in the report as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Case Management Services

Field Short Name: CASEMANG   Field Number: 66

Size: 1   Position: 153

Definition:
Case management services are services or activities for the arrangement, coordination, and monitoring of services to meet the needs of individuals (children) and their families.

Instructions:
Component services and activities may include individual service plan development; counseling; monitoring, developing, securing, and coordinating services; monitoring and evaluating client progress; and assuring that clients' rights are protected.

This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Counseling Services

Field Short Name: COUNSEL   Field Number: 67

Size: 1   Position: 154

Definition:
Counseling services are those services or activities that apply therapeutic processes to personal, family, situational, or occupational problems to bring about a positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family or marital relationships.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Daycare Services-Child

Field Short Name: DAYCARE

Field Number: 68

Size: 1

Position: 155

Definition:
Day care services for children (including infants, pre-school, and school age children) are services or activities provided in a setting that meets applicable standards of state and local law, in a center or in a home, for a portion of a 24-hour day.

Instructions:
This field indicates that this service began or continued for the child in the report as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

Component services or activities may include a comprehensive and coordinated set of appropriate developmental activities for children, recreation, meals and snacks, transportation, health support services, social service counseling for parents, plan development, and licensing and monitoring of child care homes and facilities.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Educational and Training Services

Field Short Name: EDUCATN   Field Number: 69

Size: 1   Position: 156

Definition:
Education and training services are those services provided to improve knowledge or daily living skills and to enhance cultural opportunities. Services may include instruction or training in, but are not limited to, such issues as consumer education, health education, community protection and safety education, literacy education, English as a second language, and General Educational Development (G.E.D.). Component services or activities may include screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; transportation; and referral to community resources.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the Report Disposition Date.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Employment Services

Field Short Name: EMPLOY   Field Number: 70

Size: 1   Position: 157

Definition:
Employment services are those services or activities provided to assist individuals in securing employment or acquiring or learning skills that promote opportunities for employment.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

Component services or activities may include employment screening, assessment, or testing; structured job skills and job seeking skills; specialized therapy (occupational, speech, physical); special training and tutoring, including literacy training and pre-vocational training; provision of books, supplies and instructional material; counseling, transportation; and referral to community resources.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Family Planning Services

Field Short Name: FAMPLAN   Field Number: 71

Size: 1   Position: 158

Definition:
Family planning services are those educational, comprehensive medical or social services or activities which enable individuals, including minors, to determine freely the number and spacing of their children and to select the means by which this may be achieved. These services and activities include a broad range of acceptable and effective methods and services to limit or enhance fertility, including contraceptive methods (including natural family planning and abstinence), and the management of infertility (including referral to adoption).

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

Specific component services and activities may include preconceptional counseling, education, and general reproductive health care, including diagnosis and treatment of infections which threaten reproductive capability. Family planning services do not include pregnancy care (including obstetric or prenatal care).

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Health-Related and Home Health Services

Field Short Name: HEALTH   Field Number: 72

Size: 1   Position: 159

Definition:
Health related and home health services are those in-home or out-of-home services or activities designed to assist individuals and families to attain and maintain a favorable condition of health.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

Component services and activities may include providing an analysis or assessment of an individual's health problems and the development of a treatment plan; assisting individuals to identify and understand their health needs; assisting individuals to locate, provide or secure, and utilize appropriate medical treatment, preventive medical care, and health maintenance services, including in-home health services and emergency medical services; and providing follow-up services as needed.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Home-Based Services

Field Short Name: HOMEBASE   Field Number: 73

Size: 1   Position: 160

Definition:
Home-based services are those in-home services or activities provided to individuals or families to assist with household or personal care activities that improve or maintain adequate family well-being. These services may be provided for reasons of illness, incapacity, frailty, absence of a caretaker relative, or to prevent abuse and neglect of a child or adult. Major service components include homemaker services, chore services, home maintenance services, and household management services.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

Component services or activities may include protective supervision of adults and/or children to help prevent abuse, temporary non-medical personal care, house-cleaning, essential shopping, simple household repairs, yard maintenance, teaching of homemaking skills, training in self-help and self-care skills, assistance with meal planning and preparation, sanitation, budgeting, and general household management.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Housing Services

Field Short Name: HOUSING   Field Number: 74

Size: 1   Position: 161

Definition:
Housing services are those services or activities designed to assist individuals or families in locating, obtaining, or retaining suitable housing.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

Component services or activities may include tenant counseling; helping individuals and families to identify and correct substandard housing conditions on behalf of individuals and families who are unable to protect their own interests; and assisting individuals and families to understand leases, secure utilities, make moving arrangements and minor renovations.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Independent and Transitional Living Services

Field Short Name: TRANSLIV   Field Number: 75

Size: 1   Position: 162

Definition:
Independent and transitional living services are those services and activities designed to help older youth in foster care or homeless youth make the transition to independent living, or to help adults make the transition from an institution, or from homelessness, to independent living.

Instructions:
This field indicates that this service began or continued for the child in the report as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

Component services or activities may include educational and employment assistance, training in daily living skills, and housing assistance. Specific component services and activities may include supervised practice living and post-foster care services.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Information and Referral Services

Field Short Name: INFOREF

Field Number: 76

Size: 1

Position: 163

Definition:
Information and referral services are those services or activities designed to provide information about services provided by public and private service providers and a brief assessment of client needs (but not diagnosis and evaluation) to facilitate appropriate referral to these community resources.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date. Services that are usually provided as part of an investigation/assessment should not be recorded in this field. Only services that are distinct from usual or customary investigation/assessment activities with children and families should be reported.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Legal Services

Field Short Name: LEGAL   Field Number: 77

Size: 1   Position: 164

Definition:
Legal services are those services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist individuals in seeking or obtaining legal help in civil matters such as housing, divorce, child support, guardianship, paternity, and legal separation.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

Component services or activities may include receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Mental Health Services

Field Short Name: MENTHLTH   Field Number: 78

Size: 1   Position: 165

Definition:
Activities and services which aim to overcome issues involving emotional disturbance or maladaptive behavior adversely affecting socialization, learning, or development. Usually provided by public or private mental health agencies and includes both residential and non-residential activities.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Pregnancy and Parenting Services for Young Parents

Field Short Name: PREGPAR

Field Number: 79

Size: 1

Position: 166

Definition:
Pregnancy and parenting services are those services or activities for married or unmarried adolescent parents and their families designed to assist young parents in coping with the social, emotional, and economic problems related to pregnancy and in planning for the future.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the report disposition date.

Component services or activities may include securing necessary health care and living arrangements; obtaining legal services; and providing counseling, child care education, and training in and development of parenting skills.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Respite Care Services

Field Short Name: RESPITE   Field Number: 80

Size: 1   Position: 167

Definition:
Activities and services involving the temporary care of the children in order to provide relief to the caregiver. May involve care of the children outside of the caregiver's own home for a brief period of time, such as overnight or for a weekend. Not considered by the state to be foster care or other placement.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the Report Disposition Date.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Special Services-Disabilities

Field Short Name: SSDISABL   Field Number: 81

Size: 1   Position: 168

Definition:
Special services for persons with developmental or physical disabilities, or persons with visual or auditory impairments, are services or activities to maximize the potential of persons with disabilities, help alleviate the effects of physical, mental or emotional disabilities, and to enable these persons to live in the least restrictive environment possible.

Instructions:
This field indicates that this service began or continued for the child in the report as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the Report Disposition Date.

Component services or activities may include personal and family counseling; respite care; family support; recreation; transportation; aid to assist with independent functioning in the community; and training in mobility, communication skills, the use of special aids and appliances, and self-sufficiency skills. Residential and medical services may be included only as an integral, but subordinate, part of the services.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Special Services-Juvenile Delinquent

Short: SSDELINQ   Field Number: 82

Size: 1   Position: 169

Definition:
Special services for youth involved in or at risk of involvement with criminal activity are those services or activities for youth who are, or who may become, involved with the juvenile justice system and their families.

Instructions:
This field indicates that this service began or continued for the child in the report as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the Report Disposition Date.

Components services or activities are designed to enhance family functioning and/or modify the youth's behavior with the goal of developing socially appropriate behavior and may include counseling, intervention therapy, and residential and medical services if included as an integral but subordinate part of the service.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Substance Abuse Services

Field Short Name: SUBABUSE   Field Number: 83

Size: 1   Position: 170

Definition:
Substance abuse services are those services or activities that are primarily designed to deter, reduce, or eliminate substance abuse or chemical dependence. Except for initial detoxification services, medical and residential services may be included but only as an integral but subordinate part of the service.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the Report Disposition Date.

Component substance abuse services or activities may include a comprehensive range of personal and family counseling methods, methadone treatment for opiate abusers, or detoxification treatment for alcohol abusers. Services may be provided in alternative living arrangements such as institutional settings and community-based halfway houses.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Transportation Services

Field Short Name: TRANSPRT   Field Number: 84

Size: 1   Position: 171

Definition:
Transportation services are those services or activities that provide or arrange for the travel, including travel costs, of individuals in order to access services, or obtain medical care or employment.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the Report Disposition Date.

Component services or activities may include special travel arrangements such as special modes of transportation and personnel to accompany or assist individuals or families to utilize transportation.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Other Services

Field Short Name: OTHERSV

Field Number: 85

Size: 1

Position: 172

Definition:
Activities that have been provided to the child and/or family, but which are not included in the services listed in the Child File record layout.

Instructions:
This field indicates that this service began or continued for the child in the report or the child's family as a result of the CPS response to reported allegations. The service has been delivered between the report date and 90 days after the disposition date of the report. The service continued past the Report Disposition Date.

If a state service code is mapped to this field, it should not be mapped to any other field.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Staff Data

Field Long Name: Worker ID

Field Short Name: WRKRID

Field Number: 86

Size: 12

Position: 173–184

Definition:
A unique identification of the worker who is assigned to the child at the time of the report disposition.

Instructions:
This identification is not the state worker identification but is an encrypted identification assigned by the state for the purposes of the Child File data collection. The Worker ID should be unique within the state, only used for this worker and never used again. If the state is unable to provide a unique worker ID, this field should be left blank.

The encrypted identifier should be left-filled with zeroes, as needed, to the 12-character length.

Code Values:
This is not a coded field.

Field Long Name: Supervisor ID

Field Short Name: SUPRVID   Field Number: 87

Size: 12   Position: 185–196

Definition:
A unique identification of a supervisor who is assigned to the child at the time of the report disposition.

Instructions:
This identification is not the state supervisor identification but is an encrypted identification assigned by the state for the purposes of the Child File data collection. The Supervisor ID should be unique within the state, only used for this supervisor and never used again. If the state is unable to provide a unique supervisor ID, this field should be left blank.

The encrypted identifier should be left-filled with zeroes, as needed, to the 12-character length.

Code Values:
This is not a coded field.

Perpetrator Data

Field Long Name: Perpetrator-1 ID

Field Short Name: PER1ID   Field Number: 88

Size: 12   Position: 197–208

Definition:
A unique identification assigned to the first person who caused or knowingly allowed child maltreatment to occur.

Instructions:
This identification is not the actual state perpetrator identification but is an encrypted identification assigned by the state for purposes of the Child File data collection.

This is the ID of the first perpetrator associated with this record. All three perpetrator sections in this record should be left blank if the child does not have at least one Maltreatment Disposition Level equal to Substantiated or Indicated.

The Perpetrator ID should be unique within the state, only used for this perpetrator and never used again for any other perpetrator.

The encrypted identifier should be left-filled with zeroes, as needed, to the 12-character length.

Code Values:
Blank = Not collected / Not applicable

This is not a coded field.

Field Long Name: Perpetrator-1 Relationship

Field Short Name: PER1REL   Field Number: 89

Size: 2   Position: 209–210

Definition:
The primary connection to the victim of the first person who caused or knowingly allowed child maltreatment to occur.

Instructions:
A perpetrator may have different relationships with different children. For example, a perpetrator who is the parent of one abused child may be "other relative" for another abused child. A child has to be under the care, placement or supervision of the child welfare agency to have a perpetrator whose relationship is relative foster parent, nonrelative foster parent, group home or residential facility staff.

Note that "01" and "02" take precedence over "08." Residents of group homes or residential facilities who are perpetrators are coded as "88=other." A state should use "33=foster parent, relationship unknown or unspecified" if the relative versus nonrelative status of a foster parent is unknown.

The perpetrator relationship field should be coded as "88=other" in the following scenario: The child is maltreated by 03=relative foster parent; 04=nonrelative foster parent; 05=group home or residential facility staff; or 33=foster parent, relationship unknown; AND the child is NOT under the care, placement, or supervision of the child welfare agency.

Code Values:
Blank = Not collected/Not applicable
01   Parent
02   Other relative (non foster parent)
03   Relative foster parent
04   Nonrelative foster parent
05   Group home or residential facility staff
06   Child daycare provider
07   Unmarried partner of parent
08   Legal guardian
09   Other professionals
10   Friends or neighbors
33   Foster Parent, relationship unknown or unspecified
88   Other
99   Unknown or missing

Field Long Name: Perpetrator-1 as Parent

Field Short Name: PER1PRNT   Field Number: 90

Size: 1   Position: 211

Definition:
The parental role of the first person who caused or knowingly allowed child maltreatment to occur such as biological, step, or adoptive parent.

Instructions:
This field is completed only if the Perpetrator-1 Relationship (field 89) is set to "01 = parent." Otherwise, the field is left blank.

Code Values:
Blank = Not collected/Not applicable
1   biological parent
2   step-parent
3   adoptive parent
9   unknown or missing

Field Long Name: Perpetrator-1 as Caregiver

Field Short Name: PER1CR   Field Number: 91

Size: 1   Position: 212

Definition:
The first person who caused or knowingly allowed child maltreatment to occur and who was responsible for the care and supervision of the victim when the maltreatment occurred.

Instructions:
A caregiver is a person responsible for the care and supervision of a child.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Perpetrator-1 Age at Report

Short: PER1AGE

Field Number: 92

Size: 2

Position: 213–214

Definition:
Age in years at the time of the report of the first person who caused or knowingly allowed child maltreatment to occur.

Instructions:
Age is calculated in years at the time of the report of child maltreatment.

A valid Perpetrator Age should be "06" to "75" years or code "99" (if the age is unknown). If the perpetrator's age is 75 years or older, the perpetrator age should be coded as "75."

Code Values:
Blank = Not collected/Not applicable

This is not a coded field.

Field Long Name: Perpetrator-1 Sex

Field Short Name: PER1SEX   Field Number: 93

Size: 1   Position: 215

Definition:
The biological sex as indicated of the first person who caused or knowingly allowed child maltreatment to occur.

Instructions:
Sex should match on all perpetrators with the same ID.

Code Values:
Blank = Not collected/Not applicable
1   Male
2   Female
9   Unknown

Field Long Name: Perpetrator-1 Race American Indian/Alaska Native

Short: P1RACAI   Field Number: 94

Size: 1   Position: 216

Definition:
The first person who caused or knowingly allowed child maltreatment to occur having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to "1 = yes" (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-1 Race Asian

Field Short Name: P1RACAS   Field Number: 95

Size: 1   Position: 217

Definition:
The first person who caused or knowingly allowed child maltreatment to occur having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to "1 = yes" (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-1 Race Black or African American

Field Short Name: P1RACBL   Field Number: 96

Size: 1   Position: 218

Definition:
The first person who caused or knowingly allowed child maltreatment to occur having origins in any of the black racial groups of Africa.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to "1 = yes" (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-1 Race Native Hawaiian or Other Pacific Islander

Field Short Name: P1RACNH   Field Number: 97

Size: 1   Position: 219

Definition:
The first person who caused or knowingly allowed child maltreatment to occur having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to "1 = yes" (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-1 Race White

Field Short Name: P1RACWH   Field Number: 98

Size: 1   Position: 220

Definition:
The first person who caused or knowingly allowed child maltreatment to occur having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to "1 = yes" (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-1 Race Unable to Determine

Field Short Name: P1RACUD

Field Number: 99

Size: 1

Position: 221

Definition:
The inability to determine the race of first person who caused or knowingly allowed child maltreatment to occur.

Instructions:
If this field is coded to "1= yes," then every other perpetrator race field should be coded to "9= unknown or missing" of left blank.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Perpetrator-1 Ethnicity

Field Short Name: PER1ETHN

Field Number: 100

Size: 1

Position: 222

Definition:
The first person who caused or knowingly allowed child maltreatment to occur who is also Hispanic or Latino such as a person from Cuba, Mexico, Puerto Rico, South or Central America, or other Spanish language culture, regardless of race.

Instructions:
A person's Hispanic or Latino Ethnicity is based on how others see them or is self-determined.

This field should be completed in addition to fields P1RACAI (field 95) thru P1RACUD (field 99).

Ethnicity should match on all perpetrators with the same ID.

Code Values:
Blank = Not collected/Not applicable
1   yes, Hispanic or Latino
2   not Hispanic or Latino
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-1 Military Member

Field Short Name: PER1MIL   Field Number: 101

Size: 1   Position: 223

Definition:
The first person who caused or knowingly allowed child maltreatment to occur who is also on active duty in the Armed Services of the United States such as the Army, Navy, Air Force, Marine Corps, or Coast Guard, including Activated Reservists or Activated National Guardsmen.

Instructions:
Active duty refers to the status of the perpetrator at the time of the report or during the investigation. Members of the Inactive Reserves, Inactive National Guard, or retired military members are not counted as yes.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Perpetrator-1 Prior Abuser

Field Short Name: PER1PIOR

Field Number: 102

Size: 1

Position: 224

Definition:
The first person who caused or knowingly allowed child maltreatment to occur with a previous determination in the state's information system of substantiated or indicated maltreatment.

Instructions:
This field indicates previous substantiated or indicated maltreatment(s) for the perpetrator in the state's information system.

"Previous" is defined as a substantiated or indicated maltreatment(s) that occurred prior to the disposition date of the report in the dataset.

Previous maltreatment(s) can pertain to the same child(ren) in the report being included in the dataset or other children, including those from prior years.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Perpetrator-1 Maltreatment-1

Field Short Name: PER1MAL1   Field Number: 103

Size: 1   Position: 225

Definition:
A linking of the first person who caused or knowingly allowed child maltreatment to occur with a specific determination of substantiated or indicated resulting from the CPS response.

Instructions:
This field indicates if the first perpetrator in this record was involved in the first maltreatment reported on the record, Maltreatment-1 Type (field 26). A yes, "1," can only be entered in this field if the Maltreatment-1 Disposition Level (field 27) has been set to substantiated, "01," or indicated, "02."

If the state links perpetrators to reports and not to children and therefore cannot determine who did what to whom, or if there are multiple perpetrators/children involved in the same incident, then this field should be left blank and the state should indicate that data are not collected under the "State Data Characteristics" section and explain why under the "State Commentary/Construction Logic" section.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no

Field Long Name: Perpetrator-1 Maltreatment-2

Field Short Name: PER1MAL2

Field Number: 104

Size: 1

Position: 226

Definition:
A linking of the first person who caused or knowingly allowed child maltreatment to occur with a specific determination of substantiated or indicated resulting from the CPS response.

Instructions:
This field indicates if the first perpetrator in this record was involved in the second maltreatment reported on the record, Maltreatment-2 Type (field 28). A yes, "1," can only be entered in this field if the Maltreatment-2 Disposition Level (field 29) has been set to substantiated, "01," or indicated, "02."

If the state links perpetrators to reports and not to children and therefore cannot determine who did what to whom, or if there are multiple perpetrators/children involved in the same incident, then this field should be left blank and the state should indicate that data are not collected under the "State Data Characteristics" section and explain why under the "State Commentary/Construction Logic" section.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no

Field Long Name: Perpetrator-1 Maltreatment-3

Field Short Name: PER1MAL3   Field Number: 105

Size: 1   Position: 227

Definition:
A linking of the first person who caused or knowingly allowed child maltreatment to occur with a specific determination of substantiated or indicated resulting from the CPS response.

Instructions:
This field indicates if the first perpetrator in this record was involved in the third maltreatment reported on the record, Maltreatment-3 Type (field 30). A yes, "1," can only be entered in this field if the Maltreatment-3 Disposition Level (field 31) has been set to substantiated, "01," or indicated, "02."

If the state links perpetrators to reports and not to children and therefore cannot determine who did what to whom, or if there are multiple perpetrators/children involved in the same incident, then this field should be left blank and the state should indicate that data are not collected under the "State Data Characteristics" section and explain why under the "State Commentary/Construction Logic" section.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no

Field Long Name: Perpetrator-1 Maltreatment-4

Field Short Name: PER1MAL4

Field Number: 106

Size: 1

Position: 228

Definition:
A linking of the first person who caused or knowingly allowed child maltreatment to occur with a specific determination of substantiated or indicated resulting from the CPS response.

Instructions:
This field indicates if the first perpetrator in this record was involved in the fourth maltreatment reported on the record, Maltreatment-4 Type (field 32). A yes, "1," can only be entered in this field if the Maltreatment-4 Disposition Level (field 33) has been set to substantiated, "01," or indicated, "02."

If the state links perpetrators to reports and not to children and therefore cannot determine who did what to whom, or if there are multiple perpetrators/children involved in the same incident, then this field should be left blank and the state should indicate that data are not collected under the "State Data Characteristics" section and explain why under the "State Commentary/Construction Logic" section.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no

Field Long Name: Perpetrator-2 ID

Field Short Name: PER2ID

Field Number: 107

Size: 12

Position: 229–240

Definition:
A unique identification assigned to the second person who caused or knowingly allowed child maltreatment to occur.

Instructions:
This is the ID of the second perpetrator associated with this record. All three perpetrator sections in this record should be left blank if the child does not have at least one Maltreatment Disposition Level equal to Substantiated or Indicated.

This identification is not the actual state perpetrator identification but is an encrypted identification assigned by the state for purposes of the Child File data collection. The Perpetrator ID should be unique within the state, only used for this perpetrator, and never used again for any other perpetrator.

The encrypted identifier should be left-filled with zeroes, as needed, to the 12-character length.

Code Values:
Blank = Not collected/Not applicable

This is not a coded field.

Field Long Name: Perpetrator-2 Relationship

Field Short Name: PER2REL   Field Number: 108

Size: 2   Position: 241–242

Definition:
The primary connection to the victim of the second person who caused or knowingly allowed child maltreatment to occur.

Instructions:
A perpetrator may have different relationships with different children. For example, a perpetrator who is the parent of one abused child may be "other relative" for another abused child. A child has to be under the care, placement or supervision of the child welfare agency to have a perpetrator whose relationship is relative foster parent, nonrelative foster parent, group home or residential facility staff.

"01" and "02" take precedence over "08." Residents of group homes or residential facilities who are perpetrators are coded as "88=other." A state should use "33=foster parent, relationship unknown or unspecified" if the relative versus nonrelative status of a foster parent is unknown.

The perpetrator relationship field should be coded as "88=other" in the following scenario: The child is maltreated by 03=relative foster parent; 04=nonrelative foster parent; 05=group home or residential facility staff; or 33=foster parent, relationship unknown; AND the child is not under the care, placement, or supervision of the child welfare agency.

Code Values:
Blank = Not collected/Not applicable
01   Parent
02   Other relative (non foster parent)
03   Relative foster parent
04   Nonrelative foster parent
05   Group home or residential facility staff
06   Child daycare provider
07   Unmarried partner of parent
08   Legal guardian
09   Other professionals
10   Friends or neighbors
33   Foster Parent, relationship unknown or unspecified
88   Other
99   Unknown or missing

Field Long Name: Perpetrator-2 as Parent

Field Short Name: PER2PRNT   Field Number: 109

Size: 1   Position: 243

Definition:
The parental role of the second person who caused or knowingly allowed child maltreatment to occur such as biological, step, or adoptive parent.

Instructions:
This field is completed only if the Perpetrator-2 Relationship (field 108) is set to "01 = parent." Otherwise, the field is left blank.

Code Values:
Blank = Not collected/Not applicable
1   biological parent
2   step-parent
3   adoptive parent
9   unknown or missing

Field Long Name: Perpetrator-2 as Caregiver

Short: PER2CR   Field Number: 110

Size: 1   Position: 244

Definition:
The second person who caused or knowingly allowed child maltreatment to occur and who was responsible for the care and supervision of the victim when the maltreatment occurred.

Instructions:
A caregiver is a person responsible for the care and supervision of a child.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Perpetrator-2 Age at Report

Field Short Name: PER2AGE

Field Number: 111

Size: 2

Position: 245–246

Definition:
Age in years at the time of the report of the second person who caused or knowingly allowed child maltreatment to occur.

Instructions:
Age is calculated in years at the time of the report of child maltreatment.

A valid Perpetrator Age should be "06" to "75" years or code "99" (if the age is unknown). If the perpetrator's age is 75 years or older, the perpetrator age should be coded as "75."

Code Values:
Blank = Not collected/Not applicable

This is not a coded field.

Field Long Name: Perpetrator-2 Sex

Field Short Name: PER2SEX   Field Number: 112

Size: 1   Position: 247

Definition:
The biological sex as indicated of the second person who caused or knowingly allowed child maltreatment to occur.

Instructions:
Sex should match on all perpetrators with the same ID.

Code Values:
Blank = Not collected/Not applicable
1   Male
2   Female
9   Unknown

Field Long Name: Perpetrator-2 Race American Indian/Alaska Native

Field Short Name: P2RACAI   Field Number: 113

Size: 1   Position: 248

Definition:
The second person who caused or knowingly allowed child maltreatment to occur having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to '1 = yes" (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-2 Race Asian

Field Short Name: P2RACAS   Field Number: 114

Size: 1   Position: 249

Definition:
The second person who caused or knowingly allowed child maltreatment to occur having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to '1 = yes." (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-2 Race Black and African American

Field Short Name: P2RACBL   Field Number: 115

Size: 1   Position: 250

Definition:
The second person who caused or knowingly allowed child maltreatment to occur having origins in any of the black racial groups of Africa.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to '1 = yes." (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator- 2 Race Native Hawaiian or Other Pacific Islander

Field Short Name: P2RACNH

Field Number: 116

Size: 1

Position: 251

Definition:
The second person who caused or knowingly allowed child maltreatment to occur having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to '1 = yes." (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-2 Race White

Field Short Name: P2RACWH   Field Number: 117

Size: 1   Position: 252

Definition:
The second person who caused or knowingly allowed child maltreatment to occur having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to '1 = yes." (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-2 Race Unable to Determine

Field Short Name: P2RACUD

Field Number: 118

Size: 1

Position: 253

Definition:
The inability to determine the race of second person who caused or knowingly allowed child maltreatment to occur.

Instructions:
If this field is coded to "1= yes," then every other perpetrator race field should be coded to "9= unknown or missing" of left blank.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Perpetrator-2 Hispanic or Latino Ethnicity

Field Short Name: PER2ETHN

Field Number: 119

Size: 1

Position: 254

Definition:
The second person who caused or knowingly allowed child maltreatment to occur who is also Hispanic or Latino such as a person from Cuba, Mexico, Puerto Rico, South or Central America, or other Spanish language culture, regardless of race.

Instructions:
A person's Hispanic or Latino Ethnicity is based on how others see them or is self-determined.

This field should be completed in addition to fields P2RACAI (field 113) thru P2RACUD (field 118).

Ethnicity should match on all perpetrators with the same ID.

Code Values:
Blank = Not collected/Not applicable
1   yes, Hispanic or Latino
2   not Hispanic or Latino
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-2 Military Member

Field Short Name: PER2MIL

Field Number: 120

Size: 1

Position: 255

Definition:
The second person who caused or knowingly allowed child maltreatment to occur who is also on active duty in the Armed Services of the United States such as the Army, Navy, Air Force, Marine Corps, or Coast Guard, including Activated Reservists or Activated National Guardsmen.

Instructions:
Active duty refers to the status of the perpetrator at the time of the report or during the investigation. Members of the Inactive Reserves, Inactive National Guard, or retired military members are not counted as yes.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Perpetrator-2 Prior Abuser

Field Short Name: PER2PRIOR   Field Number: 121

Size: 1   Position: 256

Definition:
The second person who caused or knowingly allowed child maltreatment to occur with a previous determination in the state's information system of substantiated or indicated maltreatment.

Instructions:
This field indicates previous substantiated or indicated maltreatment(s) for the perpetrator in the state's information system.

"Previous" is defined as a substantiated or indicated maltreatment(s) that occurred prior to the disposition date of the report in the dataset.

Previous maltreatment(s) can pertain to the same child(ren) in the report being included in the dataset or other children, including those from prior years.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Perpetrator-2 Maltreatment-1

Field Short Name: PER2MAL1

Field Number: 122

Size: 1

Position: 257

Definition:
A linking of the second person who caused or knowingly allowed child maltreatment to occur with a specific determination of substantiated or indicated resulting from the CPS response.

Instructions:
This field indicates if the second perpetrator in this record was involved in the first maltreatment reported on the record, Maltreatment-1 Type (field 26). A yes, "1," can only be entered in this field if the Maltreatment-1 Disposition Level (field 27) has been set to substantiated, "01," or indicated, "02."

If the state links perpetrators to reports and not to children and therefore cannot determine who did what to whom, or if there are multiple perpetrators/children involved in the same incident, then this field should be left blank and the state should indicate that data are not collected under the "State Data Characteristics" section and explain why under the "State Commentary/Construction Logic" section.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no

Field Long Name: Perpetrator-2 Maltreatment-2

Field Short Name: PER2MAL2

Field Number: 123

Size: 1

Position: 258

Definition:
A linking of the second person who caused or knowingly allowed child maltreatment to occur with a specific determination of substantiated or indicated resulting from the CPS response.

Instructions:
This field indicates if the second perpetrator in this record was involved in the second maltreatment reported on the record, Maltreatment-2 Type (field 28). A yes, "1," can only be entered in this field if the Maltreatment-2 Disposition Level (field 29) has been set to substantiated, "01," or indicated, "02."

If the state links perpetrators to reports and not to children and therefore cannot determine who did what to whom, or if there are multiple perpetrators/children involved in the same incident, then this field should be left blank and the state should indicate that data are not collected under the "State Data Characteristics" section and explain why under the "State Commentary/Construction Logic" section.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no

Field Long Name: Perpetrator-2 Maltreatment 3

Field Short Name: PER2MAL3   Field Number: 124

Size: 1   Position: 259

Definition:
A linking of the second person who caused or knowingly allowed child maltreatment to occur with a specific determination of substantiated or indicated resulting from the CPS response.

Instructions:
This field indicates if the third perpetrator in this record was involved in the second maltreatment reported on the record, Maltreatment-3 Type (field 30). A yes, "1," can only be entered in this field if the Maltreatment-3 Disposition Level (field 31) has been set to substantiated, "01," or indicated, "02."

If the state links perpetrators to reports and not to children and therefore cannot determine who did what to whom, or if there are multiple perpetrators/children involved in the same incident, then this field should be left blank and the state should indicate that data are not collected under the "State Data Characteristics" section and explain why under the "State Commentary/Construction Logic" section.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no

Field Long Name: Perpetrator-2 Maltreatment-4

Field Short Name: PER2MAL4   Field Number: 125

Size: 1   Position: 260

Definition:
A linking of the second person who caused or knowingly allowed child maltreatment to occur with a specific determination of substantiated or indicated resulting from the CPS response.

Instructions:
This field indicates if the second perpetrator in this record was involved in the fourth maltreatment reported on the record, Maltreatment-4 Type (field 32). A yes, "1," can only be entered in this field if the Maltreatment-4 Disposition Level (field 33) has been set to substantiated, "01," or indicated, "02."

If the State links perpetrators to reports and not to children and therefore cannot determine who did what to whom, or if there are multiple perpetrators/children involved in the same incident, then this field should be left blank and the State should indicate that data are not collected under the "State Data Characteristics" section and explain why under the "State Commentary/Construction Logic" section.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no

Field Long Name: Perpetrator-3 ID

Field Short Name: PER3ID

Field Number: 126

Size: 12

Position: 261–272

Definition:
A unique identification assigned to the third person who caused or knowingly allowed child maltreatment to occur.

Instructions:
This is the ID of the third perpetrator associated with this record. All three perpetrator sections in this record should be left blank if the child does not have at least one Maltreatment Disposition Level equal to Substantiated or Indicated.

This identification is not the actual state perpetrator identification but is an encrypted identification assigned by the state for purposes of the Child File data collection. The Perpetrator ID should be unique within the state, only used for this perpetrator and never used again for any other perpetrator.

The encrypted identifier should be left-filled with zeroes, as needed, to the 12-character length.

Code Values:
Blank = Not collected/Not applicable

This is a coded value.

Field Long Name: Perpetrator-3 Relationship

Field Short Name: PER3REL   Field Number: 127

Size: 2   Position: 273–274

Definition:
The primary connection to the victim of the third person who caused or knowingly allowed child maltreatment to occur.

Instructions:
A perpetrator may have different relationships with different children. For example, a perpetrator who is the parent of one abused child may be "other relative" for another abused child. A child has to be under the care, placement or supervision of the child welfare agency to have a perpetrator whose relationship is relative foster parent, nonrelative foster parent, group home or residential facility staff.

"01" and "02" take precedence over "08." Residents of group homes or residential facilities who are perpetrators are coded as "88=other." A state should use "33=foster parent, relationship unknown or unspecified" if the relative versus nonrelative status of a foster parent is unknown.

The perpetrator relationship field should be coded as "88=other" in the following scenario: The child is maltreated by 03=relative foster parent; 04=nonrelative foster parent; 05=group home or residential facility staff; or 33=foster parent, relationship unknown; AND the child is not under the care, placement, or supervision of the child welfare agency.

Code Values:
Blank = Not collected/Not applicable
01   Parent
02   Other relative (non foster parent)
03   Relative foster parent
04   Nonrelative foster parent
05   Group home or residential facility staff
06   Child daycare provider
07   Unmarried partner of parent
08   Legal guardian
09   Other professionals
10   Friends or neighbors
33   Foster Parent, relationship unknown or unspecified
88   Other
99   Unknown or missing

Field Long Name: Perpetrator-3 as Parent

Field Short Name: PER3PRNT   Field Number: 128

Size: 1   Position: 275

Definition:
The parental role of the third person who caused or knowingly allowed child maltreatment to occur such as biological, step, or adoptive parent.

Instructions:
This field is completed only if the Perpetrator-3 Relationship (field 127) is set to "01 = parent." Otherwise, the field is left blank.

Code Values:
Blank = Not collected/Not applicable
1   biological parent
2   step-parent
3   adoptive parent
9   unknown or missing

Field Long Name: Perpetrator-3 as Caregiver

Short: PER3CR   Field Number: 129

Size: 1   Position: 276

Definition:
The third person who caused or knowingly allowed child maltreatment to occur and who was responsible for the care and supervision of the victim when the maltreatment occurred.

Instructions:
A caregiver is a person responsible for the care and supervision of a child.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Perpetrator-3 Age at Report

Field Short Name: PER3AGE

Field Number: 130

Size: 2

Position: 277–278

Definition:
Age in years at the time of the report of the third person who caused or knowingly allowed child maltreatment to occur.

Instructions:
Age is calculated in years at the time of the report of child maltreatment.

A valid Perpetrator Age should be "06" to "75" years or code "99" (if the age is unknown). If the perpetrator's age is 75 years or older, the perpetrator age should be coded as "75."

Code Values:
Blank = Not collected/Not applicable

This is not a coded field.

Field Long Name: Perpetrator-3 Sex

Field Short Name: PER3SEX   Field Number: 131

Size: 1   Position: 279

Definition:
The biological sex as indicated of the third person who caused or knowingly allowed child maltreatment to occur.

Instructions:
Sex should match on all perpetrators with the same ID.

Code Values:
Blank = Not collected/Not applicable
1   Male
2   Female
9   Unknown

Field Long Name: Perpetrator-3 Race American Indian/Alaska Native

Field Short Name: P3RACAI   Field Number: 132

Size: 1   Position: 280

Definition:
The third person who caused or knowingly allowed child maltreatment to occur having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to '1 = yes." (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-3 Race Asian

Field Short Name: P3RACAS

Field Number: 133

Size: 1

Position: 281

Definition:
The third person who caused or knowingly allowed child maltreatment to occur having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to '1 = yes." (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-3 Race Black or African American

Field Short Name: P3RACBL   Field Number: 134

Size: 1   Position: 282

Definition:
The third person who caused or knowingly allowed child maltreatment to occur having origins in any of the black racial groups of Africa.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to '1 = yes." (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-3 Race Native Hawaiian or Other Pacific Islander

Field Short Name: P3RACNH   Field Number: 135

Size: 1   Position: 283

Definition:
The third person who caused or knowingly allowed child maltreatment to occur having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to '1 = yes." (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-3 Race White

Field Short Name: P3RACWH   Field Number: 136

Size: 1   Position: 284

Definition:
The third person who caused or knowingly allowed child maltreatment to occur having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Instructions:
More than one race can be assigned to the same perpetrator.

If this field is coded to "1 = yes," then all entries for this field in subsequent records associated with the same perpetrator ID should also be coded to '1 = yes." (i.e., repeat perpetrators should always be associated with the same race category).

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-3 Race Unable to Determine

Field Short Name: P3RACUD   Field Number: 137

Size: 1   Position:285

Definition:
The inability to determine the race of third person who caused or knowingly allowed child maltreatment to occur.

Instructions:
If this field is coded to "1= yes", then every other perpetrator race field should be coded to "9= unknown or missing" of left blank.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Perpetrator-3 Hispanic or Latino Ethnicity

Field Short Name: PER3ETHN   Field Number: 138

Size: 1   Position: 286

Definition:
The third person who caused or knowingly allowed child maltreatment to occur who is also Hispanic or Latino such as a person from Cuba, Mexico, Puerto Rico, South or Central America, or other Spanish language culture, regardless of race.

Instructions:
A person's Hispanic or Latino(a) Ethnicity is based on how others see them or is self-determined.

This field should be completed in addition to fields P3RACAI (field 132) thru P3RACUD (field 137).

Ethnicity should match on all perpetrators with the same ID.

Code Values:
Blank = Not collected/Not applicable
1   yes, Hispanic or Latino
2   not Hispanic or Latino
3   unable to determine
9   unknown or missing

Field Long Name: Perpetrator-3 Military Member

Field Short Name: PER3MIL

Field Number: 139

Size: 1

Position: 287

Definition:
The third person who caused or knowingly allowed child maltreatment to occur who is also on active duty in the Armed Services of the United States such as the Army, Navy, Air Force, Marine Corps, or Coast Guard, including Activated Reservists or Activated National Guardsmen.

Instructions:
Active duty refers to the status of the perpetrator at the time of the report or during the investigation. Members of the Inactive Reserves, Inactive National Guard, or retired military members are not counted as yes.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Perpetrator-3 Prior Abuser

Field Short Name: PER3PRIOR   Field Number: 140

Size: 1   Position: 288

Definition:
The third person who caused or knowingly allowed child maltreatment to occur with a previous determination in the state's information system of substantiated or indicated maltreatment.

Instructions:
This field indicates previous substantiated or indicated maltreatment(s) for the perpetrator in the state's information system.

"Previous" is defined as a substantiated or indicated maltreatment(s) that occurred prior to the disposition date of the report in the dataset.

Previous maltreatment(s) can pertain to the same child(ren) in the report being included in the dataset or other children, including those from prior years.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Perpetrator-3 Maltreatment-1

Field Short Name: PER3MAL1   Field Number: 141

Size: 1   Position: 289

Definition:
A linking of the third person who caused or knowingly allowed child maltreatment to occur with a specific determination of substantiated or indicated resulting from the CPS response.

Instructions:
This field indicates if the third perpetrator in this record was involved in the first maltreatment reported on the record, Maltreatment-1 Type (field 26). A yes, "1", can only be entered in this field if the Maltreatment-1 Disposition Level (field 27) has been set to substantiated, "01" or indicated, "02."

If the state links perpetrators to reports and not to children and therefore cannot determine who did what to whom, or if there are multiple perpetrators/children involved in the same incident, then this field should be left blank and the state should indicate that data are not collected under the "State Data Characteristics" section and explain why under the "State Commentary/Construction Logic" section.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no

Field Long Name: Perpetrator-3 Maltreatment-2

Field Short Name: PER3MAL2   Field Number: 142

Size: 1   Position: 290

Definition:
A linking of the third person who caused or knowingly allowed child maltreatment to occur with a specific determination of substantiated or indicated resulting from the CPS response.

Instructions:
This field indicates if the third perpetrator in this record was involved in the second maltreatment reported on the record, Maltreatment-2 Type (field 28). A yes, "1", can only be entered in this field if the Maltreatment-2 Disposition Level (field 29) has been set to substantiated, "01", or indicated, "02."

If the state links perpetrators to reports and not to children and therefore cannot determine who did what to whom, or if there are multiple perpetrators/children involved in the same incident, then this field should be left blank and the state should indicate that data are not collected under the "State Data Characteristics" section and explain why under the "State Commentary/Construction Logic" section.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no

Field Long Name: Perpetrator-3 Maltreatment-3

Field Short Name: PER3MAL3   Field Number: 143

Size: 1   Position: 291

Definition:
A linking of the third person who caused or knowingly allowed child maltreatment to occur with a specific determination of substantiated or indicated resulting from the CPS response.

Instructions:
This field indicates if the third perpetrator in this record was involved in the third maltreatment reported on the record, Maltreatment-3 Type (field 30). A yes, "1", can only be entered in this field if the Maltreatment-3 Disposition Level (field 31) has been set to substantiated, "01" or indicated, "02."

If the state links perpetrators to reports and not to children and therefore cannot determine who did what to whom, or if there are multiple perpetrators/children involved in the same incident, then this field should be left blank and the state should indicate that data are not collected under the "State Data Characteristics" section and explain why under the "State Commentary/Construction Logic" section.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no

Field Long Name: Perpetrator-3 Maltreatment-4

Field Short Name: PER3MAL4   Field Number: 144

Size: 1   Position: 292

Definition:
A linking of the third person who caused or knowingly allowed child maltreatment to occur with a specific determination of substantiated or indicated resulting from the CPS response.

Instructions:
This field indicates if the third perpetrator in this record was involved in the fourth maltreatment reported on the record, Maltreatment-4 Type (field 32). A yes, "1", can only be entered in this field if the Maltreatment-4 Disposition Level (field 33) has been set to substantiated, "01", or indicated, "02."

If the state links perpetrators to reports and not to children and therefore cannot determine who did what to whom, or if there are multiple perpetrators/children involved in the same incident, then this field should be left blank and the state should indicate that data are not collected under the "State Data Characteristics" section and explain why under the "State Commentary/Construction Logic" section.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no

Additional Fields

Field Long Name: AFCARS ID

Field Short Name: AFCARSID

Field Number: 145

Size: 12

Position: 293–304

Definition:
This is the Record Number field used in the AFCARS data submission.

Instructions:
This field is populated with an existing AFCARS Record Number value assigned to the child or the Record Number value which would be assigned to the child. States should provide this field for all records in the Child File.

Code Values:
This is not a coded field.

Field Long Name: Incident Date

Field Short Name: INCIDDT   Field Number: 146

Size: 8   Position: 305–312

Definition:
The month, day, and year of the most recent known incident of alleged child maltreatment.

Instructions:
This is the date of the most recently known incident of an alleged maltreatment that led to the report and subsequent investigation or assessment.

If the report alleges several types of maltreatment, the most recent incident date across the various types of maltreatment would be used. The date should be prior or equal to the report date, but should not be greater than the report date, even if the child is found to be maltreated during the investigation or assessment.

Date fields should be in the "mmddyyyy" format. The "mm" and "dd" are each two characters long, right-justified and left-filled with a zero (0) as needed. The "yyyy" is four characters long. No blanks or special characters can be imbedded in a date field. For example, January 9, 2010 would appear as "01092010."

Code Values:
Blank = Not collected/Not applicable

This is not a coded field.

Field Long Name: Report Time

Field Short Name: RPTTM   Field Number: 147

Size: 4   Position: 313–316

Definition:
The hour and minute when the responsible agency was notified of the suspected child maltreatment.

Instructions:
The Report Time is the time of the day that is specified as the Report Date.

Time fields should be in the "hhmm" format. The "hh" and "mm" are each two characters long, right-justified and left-filled with a zero (0) as needed. No blanks or special characters can be imbedded in a time field. For example, 8:00am would appear as "0800" and 3:45pm would appear as "1545."

If the Report Time is unknown or missing, the state should leave this field blank.

Code Values:
This is not a coded field.

Field Long Name: Investigation Start Time

Field Short Name: INVSTRTM   Field Number: 148

Size: 4   Position: 317–320

Definition:
The hour and minute when CPS first had face-to-face contact with the alleged victim of child maltreatment.

Instructions:
The Investigation Start Time is the time of the day that is specified as the Investigation Start Date.

Time fields should be in the "hhmm" format. The "hh" and "mm" are each two characters long, right-justified and left-filled with a zero (0) as needed. No blanks or special characters can be imbedded in a time field. For example, 8:00am would appear as "0800" and 3:45pm would appear as "1545."

If the state's definition includes contacting the alleged victim or other collaterals, then the state should fill this field. If the state's definition of investigation start time is at the point of transfer to an investigation worker or unit, then the state should not fill this field. If the state's definition is any attempted contact, then the field should not be filled.
If the Investigation Start Time is unknown or missing, the state should leave this field blank.

Code Values:
This is not a coded field.

Field Long Name: Date of Death

Field Short Name: DEATHDT   Field Number: 149

Size: 8   Position: 321–328

Definition:
The month, day, and year of the child's death as a result of abuse and/or neglect.

Instructions:
Date fields should be in the "mmddyyyy" format. The "mm" and "dd" are each two characters long, right-justified and left-filled with a zero (0) as needed. The "yyyy" is four characters long. No blanks or special characters can be imbedded in a date field. For example, January 9, 2012 would appear as "01092012."

The maltreatment death field (Field 34) should be set to "Yes."

Code Values:
This is not a coded field.

Field Long Name: Foster Care Discharge Date

Field Short Name: FCDCHDT

Field Number: 150

Size: 8

Position: 329–336

Definition:
The month, day, and year the child was discharged from the foster care episode for which the removal date (field # 61) is reported.

Instructions:
The foster care discharge date only applies to children who were discharged from foster care. The foster care discharge date should occur after the report disposition date. If the child has not been discharged from care, leave blank.

If this foster care discharge date is reported, it should be associated with the same episode for which the removal date (field # 61) is reported.

Date fields should be in the "mmddyyyy" format. The "mm" and "dd" are each two characters long, right-justified and left-filled with a zero (0) as needed. The "yyyy" is four characters long. No blanks or special characters can be imbedded in a date field. For example, January 9, 2012 would appear as "01092012."

The post response services field (Field 56) and foster care service field (Field 60) should be set to "Yes." The associated removal date (Field 61) must also be reported.

Code Values:
This is not a coded field.

Field Long Name: Has a Plan of Safe Care

Field Short Name: PLNSFCR   Field Number: 151

Size: 1   Position: 337

Definition:
This field indicates whether the infant with prenatal substance exposure has a plan of safe care as specified by the CARA legislation.

An infant is defined as a child younger than 1 year.

A plan of safe care is defined as a plan developed as described in such sections (106(b)(2)(B)(iii) for infants born and identified as being affected by substance abuse or withdrawal symptoms, or Fetal Alcohol Spectrum Disorder. The state plan requirement at 106(b)(2)(B)(iii)(1) requires that a plan of safe care address the health and substance use disorder treatment needs of the infant and affected family or caregiver.

Instructions:
This field should be completed for all children younger than 1 year old (child age at report = "00") AND have the child risk factor of drug abuse or child risk factor of alcohol abuse coded as 1 = "yes" AND the report source = 02 "medical personnel." Valid codes are yes, no, and unknown.
If the child does not meet the criteria mentioned above or the state is not able to collect and report this field, report Blank = "Not collected/not applicable."

The plan of safe care may be created at any point during an investigation or assessment.

This is not a postinvestigation service.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing

Field Long Name: Referral to Appropriate Services

Field Short Name: PLNSFCR

Field Number: 152

Size: 1

Position: 338

Definition:
This fields indicates whether the infant with prenatal substance exposure has a referral to Comprehensive Addiction and Recovery Act (CARA) appropriate services, including services for the affected family or caregiver.

An infant is defined as a child younger than 1 year.

According to Administration for Children and Families, the definition of "appropriate services" is determined by each state.

Instructions:
This field should be completed for all children younger than 1 year old (child age at report = "00") AND the child risk factor of drug abuse or child risk factor of alcohol abuse coded as 1 = "yes" AND the report source = 02 "medical personnel." Valid codes are yes, no, and unknown.
If the child does not meet the criteria mentioned above or the state is not able to collect and report this field, report Blank = "Not collected/not applicable."

This is not a postinvestigation service.

Code Values:
Blank = Not collected/Not applicable
1   yes
2   no
9   unknown or missing