***Pick List***

NCAtrak On-line Help

Click a link or scroll down to locate the information you need.

Description

Where in the System are Pick Lists Used?

Where is my Custom Field Pick List or Checkbox List?

View Pick List Items

Add an Item to a Pick List

Edit/Remove an Item in a Pick List

Change the Order of Items in a Pick list

Help with NCAtrak Menu, Header, & Footer

**Description**

The Pick Lists page provides a way to establish and maintain consistent terminology throughout the case record to improve the integrity of the data collected and to make it easier to review statistics about center activities.

**Where in the System are Pick Lists Used?**

The table below identifies each pick list and where it is used in the system.

|  **Pick List Category** | **Pick Lists Included in the Category** | **Where in the system are they used?** |
| --- | --- | --- |
| CPS Tab |          Abuse Type         Court Hearing Type |          Court Outcome         Disposition Type | CPS Tab |
| Forensic Interview Tab |          Location         Media Type |          Media Location | Forensic Interview Tab |
| General Tab  |          Case Closed Reason |          Outside Referral Sources | Outside referral sources are documented on the CPS, LE, FI, Medical, MH, VA, and Prosecution tabs. Entries made in these tabs display on the General Tab so the team working the case can be aware of referrals that have been made. |
| Law Enforcement Tab  |          Arrest Type | The charges pick list displays in the LE tab but you will set it up in the Prosecution category. See below. |
| MDT  |          Meeting Location         Meeting Type |          Recommendations | These fields are used on the MDT meeting section accessed through the NCAtrak menu, and in the MDT tab on the case record.  |
| Medical Tab |          Media Type |          Test/Evaluation | Medical Tab |
| Mental Health Tab |          Funding Source Type         Session Type |          Therapy End Reason | Mental Health Tab |
| People Tab  |          Disabilities         Education Level         Household Income         Race          Language |          Marital Status         Relationship to Victim         Religion | These Pick Lists are used in New Cases, People Tab, Biography, and a few are on the Add Names feature. |
| Prosecution Tab  |          Charge         Charge Disposition         Court Activities Type         Court Name |          Incarceration Type         Judge         Supervision Type | Charges are used in the LE Tab and Prosecution Tab. |
| Presenting Tab |          Alleged Maltreatment         Other Direct Services |          Incident Location         Other Indirect Services | These pick lists are used in New Cases and the Presenting Tab. |
| Victim Advocacy Tab |          Service Type         Victim Compensation Claim Status |          Victim Compensation State Claim Representative | Victim Advocacy Tab |

**Where is my Custom Field Pick List or Checkbox List?**

1.             Your custom field is designed in the Data Entry Fields page by your CAC to be used in a specific case tab. Locate that case tab in the category pick list.

2.            Select your data field from the pick list drop down list.

**View Pick List Items**

1.          Select the Category you want to view from the drop down list.

2.         Click the ‘Select the Pick List’ drop down list and select the pick list you want to view.

3.         A table will display which contains the Pick List Terms currently available in this pick list.

**Add an Item to a Pick List**

1. Select the Category you want from the drop down list.
2. Click the ‘Select the Pick List’ drop down list and select the pick list you want.
3. A table will display which contains the Pick List Terms currently available in this pick list.
4. Enter the pick list term. If there is a column for NCA matching terms select the best match from the list of NCA Statistics Terms. (This will be used to generate the NCA statistical report.)
5. Click ‘Save’ in the same row.

**Edit/Remove an Item in a Pick List**

1. Select the Category you want from the drop down list.
2. Click the ‘Select the Pick List’ drop down list and select the pick list you want.
3. A table will display which contains the Pick List Terms currently available in this pick list.
4. Click ‘Edit’ in the row containing the term you want to edit.
5. To edit a term, type over the term in the text box.
6. To remove the term from the pick list, check the ‘Removed’ box in the same row as the term. Once checked the term will not appear on the pick list.
7. Click ‘Save’ to save the change.
8. Alternatively, click ‘Cancel’ to cancel the change.

**Change the Order of Items in a Pick list**

1. Select the Category you want from the drop down list.
2. Click the ‘Select the Pick List’ drop down list and select the pick list you want.
3. Click the up and down arrows beside a term to change its position in the list. The terms will move up or down in the table as directed. The changed order is saved automatically.
4. **Sort Alphabetically -** Any pick list can be sorted alphabetically by clicking the ‘Sort Alphabetically’ button.