

How does using NCAtrak help me submit my NCA Statistical Report?

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Working in the NCA Report Page

The NCA Report page provides CACs with the ability to generate the NCA Statistical Report from data entered in NCAtrak, identify and enter missing data, and submit these statistics to NCA. Centers can run the report for any date range desired, and can view previous report submissions to NCA. Instructions for working in the page are included in the steps that follow for preparing and submitting the report.

❑ Step 1: Run the report without actually submitting to NCA

- A. Use the default date range (defaults to the most recent reporting period) or enter your own date range for the report.
- B. Click the 'View Center Statistics' button. The NCA Statistics Report will display in a pop-up window. Use the features of Adobe Reader to print or save the report as desired and then close the pop-up window, or minimize it to return to the NCA Reports tab.

❑ Step 2: Improve and Troubleshoot Report Results

Sometimes the report doesn't add up the way you expect. There are some things you can do to figure out what's wrong. NCA formatted this report to count exactly the way it wants you to report. They know there is much more they could ask and you can tell but this report is designed the way they need it. This is something

that the NCAtrak Help Desk can help you do if you have trouble or can't find the problem. Call or email Jonathan Picklesimer @ (202) 548-0090 extension 113; infoservices@nca-online.org .

- ✓ General things to know - The report is not counting children served (except the last question) – it's counting cases received during the reporting period. If a child has more than one case during the reporting period it will count both case so long as both cases meet the other criteria below. Also, it is not automatically counting every case you opened during the reporting period. For a case to be counted it must meet the following minimum criteria (for all questions except the last one).
 - The alleged victim is 18 years old or younger (cases where the alleged victims over 18 years old will not be counted in the report).
 - The reason for the referral is 'allegation of abuse' (other direct services and other indirect services cases are counted in the last question only).
 - The date the case was received by the CAC is during the reporting period.
- ✓ View Missing Data Table – This table is designed to help you identify commonly used case record data fields that should if at all possible be completed.

Not all data fields used in the NCA report are represented in the Missing Data table because some times they are not applicable to the needs of the case.

For example you may have a case where a medical exam is not warranted. Use the table as one of several resources for improving the accuracy of your report results.

To use the table,

1. Click the "View Missing Data" button.
 2. Click any column header to sort the table by that column.
 3. If you see some data you can add, click on the case number and the case will appear in pop-up window.
 4. Go to the appropriate case tab, add the data, save it, and close the pop-up window.
 5. Click the "View Missing Data" button again and the table will update and remove the row you just completed.
- ✓ Frequently asked questions and tools to help you understand and troubleshoot results - Click a link below to find additional information and resources.
 1. [Where Does the Data Come From?](#)
 2. [How are the Statistics Calculated?](#)
 3. [What cases are being counted for this report?](#)
 4. [Why are cases not being counted that should be?](#)

❑ **Step 3: Submit report to NCA**

- A. Check to see that you have selected the current reporting period
- B. Click the "Submit to NCA" button. This will complete the first part of the report submission process and the 'Additional Information' page will display.
- C. Enter any additional information you need to report but are not tracking in NCAtrak. (See Description of options below the data entry instructions.)
 1. Enter the name of the service in the text box under 'Description'

2. Enter the number of children you have served in the text box under ‘Children’
 3. Enter the number of adults you have served in the text box under ‘Adults’
 4. Enter the number of people you have served where you don’t have a record of their age in the text box under ‘Age Unknown’
 5. Click ‘Save’ under the ‘Action’ column. The information will be saved and a new row will display in the table.
 6. Repeat this process for all the data you need to add to this report. Remember – This is information about services provided for children and adults not seen at the center and not tracked in NCAtrak using Indirect Services.
- D. Click ‘Submit to NCA’. The total for each section will be tabulated for you.

Additional Information Page Definitions

- Case Management/Coordination (services for children and/or adults) – This refers to case coordination provided by the CAC for children who are not seen at the CAC. This may be for physical abuse cases or other types of cases that don’t present to the CAC.
- ✓ Prevention –
 - Services for Children – We know that many CACs engage in prevention services for children. Some have formal programs in the school, others may have groups focused on prevention efforts, and others participate in collaborative community projects.
 - Services for Adults – This section is for those prevention services provided to adults. Like the prevention services for children, these may include specific programs in community centers, groups, or other forums.
- ✓ Other Services Provided – These are services that do not fit the description of case management or prevention services above. Examples are:

<ul style="list-style-type: none"> • Public Education • First Step Hospital Visits • Hotline Calls • Adult Sexual Assault Exam • Court Prep/Advocacy • Crime Victim Compensation • Assistance 	<ul style="list-style-type: none"> • Hair Screens • Crisis Calls • Crisis Intervention • Foster Care Clinic • Community/Family Advocacy • Court School Services • Support Groups
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Submission Messages

There are a few different message you may see when you submit. Below are submission messages and hints about how to respond to them.

- ✓ **Submission Successful for Period ----- through -----; Cases with Missing Data = ---**
This means your report submission is successful. It also tells you about cases received during the reporting period that had missing report data so you can make improvements if possible, (See View Missing Data above).
- ✓ **The statistics have already been submitted for this period**
- ✓ You can re-submit the report. Click the ‘Resubmit to NCA’ button at the top of the NCA Report page. [Resubmit to NCA](#)

- ✓ **The date range is not a valid six-month period or the year is prior to 2004 or later than the current year**

An error has been made in specifying the date range like you may have an end date that is before the start date. Correct it and click on the 'Submit to NCA' again.

❑ **Step 4: View the report you sent to NCA**

- A. Click the "View All NCA Report Submission" button. A list of all your center's previous NCA submissions (made through NCAtrak) will be displayed with the period, year, and date of submission as well as name of person who submitted the statistics.
- B. Click 'View Submission' to view a report for a specific period/year.
 - ✓ To understand how the data is compiled click here - [Where Does the Data Come From?](#)
 - ✓ If you submitted a report prior to 2007, it will display in the old NCA report format. For help with how the old format compiled the statistics, click here - [NCA Statistical Report \(old format\)](#)

Resubmit to NCA

(When? - Anytime you believe you have improved your data. NCA can always benefit from better statistics.)

- A. Click the 'Resubmit to NCA' button at the top of the NCA Reports tab. Your statistics from data within NCAtrak are automatically updated and the Additional Information screen displays to show services and statistics manually added to the report the last time your center submitted for this period.
- B. You can type over the numbers displayed to edit them, and you can add, edit, or delete any services in the 'other services' table.
- C. Click 'Submit' when you are ready.
- D. Click the 'View all NCA report submissions' button so you can see the updated report.

Where Does the Data Come From?

The most frequently asked question about the NCA Statistical Report is, "What data fields are used in the report?" That is a very good question however; you need more information than that to understand how the report generates statistics. The charts below provide all the information you need.

Data fields showed in Bold are pick list fields that have matching NCA report terminology. If these are not accurately set up, the report statistics may be wrong.

To check that these are accurately matched, go to the [Pick Lists](#) page and check each of the items in the pick list and the selected NCA terminology match.

Data Fields Used in the NCA Statistical Report	
Location	Data Fields
CPS Tab	Date Closed, Disposition
FI Tab - Session Log	Date, Location , Status
LE Tab	Charges Field, Date Closed
MDT Tab	Date, Status
Medical Tab – Session Log	Date, Status
Mental Health Tab	Date Therapy Offered to Family
Mental Health Tab – Session Log	Date, Status
People Tab	Age at time of Referral, Gender, Race, Relationship to victim , Role
Presenting Tab	Alleged Maltreatment , Date Case Received by the CAC, Reason for Referral, Other Direct Services, Other Indirect Services
Prosecution Tab	Review Date, Status, Outcome, Outcome Date
VA Tab -Session Log	Attendee, Date, Status
CAC/MDT Set-up page	CAC Name and Address
Primary contact	This information doesn't come from a data field. The system looks at who is actually logged into NCAtrak and submits the report. That person's name is entered into the report.
Personnel page	Phone and Email

How are the Statistics Calculated?

Each of the tables below represents a detailed description of how the report calculates the statistics. The tables are arranged in the order that the questions appear in the report. Each table includes the following information:

- ✓ Query – the specific formula for how the data is calculated
- ✓ Case Tab – which part of the case record is involved
- ✓ Data Fields – which data fields are used in the calculation

Some tables also have additional information about how the results are calculated.

Total number of children served at the CAC during the reporting period		
Query	Case Tab	Data Fields
Count of cases where the date the case	Presenting	<ul style="list-style-type: none"> ▪ Date Case Received by the CAC (within the

Total number of children served at the CAC during the reporting period		
Query	Case Tab	Data Fields
was received by the CAC is within the reporting period, the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18.	Tab	reporting period) ▪ Reason for the Referral (allegation of abuse)
	People Tab	▪ Role (alleged victim), ▪ Age at time of Referral (alleged victim's age <=18)
If a child is the alleged victim on more than one case received by the CAC during the reporting period, the report will count both cases.		

Gender of Children		
Query	Case Tab	Data Fields
Count of cases where the date the case was received by the CAC is within the reporting period, the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18, grouped by the alleged victim's gender.	Presenting Tab	▪ Date Case Received by the CAC (within the reporting period) ▪ Reason for the Referral (allegation of abuse)
	People Tab	▪ Role (alleged victim), ▪ Age at time of Referral (alleged victim's age <=18) ▪ Gender (alleged victim's gender)

Age of children at first contact with center		
Query	Case Tab	Data Fields
Count of cases where the date the case was received by CAC is within the reporting period, the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18, grouped by the alleged victim's age.	Presenting Tab	▪ Date Case Received by the CAC (within the reporting period) ▪ Reason for the Referral (allegation of abuse)
	People Tab	▪ Role (alleged victim), ▪ Age at time of Referral (alleged victim's age <=18)

Total number of alleged offenders		
Query	Case Tab	Data Fields
Count of alleged offenders on cases where the date the case was received by CAC is within the reporting period, the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18.	Presenting Tab	▪ Date Case Received by the CAC (within the reporting period) ▪ Reason for the Referral (allegation of abuse)
	People Tab	▪ Role (alleged victim), ▪ Age at time of Referral (alleged victim age <=18) ▪ Role (alleged offenders)

Relationship of alleged offender to child		
Query	Case Tab	Data Fields
Count of alleged offenders on cases where the date the case was received by the CAC is within the reporting period, the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18, grouped by the alleged offender's relationship to the alleged victim.	Presenting Tab	<ul style="list-style-type: none"> ▪ Date Case Received by the CAC (within the reporting period) ▪ Reason for the Referral (allegation of abuse)
	People Tab	<ul style="list-style-type: none"> ▪ Role (alleged victim), ▪ Age at time of Referral (alleged victim's age <=18) ▪ Role (alleged offenders) ▪ Relationship to victim (matching NCA report terminology) ▪ People Tab – Alleged Offender Unknown (Checked)
This query will add one offender as 'unknown' for each case where the Alleged Offender Unknown checkbox is checked. Your pick list terms for relationship to victim must each have a match to NCA report terminology on the pick list tab.		

Age of alleged offenders		
Query	Case Tab	Data Fields
Count of alleged offenders on cases where the date the case was received by the CAC is within the reporting period, the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18, grouped by the alleged offender's age.	Presenting Tab	<ul style="list-style-type: none"> ▪ Date Case Received by the CAC (within the reporting period) ▪ Reason for the Referral (allegation of abuse)
	People Tab	<ul style="list-style-type: none"> ▪ Role (alleged victim), ▪ Age at time of Referral (alleged victim's age <=18) ▪ Role (alleged offender) ▪ Age at time of Referral (alleged offender's age <=18)

Type of abuse reported		
Query	Case Tab	Data Fields
Count of cases where the date the case was received by the CAC date is within the reporting period, the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18, grouped by the type of alleged maltreatment(s) identified at the time of the referral to the CAC.	Presenting Tab	<ul style="list-style-type: none"> ▪ Date Case Received by the CAC (within the reporting period) ▪ Reason for the Referral (allegation of abuse) ▪ Presenting Tab – Alleged Maltreatment (matching NCA report terminology)
	People Tab	<ul style="list-style-type: none"> ▪ Role (alleged victim), ▪ Age at time of Referral (alleged victim's age <=18)

Type of abuse reported
When multiple alleged maltreatments are selected on a case, each will be included in the count. Your alleged maltreatment terms must each have a match to NCA report terminology on the pick list tab.

Race or ethnicity of total children seen at CAC during the reporting period		
Query	Case Tab	Data Fields
Count of cases where the date the case was received by the CAC is within the reporting period, the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18, grouped by the alleged victim's race.	Presenting Tab	<ul style="list-style-type: none"> ▪ Date Case Received by the CAC (within the reporting period) ▪ Reason for the Referral (allegation of abuse)
	People Tab	<ul style="list-style-type: none"> ▪ Role (alleged victim), ▪ Age at time of Referral (alleged victim's age <=18) ▪ Race (for the alleged victim - matching NCA report terminology)
Your terms for race or ethnicity must each have a match to NCA report terminology on the pick list tab.		

Medical Exams/Treatment		
Query	Case Tab	Data Fields
Count of cases where the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18, where there is at least (1) one attended Medical session during the reporting period.	Presenting Tab	<ul style="list-style-type: none"> ▪ Reason for the Referral (allegation of abuse)
	People Tab	<ul style="list-style-type: none"> ▪ Role (alleged victim), ▪ Age at time of Referral (alleged victim's age <=18)
	Med Tab Session Log	<ul style="list-style-type: none"> ▪ Date (within reporting period) ▪ Status (attended)
If a case has more than 1 attended Med session during the reporting period, this report will only count one.		

Counseling Therapy		
Query	Case Tab	Data Fields
Count of cases where the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18, where there is at least (1) one attended Mental Health session during the reporting period.	Presenting Tab	<ul style="list-style-type: none"> ▪ Reason for the Referral (allegation of abuse)
	People Tab	<ul style="list-style-type: none"> ▪ Role (alleged victim), ▪ Age at time of Referral (alleged victim's age <=18)
	MH Tab Session Log	<ul style="list-style-type: none"> ▪ Date (within reporting period) ▪ Status (attended)
If a case has more than 1 attended MH session during the reporting period, this report will only count one.		

Referral to Counseling Therapy		
Query	Case Tab	Data Fields
Count of cases the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18, where the 'date therapy offered to the family' is during the reporting period.	Presenting Tab	<ul style="list-style-type: none"> Reason for the Referral (allegation of abuse)
	People Tab	<ul style="list-style-type: none"> Role (alleged victim), Age at time of Referral (alleged victim's age <=18)
	MH Tab	<ul style="list-style-type: none"> Date Therapy Offered to Family (within reporting period)

Onsite/Offsite forensic Interviewing		
Query	Case Tab	Data Fields
Count of cases where the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18, where there is at least (1) one attended forensic interview session during the reporting period, grouped by location.	Presenting Tab	<ul style="list-style-type: none"> Reason for the Referral (allegation of abuse)
	People Tab	<ul style="list-style-type: none"> Role (alleged victim), Age at time of Referral (alleged victim's age <=18)
	FI Tab Session Log	<ul style="list-style-type: none"> Date (within reporting period) Status (attended) Location (matching NCA report terminology)
If a case has more than 1 attended FI session during the reporting period, this report will only count one. Your terms for FI Location must each have a match to NCA report terminology on the pick list tab.		

Dispositions of Child Protective Services Information		
Query	Case Tab	Data Fields
Count of cases where the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18, where the CPS investigation closed date is during the reporting period, grouped by CPS dispositions.	Presenting Tab	<ul style="list-style-type: none"> Reason for the Referral (allegation of abuse)
	People Tab	<ul style="list-style-type: none"> Role (alleged victim), Age at time of Referral (alleged victim's age <=18)
	CPS Tab	<ul style="list-style-type: none"> Date Closed (within reporting period) Disposition - (matching NCA report terminology)
Your terms for dispositions must each have a match to NCA report terminology on the pick list tab.		

Law Enforcement Dispositions – number of cases where charges were filed		
Query	Case Tab	Data Fields
Count of cases where the reason for the	Presenting Tab	<ul style="list-style-type: none"> Reason for the Referral (allegation of abuse)

Law Enforcement Dispositions – number of cases where charges were filed		
referral is 'allegation of abuse', and the age of the alleged victim is <=18, where the LE investigation closed date is during the reporting period, and the 'charges filed' radio button is 'yes'.	People Tab	<ul style="list-style-type: none"> Role (alleged victim), Age at time of Referral (alleged victim's age <=18)
	LE Tab	<ul style="list-style-type: none"> Date Closed (within reporting period) Charges Filed (yes)

Cases accepted for prosecution		
Query	Case Tab	Data Fields
Count of cases where the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18, where the prosecution decision 'review date' is within the reporting period and the status is 'accepted'.	Presenting Tab	<ul style="list-style-type: none"> Reason for the Referral (allegation of abuse)
	People Tab	<ul style="list-style-type: none"> Role (alleged victim), Age at time of Referral (alleged victim's age <=18)
	Prosecution Tab - Prosecution Decision	<ul style="list-style-type: none"> Review Date (within reporting period) Status (accepted)

Convictions, Pleas, Acquittals		
Query	Case Tab	Data Fields
Count of cases where the reason for the referral is 'allegation of abuse', and the age of the alleged victim is <=18, where the prosecution 'outcome date' is within the reporting period, grouped by prosecution 'outcome'.	Presenting Tab	<ul style="list-style-type: none"> Reason for the Referral (allegation of abuse)
	People Tab	<ul style="list-style-type: none"> Role (alleged victim), Age at time of Referral (alleged victim's age <=18)
	Prosecution Tab - Prosecution Outcome	<ul style="list-style-type: none"> Outcome Date (within reporting period) Outcome

Other services provided by CAC (tracked in NCAtrak)		
Query	Case Tab	Data Fields
Count of attended FI, Med, VA, and MH sessions, and adjourned MDT meetings where the date of the session/meeting is during the reporting period and the reason for the referral on the case is 'Other Direct	FI, Med, MH, VA Tab - Session Logs	<ul style="list-style-type: none"> Date (within reporting period) Status (attended)
	MDT Tab –	<ul style="list-style-type: none"> Date (within reporting period) Status (adjourned)

Other services provided by CAC (tracked in NCAtrak)		
Services' or 'Other Indirect Services', grouped by 'Other Direct Services and Other Indirect Services', and age of person(s) receiving the service.	Meeting Results Log	
	Presenting Tab	<ul style="list-style-type: none"> ▪ Reason for Referral (Requesting Other Direct Services) ▪ Reason for Referral (Requesting Other Indirect Services) ▪ Other Direct Services / Indirect Services (matching NCA report terminology)
	People Tab	<ul style="list-style-type: none"> ▪ Role (Client) ▪ Age at time of referral (age of person who received service)
	VA Tab Session Log	<ul style="list-style-type: none"> ▪ Attendee
Your terms for Other Direct Services and Other Indirect Services must each have a match to NCA report terminology on the pick list tab. For FI, Med, MDT, and MH sessions, the attendee is the person whose role on the case is 'client'. The report will count one service provided for each VA session attendee.		

What cases are being counted for this report?

Use the "NCA Report Detail" query templates to access a list of the cases included in the report.

1. Select Custom in the Reports section of the NCAtrak menu.
2. Locate the Queries Table
3. Click 'Show NCAtrak Query Templates'
4. Scroll down until you see a group that all start with the words "NCA Report Detail." These are designed to show you the cases that are included in the report results.
5. Locate the query that matches the NCA Statistics Report question for which you want the details.
6. Click 'Run.'
7. Enter the same date range that you are using for the NCA Statistics Report. The results will display in a separate window.

Why are cases not being counted that should be?

There are several reasons why the numbers in your report are not what you think they should be.

- ✓ General things to know - The report is not counting children served (except the last question) – it's counting cases received during the reporting period. If a child has more than one case during the reporting period it will count both case so long as both cases meet the other criteria below. Also, it is not automatically counting every case you opened during the reporting period. For a case to be counted it must meet the following minimum criteria (for all questions except the last one).
 - The alleged victim is 18 years old or younger (cases where the alleged victims over 18 years old will not be counted in the report).
 - The reason for the referral is 'allegation of abuse' (other direct services and other indirect services cases are counted in the last question only).
 - The date the case was received by the CAC is during the reporting period.

- ✓ Use the 'NCA Report Troubleshooting' templates to troubleshoot when the report is not including cases that should be included. (It is difficult to provide every template every CAC might need. There are a few to help you get started and you can create your own.)
 1. Select Custom in the Reports section of the NCAtrak menu.
 2. Locate the Reports Table
 3. Click 'Show NCAtrak Report Templates'
 4. Scroll down until you see a group that all start with the words "**NCA Report Troubleshooting.**"
These are designed to show you the cases that may be missing from the report and those that are being counted for the report.
 5. Locate the query that matches the NCA Statistics Report question for which you want the details.
 6. Click 'Run.'
 7. Enter the same date range that you are using for the NCA Statistics Report. The results will display in a separate window.