

Collaborate: NCA Statistics Reporting Guide

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Purpose

This guide shows where the data collected for the NCA Statistics Report is stored in Collaborate. We will be addressing requirements for the first 12 questions outlined in the NCA Statistical Data Submission Instructions, referencing the questions by their designation as shown in that document as distributed by NCA. For each question, the data location in Collaborate will be shown via screen shot of the Collaborate software as if editing the data requested. In the situation where there may be multiple selections in Collaborate that could be aggregated into a specific category on the SDR, the data mapping will be shown.

Reporting Periods

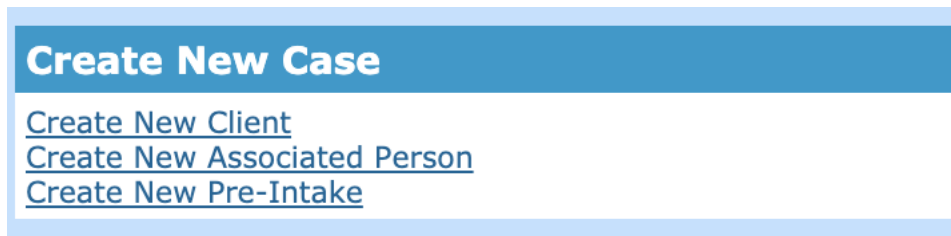
The NCA Statistics report is tied to the Calendar year, beginning on January 1 and continuing through December 31 of the same calendar year.

The NCA Statistics Report is submitted semiannually according to the schedule shown below:

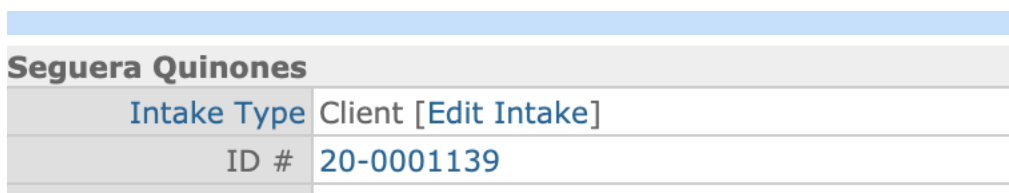
Period Designation	Date Range	Report Due No Later Than
Statistics Period 1	January 1 – June 30	July 15
Statistics Period 2	July 1 – December 31	January 15 of the following year

Question 1 Total Number of New Children Served at the CAC

The count of new children served at the CAC during the reporting period is determined by the number of persons with a case type of “Client” with an age ≤ 18 , and has an intake date during the reporting period.





The image above is taken from the Home module of Collaborate. This menu is located on the right side of the screen. When creating a new case, click the “Create New Client” selection.



The image above is taken from inside the client’s case file. Notice the Intake Type is “Client”. Only cases of type “Client” are counted as part of the NCA Statistics Report.

The image below shows example fields from the Demographic Information Module of the Intake Process. Notice the Intake Date field must be in the reporting period in question and that the “Age” field must have a value of 18 or less. This age is the age at the time of intake. If the client turns 19 during the reporting period but became a client while still 18, they are counted as part this report.

Demographic Information	
Intake Date*	02/06/2020 
Has this person been identified?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Name (First*, Middle, Last*, 2nd Last/Suffix)	<input type="text" value="Seguera"/> <input type="text" value="Middle"/> <input type="text" value="Quinones"/>
	<input type="button" value="Show Aliases"/>
Social Security #	<input type="text"/>
DOB Status	<input type="button" value="Known"/>
Date of Birth*	10/22/2012  Age: 7

Question 2 Gender of the New Children

The count of an individual’s Gender is determined by the person’s “Gender Identity” value for cases of type “Client” who are age <=18 and have received an intake date during the reporting period specified, as discussed in Question 1. The field “Gender Identity”, as shown below, is displayed on the “Intake Information” Module.

Gender Identity*	<input type="button" value="Transgender Woman / Trans Feminine"/>
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Values for the “Gender Identity” selections in Collaborate are mapped to appropriate categories on the NCA Statistics Report as shown in the table below.

Gender Identity in Collaborate for WVCAN	NCA Gender Identity
Female	Female
Genderqueer	Other
Male	Male
Other	Other
Genderqueer	Other


Gender Identity in Collaborate for WVCAN	NCA Gender Identity
Transgender: Female to Male	Male
Transgender: Male to Female	Female
Unknown	Other

The total of the values of all gender identity categories given above should exactly equal the total of New Clients as described in Question 1, above.

Question 3 Ages of the New Children Served

The count of an individual's Age is determined by the person's age at intake value for cases of type "Client" who are <18 years old and have an intake date during the reporting period specified.

If a person's "DOB Status" has the value of "Known", as shown below, then the user must indicate the birthdate of the individual in the "Date of Birth" field. Collaborate uses the date of intake to calculate the client's Age at time of intake. This value will be reported in the appropriate age category for the NCA Statistics Report.

DOB Status	Known
Date of Birth*	05/07/2008  Age: 11

If a person's "DOB Status" has the value of "Unknown", as shown below, then the user may enter an approximate age in the "Approximate Age at Intake" field. This value will be reported in the appropriate age category for the NCA Statistics Report. If the value of "Approximate Age at Intake" is blank, then the person's age will be reported as "Not Reported".

DOB Status	Unknown
Approximate Age at Intake	11

Values for the age selections in Collaborate are mapped to appropriate categories on the NCA Statistics Report as shown in the table below.

NCA Statistics Age Category
0-6
7-12
13-18

The total of the values of all age categories given above should exactly equal the total of New Children as described in Question 1, above.

Question 4 Total Number of Alleged Offenders

The count of Alleged Offenders is derived by counting cases that are of intake type “Alleged Offender”, the intake date for the case is in the reporting period, and the associated case of type “Client” has to have an allegation in the in the category of sexual abuse, physical abuse, drug endangerment, neglect, or witness to violence.

The image below shows the Associated Relationships tab of a case. Notice that there are two Associated Persons who have an Intake Type of “Alleged Offender”.

Demographic Information		Allegations/Reported Abuse		Family Members, Custody		MDIT, Client History	
Behavior Changes, Mental Health		Insurance, Medical Information		Associated Relationships			
Viewing all 3 results.							
ID #	Name	Intake Type	Relationship to Justin Wilson				
20-0001124	Bubba Smith	Alleged Offender	Uncle				
20-0001125	Janie Smith	Alleged Offender	Aunt				
20-0001126	Sandy Wilson	Associated Person	Mother Caregiver				
No Other Pages							

Each of these cases are eligible for inclusion in this report.

When in a client’s case, on the right side of the screen, we can add an Alleged Offender by choosing the “Add Associated Alleged Offender” link as shown below.

Relationship Actions

[Add a New Relationship](#)
[Edit Existing Relationships](#)

[Quick Add Associated Cases](#)
[Create a New Associated Client](#)
[Create a New Associated Person](#)
[Create a New Associated Alleged Offender](#)

If we are in a case that is of type “Alleged Offender”, the Intake Type will say “Alleged Offender” as shown below.

Bubba Smith	
Intake Type	Alleged Offender [Edit Intake]
ID #	20-0001124
Created by	Jon S Picklesimer Picklesimer
Case Status	Open
Case Review Status	None (Request Case Review)

Question 5 Relationship of Alleged Offender to Client

The Relationship of the Alleged Offender to the Client is determined by the relationship established for the Alleged Offenders as identified in question 4, and the client associated to the Alleged Offender.

Demographic Information	Allegations/Reported Abuse	Family Members, Custody	MDIT, Client History
Behavior Changes, Mental Health	Insurance, Medical Information	Associated Relationships	
Viewing all 3 results.			
ID #	Name	Intake Type	Relationship to Justin Wilson
20-0001124	Bubba Smith	Alleged Offender	Uncle
20-0001125	Janie Smith	Alleged Offender	Aunt
20-0001126	Sandy Wilson	Associated Person	Mother Caregiver
No Other Pages			

The image above shows the Associated Relationships module of the Intake for a fictitious client, Justin Wilson. Note the column entitled “Relationship to Justin Wilson”. The relationship listed for cases of Intake Type “Alleged Offender” is what is used to tabulate this statistic. The values for the relationship between the Client and Alleged Offender are counted as shown in the table below.

Relationship in Collaborate for WVCAN	NCA Relationship of Alleged Offender to Client
Acquaintance	Other known person
Aunt/Uncle	Other relative
Boyfriend/Girlfriend	Other known person
Caregiver	Parent
Caregiver Paramour	Parent's boyfriend/girlfriend
Child	Other relative
Child (Adoptive)	Other relative
Child (Foster)	Other relative
Child (Group Home)	Other relative
Child (Shelter/Placement)	Other relative
Child (Step)	Other relative
Classmate	Other known person
Coach	Other known person
Cousin	Other relative
Employee	Other known person
Facility Staff	Other known person
Friend	Other known person

Relationship in Collaborate for WVCAN	NCA Relationship of Alleged Offender to Client
Friend Of Family	Other known person
Friend of Family (Inverse)	Other known person
Grandchild	Other relative
Grandchild (Step)	Other relative
Grandparent	Other relative
Grandparent (Step)	Other relative
Household Member	Other known person
House Parent	Other known person
Neighbor	Other known person
Niece/Nephew	Other relative
Online Acquaintance	Other known person
Other Non-Relative	Other known person
Other Relative	Other relative
Parent	Parent
Parent (Adoptive)	Parent
Parent (Foster)	Parent
Parent's paramour	Parent's boyfriend/girlfriend
Parent's paramour (Inverse)	Parent's boyfriend/girlfriend
Parent (Step)	Stepparent
Patient	Other known person
Roommate	Other known person
Shelter or Placement Facility Staff	Other known person
Sibling	Other relative
Sibling (Foster)	Other relative
Sibling (Half)	Other relative
Sibling (Step)	Other relative
Significant Other	Other relative
Spouse	Other relative
Stranger	Unknown
Student	Other known person
Supervisor	Other known person
Teacher/School Personnel	Other known person
Team Participant	Other known person
Therapist	Other known person

Relationship in Collaborate for WVCAN	NCA Relationship of Alleged Offender to Client
Therapy Patient	Other known person
Unknown	Unknown
Unrelated Home Member	Other known person

To add a relationship to an account, use the “Add a Relationship” link shown in the image below. The Relationship Actions area is found on the right-hand side of the screen.

Relationship Actions

[Add a New Relationship](#)
[Edit Existing Relationships](#)

[Quick Add Associated Cases](#)
[Create a New Associated Client](#)
[Create a New Associated Person](#)
[Create a New Associated Alleged Offender](#)

When adding a relationship, you will see a screen as shown below:

Associated Relationships

Curre

Existing Associated Case	<input type="text" value="Please select ..."/>
OR	
Search All Cases	<input type="text"/>
Relationship to Justin Wilson*	<input type="text" value="Acquaintance"/>
Start date	<input type="text" value="mm/dd/yyyy"/>
End date	<input type="text" value="mm/dd/yyyy"/>


Choose the associated case from the “Existing Associated Case”. Then choose the appropriate relationship descriptor from the “Relationship to Client” selection.

Question 6 Age of Alleged Offender

The count of an individual’s Age is determined by the person’s age at intake value for cases of type “Alleged Offender” as identified in Question 4, above.

If a person’s “DOB Status” has the value of “Known”, as shown below, then the user must indicate the birthdate of the individual in the “Date of Birth” field. Collaborate uses the date of

intake to calculate the client’s Age at time of intake. This value will be reported in the appropriate age category for the NCA Statistics Report.

DOB Status	Known
Date of Birth*	05/07/2008  Age: 11

If a person’s “DOB Status” has the value of “Unknown”, as shown below, then the user may enter an approximate age in the “Approximate Age at Intake” field. This value will be reported in the appropriate age category for the NCA Statistics Report. If the value of “Approximate Age at Intake” is blank, then the persons age will be reported as “Not Reported”.

DOB Status	Unknown
Approximate Age at Intake	11

All individuals with a DOB status of “Refused”, as shown below, will be reported in the category of “Age Unknown”.

DOB Status	Refused
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Values for the age selections in Collaborate are mapped to appropriate categories on the NCA Statistics Report as shown in the table below.

NCA Statistics Age Category
0-12
13-17
>18
Age Unknown

The total of the values of all age categories given above should exactly equal the total of New Children as described in Question 1, above.

Question 7 Type of Abuse Reported

The count of Victimization Type is derived by counting the number of allegations for each case type of “Client” that are <=18 years old and have an intake date in the reporting period. Values for the “Allegation of Abuse” field are mapped to the NCA Statistics Report fields as shown in the table below. The total number of reported allegations of abuse may be greater than the total number of individuals served during the reporting period.

Collaborate List	NCA Category
Child Physical Abuse	Physical Abuse

Collaborate List	NCA Category
Child Sexual Abuse/Assault	Sexual Abuse
Commercial Sexual Exploitation of Children (CSEC)	Sexual Abuse
Depiction in Pornography	Sexual Abuse
Domestic and/or Family Violence	Witness to Violence
Drug-Exposed Child (DEC)	Drug Endangerment
Exposure to Pornography	Sexual Abuse
Human Trafficking: Labor	Other
Human Trafficking: Sex	Sexual Abuse
Child Neglect	Neglect
Other Abuse	Other
Physical Abuse	Physical Abuse
Screening - YPSB	Other
Sexual Exploitation	Other
Witness Other Violence	Witness to Violence
Witness to Domestic Violence	Witness to Violence
Witness to Murder	Witness to Violence
Witness to Physical Abuse	Witness to Violence
Witness to Sexual Abuse	Witness to Violence

All other allegations of abuse do not get reported for the NCA Report.

The image below shows the Allegations selection area. The value selected for the list selection field Allegation is used to determine the VOCA Victimization type reported. The “Incident County” field is used to break the counts of victims into counts by county. If a client has multiple allegations for the same county, the client is counted one time regardless of the number of allegations. If a client has allegations that occurred in multiple Incident Counties, then the client will be counted 1 time for each Incident County Value.

Allegations	
Primary Allegation?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Allegation	Child Sexual Abuse/Assault
	Hide Allegation Details
Did Client Disclose Allegation?	<input type="radio"/> Yes <input type="radio"/> No
First Disclosed To	
Incident Date	
Incident County	Nicholas [Remove]

Question 8 Race/Ethnicity of Clients

The count of an individual’s race is determined by the person’s “Race/Ethnicity” value for cases of type “Client” who are <=18 years old and have an intake date during the reporting period specified. The field “Race/Ethnicity”, as shown below, is displayed on the “Intake Information” Module.

Race / Ethnicity*	Asian
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Values for the “Race/Ethnicity” selections in Collaborate are mapped to appropriate categories on the NCA Statistics Report as shown in the table below.

Races in Collaborate for WVCAN	NCA Statistics Races
American Indian	American Indian/Alaska Native
Asian or Pacific Islander	Asian/Pacific Islander
Black or African American	Black/African American
Hispanic or Latino	Hispanic/Latino

Races in Collaborate for WVCAN	NCA Statistics Races
Multiple Races	Other
Other	Other
Unknown	Unknown
White	White

The total of the values of all race/ethnicity categories given above should exactly equal the total of New Individuals served as described in Question 1, above.

Question 9 Children receiving services in the Reporting Period

Statistics for children having received services during the reporting period are tallied based on the services that the child received. The service in question must have occurred during the reporting range and have a status of “Attended”.

Medical Exams/Treatment

A client who has received at least one occurrence of the Elaborate Service “Medical Exam” are counted as part of this statistic.

CUI

Edit Exam Information

Service Provider (Contact) Search for contacts by name, can add multiple	<div style="border: 1px solid #ccc; padding: 2px;"> Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC </div> <div style="margin-top: 2px;"> [Remove] </div> <input style="width: 100%; border: 1px solid #ccc;" type="text"/>
Date of Service	01/22/2020
Start Time	11 : 00 AM Now
End Time	11 : 30 AM Now
Time Spent HH:MM	0:30
Service Location Search for Organizations by name	<div style="border: 1px solid #ccc; padding: 2px;"> CYAC State: WV N/A </div> <div style="margin-top: 2px;"> [Remove] </div> <input style="width: 100%; border: 1px solid #ccc;" type="text"/>
Appointment Status*	Attended ⌵
Medical Record Number*	19-1234

Notice the Appointment Status is “Attended”.

Counseling/Therapy

A client who has received at least one occurrence of the Elaborate Service “Mental Health Session/Progress Note” are counted as part of this statistic.

Edit Session Notes Current Site

Service Provider (Contact) Search for contacts by name, can add multiple	Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC [Remove] <input type="text"/>
Date of Service	01/22/2020
Start Time	10 : 00 AM <input type="button" value="Now"/>
End Time	11 : 00 AM <input type="button" value="Now"/>
Time Spent HH:MM	1:00
Service Location Search for Organizations by name	CYAC State: WV N/A [Remove] <input type="text"/>
Appointment Status*	Attended

Notice the Appointment Status is “Attended”.

Referral to Counseling Therapy

A client who has received at least one occurrence of the Elaborate Service “Mental Health Referral” are counted as part of this statistic.

Mental Health Referral Current Site

Date of Service	01/22/2020
Service Provider (Contact)	Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC
Start Time	11:00 AM
End Time	11:15 AM
Time Spent	:15
Service Location	CYAC State: WV N/A
Appointment Status	Attended

Notice the Appointment Status is “Attended”.

Onsite Forensic Interviewing

A client who has received at least one occurrence of the Elaborate Service “Forensic Interview” and the Service Location is the same as the site that is managing the case are counted as part of this statistic.

Create Forensic Interview Current Site

Service Provider (Contact) Search for contacts by name, can add multiple	Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC [Remove] <input type="text"/>
Date of Service	02/11/2020
Start Time	<input type="text"/> : <input type="text"/> <input type="button" value="AM"/> <input type="button" value="Now"/>
End Time	<input type="text"/> : <input type="text"/> <input type="button" value="AM"/> <input type="button" value="Now"/>
Time Spent HH:MM	0
Service Location Search for Organizations by name	CYAC State: WV N/A [Remove] <input type="text"/>
Appointment Status*	<input type="text" value="Attended"/>

Notice the Appointment Status is “Attended”. Notice the Service Location is the same as the Current Site value. This client will be counted as having an onsite Forensic Interview.

Offsite Forensic Interviewing

A client who has received at least one occurrence of the Elaborate Service “Forensic Interview” and the Service Location is different from the site that is managing the case are counted as part of this statistic.

Forensic Interview Current Site

Date of Service	01/23/2020
Service Provider (Contact)	Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC
Start Time	11:00 AM
End Time	11:30 AM
Time Spent	:30
Service Location	REACHH
Appointment Status	Attended

Notice the Service Location is REACHH and the Current Site on the upper right is CYAC and the Appointment Status is “Attended”.

Question 10 DHHR Dispositions

The NCA statistics report requests the count of cases by CPS Disposition. This count is derived from the number of cases with the “Disposition – DHHR” Elaborate services where the Date of Service is in the reporting period and the “DHHR Outcome” field has a value of selected. An image of the Elaborate Service is shown below.


Current Site |

Create Disposition - DHHR

Service Provider (Contact) Search for contacts by name, can add multiple	Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC [Remove] <input type="text"/>
Date of Service	02/10/2020
Start Time	<input type="text"/> : <input type="text"/> AM <input type="button" value="Now"/>
End Time	<input type="text"/> : <input type="text"/> AM <input type="button" value="Now"/>
Time Spent HH:MM	0 <input type="text"/>
Service Location Search for Organizations by name	CYAC State: WV N/A [Remove] <input type="text"/>
Appointment Status*	Attended <input type="button" value="v"/>
Disposition Information	
DHHR Department	Please Select... <input type="button" value="v"/>
Alleged Offender	Please select ... <input type="button" value="v"/>
DHHR Outcome*	Please Select... <input type="button" value="v"/>

Question 11 Law Enforcement Disposition

The NCA statistics report requests the count of cases where Law Enforcement filed charges. This count is derived from the number of cases with the “Disposition – Law Enforcement” Elaborate services where the Date of Service is in the reporting period and the “Charges Filed?” field has a value of “Yes”, as shown in the image below.

Create Disposition - Law Enforcement		Current Site
Service Provider (Contact) Search for contacts by name, can add multiple	<div style="border: 1px solid #ccc; padding: 5px;">Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC</div> <p>[Remove]</p> <input type="text"/>	CYAC
Date of Service	02/10/2020 	
Start Time	<input type="text"/> : <input type="text"/> <input type="button" value="AM"/> <input type="button" value="Now"/>	
End Time	<input type="text"/> : <input type="text"/> <input type="button" value="AM"/> <input type="button" value="Now"/>	
Time Spent HH:MM	0	
Service Location Search for Organizations by name	<div style="border: 1px solid #ccc; padding: 5px;">CYAC State: WV N/A</div> <p>[Remove]</p> <input type="text"/>	
Appointment Status*	<input type="button" value="Attended"/>	
Disposition Information		
Alleged Offender*	<input type="button" value="Please select ..."/>	
Charges Filed?*	<input type="radio"/> Yes <input type="radio"/> No	

Question 12 Prosecution Disposition

The NCA statistics report asks two distinct questions about Prosecution Disposition: the count of cases accepted for prosecution and the count of prosecution outcomes.

Cases Accepted for Prosecution

This count of cases accepted for prosecution is derived from the number of cases with the “Disposition – Prosecution” Elaborate services where the Date of Service is in the reporting period and the “Case Accepted for Prosecution” field has a value of “Yes”, as shown in the image below.

Create Disposition - Prosecution

Service Provider (Contact) Search for contacts by name, can add multiple	Jon S Picklesimer Picklesimer Email: jonathan.picklesimer@gmail.com Organization: CYAC [Remove] <input type="text"/>
Date of Service	02/10/2020
Start Time	<input type="text"/> : <input type="text"/> AM <input type="button" value="Now"/>
End Time	<input type="text"/> : <input type="text"/> AM <input type="button" value="Now"/>
Time Spent HH:MM	0 <input type="text"/>
Service Location Search for Organizations by name	CYAC State: WV N/A [Remove] <input type="text"/>
Appointment Status*	Attended <input type="button" value="v"/>
Alleged Offender Charge Information	
Bubba Smith	Please Select
Date Reviewed for Prosecution	mm/dd/yyyy
Case Accepted for Prosecution?*	<input type="radio"/> Yes <input type="radio"/> No

Prosecution Outcomes

The count of prosecution outcomes is also derived from the number of cases with the “Disposition – Prosecution” Elaborate services where the Date of Service is in the reporting period, the “Case Accepted for Prosecution” field has a value of “Yes and the “Prosecution Outcome” field shown below has a value.

Case Accepted for Prosecution?*	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Disposition Information		
Alleged Offender	Please select ...	
Defense Attorney	Defense Attorney	
Indictment on What Child Abuse Charge	Please Select...	
Indictment Date	Approx Date	Month Year
Prosecution Outcome*	Please Select...	

The values selection for Prosecution Outcome match the NCA reported outcomes as shown below.

Value in Collaborate for WVCAN	NCA Prosecution Outcome Category
Acquittal	Acquittal
Convicted by Trial	Conviction
Plea	Plea