

# West Virginia One Click Report – July 2016

## Purpose of the Report

This customized template in NCATrak is designed to pull all the data needed for the 6-month WVCAN/DJCS stats reports. Since it can be filtered by any time frame, CACs may also use this template to pull monthly reports of their service demographics.

## Finding the Report

Go to the Reports section of the Navigation Menu in NCATrak, located on the left side of the web page.

Click the “Custom” Option.

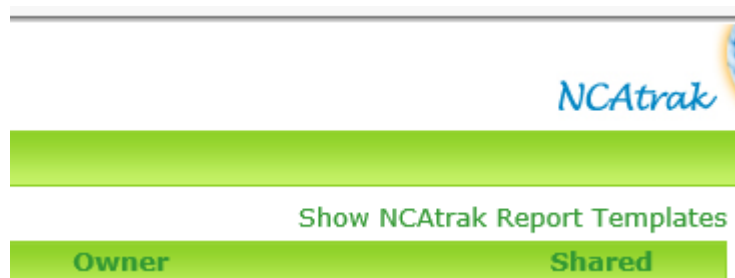


Figure 1: NCATrak Report Templates Link

As shown in Figure 1, click the link entitled “Show NCATrak Report Templates”.

Reports in the templates area are listed in alphabetical order.

Scroll down the list until you find the report entitled “WV One Click Report – July 2016”.

## Using the Report

As shown in Figure 2, there are several options for interacting with the report.

View Copy Run	WERE ALL REQUESTED SERVICES SCHEDULED/PROVIDED?
View Copy Run	WV One Click Report - July 2016
View Copy Run	WV Referral Source Report

Figure 2 Report Execution Options

The View Option displays the list of queries that are executed when the report is ran.

The Copy option copies the report and all of its constituent queries to your local CAC’s reports list.

The Run option runs the report on the data for your center.

It is our recommendation to use the Run option. By using this option, you will always be using the latest version of the report. If you choose to copy the report to your center before running it, you will have to refresh that report in your center from the templates area in order to have the latest version of the report. Therefore, please use the Run option in order to avoid versioning problems.

## Query Definitions

<b>WV Monthly Report - (Number of children served at the CAC during the reporting period)</b>		
Query	Case Tab	Data Fields
Count the number of children involved in cases that were reported to the CAC within the reporting period, the reason for the referral is 'allegation of abuse,' and the age of the alleged victim is <= 18. A child must not necessarily be seen on-site to be counted, but must receive a CAC core service by CAC staff—forensic interview, forensic medical exam, mental health, and/or victim advocacy—related to an allegation/report of abuse, neglect, or witness to a crime.	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Date Case Received by the CAC (within the reporting period)</li> <li>▪ Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Age at time of Referral (alleged victim's age &lt;=18)</li> </ul>
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.		

<b>WV Monthly Report - (Gender of children)</b>		
Query	Case Tab	Data Fields
Indicate the gender for children served in NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD. Total of categories should equal number of NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD.  SPECIAL NOTE: Children should be counted as either male or female unless otherwise specified by the child and/or caregiver. This includes children who identify as transgender—CACs should respect the child's self-identified gender. A child may be marked as OTHER in any other situation where a child does not identify themselves as either male or female, neither, or both.	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Date Case Received by the CAC (within the reporting period)</li> <li>▪ Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Age at time of Referral (alleged victim's age &lt;=18)</li> <li>▪ Gender</li> </ul>
Results are broken down by gender of the alleged victim/client		

<b>WV Monthly Report - (Age of children at first contact with the center)</b>		
Query	Case Tab	Data Fields
Indicate the age for children served in NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD.  SPECIAL NOTE: If the child has been previously served at the CAC but is being seen for a new case, indicate their age at the initiation of this new case.	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Date Case Received by the CAC (within the reporting period)</li> <li>▪ Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Age at time of Referral (alleged victim's age &lt;=18)</li> </ul>
Results are broken down by age groups.		

<b>WV Monthly Report – Race/Ethnicity of New Children Served</b>		
Query	Case Tab	Data Fields
Indicate category that most accurately describes race/ethnicity of children served in NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD. Total of categories should equal number of NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD.  SPECIAL NOTE: Self-identification by the caregiver/child is the preferred method of categorization. Children/caregivers who identify the child as multiracial or belonging to several different racial categories should be classified as other and the races they identify as should be included under the NARRATIVE tab.	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Date Case Received by the CAC (within the reporting period)</li> <li>▪ Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Race</li> </ul>

<b>WV Monthly Report - (Number of children served at the CAC with reported / suspected disabilities during the reporting period)</b>		
Query	Case Tab	Data Fields
Indicate the total number of children with new cases served this reporting period for whom there is a documented or reported disability. Each child should only be counted once, regardless of number/severity of disabilities. Additionally, under the NARRATIVE tab of the Excel spreadsheet, describe the suspected/reported disabilities of each child. This is so that we can count the number of children with disabilities served, but also capture types of disabilities reported and co-occurring disabilities in a qualitative format.	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Date Case Received by the CAC (within the reporting period)</li> <li>▪ Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Age at time of Referral (alleged victim's age &lt;=18)</li> <li>▪ VOCA Classifications</li> </ul>
Results are broken down by Case number and alleged victim/client VOCA classifications. Count of rows in this table is the total number of children served with special VOCA Classification, including disabilities.		

<b>WV Monthly Report - (Type of abuse reported)</b>		
Query	Case Tab	Data Fields
ALLEGED ABUSE: Indicate the category or categories (child's case may be counted in multiple categories) of alleged abuse for which the child was referred to the CAC for a core service. In other words, what allegation/report(s) were the reason(s) for the child's contact with the CAC? Only include alleged abuse types for children who are being counted as New Children Served in this reporting period. See SPECIAL NOTES on WVCAN/DJCS definitions for clarification on screenings, commercial sexual exploitation, and Witness to Violence.	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Date Case Received by the CAC (within the reporting period)</li> <li>▪ Reason for the Referral (allegation of abuse)</li> <li>▪ Alleged Maltreatments</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Age at time of Referral (alleged victim's age &lt;=18)</li> </ul>
Results are broken down by the Alleged Maltreatments of the individual CAC. Total number in this query may be greater than the total number of children served as one child may be seen for more than one allegation of abuse.		

<b>WV Monthly Report - (Number of children disclosing abuse during forensic interviewing)</b>		
Query	Case Tab	Data Fields
Indicate the number of cases where a disclosure was made in the forensic interview and the number of cases where no disclosure was made. Each child's case should only be counted once, so the total of these categories should be equal to the number of FORENSIC INTERVIEWS THIS REPORTING PERIOD.	Presenting Tab	<ul style="list-style-type: none"> <li>Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>Age at time of Referral (alleged victim's age &lt;=18)</li> </ul>
	FI Tab	<ul style="list-style-type: none"> <li>Did Child Disclose Abuse (Yes)</li> </ul>
	FI Session Log	<ul style="list-style-type: none"> <li>Status (Attended)</li> <li>Date (In date range)</li> </ul>
The field "Did Child Disclose Abuse" is located below the FI Session Log.		

<b>WV Monthly Report - (Type of abuse disclosed in interview)</b>		
Query	Case Tab	Data Fields
Indicate the category or categories of abuse that are disclosed during the child's forensic interview. A child's case may be counted in multiple categories and does not necessarily have to reflect the allegations of abuse in the initial report. See SPECIAL NOTES on WVCAN/DJCS definitions for clarification on screenings, commercial sexual exploitation, and Witness to Violence.	FI Tab	<ul style="list-style-type: none"> <li>Abuses Disclosed in Forensic Interview</li> <li>Did child disclose abuse (yes)</li> </ul>
	FI Session Log	<ul style="list-style-type: none"> <li>Status (Attended)</li> <li>Date (In date range)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>Alleged victim client age (&lt;=18 years)</li> </ul>
	Presenting Tab	<ul style="list-style-type: none"> <li>Reason for referral (allegation of abuse)</li> </ul>

<b>WV Monthly Report - (Total number of alleged offenders part 1)</b>		
Query	Case Tab	Data Fields
<p>Indicate the total NUMBER OF ALLEGED OFFENDERS. Include all alleged offenders who were named in the initial report as well as all alleged offenders named by the child during the forensic interview.</p> <p>SPECIAL NOTE: This measure may not necessarily equal total NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD. Some perpetrators may have more than one victim, some children may have more than one perpetrator, or there may be a new offender to an on-going client. Only count in the reporting period the offender was discovered.</p>	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Date Case Received by the CAC (within the reporting period)</li> <li>▪ Reason for the Referral (allegation of abuse)</li> <li>▪ Alleged Maltreatments</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Age at time of Referral (alleged victim's age &lt;=18)</li> </ul>
	People Tab – Alleged Offender is Unknown	<ul style="list-style-type: none"> <li>▪ Identity of Alleged Offender Unknown (Yes)</li> </ul>

<b>WV Monthly Report - (Total number of alleged offenders part 2 where the name is unknown)</b>		
Query	Case Tab	Data Fields
<p>Indicate the total NUMBER OF ALLEGED OFFENDERS. Include all alleged offenders who were named in the initial report as well as all alleged offenders named by the child during the forensic interview.</p> <p>SPECIAL NOTE: This measure may not necessarily equal total NEW CHILDREN SERVED AT THE CAC THIS REPORTING PERIOD. Some perpetrators may have more than one victim, some children may have more than one perpetrator, or there may be a new offender to an on-going client. Only count in the reporting period the offender was discovered.</p>	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Date Case Received by the CAC (within the reporting period)</li> <li>▪ Reason for the Referral (allegation of abuse)</li> <li>▪ Alleged Maltreatments</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Age at time of Referral (alleged victim's age &lt;=18)</li> </ul>
	People Tab – Alleged Offender is Unknown	<ul style="list-style-type: none"> <li>▪ Identity of Alleged Offender Unknown (Yes)</li> </ul>

<b>WV Monthly Report - (Relationship of the alleged offender to child)</b>		
Query	Case Tab	Data Fields
<p>Indicate the relationship(s) of alleged offenders to victim(s). Total number of relationships may not necessarily equal total NUMBER OF ALLEGED OFFENDERS, because a single alleged offender may have different relationships with new or ongoing children served (i.e. John Doe is PARENT to Robert and is OTHER RELATIVE to Cassandra).</p> <p>SPECIAL NOTE: A child's case will be counted under UNKNOWN PERSON (STRANGER) if the abuse is allegedly committed by a person previously unknown to the child.</p> <p>SPECIAL NOTE: A child's case will be counted under UNKNOWN PERSON (UNIDENTIFIED) if the child discloses abuse, but no one has been specifically alleged/disclosed as an offender.</p>	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Date Case Received by the CAC (within the reporting period)</li> <li>▪ Reason for the Referral (allegation of abuse)</li> <li>▪ Alleged Maltreatments</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Age at time of Referral (alleged victim's age &lt;=18)</li> <li>▪ Role (Alleged Offender)</li> <li>▪ Relationship to Client</li> </ul>
Results are broken down by the Relationship to Client of the Alleged Offender. This number may be different from the total number of alleged offenders.		

<b>WV Monthly Report - (Age of alleged offenders)</b>		
Query	Case Tab	Data Fields
<p>Indicate the ages of alleged offenders as accurately as possible. Total of age categories MUST be equal to total NUMBER OF ALLEGED OFFENDERS.</p>	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Date Case Received by the CAC (within the reporting period)</li> <li>▪ Reason for the Referral (allegation of abuse)</li> <li>▪ Alleged Maltreatments</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Age at time of Referral (alleged victim's age &lt;=18)</li> <li>▪ Role (Alleged Offender)</li> <li>▪ Age of Offender</li> </ul>
Results are broken down into age ranges by the age of the Alleged Offender.		

<b>WV Monthly Report - (Number of children receiving forensic interviewing)</b>		
Query	Case Tab	Data Fields
Indicate the number of interviews performed on-site and number of interviews performed off-site. Only include interviews that are performed by interviewer with appropriate trainings as defined by NCA Forensic Interviewing Standard (40-hour nationally recognized training). Do not count interviews for cases in which the CAC is not involved.	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Age at time of Referral (alleged victim's age &lt;=18)</li> </ul>
	FI Session Log	<ul style="list-style-type: none"> <li>▪ Status (Attended)</li> <li>▪ Date (In date range)</li> <li>▪ Location</li> </ul>
Location values are determined by the individual CAC.		

<b>WV Monthly Report - (Number of children referred for medical exam/treatment)</b>		
Query	Case Tab	Data Fields
Indicate the number of cases where a child was referred to a medical exam/treatment this reporting period. Only count cases where the CAC assisted the client in making the connection by calling the referral agency together, arranging for the referral agency to call, calling the agency on behalf of the client, accompanied the client to the referral agency, and/or discussed with the client how and why they should arrange for an appointment.	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Age at time of Referral (alleged victim's age &lt;=18)</li> </ul>
	Medical Tab	<ul style="list-style-type: none"> <li>▪ Date Referred (In date range)</li> </ul>

<b>WV Monthly Report - (Number of children receiving medical exam/treatment)</b>		
Query	Case Tab	Data Fields
Indicate the number of children who received a medical evaluation related to their services at the CAC this reporting period.	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Age at time of Referral (alleged victim's age &lt;=18)</li> </ul>
	Medical Visit Log	<ul style="list-style-type: none"> <li>▪ Date Referred (In date range)</li> <li>▪ Status (Attended)</li> </ul>
This number may be different from the number of children referred for medical exam/treatment		

<b>WV Monthly Report - (Number of Clients/Caregivers receiving advocacy services)</b>		
Query	Case Tab	Data Fields
Indicate the distinct number of alleged child victim clients and non-offending caregivers who received victim support/advocacy at the CAC this reporting period. Please only count individuals once, regardless of the number, type, or duration of advocacy services received.  SPECIAL NOTE: In the uncommon situation that one person has a different/separate allegation (case) in the same reporting period, they may be counted a second time.	Presenting Tab	<ul style="list-style-type: none"> <li>▪ Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>▪ Age at time of Referral (alleged victim's age &lt;=18)</li> <li>▪ Role on Case (Alleged Victim/Client, Caregiver, Witness, Co-victim, Other)</li> </ul>
	VA Session Log	<ul style="list-style-type: none"> <li>▪ Status (Attended)</li> <li>▪ Date (In date range)</li> <li>▪ Attendees (checked)</li> </ul>
Counts number of VA Session attendees for people in roles other than Alleged Offender. Results broken down by Role from the People tab?		

<b>WV Monthly Report - (Number of children referred for counseling/therapy)</b>		
Query	Case Tab	Data Fields
Indicate the number of referrals made for children of new and ongoing cases to receive therapy/counseling (onsite or offsite). Only count cases where the CAC assisted the client in making the connection by calling the referral agency together, arranging for the referral agency to call, calling the agency on behalf of the client, accompanied the client to the referral agency, and/or discussed with the client how and why they should arrange for an appointment.	Presenting Tab	<ul style="list-style-type: none"> <li>Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>Age at time of Referral (alleged victim's age &lt;=18)</li> </ul>
	Mental Health Tab	<ul style="list-style-type: none"> <li>Date Therapy Offered (In date range)</li> </ul>

<b>WV Monthly Report - (Number of children initiating counseling/therapy)</b>		
Query	Case Tab	Data Fields
Indicate the number of cases for which therapy/counseling was initiated for the child involved.  SPECIAL NOTE: A child should only be counted once in this category; this number does not reflect ongoing therapy/counseling (onsite and offsite both included in this category).	Presenting Tab	<ul style="list-style-type: none"> <li>Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>Age at time of Referral (alleged victim's age &lt;=18)</li> </ul>
	Mental Health Tab	<ul style="list-style-type: none"> <li>Date Therapy Offered (In date range)</li> </ul>
	MH Session Log	<ul style="list-style-type: none"> <li>Status (Attended)</li> <li>Session Date (In date range)</li> </ul>
If a client has initiated therapy in the reporting period then both the date therapy offered and attended Mental Health Sessions will occur in the same date range.		

<b>WV Monthly Report - (Number of cases reviewed during case coordination)</b>		
Query	Case Tab	Data Fields
<p>ON-SITE CASE COORDINATION: Indicate the number of all cases for which the CAC provided case coordination this reporting period. Include only those cases in which reporting period the CAC’s MDIT has conducted a case review where there has been a team discussion and information sharing about the case regarding the investigation, case status, and services needed by the child and family with recommendations communicated to appropriate parties for implementation; or, the CAC’s representative has taken an active role in coordinating and/or managing the team’s recommendations for implementation. Count each child only once during a 6-month reporting period.</p> <p>SPECIAL NOTE: For most CACs this number will be the number of cases covered at case review PLUS the number of individual team meetings (may occur after forensic interview or as needed). Do not count one child’s case multiple times in one reporting period.</p>	Presenting Tab	<ul style="list-style-type: none"> <li>Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>Age at time of Referral (alleged victim’s age &lt;=18)</li> </ul>
	MDT Tab	<ul style="list-style-type: none"> <li>Meeting Date (In date range)</li> </ul>
See Appendix B for details about tracking this.		

<b>WV Monthly Report - (Cases investigated, concluded, and closed)</b>		
Query	Case Tab	Data Fields
<p>Indicate the number of cases investigated, concluded, and closed (no longer on the MDIT’s criminal track). Indicate reason case was closed in the category fields on the Excel reporting sheet; if reason is not specified on list, include reason in “OTHER” box. Total of numbers in breakout boxes should equal number of cases investigated, concluded, and closed this reporting period.</p> <p>These categories are: Unsubstantiated by Team Investigation, Unprosecutable, Accused Died, Mentally Incompetent to Stand Trial, Prosecution Refuses to Extradite, Victim Unwilling to Proceed, Other</p>	General	MDIT Closed Date (In date range)
	Presenting Tab	<ul style="list-style-type: none"> <li>Reason for Referral (allegation of abuse)</li> </ul>
	General Tab	<ul style="list-style-type: none"> <li>Reason Closed</li> </ul>
<p>* These should have been added to “Case Closed Reason” on the General Tab in your NCATrak account.  ** Be sure to customize the NCATrak as referenced in Appendix A.</p>		

<b>WV Monthly Report - (Number of cases indicted)</b>		
Query	Case Tab	Data Fields
Indicate the number of cases indicted by grand jury and/or by information. A "CASE" REFERS TO AN INDIVIDUAL VICTIM'S CASE, EVEN IF AN ALLEGED OFFENDER HAS MULTIPLE VICTIMS.	Presenting Tab	▪ Reason for the Referral (allegation of abuse)
	People Tab	▪ Age at time of Referral (alleged victim's age <=18)
	Prosecution Case Details	▪ Indictment Date (In date range)
Counts the number of alleged offenders on the case where the Indictment date is in the entered date range. See Appendix A for instructions to update your NCATrak account.		

<b>Law Enforcement Disposition - Number of cases where charges are filed)</b>		
Query	Case Tab	Data Fields
Indicate the number of cases where charges were filed. A "CASE" REFERS TO AN INDIVIDUAL VICTIM'S CASE, EVEN IF AN ALLEGED OFFENDER HAS MULTIPLE VICTIMS.	Presenting Tab	▪ Reason for the Referral (allegation of abuse)
	People Tab	▪ Age at time of Referral (alleged victim's age <=18)
	LE Tab	▪ Were Charges Filed (Yes) ▪ Investigation Close Date (In Date Range)
* Tracks both adult and juvenile offenders for an aggregate total		

<b>WV Monthly Report - (Law Enforcement Disposition - Number of cases where charges are filed Adult Offenders)</b>		
Query	Case Tab	Data Fields
A "CASE" REFERS TO AN INDIVIDUAL VICTIM'S CASE, EVEN IF AN ALLEGED OFFENDER HAS MULTIPLE VICTIMS.	Presenting Tab	<ul style="list-style-type: none"> <li>Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>Age at time of Referral (alleged victim's age &lt;=18)</li> <li>Age of Offender (alleged offender's age &gt;=19)</li> </ul>
	LE Tab	<ul style="list-style-type: none"> <li>Were Charges Filed (Yes)</li> <li>Investigation Close Date (In Date Range)</li> </ul>

<b>WV Monthly Report - (Law Enforcement Disposition - # of cases where charges are filed Juvenile Offenders)</b>		
Query	Case Tab	Data Fields
Indicate the number of juvenile offender petitions filed. Special Note: Record this at the time when Law Enforcement files the petition with Prosecution rather than when Prosecution approves it. A "CASE" REFERS TO AN INDIVIDUAL VICTIM'S CASE, EVEN IF AN ALLEGED OFFENDER HAS MULTIPLE VICTIMS.	Presenting Tab	<ul style="list-style-type: none"> <li>Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>Age at time of Referral (alleged victim's age &lt;=18)</li> <li>Age of Offender (alleged offender's age &lt;=18)</li> </ul>
	LE Tab	<ul style="list-style-type: none"> <li>Were Charges Filed (Yes)</li> <li>Investigation Close Date (In Date Range)</li> </ul>

<b>WV Monthly Report - (Prosecution Disposition Convictions, Pleas, Acquittals)</b>		
Query	Case Tab	Data Fields
A "CASE" REFERS TO AN INDIVIDUAL VICTIM'S CASE, EVEN IF AN ALLEGED OFFENDER HAS MULTIPLE VICTIMS.	Presenting Tab	<ul style="list-style-type: none"> <li>Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>Age at time of Referral (alleged victim's age &lt;=18)</li> </ul>
	Prosecution Tab	<ul style="list-style-type: none"> <li>Outcome Date (In Date Range)</li> </ul>
<p>* This will make a table with the different outcomes tracked in the WVCAN report across the top with case numbers down the side. This allows a victim's case to be counted across multiple outcomes, such as when there's one alleged offender for multiple victims involved in a plea for example.</p>		

<b>WV Monthly Report - (Prosecution Disposition Convictions, Pleas, Acquittals Adult Offender)</b>		
Query	Case Tab	Data Fields
A "CASE" REFERS TO AN INDIVIDUAL VICTIM'S CASE, EVEN IF AN ALLEGED OFFENDER HAS MULTIPLE VICTIMS.	Presenting Tab	<ul style="list-style-type: none"> <li>Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>Age at time of Referral (alleged victim's age &lt;=18)</li> <li>Age of Offender (alleged offender's age &gt;=19)</li> </ul>
	Prosecution Tab	<ul style="list-style-type: none"> <li>Outcome Date (In Date Range)</li> </ul>
Displays results by case number and outcome in order to get overall case outcome rather than outcome for each alleged offender on the case.		

<b>WV Monthly Report - (Prosecution Disposition Convictions, Pleas, Acquittals Juvenile Offender)</b>		
Query	Case Tab	Data Fields
Indicate the number of juveniles adjudicated. A "CASE" REFERS TO AN INDIVIDUAL VICTIM'S CASE, EVEN IF AN ALLEGED OFFENDER HAS MULTIPLE VICTIMS.	Presenting Tab	<ul style="list-style-type: none"> <li>Reason for the Referral (allegation of abuse)</li> </ul>
	People Tab	<ul style="list-style-type: none"> <li>Age at time of Referral (alleged victim's age &lt;=18)</li> <li>Age of Offender (alleged offender's age &lt;=19)</li> </ul>
	Prosecution Tab	<ul style="list-style-type: none"> <li>Outcome Date (In Date Range)</li> </ul>
Displays results by case number and outcome in order to get overall case outcome rather than outcome for each alleged offender on the case.		

NOTE: For adjudication of juveniles, please continue to track this as you have been on the local level as we continue to discuss the best way to do so in NCATrak.

# Appendix A

## Presenting Tab Changes

### Pick List Changes



Logged in as: Jonathan Picklesimer  
Session expiration: 14:50

#### PICK LIST CONFIGURATION

Select a Category:

Select a Pick List:


RESORT ALPHABETICALLY

#### Action **Pick List Terms**


Tab	Pick List	Display Field	Matching Field	WVCAN/DJCS Definitions	WVCAN Excel Sheet
Presenting Tab	Alleged Maltreatment	CSEC	Sexual Abuse	#6	Row 21
Presenting Tab	Alleged Maltreatment	Exposure to Pornography	Sexual Abuse	#6	Row 22
Presenting Tab	Alleged Maltreatment	Depiction in Pornography	Sexual Abuse	#6	Row 23

# Forensic Interview Tab Changes

## Data Entry Field Changes



 Logged in as: Jonathan Picklesimer  
 Session expiration: 14:41
 




**DATA ENTRY FIELD CONFIGURATION**


Select a Case Record Tab:  
 Forensic Interview

Action	Field Description	Default Field Name	Type	Remove Field Name for My CAC
	Date Case Referred for a Forensic Interview	Date		<input type="checkbox"/> Date
	Agency Referring Case for a Forensic Interview	Referral Source		<input type="checkbox"/> Referral Source
	Employee Referring Case for a Forensic Interview	Person		<input type="checkbox"/> Person
	Forensic Interview Agency	Agency		<input type="checkbox"/> Agency
	Forensic Interviewer	Person		<input type="checkbox"/> Person
	Indication that someone meet with family members	Did anyone meet with the family at the time of the interview?		<input type="checkbox"/> Did anyone meet with the family at the time of the interview?
	Agency and person who met with family	Who met with family?		<input type="checkbox"/> Who met with family?
	Forensic Interview Custom Field 1			<input checked="" type="checkbox"/> Forensic Interview Custom Field 1
	Forensic Interview Custom Field 2		Check Box List	<input type="checkbox"/> trauma screening performed?
	Forensic Interview Custom Field 3			<input checked="" type="checkbox"/> Number of Times Interpreter services used for FI:
	Date Forensic Interview Completed	Date Complete		<input type="checkbox"/> Date Complete
	Indicates Forensic Interviewer is Ready for MDT Review	Ready for MDT Review		<input type="checkbox"/> Ready for MDT Review
	Indicates that victim disclosed abuse	Did Alleged Victim/Client Disclose Abuse?		<input type="checkbox"/> Did Alleged Victim/Client Disclose Abuse?
Default Label Save Cancel	Outcome of Forensic Interview Custom Field 1		Check Box List	<input type="checkbox"/> Abuses Disclosed in Forensic Interview
	Outcome of Forensic Interview Custom Field 2			<input checked="" type="checkbox"/> Disclosure

## Pick List Changes



 Logged in as: Jonathan Picklesimer  
 Session expiration: 14:36
 



**PICK LIST CONFIGURATION**

Select a Category: Forensic Interview Tab

Select a Pick List: Abuses Disclosed in Forensic Interview

[RESORT ALPHABETICALLY](#)

Action	Pick List Terms	Sort Order	Removed
	Abuses Disclosed in Forensic Interview		

Tab	Pick List	Display Field	WVCAN/DJCS Definitions	WVCAN Excel Sheet
Forensic Interview Tab	Abuses Disclosed in Forensic Interview	Sexual Abuse	#8	Row 27
Forensic Interview Tab		Physical Abuse		Row 28
Forensic Interview Tab		Drug Endangerment		Row 29
Forensic Interview Tab		Neglect		Row 30
Forensic Interview Tab		Witness to Violence		Row 31
Forensic Interview Tab		Commercial Sexual Exploitation		Row 32
Forensic Interview Tab		Exposure to Pornography		Row 33
Forensic Interview Tab		Depiction in Pornography		Row 34
Forensic Interview Tab		Other		Row 35
Forensic Interview Tab	Session Type	Extended Forensic Interview	#13	Row 51

# General Tab Changes

## Date Entry Field Changes

DATA ENTRY FIELD CONFIGURATION					
Select a Case Record Tab:					
General					
Action	Field Description	Default Field Name	Type	Remove	Field Name for My CAC
	Case Manager Agency	Other Significant Agency			Other Significant Agency
	Case Manager	Other Significant Personnel			Other Significant Personnel
Default Label Save Cancel	General Custom Field 1		Date	<input type="checkbox"/>	MDIT Close Date
	General Custom Field 2			<input checked="" type="checkbox"/>	CPIT Close Date
	General Custom Field 3			<input checked="" type="checkbox"/>	MDT Involved
	General Custom Field 4			<input checked="" type="checkbox"/>	Disclosed Abuse
	General Custom Field 5			<input checked="" type="checkbox"/>	Notes

## Pick List Changes

Tab	Pick List	Display Field	WVCAN/DJCS Definitions	WVCAN Excel Sheet
General	Case Close Reason	Unsubstantiated by Team Investigation	#21	59
General	Case Close Reason	Unprosecutable		60
General	Case Close Reason	Alleged Offender Died		61
General	Case Close Reason	Mentally Incompetent to Stand Trial		62
General	Case Close Reason	Prosecution Refuses to Extradite		63
General	Case Close Reason	Victim Unwilling to Proceed		64
General	Case Close Reason	Other		65

# Prosecution Tab Changes

## Date Entry Field Changes

DATA ENTRY FIELD CONFIGURATION					
Select a Case Record Tab:					
Prosecution					
Action	Field Description	Default Field Name	Type	Remove	Field Name for My CAC
	Date Case Referred to Prosecution	Date			Date
	Agency Referring Case to Prosecution	Referral Source			Referral Source
	Employee Referring Case to Prosecution	Person			Person
	Primary agency prosecuting case	Primary Prosecution Agency			Primary Prosecution Agency
	Lead Prosecutor	Lead Prosecutor			Lead Prosecutor
Default Label Save Cancel	Prosecution Custom Field 1		Date	<input type="checkbox"/>	Indictment Date
	Prosecution Custom Field 2			<input checked="" type="checkbox"/>	Date returned to Juv. Court
	Indication that Prosecution is Ready for MDT Review	Ready for MDT Review			Ready for MDT Review
	Prosecution Agency for Prosecution Case Details	Prosecuting Agency			Prosecuting Agency
	Prosecutor for Prosecution Case Details	Prosecutor			Prosecutor
	Prosecution Case Number	Prosecution Case Number			Pros. Case #

# Changes to WV 1 Click Report – Cases Investigated, Concluded, & Closed

Go to Custom Reports.

On the right side of the page, click the link “Show NCAtrak Query Templates”.

Scroll down to find the query “WV Monthly Report (Count of Cases investigated, concluded, and closed)”

Click Copy.

Add the MDIT Close date criteria to the Filter by Section as shown in the image below:

**CUSTOM REPORTS**

**RUN SAVE CANCEL**

**QUERY DETAILS**

Query Title: WV Monthly Report (Cases investigated, concluded, and closed)

Description: [Empty text area]

Type:  Listing  Summary

Special Restriction:  None  Restrict calculation to an additional date range

Owner: Picklesimer, Jonathan

Shared:

**SUMMARY FIELDS**

Action	Summary Field	Sort Order
Delete	Count of Cases	
Save Cancel	[Dropdown]	

**GROUP BY FIELDS**

Action	Data Category	Data Field	Column Headings	Sort Order
Delete	General Tab	Case Closed Reason	<input type="checkbox"/> Column Headings	
Save Cancel	[Dropdown]			

**FILTER BY**

Action	Data Category	Data Field	Criteria
Delete	General Tab	MDIT Close Date	On or After Report Start Date
Delete	General Tab	MDIT Close Date	On or Before Report End Date
Delete	Presenting Tab	Presenting - Reason for Referral	Allegation of Abuse
Save Cancel	[Dropdown]	[Dropdown]	

## Changes to WV 1 Click Report – Count of Indictments

Go to Custom Reports.

On the right side of the page, click the link “Show NCAtrak Query Templates”.

Scroll down to find the query “WV Monthly Report (Count of Indictments)”

Click Copy.

Add the Indictment date criteria to the Filter by Section as shown in the image below:

**CUSTOM REPORTS**

RUN SAVE CANCEL

---

**QUERY DETAILS**

**Query Title**

**Description**

**Type**  Listing  Summary

**Special Restriction**  None  Restrict calculation to an additional date range

**Owner**

**Shared**

**SUMMARY FIELDS**

Action	Summary Field	Sort Order
Delete	Count of Cases	
Save Cancel	<input style="width: 150px;" type="text"/>	

**GROUP BY FIELDS**

Action	Data Category	Data Field	Column Headings	Sort Order
Save Cancel	<input style="width: 100px;" type="text"/>			

**FILTER BY**

Action	Data Category	Data Field	Criteria
Delete	Presenting Tab	Presenting - Reason for Referral	Allegation of Abuse
Delete	Prosecution Tab	Indictment Date	On or After Report Start Date
Delete	Prosecution Tab	Indictment Date	On or Before Report End Date
Save Cancel	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	

## Changes to WV 1 Click Report – Types of Abuse Disclosed During Forensic Interview

Go to Custom Reports.

On the right side of the page, click the link “Show NCAtrak Query Templates”.

Scroll down to find the query “WV Monthly Report (Types of Abuse Disclosed During Forensic Interview)”

Click Copy.

Add the Abuse Disclosed from the FI Tab to the “Group By” section as shown below:

Logged in as: Jonathan Picklesimer  
 Session expiration: 14:58

**CUSTOM REPORTS**

**QUERY DETAILS**

Query Title: WV Monthly Report - (Types of Abuse Disclosed during forensic interviewing)  
 Description: Count of CASES where there is at least (1) forensic interview session date during the reporting period with a status of 'attended' where a disclosure occurred. SUBTRACT THIS NUMBER FROM THE TOTAL OF THE FIRST QUERY FOR THE NUMBER OF CASES WITHOUT DISCLOSURES.  
 Type:  Listing  Summary  
 Special Restriction:  None  Restrict calculation to an additional date range  
 Owner: Picklesimer, Jonathan  
 Shared:

**SUMMARY FIELDS**

Action	Summary Field	Sort Order
Delete	Count of Cases	
Save Cancel	<input type="text"/>	

**GROUP BY FIELDS**

Action	Data Category	Data Field	Column Headings	Sort Order
Delete	FI Tab	Abuses Disclosed in Forensic Interview	<input type="checkbox"/> Column Headings	
Save Cancel	<input type="text"/>	<input type="text"/>		

**FILTER BY**

Action	Data Category	Data Field	Criteria
Delete	Alleged Victim/Client Information	Alleged Victim/Client Age	<= 18 Years
Delete	FI Session Log	FI Session - Date	On or After Report Start Date
Delete	FI Session Log	FI Session - Date	On or Before Report End Date
Delete	FI Session Log	FI Session - Status	Attended
Delete	FI Tab	FI - Did Child Disclose Abuse	Yes
Delete	Presenting Tab	Presenting - Reason for Referral	Allegation of Abuse
Save Cancel	<input type="text"/>	<input type="text"/>	

**REPORTS USING THIS QUERY**

Report	Owner

## Appendix B - NUMBER OF CASES REVIEWED DURING CASE COORDINATION<sup>1</sup>

In order to accurately reflect services provided by the CAC, there are a few considerations for the query “Number of cases reviewed during case coordination” on the “WV One-Click Report.” This query is meant to capture the non-duplicative *number of children receiving case coordination or case review for abuse, neglect, and crime-related allegations* with your center’s MDIT. This query is **not** meant to capture those children who are **not** involved in abuse & neglect or criminal proceedings, **or** those children who are being tracked as *juvenile perpetrators or for juvenile crimes*. While we understand that some CACs **do** serve the role of dual A&N case review *and* juvenile case review and that that is a very important service for their counties, those are not the cases we want to reflect with these numbers.

(However, if those juvenile perpetrators have received mental health or medical referrals *or* victim advocacy—as we know there is a massive Juv/CPS crossover youth population—**as a direct result of CAC staff work** *and* these children are on case review, they may be counted as a child receiving on-site case coordination due to the **direct service**\* component. \*Please see bottom of document for more info on direct and indirect services.)

### **When a case is first added to your case review, consider the following things:**

- 1) Was this child seen at the CAC for a FI, medical appointment, or team meeting with non-offending caregivers?
- 2) Is this child in juvenile court or on probation for a juvenile offense?
- 3) Is this child involved in an ongoing abuse & neglect or criminal investigation/prosecution?
- 4) Is this child sibling to a child involved in an ongoing abuse & neglect or criminal investigation/prosecution?

If **YES** to number 1, this child *will* be counted in that query. If **NO**, and numbers 3 and 4 do *not* apply, this child *will not* be counted in that query.

If **YES** to number 2, this child *will not* be counted in the query. (But no worries—*other* cases involving this child *as a victim* will be counted, since this query counts cases, not people.)

If **YES** to number 3, this child *will* be counted in that query.

If **YES** to number 4, this child *will* be counted in that query.

However, to accurately capture the nuance in this query, CACs may have to make a few changes in the way they are initially entering new cases in NCAtrak. Here is how to differentiate in NCAtrak between those different categorizations of children receiving case review services.

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<sup>1</sup> Many thanks to Elizabeth King at Randolph-Tucker CAC for writing this appendix!

### **How to do it:**

When entering a new case (or editing old case), pay attention to the “Presenting” tab. If you are adding a child in NCAtrak that fits **descriptions 1, 3, or 4**, you must select the “*Allegation of Abuse*” radio button to the right of the red “*Reason for Referral*” title. If a child fits **description 2**, you will need to select either “*Other direct services*” or “*Other indirect services*” instead. This will allow NCAtrak to filter these kids into the right place for this query.

**Please note:** selecting “Indirect” or “Direct services” instead of “Allegation of Abuse” *will* affect your “New Children Served” number, as both NCA and WVCAN **only count children referred to the CAC for allegations of abuse** when reporting out. Any children marked as “Indirect” or “direct” services, however, will still be counted in the “Other services provided by CAC” section at the bottom of the NCA report (they will be automatically tallied into the Case Coordination/Management numbers at the very bottom of your submission page), so you are not getting short-changed for your work. 😊

**Note #2:** Please remember that a **child does not have to be seen at the CAC for a FI** to be marked as “Allegation of Abuse” in the “Reason for Referral” field. A child referred to the CAC by CPS for medical exam coordination following a removal, a child referred to the CAC by LE for mental health referrals and non-offending caregiver advocacy, etc. should ***still be entered*** as an “*allegation of abuse*.” Even if child has never been to CAC but receives services or is on case review, this child *still came to the Team through an allegation of abuse*, and thus **SHOULD BE COUNTED** as “new child” and in “number of cases reviewed” (when there are meeting dates, notes, etc entered)