

# Child and Family Services Reviews Round 4 PIP Measurement Plan Statewide Aggregate Data Measure for Item 1: Timeliness of Initiating Investigations of Reports of Child Maltreatment

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## Overview

The Children's Bureau (CB) recommends states that are required to measure Item 1 (Timeliness of Initiating Investigations of Reports of Child Maltreatment) in their Program Improvement Plan (PIP) Measurement Plan use a statewide aggregate data measure. The method for calculating performance and determining the required amount of improvement for states electing this option is described in Child and Family Services Reviews (CFSR) [Technical Bulletin \(TB\) #13A](#). The information that follows provides CB guidance to states electing to use an aggregate measure, including the measure definition; baseline and goal setting; state submissions of data files; provision of state policy information and definitions; aggregate report submissions; and the CB's Measurement and Sampling Committee's (MASC) validation of state measures and measurement results.

## Item 1 Aggregate Measure Definition

The aggregate measure for Item 1 is defined as the proportion of children identified in screened-in Child Protective Services (CPS) reports requiring face-to-face contact who received face-to-face contact according to agency timeframes.

## Electing the Item 1 Aggregate Measure

States must elect to use an aggregate measure for Item 1 in their PIP Measurement Plans. Once the PIP and PIP Measurement Plan have been approved, a state electing to use the aggregate measure cannot switch to using a case review measure for Item 1 (or vice versa).

## Item 1 Baseline and Goal Setting

The baseline period may begin on or after the sampling period start date used for the CFSR onsite review and will consist of 12 consecutive months. When a state submits an approved baseline file, the CB will determine the required amount of improvement for the Item 1 aggregate measure. The goal is capped at 95%, which is the percentage of applicable cases that would equal a CFSR Strength rating. The CB will provide the baseline and goal for the approved Item 1 measure to the state.

## **Item 1 Measurement Periods**

Measurement periods will consist of any distinct 12-month period after the baseline period. There can be no overlap between the baseline period and the first measurement period. However, there can be overlap between measurement periods; there is no requirement that each measurement period be a distinct, 12-month period when using an aggregate measure for Item 1.

## **Item 1 Goal Achievement**

When a state notifies the CB that it met or exceeded the Item 1 aggregate goal in any measurement period, the state must submit corresponding data files for CB/MASC to confirm that the required amount of improvement was achieved and that ongoing measurement of Item 1 will not be required.

## **Data File Submission**

Variable names, policy procedures, data collection processes, and extraction procedures may vary across states. At a minimum, the following information is expected in each file, pending MASC review of state policy information/definitions. For the 12-month baseline and the measurement period in which the state met the goal, the state will submit a data file with the following parameters:

- CPS Report ID for each screened-in/accepted CPS report during the 12-month period
- One unique, unduplicated record for each child subject in the maltreatment report during the 12-month period
- Date and time the CPS report was accepted/screened-in
- Geographic area or jurisdiction
- Response type (e.g., investigation, assessment, alternative response)
- Response type priority level
- Date and time of the initial face-to-face contact with the child
- An indicator of whether the initial face-to-face contact was timely

MASC recommends the data file format be comma-separated values (CSV) or Excel. Another format that is convenient for the state may be accepted after consultation with CB/MASC. The data file will be transmitted to CB/MASC through the state's secure Private Files page on the CFSR Information Portal. Instructions for uploading and downloading files will be provided to the state along with a request for authorized users identified by the state.

## **Policy Information and Definitions**

States will submit information on agency policies that identify response time requirements for initial face-to-face contact with child subjects of maltreatment reports. Typically, this includes definitions or explanations of priority levels (e.g., within 24 hours, within 72 hours) and applicable CPS report types. Additionally, MASC will ask states to include definitions of the variables contained in the file and may request a copy of the extraction code used to create the data file.

## Aggregate Report

Along with the data file, states will submit an aggregate report that includes the total number of children who are the subject of accepted/screened-in reports that required face-to-face contact in the 12-month period (denominator) and the total number of children identified in the denominator that received timely face-to-face contact according to agency policy (numerator). For the purposes of PIP measurement, attempts, extensions, and/or other exceptions to the state's policy will not be factored into the measure. Aggregate reports must identify the values used in the calculation of the percentage of timely contacts (numerator/denominator).

## MASC Validation

MASC will validate that the data submission includes the required data elements and the aggregate report accurately reflects the CB-approved Item 1 aggregate measure definition. MASC will calculate the difference between the report date/time and the face-to-face contact date/time and compare the results against state policy for specified priority levels to identify initial face-to-face contacts with child subjects that were timely. If MASC has confidence in the accuracy of the state's results, the state's data file and report will be accepted as having met measurement criteria. When significant discrepancies are identified, MASC will ask states to provide clarifying information and/or submit a corrected data file. An example of the general syntax MASC will use to calculate timeliness is provided below (SPSS Version 28.0.0.0):

\* Encoding: UTF-8.

```
GET  
FILE='State_Baseline_Data.sav'.  
DATASET NAME DataSet1 WINDOW=FRONT.
```

\* Converting Date and Time Formats, If Necessary.  
FORMATS Start\_Date\_Time (datetime20) Seen\_Date\_Time (datetime20).

```
COMPUTE TimeToSeen = DATEDIFF(Seen_Date_Time,Start_Date_Time,'minutes').  
EXECUTE.
```

\* Computing Timeliness Based on State-Specific Priority Levels.  
COMPUTE Timely = 9.  
EXECUTE.

\* Priority 1 = 24 hours = 1440 minutes.  
\* Priority 2 = 48 hours = 2880 minutes.  
\* Priority 3 = 5 days = 120 hours = 7200 minutes.

```
IF (Priority = 1 & TimeToSeen <= 1440) Timely = 1.  
IF (Priority = 1 & TimeToSeen > 1440) Timely = 0.  
IF (Priority = 2 & TimeToSeen <= 2880) Timely = 1.  
IF (Priority = 2 & TimeToSeen > 2880) Timely = 0.  
IF (Priority = 3 & TimeToSeen <= 7200) Timely = 1.  
IF (Priority = 3 & TimeToSeen > 7200) Timely = 0.  
IF (TimeToSeen < 0) Timely = 2.  
EXECUTE.
```

\* Timeliness by Priority Level.  
CROSSTABS  
/TABLES=Timely BY Priority  
/FORMAT=AVALUE TABLES  
/CELLS=COUNT  
/COUNT ROUND CELL.