**CAPS Guidebook**

**(Case Analysis Program Suite)**

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Child Protective Services (CPS) Agencies routinely generate and review data. This program suite includes both source data and analytic programs. These data and analytic programs must be combined with a simple file each state provides using “CAPSUtilityProgram.sas”. Said another way, **CAPS has two parts.** (1) We provide programs and some data. (2) Each state also provides a .CSV file drawn from their internal data.

**CAPS Datasets and Programs We Provide**

1. We provide a dataset called “**Grand.sas7bdat**”. This includes information necessary for the programs we provide to run.
2. We provide a program called “**CAPSUtilityProgram.sas**” which must be run before any of the below programs can be run.

(3) We provide 12 analytic programs. The following programs are available and are described in detail below:

* **CAPSCrossTypeRecidivism.** Generates a table showing the degree to which maltreatment types in reports stay constant over time (e.g. how often do sexual abuse reports come back as sexual abuse reports?)
* **CAPSPlacementBySource**. Generates a table showing foster care placement rates by report source.
* **CAPSPriorsAndPlacement.** Generates a table showing how placement rates for reports vary as a function of the number of prior reports.
* **CAPSPriorsAndRereports.** Generates a table showing how placement rates for reports vary as a function of the number of prior reports.
* **CAPSPriorsAndSubstantiation.** Generates a table showing how substantiation varies as a function of prior reports.
* **CAPSPriorsBySource.** Generates a table showing how different reporter types can differ with regard to the number of prior reports.
* **CAPSReentries.** Generates tables showing how likely a foster care case is to reenter care across various timeframes and for different index years.
* **CAPSReReports.** Generates tables showing how likely a report is to have a rereport across various timeframes and for different index years.
* **CAPSRereportsBySource**. Generates a table showing rereport rates by report source.
* **CAPSRereportsByType**. Generates a table showing rereport rates by report type.
* **CAPSRereportsBySubstantiation.** Generates a tables showing substantiated and unsubstantiated reports and their rereports over time.
* **CAPSSubstantiationBySource.** Generates a table showing substantiation percentages for different reporter types.

**SDoH4CWS Part 2: StateData.Sas7bdat – the file You Provide**

You must provide an input file which must be generated by the state. This file must be a SAS data file called “StateData.sas7bdat. That file must include the following variables:

 Child\_Race Num 8 1W,2B,3As,4AI,5NH,6Oth,7Hi,8Mu,9Un

 Child\_Sex Num 8 1M,2F

 Child\_age Num 8 Child Age in Years

 Child\_id Char 14 Child ID

 FIPS Num 8 5 digit FIPS Code (2 digit St, 3 digit Co)

 MDisp1 Num 8 First Mal Disp: 1S,2Ind,3ARV,4ARN,5U,6F,7NF,8NM,88Oth,99UnkMsg

 MDisp2 Num 8 Second Mal Disp: 1S,2Ind,3ARV,4ARN,5U,6F,7NF,8NM,88Oth,99UnkMsg

 MDisp3 Num 8 Third Mal Disp: 1S,2Ind,3ARV,4ARN,5U,6F,7NF,8NM,88Oth,99UnkMsg

 MDisp4 Num 8 Third Mal Disp: 1S,2Ind,3ARV,4ARN,5U,6F,7NF,8NM,88Oth,99UnkMsg

 Mtype1 Num 8 First Mal Type: 1P,2N,3MN,4SA,5E,6None,7ST,8Oth,9UnkMsg

 Mtype2 Num 8 Second Mal Type: 1P,2N,3MN,4SA,5E,6None,7ST,8Oth,9UnkMsg

 Mtype3 Num 8 Third Mal Type: 1P,2N,3MN,4SA,5E,6None,7ST,8Oth,9UnkMsg

 Mtype4 Num 8 Third Mal Type: 1P,2N,3MN,4SA,5E,6None,7ST,8Oth,9UnkMsg

 Rmv\_Date Num 8 Removal Date if this report resulted in FC placement

 Rpt\_Date Num 8 Referral Date

 Rpt\_ID Char 12 Shared Referral ID for all children in this referral

 Rpt\_Source Num 8 1SS,2Med,3MH,4LE,5Ed,6DC,7SubC,8Vic,9Par,

 10OthR,11FrN,12Perp,13Anon,88Oth,99Unk

**The variables must be in the following format: Only Child\_ID and Rpt\_ID are Character.**

**Child\_Race**: 1=NonHispanic White, 2=NonHispanic Black, 3=NonHispanic Asian, 4=NonHispanic American Indian/Alaskan Native, 5=NonHispanic Native Haw/Pac Islander, 6=Other, 7=Hispanic(any race), 8=NonHispanic Multiple Race, 9=Unknown.

**Child\_Sex** must be 1 for male and 2 for female.

**Child\_Age** must be an integer from 0-17 (e.g. “6”).

**Child\_ID** may be in any character format (e.g. 87&&&mMMjJ6677665).

**FIPS** must be an integer with the last three digits being the county identifier and the first two digits being the state identifier (e.g. 29510 for Missouri (29), St. Louis City (510). States with single digit identifiers (e.g. California is “06”) will only have four digits (e.g. “6034”)

**MDisp1-4** are the dispositions of the first 4 allegations made. 1=Sub’d, 2=Indicated, 3=Alternative Respone Victim, 4=Alternative Response Nonvictim, 5=Unsub’d, 6=Unsub’d and intentionally False, 7=No Finding, 8=No Maltreatment Alleged, 88=Other, 99=Unknown/Missing.

**MType1-4** are the types of the first 4 allegations: 1=Physical, 2=Neglect, 3=Medical Neglect, 4= Sexual, 5=Emotional/Psychological, 6=None alleged, 7=Sexual Trafficking, 8=Other, 9=Unk/Missing.

**Rmv\_Date** is the removal SAS Date (days since 1/1/1960) if the child was removed into foster care as a result of this report.

**Rpt\_Date** is the SAS date the report was received.

**Rpt\_ID** is a report ID in character format – may be any characters (see Child\_ID above).

**Rpt\_Source** is the report source. 1=Social Serv, 2=Medical, 3=Mental Health, 4=Law Enforcement/Legal, 5=Education, 6=Day Care, 7=Substitute Care (e.g.Foster Care), 8=Victim, 9=Parent, 10=Other Relative, 11=Friend/Neighbor, 12=Perpetrator, 13= Anonymous, 88=Other,99=Unknown/Missing.

 **Running the Programs:**

The following steps will allow you to run the programs:

1. You need to create “StateData.sas7bdat” as described above. It must be in the directory you are using.
2. You must place “Grand.Sas7bdat” in the directory you are using.
3. You must run CAPSUtilitiy.sas, after making sure you change the Libname statement to reflect your directory.
4. You can then run any of the 12 other programs, but must make sure you use the correct libname.
5. Each of the programs includes complete documentation, example outputs and information on how to read the output, interpret the output, and possible policy interpretations of the output.

Questions can be addressed to Brett Drake at brettd.wustl.edu or 314 805 8422.