

## Attachment A

# How to Read the IBR Data Submission Transaction Report

*(See the attached Sample City PD report)*

The IBR Data Submission Transaction Report provides a processing summary of IBR data files submitted to DCJS for posting. After each file is submitted to DCJS, a Submission Transaction Report is generated and returned to the submitting agency for review. The report summarizes the incidents posted and rejected and provides a detailed listing of all the errors.

The report is by year and month of the submission data. The year and month are reflected in the data elements IBR MONTH and IBR YEAR from the header segment of the submitted data. The actual data may contain incidents occurring or reported on different months and years. The counts, error rate, and error explanations pertain to the specific submission year and month.

**The Report Header** contains:

- Report title.
- Date and time the report was printed.
- Date and time the processing of the batch containing the agency submission data was completed.
- IBR MONTH and IBR YEAR of the submission data.
- Agency name and ORI number.

**The Processing Summary** section contains:

- IBR MONTH and IBR YEAR of the submitted data.
- Incidents Submitted
  - Number of Incidents Posted
  - Number of Incidents Rejected due to Transaction Errors
  - Number of Incidents Rejected due to Input Data errors
  - Number of Incidents in this submission
- Count of Previous Errors Corrected
  - This is the number of incidents that were previously submitted and rejected but are correctly submitted and posted in this submission. The corrected incidents are included in the number of Incidents Posted.
- Error Rate
  - The error rate is the number of rejected incidents divided by the total number of incidents in the submission, expressed as a percentage. One incident may have many errors; in this part of the report, though, we are counting only the rejected incident, not the number of errors found in that incident.

### **Rejected incidents are not added to the DCJS database.**

**IMPORTANT!** Crimes reported in rejected incidents are not counted in any crime statistics until those incidents are re-submitted without errors. For example, if an agency submits four incidents for October 2006 each of which include a robbery and one of the robbery incidents has an error and is rejected, DCJS records will show only three robberies in October until the incident is re-submitted without error. This is true for both transaction and input data rejections

**The Error Summary** section contains:

- **Transaction Error Information**

Incidents rejected because of transaction errors are found when we try to post data to the DCJS database. These incidents have passed all the input data edits, but there is a conflict with data currently on, or missing from, the DCJS database that prevents posting the incident. Usually there will be only one transaction error message per incident because, once a data posting error appears, the processing stops.

The Sample City PD report for October 2006 shows two incidents with the same error. The submission file tried to add arrestee information to an incident that was not present on the DCJS database. In some cases the incident may have been rejected for an error in a previous submission file. The arrestee information cannot be added until the underlying incident is correctly posted.

The identifying number for the incident is displayed along with the error number and the error message.

- **Input Data Error Information**

This contains all the incidents rejected because of input data errors. Input data errors concern the data submitted that fails to pass the IBR edits. These are errors where the data is not submitted in the correct format, the data does not conform to the allowable values, or there is not a consistency between various data elements as required by the IBR data submission rules. An error in this part of the data cannot be added to our database until the problem has been correctly re-submitted.

The identifying number for the incident is displayed with the error numbers and the associated error messages on the lines below. An incident may have more than one input data error displayed.

- **Summary of Input Data Errors**

This displays the count of each specific error number and the total number of input data errors for the submission year / month. This information may be useful in identifying recurring problem areas that need special attention.

**The Incidents Corrected** section contains:

- Total number of incidents, previously submitted and rejected, corrected in this submission.
- Identifying number of the corrected incident.

Two parts of the IBR Submission Transaction Report will always be present: the Report Header and the Processing Summary. The three other parts will appear only if there are transaction errors, input data errors, or corrected incidents present.

**For further clarification or information concerning errors,  
see reference document entitled *Detailed Error Messages*.**

**October 2006 Submission**

**Sample City PD NY0000003**

***Processing Summary for October 2006***

**Incidents Submitted**

Incidents Posted	403
Incidents Rejected - Transaction Errors	2
Incidents Rejected - Data Input Errors	4
<b>Total</b>	<b>409</b>

Previous submission errors that were corrected in this submission: **1**

**Error Rate = 1.47%**

***Error Summary***

For further clarification of errors, see the NYSIBR Desktop Manual, Chapter 3, Numerical Error Listing.  
Incidents with errors are rejected and rejected Incidents are not counted in the October 2006 crime statistics until corrected.

**Transaction Error Information**

**Number of Incidents with Transaction errors- 2**

<u>Incident Number</u>	<u>Error Number - Error Message</u>
<u>200500017246</u>	824 - Cannot Add Arrestee Segment to Incident not already on file
<u>200600000908</u>	824 - Cannot Add Arrestee Segment to Incident not already on file

**Input Data Error Information**

**Number of Incidents with Data Input Errors - 4**

<u>Incident Number</u>	<u>Error Number - Error Message</u>
<u>200600012480</u>	606 -Invalid Segment Type for Action Arrest: Segment Type must be Arrestee or Arrest Charge 664 -If Action is an Add Arrestee Segment for an Active Incident the first segment in the incident must be the Arrestee Segment 666 -Invalid Segment Order for Segment Types 1 to 5: they must occur in ascending order within an incident: see IBR Desktop Reference Manual, Chapter 3 672 -Arrest Charge Segment must follow Arrestee Segment in the incident 662 -Arrestee Segment is Missing Arrest Charge Segment 670 -Invalid Segment Order for Add Arrestee Incident: Arrest Charge Segment must follow an Arrestee Segment
<u>200600013085</u>	762 -Society Offense must Link to Victim Type of Society or Public
<u>200600013239</u>	660 -Arrest Charge Segment does not follow proper Arrestee Segment based on Charge/Number of Arrestee Link 672 -Arrest Charge Segment must follow Arrestee Segment in the incident 656 -Duplicate Arrest Charge Segments not allowed for same Arrestee 662 -Arrestee Segment is Missing Arrest Charge Segment
<u>200600013696</u>	652 -Incidents with an Incident Case Status of either Cleared by Arrest-Adult or Cleared by Arrest-Juvenile require an Arrestee Segment

**Summary of Input Data Errors**

Error Number	Count
606	1
652	1
656	1
660	1
662	2
664	1
666	1
670	1
672	2
762	1
<b>Total</b>	<b>12</b>

**Incidents Corrected**

**Number of Incidents Corrected that were Previously submitted with Errors - 1**

<u>Incident Number</u>	
<u>200600010315</u>	-- Corrected Incident