



New York State Integrated Justice Portal (IJPortal) Incident-Based Reporting File Submission Instructions

New York State Incident-Based Reporting (IBR) Reference Documents

This document provides law enforcement agencies participating in the IBR program on how to submit their monthly IBR files to DCJS through the New York State Integrated Justice Portal (IJPortal).

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New York State Division of Criminal Justice Services
Office of Justice Research and Performance
Crime Reporting

New York State Integrated Justice Portal (IJPortal) Incident-Based Reporting (IBR) File Submission Instructions

In January 2013, the IBR File Submission interface was deployed on the New York State IJPortal. After submitting an IBR file using a simple upload function, the new interface provides instant confirmation of a file's submission status, and automatically generates and sends a transaction report back to the submitter's personal email address.

Note: This process replaces the old system in which participating agencies emailed their monthly IBR submissions directly to DCJS.

This document contains detailed instructions on how to utilize the IBR File Submission interface to submit monthly IBR files.

1. Log into the eJusticeNY Integrated Justice Portal (IJPortal) using your username and password.

Note: All new requests for IJPortal accounts should be coordinated through your agency's designated Terminal Agency Coordinator (TAC). Any questions related to IJPortal access must be directed to the DCJS Customer Contact Center at 518-457-5837 or 1-800-262-3257 or by email at cccenter@dcjs.ny.gov.

2. Select **Resources** from the tab options across the top of the IJPortal screen.
3. In the **Resources** drop down menu, select **UCR/IBR Submission** and then select **Incident Crime Reporting (IBR)**.

Note: This link will take you to the IBR Report Submission Screen. At the top of the screen, you will see your agency's ORI and name. In the **Last IBR Report Summary** section, you will see the last report month and year for which an IBR file was submitted for your agency. The **Process Status** indicates whether that submission file was accepted and processed or was rejected. Accepted files will also indicate whether any incidents within the file were rejected due to data input error. These specific incidents will be listed on your agency's Transaction Report. Rejected files will generate a specific error message in the **Error Summary** field. These types of errors are considered fatal, as they prevent the whole file from being processed. For a complete list of fatal errors, refer to Addendum A (page 3) of this document.

4. In the **Current Submission** section, verify that the preparer's name, phone number, and email address are correct.

Note: The phone number and email address can be updated directly on the screen for the current submission. However, the default values of the preparer's name, phone number, and email address are linked to your NY.gov ID account which is used to access participating government online services including IJPortal. To update the default values of your contact information on the IJPortal through the NY.gov ID service, select **My Profile** on the top right hand corner of the IJPortal screen, then select **Update My Account**. This will bring you to the screen where you can update your

contact information including your phone number and email address. Type your updated contact information in the appropriate fields and select **Modify Account**.

On the IBR submission screen, the **Expected Report Month/Year** field will display the report month and year expected by the IBR database. This date is automatically updated as the next chronological month/year since your agency's last successful submission.

5. In the **Current Submission** section, next to the **File to Upload** field, use the **Browse** function to search for and select the saved IBR submission file you wish to upload from your computer's directory.

Note: The file will not upload successfully unless it contains a .txt or .dat file extension. If the file is not a .txt or .dat file, simply rename the file extension to either ".txt" or ".dat". The .txt or .dat file extension must be lowercase in order to upload.

Example: IBRFile012013.txt or IBRFile012013.dat

Additionally, the IJPortal will not allow you to upload a file for a specific month unless the previous month's file has been successfully submitted and processed without any fatal errors.

6. Once you have selected the file you wish to upload, click **Submit**.
7. A pop up message will ask you to verify your contact information. Once you have done so, click **Ok**.
8. If your file processes successfully, you will receive the following message at the top of the screen:

"The IBR File has been accepted. Please check your IJPortal Inbox and Email for Transaction Report shortly".

Once your file processes, your agency's Transaction Report will be automatically generated and sent to the email address provided on the IBR submission screen. If the file contains a fatal submission error and is unable to process, you will receive a message explaining why. For a complete list of file submission errors including detailed explanations, see Addendum A on page 3 of this document. If you continue to have questions as to why your submission fails to process, email the error to infonysibr@dcjs.ny.gov and DCJS staff will reply with information on how to correct your file.

Addendum A
Integrated Justice Portal (IJPortal)
IBR File Submission Errors

If a submission file is rejected by the upload process, law enforcement agencies will receive a message instantly on the interface screen indicating that one or more file submission errors were encountered during the upload process. This document lists the fatal errors law enforcement agencies could encounter upon an unsuccessful submission of their IBR file through the IJPortal.

- **The uploaded file is not supported. Please upload .txt or .dat files only.**

The IJPortal IBR report submission system only accepts .txt or .dat files. If the file is not a .txt or .dat file, simply rename the file extension to either “.txt” or “.dat”. The .txt or .dat file extension must be lowercase in order to upload.

Example: IBRFile012013.txt or IBRFile012013.dat

- **IBRMONTH on each segment must be the same as on HEADER SEGMENT**

IBR MONTH identifies the monthly data submission expected by DCJS for sequential processing. It is normally the month just completed and is to be submitted within 30 days of month’s end. Enter the month being submitted from 01 – 12, e.g., 09 = September.

The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting. Each incident in the file will contain several segments. The number and type of segments may vary depending on the crime circumstances, but each must start with a subset of the data in the header.

See Transmission Data Element TD#4 IBR MONTH.

- **IBRYEAR on each segment must be the same as on HEADER SEGMENT**

IBR YEAR identifies the four-digit year (YYYY) corresponding to the IBR MONTH. Enter the correct year of file submission. The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting. Each incident in the file will contain several detail segments. The number and type of segments may vary depending on the crime circumstances, but each must start with a subset of the data in the header.

See Transmission Data Elements TD#5 IBR YEAR and TD#4 IBR MONTH.

- **ORI in file must be as same as the Reporting ORI.**

The 9-Character NCIC Originating Agency Identifier (ORI) in your submission file must be the same ORI indicated under “Reporting ORI” on the IBR Report Submission Screen.

- **FILECREATE on each segment must be later than IBRDATE.**

The NYSIBR monthly file for submission is created by your agency on the FILE CREATION DATE. It must show that it was created at least one day after the end of the month shown in the IBR MONTH which is being submitted to DCJS. Thus, the earliest possible FILE CREATION DATE for a submission file of April, 2008 crime and arrest data is May 1, 2008. The date must be formatted as YYYYMMDD.

| | | |
|------|------------------------|------|
| YYYY | Four-digit year, e.g., | 2008 |
| MM | Two-digit month, e.g., | 05 |
| DD | Two-digit day, e.g. | 01 |

This FILE CREATION DATE of May 1, 2008, would appear as 20080501.

See Transmission Data Elements TD#3 FILE CREATION DATE and TD#4 IBR MONTH.

HEADER SEGMENT ERRORS

- **H-IBRMONTH must be in range of 01 to 12.**

IBR MONTH identifies the month of the data submitted to DCJS. It is normally the month just completed and is to be submitted within 30 days of month's end. Enter the month being submitted from 01 – 12, e.g., 09 = September.

The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting.

See Transmission Data Element TD#4 IBR MONTH.

- **H-IBRMONTH must be expected month in DCJS IBR Agency File**

IBR MONTH identifies the monthly data submission expected by DCJS for sequential processing. It is normally the month just completed and is to be submitted within 30 days of the new month's end (i.e., the submission file for July is due August 31). Enter the month being submitted from 01 – 12, e.g., 09 is September. The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting.

EXAMPLE: The August submission (IBR MONTH is 08) must be sent to DCJS and processed before the September submission (IBR MONTH is 09) can be processed.

See Transmission Data Element TD#4 IBR MONTH.

- **H-IBRYEAR must be expected year in DCJS IBR Agency File**

IBR YEAR identifies the four-digit year (YYYY) corresponding to the IBR MONTH submitted. It must be the year expected by DCJS for sequential processing and is normally the month just completed. It must be submitted within 30 days of the new month's end (e.g., the submission file for July is due August 31). The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting.

EXAMPLE: The December 2007 submission (IBR MONTH is 12 and IBR YEAR is 2007) must be sent to DCJS and processed before the January 2008 (IBR MONTH is 01 and IBR YEAR is 2008) submission can be processed.

See Transmission Data Element TD#5 IBR YEAR.

- **FILECREATE MUST pass CHECK-DATE**

FILE CREATION DATE is the date that the NYSIBR monthly file for submission was created by your agency. It must be a valid calendar date and correctly formatted as YYYYMMDD.

YYYY Four-digit year, e.g., 2007
MM Two-digit month, e.g., 09
DD Two-digit day, e.g., 30

This FILE CREATION DATE of September 30, 2007, would appear as 20070930.

See Transmission Data Element TD#3 FILE CREATION DATE.

- **H-ORI must be a valid ORI NUMBER in DCJS IBR Agency File.**

Enter the 9-character NCIC Originating Agency Identifier (ORI) Number which has been assigned to your agency. It must be a currently active ORI NUMBER in the DCJS file of NYSIBR agencies.

See Data Element #1 ORI NUMBER.

- **First record read on file must be a HEADER SEGMENT**

The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting. It must be the first record read by the DCJS computer program.

See Transmission Data Elements TD#1 SEGTYPE and TD#2 SEGACT. The header appears at the beginning of each.

- **HEADER SEGMENTS must be 1st record on file or immediately follow a TRAILOR SEGMENT**

The header is the required first line of every monthly NYSIBR submission file. It contains all data required to identify the agency and the month that it is submitting. A trailer segment is the required final line of a submission file. If a header segment appears after a trailer segment, it must be for the next IBR MONTH expected by DCJS for sequential processing after the trailer month. Normally each month's data must be submitted within 30 days of month's end.

As the required final line of every monthly NYSIBR submission file, the trailer segment signifies the end of the file and contains all data required to determine if there was any data transmission problem. See Transmission Data Elements TD#1 SEGTYPE and TD#2 SEGACT.

TRAILER SEGMENT ERRORS

- **Last record before 'EOF' must be TRAILOR SEGMENT**

The trailer is the required final line of every monthly NYSIBR submission file. It signifies the end of the file and contains all data required to determine if there was any data transmission problem. See Transmission Data Elements TD#1 SEGTYPE and TD#2 SEGACT.

- **TRAILER SEGMENT must immediately follow a HEADER SEGMENT or follow a valid Segment type (1-8). TRAILER SEGMENT may not follow another TRAILER SEGMENT**

The trailer is the required final line of every monthly NYSIBR submission file. It signifies the end of the file and contains all data required to determine if there was any data transmission problem. It may immediately follow a header segment or a detail segment type 1 through 8. It may not follow another trailer.

See Transmission Data Elements TD#1 SEGTYPE and TD#2 SEGACT.

- **RECORD COUNT on TRAILER SEGMENT must match that computed by DCJS after reading data submission.**

RECORD COUNT is the number of segments transmitted in an agency's monthly data submission. It does not count header or trailer segments. Instead it counts only the number of detail records (segments 1 - 8) of a data submission. Each incident following the header in the file contains several detail segments which vary depending on the crime circumstances.

The RECORD COUNT, first calculated by the contributing agency for transmission, is re-calculated by DCJS software upon receipt of the file. Any difference between the two totals indicates a data transmission problem and results in DCJS rejection of the submission file.

See Transmission Data Element TD#8 RECORD COUNT.

- **HASH TOTAL on TRAILER SEGMENT must match that computed by DCJS after reading data submission**

HASH TOTAL is calculated by adding together the values of each detail segment contained in an agency's monthly data submission. The header and trailer segments are not included in this addition. Hash looks within the detail records and adds up the number of offenses, number of victims, number of weapons, etc. contained in them.

Hash is first calculated by the contributing agency for transmission and is re-calculated by DCJS software upon receipt. Any difference indicates a data transmission problem, and the file is rejected. The same total on both ends indicates that DCJS received the complete file sent by the agency.

See Transmission Data Element TD#9 HASH TOTAL.