



Reading the NYSIBR Submission Transaction Report

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

This document provides information for law enforcement agencies participating in the IBR program on how to read the Submission Transaction Report which is transmitted to agencies after each successful monthly IBR file submission.

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

Reading the NYSIBR Submission Transaction Report

(See the attached Sample City PD report)

The IBR Submission Transaction Report provides a processing summary of IBR data files submitted to DCJS. After each monthly submission file is processed by DCJS, the submitter will receive an email outlining the results of the processed file along with an attached IBR Transaction Report. The report summarizes the incidents posted and rejected and provides a detailed listing of all the errors.

The Transaction Report is generated by the year and month for which the data were submitted, which is reflected in the data elements IBR MONTH and IBR YEAR in the header segment of the submitted file.

Note: The submission file may contain incidents occurring or reported on different months and years.

The Report Header contains the agency name and ORI number as well as the month and year of the submission data.

The Processing Summary section contains:

- The month and 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 data input errors
 - Total number of incidents in the submission
- Corrected errors - the number of errors previously submitted and rejected that were corrected in the current submission. The corrected incidents are included in the number of incidents posted.
- Error rate - the number of rejected incidents divided by the total number of incidents in the submission, expressed as a percentage. Although one incident may have many errors, the error rate in the Transaction Report is based on the number of incidents rejected due to error, not the actual number of errors.

IMPORTANT!

Rejected incidents are not added to the DCJS database

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 includes a robbery and one of the robbery incidents has an error and is rejected, DCJS records will show only three robberies in that month until the incident is re-submitted without error.

This is true for both transaction and input data errors.

The Error Summary section contains:

- Transaction Error Information

The transaction error listing will include the incident number along with the error number and the error message. Transaction errors are generated when there is a conflict with data currently on, or missing from, the DCJS database that prevents the incident from posting. Usually there will be only one transaction error message per incident because, once a transaction error appears, the processing stops.

The attached Sample City PD report for October 2013 shows two incidents with the same transaction error 824. 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.

- Data Input Error Information

The data input error listing includes the incident number along with the error numbers and associated error messages. An incident may have more than one data input error displayed. Data input errors occur when the data are not submitted in the correct format, the data do not conform to the allowable values, or there is an inconsistency between various data elements as defined by the IBR submission rules. An incident with a data input error cannot be added to the NYSIBR database until the incident has been correctly re-submitted.

- Summary of Data Input Errors

The summary section displays each error and the number of times the error occurred for the submission year and month. This information is useful in identifying recurring errors that need special attention.

The Incidents Corrected section contains the total number of incidents previous submitted and rejected which were corrected in this month's submission as well as the incident number(s) corrected.

For more detailed information on errors, see the reference document titled *IBR Error Detail Listing on the IBR Reference Materials* webpage:

http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ibr_ref.htm

IBR Submission Transaction Report

October 2013 Submission

Sample City PD NY0000003

Processing Summary for October 2013

Incidents Submitted

| | |
|---|------------|
| Incidents Posted | 403 |
| Incidents Rejected - Transaction Errors | 2 |
| Incidents Rejected - Data Input Errors | 4 |
| Total | 409 |

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 |
| Total | 12 |

Incidents Corrected

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

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