TO: All Incident-Based Reporting Agencies

FROM: Adam Dean, Bureau Chief, Crime Reporting Unit

DATE: March 5, 2009

SUBJECT: Major Changes in the NYSIBR Program

<h2 style="text-align:center;color:red;">REPORTING ALERT:
MAJOR CHANGES IN THE NYSIBR PROGRAM</h2>

In January 2009, the NYSIBR database was migrated from the DCJS mainframe to an Oracle environment. The migration has allowed DCJS to improve the error reports which provide the error details of submission files and the summary crime reports which we provide to your agency.

New Error Report

DCJS has revised the error messages to be more user friendly. The error messages have been revised for easier interpretation, and a separate reference guide has been developed with detailed explanations for each error messages. Starting in February, the error report that your agency currently receives as an attached text file will be replaced with a PDF file entitled "Transaction Report".   This report has been designed to allow for quick review of the results of your monthly submission.

Attachment A, entitled "How to Read the IBR Transaction Report" provides an overview of the transaction report's layout and includes a sample report for your reference. This is also posted on the DCJS website. To assist you in trouble-shooting incidents with errors, the following two resources are also available on-line at:
http://www/internet/crimnet/ojsa/crimereporting/ibr_ref.htm

- **IBR Error Detail Listing** – Listing of error codes with detailed explanations for individual error messages. Document can be used to trouble-shoot errors posted on transaction reports.

- **IBR Data Elements Listing** – Listing of IBR data elements.

New Monthly Reports

The quarterly reports have been discontinued and replaced with new and improved monthly reports. Reports will no longer be mailed out to the agencies, but will now be updated monthly and posted to eJusticeNY. A user-friendly interface has been designed to provide increased flexibility in accessing the information presented. By utilizing selection parameters for month and year, agencies can now review and print both historical and monthly data whenever needed. Access to the new report interface entitled "IBR Crime Reports", can be found within the Crimestat suite of *e*JusticeNY. To access the reports, click on the "Crimestat" button on the left of the opening page and then on "Crime Reports".

While these reports are similar to the old quarterly reports, modifications have been made. Some tables have been eliminated and others have been modified for easier interpretation. The IBR interface is a first step toward providing agencies with more timely access to crime data and more reports will be added in the future. Please contact the Crime Reporting Unit if there is any specific IBR information you would like included in future reports.

The modern database environment and revisions to the error reports and crime reports will increase both the quality and interpretation of Incident-Based data. However, you and your staff play a key role. It is essential that IBR errors be corrected, and that rejected transmissions be resubmitted. Please make sure staff responsible for submitting your monthly files receive a copy of this memorandum. My office is available to assist your agency or answer any questions they might have.

Please call the Crime Reporting Unit at (518) 457-8381 or email to InfoNYSIBR@dcjs.state.ny.us if you have any questions or need assistance in accessing any of the report over *e*JusticeNY.

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*.**

IBR Submission Transaction Report

Batch Run @ 06/12/2007 1:56:12PM

October 2006 Submission

Sample City PD   NY0000003

Processing Summary for October 2006

Incidents Submitted

		Previous submission errors that were corrected in this submission:	**1**
Incidents Posted	**403**		
Incidents Rejected - Transaction Errors	**2**		
Incidents Rejected - Data Input Errors	**4**		
Total	**409**		

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

Incident Number	Error Number - Error Message
200500017246	**824** - Cannot Add Arrestee Segment to Incident not already on file
200600000908	**824** - Cannot Add Arrestee Segment to Incident not already on file

Input Data Error Information

Number of Incidents with Data Input Errors - 4

Incident Number	Error Number - Error Message
200600012480	
	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
200600013085	**762** -Society Offense must Link to Victim Type of Society or Public
200600013239	
	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
200600013696	
	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

Incident Number	
200600010315	-- Corrected Incident