

# Special Data Request (SDR) Form

This form is designed to specify the details of your Special Data Request (SDR). There is a multi-phase review and approval process for requests, including approval by individuals at the Children’s Bureau and at the Administration on Children, Youth and Families at the U.S. Department of Health and Human Services. **Submit your completed form to** [**NDACANsupport@cornell.edu**](mailto:NDACANsupport@cornell.edu).

Requests may be denied for reasons including, but not limited to: a). if they could threaten data confidentiality (e.g., cell counts less than 10, counties with less than 700 records, elements unavailable for release to the public); b). if they are overly complex and would require an inordinate amount of staff time; c). if they rely on variables with unreliable reporting; or d). if an applicant has reached the max allowable tables in the timeframe. NDACAN will only complete one SDR (up to 6 tables) for a requestor every few months unless it is a continuation of a prior request. Applicants should refer to the “Additional Details and Criterion for Special Data Requests (SDRs)” document for more details.

## Background Info

Date request submitted: Click or tap here to enter text.

Requestor name: Click or tap here to enter text.

Requestor title: Click or tap here to enter text.

Organization or agency: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Email: Click or tap here to enter text.

Specify the total number of tables or figures you are requesting:

Click or tap here to enter text.

## Request Details

Provide a general description of your special data request, including its overall purpose and your rationale for requesting specific tables or figures:

Click or tap here to enter text.

## Specifying Tables

Please specify the rows, columns, and cell values of the tables or figures you are requesting, as well as any limitations on the counts (i.e., filters). Definitions and examples are provided below.

**Columns** may be demographic variables or any other variables from the code books that can be summarized.

**Rows** are most commonly states, years, or state by year. Tables may be of multiple dimensions, where each variable involved adds a dimension (e.g., state by race is two dimensions; fiscal year by state by race is three dimensions). If you are requesting more than two dimensions, put the extra dimensions in the rows.

**Cell values** are, most often, a simple count. However, it could also be any other summary statistic.

**Filters** are limitations on the variable you are counting. The default would be “all children in the dataset.” Examples of filters would include: “only victims of child maltreatment” (NCANDS Child File), “children who exited foster care” (AFCARS Foster Care File), or “youth who responded to the Survey at Wave 3” (NYTD Outcomes File).

### *Example 1:*

#### Description:

By U.S. state, for the most recent five fiscal years, counts of victims and non-victims of child abuse where the case had recorded a risk factor of domestic violence.

#### Dataset:

NCANDS Child File  AFCARS Foster Care File  AFCARS Adoption File

NYTD Outcomes File  NYTD Services File

|  |  |
| --- | --- |
| **Rows:** | Fiscal year, state |
| **Columns:** | Column 1: All victims Column 2: Victims where domestic violence was a risk factor Column 3: All non-victims Column 4: Non-victims where domestic violence was a risk factor |
| **Cell values:** | Count of distinct children |
| **Filters:** | Most recent 5 fiscal years |

#### Example 1 Results Structure:

SAMPLE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FY** | **State** | **All Victims** | **All Non-Victims** | **Victims with Domestic Violence Risk Factor** | **Non-Victims with Domestic Violence Risk Factor** |
| 2016 | Alabama |  |  |  |  |
| 2016 | Alaska |  |  |  |  |
| 2016 | Arizona |  |  |  |  |
| 2016 | Arkansas |  |  |  |  |
| 2016 | California |  |  |  |  |
| … |  |  |  |  |  |
| 2021 | Alabama |  |  |  |  |
| 2021 | Alaska |  |  |  |  |
| 2021 | Arizona |  |  |  |  |
| 2021 | Arkansas |  |  |  |  |
| 2021 | California |  |  |  |  |

### *Example 2:*

#### Description:

For the state of Nevada, reasons for entering foster care for federal fiscal years 2018 through 2021, by gender of child.

#### Dataset:

NCANDS Child File  AFCARS Foster Care File  AFCARS Adoption File

NYTD Outcomes File  NYTD Services File

|  |  |
| --- | --- |
| **Rows:** | Fiscal year, gender |
| **Columns:** | Column 1: All children entering foster care Column 2: Physical abuse Column 3: Sexual abuse Column 4: All other reasons |
| **Cell values:** | Count of children entering foster care |
| **Filters:** | For federal fiscal years 2018 through 2021, children entering foster care, state of Nevada  SAMPLE |

#### Example 2 Results Structure:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **Removal Reason** | | |
| **FY** | **Gender** | **Total Entered Foster Care** | **Physical Abuse** | **Sexual Abuse** | **All Other Reasons** |
| 2018 | M |  |  |  |  |
| 2018 | F |  |  |  |  |
| 2019 | M |  |  |  |  |
| 2019 | F |  |  |  |  |
| 2020 | M |  |  |  |  |
| 2020 | F |  |  |  |  |
| 2021 | M |  |  |  |  |
| 2021 | F |  |  |  |  |

Please fill in the requested information for each table you are requesting. Applicants may request no more than five data tables at a time.

### Table 1:

#### Description:

Click here to enter text.

#### Dataset:

NCANDS Child File  AFCARS Foster Care File  AFCARS Adoption File

NYTD Outcomes File  NYTD Services File

|  |  |
| --- | --- |
| **Rows:** | Click here to enter text. |
| **Columns:** | Click here to enter text. |
| **Cell values:** | Click here to enter text. |
| **Filters:** | Click here to enter text. |

### Table 2:

#### Description:

Click here to enter text.

#### Dataset:

NCANDS Child File  AFCARS Foster Care File  AFCARS Adoption File

NYTD Outcomes File  NYTD Services File

|  |  |
| --- | --- |
| **Rows:** | Click here to enter text. |
| **Columns:** | Click here to enter text. |
| **Cell values:** | Click here to enter text. |
| **Filters:** | Click here to enter text. |

### Table 3:

#### Description:

Click here to enter text.

#### Dataset:

NCANDS Child File  AFCARS Foster Care File  AFCARS Adoption File

NYTD Outcomes File  NYTD Services File

|  |  |
| --- | --- |
| **Rows:** | Click here to enter text. |
| **Columns:** | Click here to enter text. |
| **Cell values:** | Click here to enter text. |
| **Filters:** | Click here to enter text. |

### Table 4:

#### Description:

Click here to enter text.

#### Dataset:

NCANDS Child File  AFCARS Foster Care File  AFCARS Adoption File

NYTD Outcomes File  NYTD Services File

|  |  |
| --- | --- |
| **Rows:** | Click here to enter text. |
| **Columns:** | Click here to enter text. |
| **Cell values:** | Click here to enter text. |
| **Filters:** | Click here to enter text. |

### Table 5:

#### Description:

Click here to enter text.

#### Dataset:

NCANDS Child File  AFCARS Foster Care File  AFCARS Adoption File

NYTD Outcomes File  NYTD Services File

|  |  |
| --- | --- |
| **Rows:** | Click here to enter text. |
| **Columns:** | Click here to enter text. |
| **Cell values:** | Click here to enter text. |
| **Filters:** | Click here to enter text. |

## Contact Information

For questions or concerns about this form or your request, please contact:

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