## Why Update Death in Custody Reporting Act (DCRA) Decedent Records?

There will be times when DCRA decedent records previously submitted in the Bureau of Justice Assistance (BJA) Performance Measurement Tool (PMT) need updating (e.g., when a pending investigation closes and new information is available). In these cases, you should not create a new record. Instead, update the existing record by manually updating one record at a time or by using the bulk upload Excel file, which allows multiple records to be modified at the same time.

Before saving changes to decedent records, check for duplicate entries. There should be only one record for each decedent.

## Manually Update One Record

BJA prefers records to be updated manually, one at a time, through the decedent's record link. Instructions for manual updates follow:



1. On the Decedent Information tab, select the name of the decedent (e.g., Doe, John–Smithville Department of Corrections).
2. On the DCRA report form, update all fields that require revisions.
3. Click 'Save' or 'Save & Continue.'
4. On the Review page, select 'Mark data as complete' and 'Save.'

## Modify Multiple Records at Once

It is possible to update multiple decedent records at the same time using the Excel template. When using the Excel template, the first and last names and dates of birth must match previously submitted data to ensure records are not duplicated. If you cannot confirm that names and birth dates are consistent with previous records, manually update individual records. Instructions for using the bulk upload Excel file follow:



1. On the Decedent Information tab, select 'Download Template.' This will create an Excel file with all records reported in the selected quarterly report.
2. Modify the records and resave the Excel file to your computer.
3. Select 'Choose File,' and then 'Upload.'
4. A prompt will then ask if you are ok with replacing the records. Select 'Ok' to replace the existing records with the updated records.
5. On the Review page, select 'Mark data as complete' and 'Save.'

## Remove Unneeded Decedent Records

It may be necessary to remove an unneeded decedent record (e.g., a duplicate entry or if a decedent is determined to not fall under the scope of the DCRA law and needs to be removed from the dataset).
Instructions for removing unneeded or blank records follow:



1. On the Decedent Information tab, select the box(es) next to the decedent link.
2. Click 'Delete Selected Records.'
3. A prompt will ask if you are ok with deleting the records. If yes, select 'Ok.' This will delete the records.
4. On the Review page, select 'Mark data as complete' and 'Save.'

## Resources

Several resources exist to help with your DCRA reporting including FAQs, the performance measure questionnaire, and webinar trainings. Links to these resources are listed below. If you require additional assistance, contact the BJA PMT Helpdesk at bjapmt@ojp.usdoj.gov.

**FAQs:**
- Compilation of questions taken from email, helpdesk inquiries, and training webinars
- Includes guidance on scenarios
- Available here: *https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/DCRA-FAQ_508.pdf*

**Performance Measure Questionnaire:**
- Available here: *https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/DCRA-Performance-Measure-Questionnaire_508.pdf*

**DCRA Webinar Training:**
- A recording of the most recent training session is available here: *https://www.youtube.com/watch?v=Jne5bEmeLU8*
- Bulk upload instructions can be found here: *https://www.youtube.com/watch?v=_kxn2Ykkc8I*