

Acknowledgements

This manual is based on an earlier version produced by the National Violent Injury Statistics System (NVISS) workgroup. We are grateful for all of the individuals who provided advice and comments during the development of that version and this document. Carrie Nie, MPH, Director of the Violent Injury Reporting System at the Medical College of Wisconsin, served as the primary editor for this document.

Collaborating Sites:

Allegheny County, Pennsylvania

Allegheny County Health Department, Center for Violence and Injury Control,
Allegheny General Hospital

Atlanta

Center for Injury Control, Rollins School of Public Health of Emory University

Connecticut

CT Childhood Injury Prevention Center, Children's Medical Center

East Central PA; Northeastern OH; Southeastern IA

Medical Professionals as Advocates Program of the Firearm Injury Center at Penn,
University of Pennsylvania

Kentucky

Kentucky Department for Public Health; Kentucky Injury Prevention and Research
Center, University of Kentucky

Maine

Center for Outcomes Research and Evaluation, Maine Medical Center

Maryland

Violence Research Group, Department of Criminology and Criminal Justice,
University of Maryland

Miami-Dade County

Jackson Memorial Medical Center, University of Miami

Michigan

Michigan Public Health Institute; Michigan Department of Community Health

San Francisco

San Francisco Department of Public Health; San Francisco Injury Center, University of California

Utah

Intermountain Injury Control Research Center, University of Utah; Salt Lake City, County Health Department

Wisconsin

Firearm Injury Center, Medical College of Wisconsin

*Coordinating Center:***National Violent Injury Statistics System (NVISS)**

Harvard Injury Control Research Center, Harvard School of Public Health

Consultants:

Education Development Center

Federal Bureau of Investigation

Massachusetts State Police Crime Laboratory

Milwaukee County Medical Examiner's Office

National Association for Public Health Statistics and Information Systems (NAPHSIS)

Utah Medical Examiner's Office

Wisconsin Department of Health and Family Services, Division of Health Care Financing, Bureau of Health Information, Section of Vital Records

Table of Contents

I.	Background	1
II.	Introduction	2
	Existing Injury Surveillance Data.....	2
	The National Violent Death Reporting System (NVDRS).....	3
III.	Planning for a Violent Death Reporting System	4
	Holding a Stakeholder Meeting.....	4
	Developing an Advisory Board.....	6
	Privacy Protection and Information Policies.....	7
	Software.....	13
	Associated Costs.....	14
	Funding.....	16
IV.	Implementing a Violent Death Reporting System	18
	Working with Data Providers.....	18
	Identifying Multiple Victim Incidents.....	20
	Death Certificates.....	20
	Coroners/Medical Examiners (C/ME).....	25
	Law Enforcement.....	31
	UCR: Supplementary Homicide Reports/NIBRS: Homicide Reports...31	
	Police Case Reports.....	35
	Crime Laboratory.....	39
	Bureau of Alcohol, Tobacco, and Firearms (ATF).....	42
V.	Evaluating a Violent Death Reporting System	44
VI.	References	47

Appendices	App. 1
A. Sample Mission Statements.....	App. 2
B. Letter of Invitation for Advisory Board Members.....	App. 3
C. Suggested List of Advisory Board Members.....	App. 4
D. Sample Summary Elements for an IRB Protocol.....	App. 5
E. Open Records Request.....	App. 8
F. Summary of Data Sources Used by NVISS Sites.....	App. 9
G. Sample NVISS Case Flow Chart.....	App. 10
H. Letter for Contacting Data Providers.....	App. 11
I. Death Certificate.....	App. 12
J. Supplementary Homicide Report.....	App. 13
K. National Incident Based Reporting System Form.....	App. 15
L. Firearm Trace Report.....	App. 17
M. Abbreviations.....	App. 18
N. Bibliography.....	App. 19