

# NCIS Coding Tips

## March 2007

### Amendment to the NCIS

A new data field will be implemented into the NCIS over the coming weekend (17 – 18 Mar).

The amendment involves the inclusion of a new "Institution" data field to the address section of the Time Location screens (Incident, Death, Last Seen Alive and Body Found).

One of the reasons for the upgrade was to synchronise the NCIS to the Local Case Management Systems (LCMS) utilised in several jurisdictions, ensuring uniformity of data entry requirements for all jurisdictions.

The division of the information between the Institution and street data fields not only makes logical sense but will also assist with the Geo-Coding of addresses, a project that NCIS is about to undertake.

### Data Field: Institution

The new field is labelled "INSTITUTION" and is made available for the entry of details regarding the type of institution in which the event occurred, this specifically refers to:

- Hospitals;
- Nursing Homes;
- Retirement Villages;
- Residential Care facilities;
- Caravan Park;
- Locations without defined street address:
  - Railway Stations;
  - Bridges;
  - Parks;
  - Nature Reserves, National Forest,
  - Beaches, Lakes, Reservoirs

(Note: the above list is not inclusive)

This data field is already available in the LCMS.

It is important to note that we are not asking you to enter data into this data field for every case i.e. names of homes, apartment buildings or housing estates.

The data is only required where the event occurs in an institution type facility such as those previously described.

### Victoria and New South Wales Coders

This is a new practice for both of these jurisdictions as the data field has not previously existed in the NCIS.

Please commence coding as detailed below upon amendment of the NCIS:

### All Other Coders (SA, WA, QLD, TAS, NT, ACT)

The data field has previously been available for use in the Local Case Management Systems and the coding practice detailed below serves only as a reminder to how the data entry of address information should occur.

### Date Entry

#### Institution

Enter the full name of the "institution" in which the event occurs.

e.g. The Alfred Hospital  
ABC Nursing Home  
XYZ Caravan Park

For the time being there is no provision for the entry of specific details such as ward names or room numbers in the address data fields. This is an amendment that may be made in the future. If you would like to record the specifics of wards or rooms please use the "Address Text" field at the bottom of each of the Time Location screens.

#### Street

Enter the full street address, including street number at which the event occurred.

#### Suburb

Suburb, Postcode, State and Country  
Data entry for these data fields remains unchanged.

## Example

Actual Address:  
Deceased died in the Austin Hospital, Victoria.

### Previous Coding:

#### Option 1

Street	AUSTIN HOSPITAL 145 Studley Rd
Suburb	HEIDELBERG
Postcode	3084
State	VICTORIA
Country	AUSTRALIA

#### Option 2

Street	AUSTIN HOSPITAL
Suburb	HEIDELBERG
Postcode	3084
State	VICTORIA
Country	AUSTRALIA

### Revised and Preferred Coding:

Institution	AUSTIN HOSPITAL
Street	145 Studley Rd
Suburb	HEIDELBERG
Postcode	3084
State	VICTORIA
Country	AUSTRALIA

All coders are asked, where necessary, to revise coding practices to reflect the utilisation of the "Institution" data field.

## Feedback

Any feedback, queries or issues regarding the new NCIS interface can be directed to me via email on [leanned@vifm.org](mailto:leanned@vifm.org) or telephone on (03) 9684 4458.

Thank You

*Leanne*

## Time Location Screen Amendment

The screenshot shows the NCIS interface for 'Time Location - Last Seen Alive'. The header includes the NCIS logo and navigation links: Home, NCIS\_Search, Case, Documents, Admin, Logout. The page title is 'Time Location - Last Seen Alive' and the local number is '0100009/05'. The form is divided into three tabs: 'Body Found', 'Death', and 'Incident'. The 'Institution' field is circled in blue. Below the 'Institution' field are fields for 'Street', 'Suburb', 'Post Code', 'State', and 'Country'. There is a 'Copy Address From' dropdown menu set to 'Death'. Below these fields are 'Date Last Seen Alive' and 'Date' fields with 'Time' dropdowns. There are also 'Or Between' and 'And Date' fields with 'Time' dropdowns. At the bottom, there is an 'Address Text' field and a 'User: jarrodb' indicator. 'Save' and 'Back' buttons are at the bottom right.