

## Description of NVDRS Web Pilot

**Goal:** The primary goal of the piloting is to identify problems and errors with the NVDRS web program that will inhibit the accurate, reliable, and efficient entry of the data. The design of the program will only be modified to address these problems.

**Background:** The current plan is to have 4 to 6 states pilot the NVDRS web system from roughly November 2012 to January or February of 2012. The piloting will be done in stages. Each stage of the pilot will focus on identifying problems with different key functionality in the NVDRS web program. The timing and content of the testing stages may be modified based on when functionality becomes available to test. Also, if 6 or more states participate, we are contemplating having 4 states take the lead on each pilot stage. Taking the lead on a development stage would mean the states may be asked to do more work during that phase, especially when confirming the utility of fixes to identified problems. Conversely, non-lead states would be asked to do less work on this phase. This approach has the advantage of states sharing the workload and focusing on areas in which they have most interest or concern.

In order to help states assess their ability to participate in the pilot, an overview of the key elements of the pilot are provided: 1) limitations on entering real demographic or identifying information on victims, 2) a draft description of what functionality will be tested in each stage including a rough timeline and key tasks (Note: This may change based on the progress of program development), and 3) a description of how feedback will be collected and used for revision.

**Identifying Information Will Not Be Entered during the Pilot:** During the pilot, real identifying information such as initial of last name of the victim, date of death, and county of death are not allowed to be entered into the pilot system for security reasons. False or fabricated information must be entered for these fields. A list of these types of variables will be provided to NVDRS states participating in the pilot as well as guidance on ensuring the data is fabricated. When testing the import function, the current plan is to provide sample databases. If it is useful, we can also discuss with NVDRS states scrambling their information to create test files to import.

### Description of Pilot Testing:

Stage	Functionality	Projected Tasks	Goals	Estimated Timeline
Stage 1: Data Entry	<ol style="list-style-type: none"> <li>1) Create, edit, delete, remove, merge, split, and save a violent incident, victim and document record</li> <li>2) Complete data entry and editing of all fields including weapon and poison</li> </ol>	<ol style="list-style-type: none"> <li>1) Enter information about 10 cases that will be provided to you. This will help us to confirm data is being recorded correctly.</li> <li>2) Enter information about 10 to 15 hypothetical cases (7 homicide, 7 suicide, 4 undetermined, 1 legal intervention, and 1 unintentional shooting)</li> <li>3) Inspect and experiment with manual</li> </ol>	<ol style="list-style-type: none"> <li>1) Identify program or functional problems with manual data entry</li> <li>2) Identify problems with data validation, rollovers, and data formats</li> </ol>	November 2012

		<p>entry</p> <p>4) Retest 5 to 15 cases to confirm changes have fixed identified problem</p>		
Stage 2: Record import and linking	<p>1) Test automated import</p> <p>2) Test search incident function to link records</p>	<p>1) Automatically import hypothetical death certificate and CME files using hypothetical data.</p> <p>2) After importing a case, find a case using the search function with information from your CME records or law enforcement records.</p>	<p>Confirm that the program:</p> <p>a) Can automatically import records accurately</p> <p>b) Enables users a way of finding incidents</p>	December 2012
Stage 3: Reporting and final testing	<p>1) Dashboard</p> <p>2) Export</p> <p>3) Other reporting</p> <p>4) Final data check</p>	<p>1) The program will be able to provide some reports to states primarily through a dashboard function. States will be asked to test the reporting functions with a fictional database to identify problems</p> <p>2) State will be asked to export data from a fictional database in the formats that they prefer</p> <p>3) Feedback on important fixes from Stage 1 and 2 may be sought</p>	<p>1) Identify problem or gaps with reporting functions</p> <p>2) Confirm the export function will meet the requirements of states</p>	January 2012 and February 2012

**Standardized Feedback Form:** Pilot states will be provided with a standardized feedback form (See Draft below) with which to enter and submit problems they find with the system. A draft feedback form is provided below.

File Home Insert Page Layout Formulas Data Review View

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals, Thousands Separator

Conditional Formatting: Normal, Bad, Good, Neutral, Calculation, Check Cell, Explanatory..., Input

Cells: Insert, Delete, Format, AutoSum, Fill, Clear

	A	B	C	D	E	F	G	H	I
	State	ID	Identified by	Page where the problem occurred	Section where the problem occurred	Defect Title	Defect Description	State's Priority for this Defect	Pilot Phase
1									
2	Massachusetts	1	Lauren	Incident summary	<enter text>	<enter text>	<enter text>	low	Phase 1
3	Massachusetts	2	<enter text>	<make selection>	<enter text>	<enter text>	<enter text>	<make sele	<make sel
4	Massachusetts	3	<enter text>	<make selection>	<enter text>	<enter text>	<enter text>	<make sele	<make sel
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7	Massachusetts	6	<enter text>	<make selection>	<enter text>	<enter text>	<enter text>	<make sele	<make sel
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12	Massachusetts	11	<enter text>	<make selection>	<enter text>	<enter text>	<enter text>	<make sele	<make sel
13	Massachusetts	12	<enter text>	<make selection>	<enter text>	<enter text>	<enter text>	<make sele	<make sel
14	Massachusetts	13	<enter text>	<make selection>	<enter text>	<enter text>	<enter text>	<make sele	<make sel

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Enter appropriate description in this text field.