NATIONAL CFRP
Center for Fatality Review & Prevention
Saving Lives Together

USER MANUAL

Version 6.0

National Fatality Review Case Reporting System

Data Entry Website: data.ncfrp.org

Phone: 800-656-2434

Email: info@ncfrp.org

ncfrp.org

@nationalcfrp

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Section 1 – Getting In, Out, and Around the Website

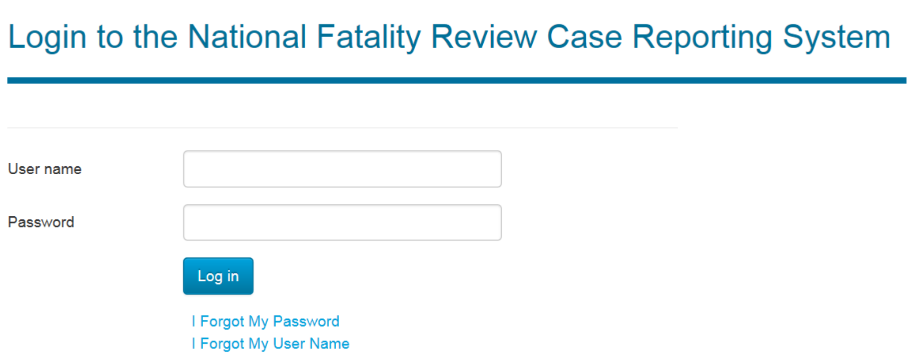
Accessing the Website

Users must have Google Chrome, Microsoft Edge, or Firefox in order to use the National Fatality Review Case Reporting System (NFR-CRS). Safari will also work but has not been as thoroughly tested as the other browsers listed above.

Open your Internet browser and type **https://data.ncfrp.org** into the address bar of the browser. It is important to include the 's' after 'http' otherwise the secure server may not recognize your contact attempt. You may want to create a bookmark for this website so that you can easily access it in the future without having to remember the text you would need to type in the address bar.

Login to the Website

The first page of the website is a general information page that is available to everyone on the Internet. Type your username and password in the appropriate places and click on the "Login" button.



In order to login to the website, you must be a registered user of NFR-CRS. To become a registered user, contact your designated Administrator or NCFRP at 1-800-656-2434.

If you have forgotten your password, click on the "I Forgot My Password" hyperlink below the "Login" button. You will be prompted to enter an email address that must be on file with NFR-CRS. Once you have entered your email address, you will be sent an email with a link to create a new password (For security reasons, usernames will not be included in the email). The link will only be active for 24 hours from the time it was sent (If you wait more than 24 hours, click on the "I Forgot My Password" hyperlink again to request another temporary link). Once you have clicked on the link, you will be asked to create a new password. You will then need to login with your username and new password. If you have forgotten your username, please use the "I Forgot My User Name" hyperlink.

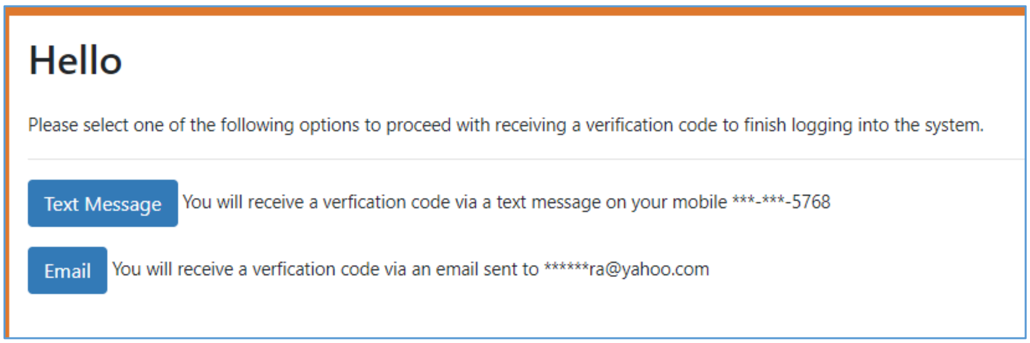
Important! Passwords must be at least 8 characters in length, include one uppercase letter, one lowercase letter, one number, and one special character (like ! or # or $). You will be prompted to change your password every 180 days.

If an incorrect password is entered five times within ten minutes, NFR-CRS will lock your account for security reasons. Should this occur, contact your Administrator or NCFRP to have your account unlocked.

Second Factor Authentication

The NFR-CRS requires two-factor authentication to provide increased security for your information. In addition to providing a unique password, you will be asked for an additional layer of confirmation (via a text message enabled cell phone or email address) to sign into your NFR-CRS account.

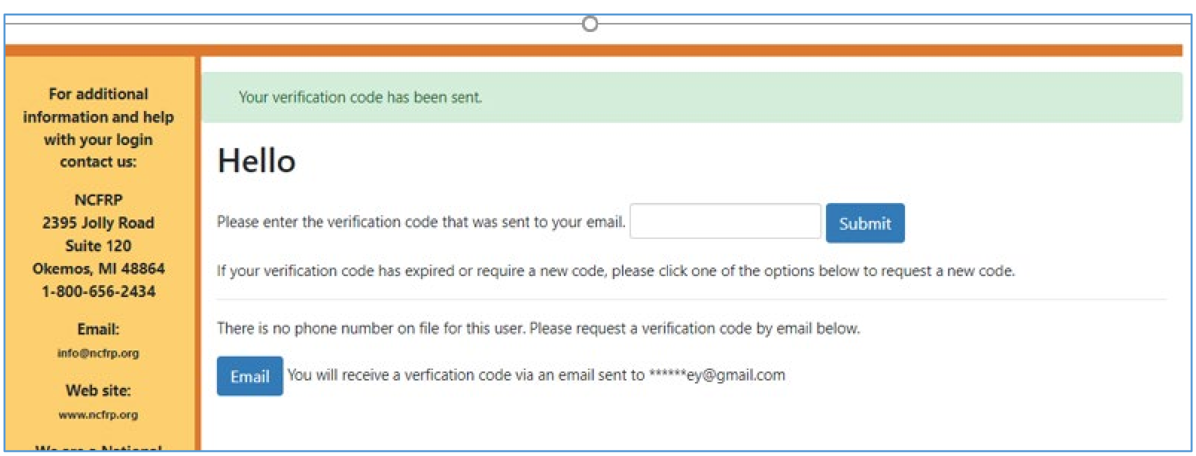
After entering your username and password, you will be directed to the second factor screen.



Once you have decided how you would like to authenticate (via cell phone or email), a one-time numeric code (valid for 5 minutes) will be sent, and you must enter that code to complete the log in process. You will need to second factor authenticate once per day, with the clock re-setting nightly at midnight EST.

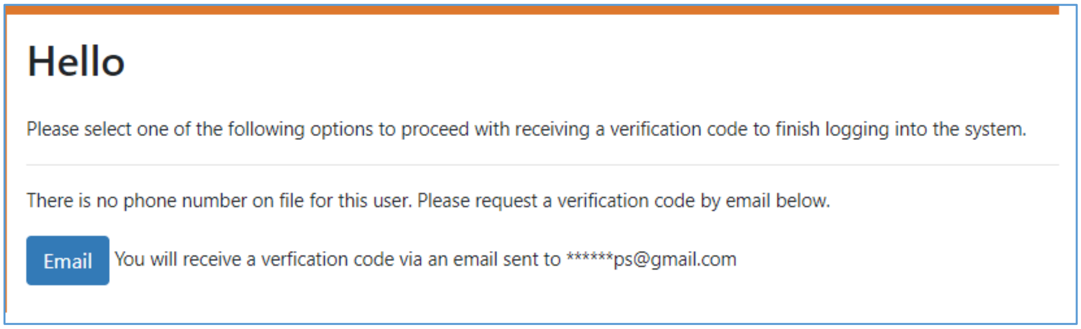
Important! If you have not received your verification code via email, check your junk or spam email folder!

After selecting either the blue Email or Text Message button, users will be informed via the green bar if it was sent successfully, and the box to enter the code will appear.

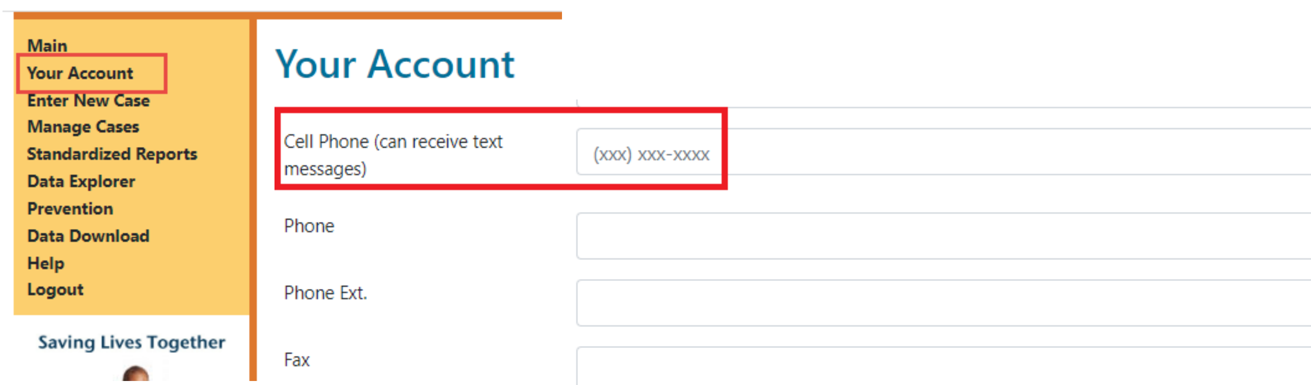


Important! Codes are only valid for five minutes. If five minutes have passed without the code being entered, users will need to request a new code again.

If you do not have a cell phone number associated with your NFR-CRS account, you will be prompted to authenticate via your email address. The message will look like this:



To add a cell phone number for second factor authentication, once logged in to the NFR-CRS, go to the "Your Account" button on the left Navigation Bar. Be sure to add the cell phone number to the cell phone box highlighted below and not the "Phone" box. Landlines cannot be used for second factor authentication.



Remember! If you are ever unable to log into NFR-CRS, please do not hesitate to contact NCFRP at 1-800-656-2434 or email us at info@ncfrp.org for assistance.

The "Main" page and Website Navigation

After you successfully login, you will be directed to your "Main" page. This page gives specific information about your team and who to contact for more information.

On the left side of the "Main" page is the navigation menu for the website. The roles (permissions) given to you by your Administrator determine what you can and cannot access in NFR-CRS; therefore, the navigation menu you see may appear slightly different than the example given here.

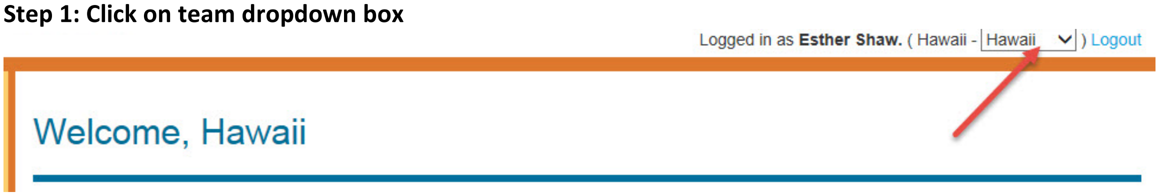
Each menu option on the "Main" page represents a different function you can perform. To use any navigation menu in NFR-CRS, simply move your mouse pointer to an option, such as "Standardized Reports," and the option will become underlined. When you click your mouse, the option that is underlined will be selected and the appropriate web page will automatically load. The navigation menu will then change to a navigation menu that is specific to the function that you selected when the new page loads. These other navigation menus will be discussed in later sections.

Important! Please refrain from using the "Back" button located in the toolbar of your browser while you are in a data entry page. You may lose data that has been entered unless "Save and Continue" or "Save and Exit" was clicked prior to hitting the "Back" button.

How to Switch between Teams

If you are a member of more than one team, you can switch between them while using the same username and password. To change to another team, click on the dropdown box next to your name that is located in the top right-hand corner of your screen, next to your username.

Step 1: Click on team dropdown box

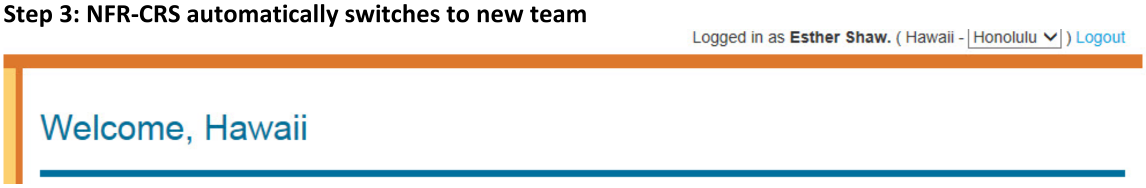


Once you have clicked on the arrow in the dropdown box, all of your NFR-CRS authorized teams will appear. Highlight the team in the dropdown box that you would like to switch to in NFR-CRS.

Step 2: Select new team

Once you have selected your new team, NFR-CRS will automatically switch. You will now only see cases related to this team.

Step 3: NFR-CRS automatically switches to new team



Remember: this functionality only exists for those users who are authorized members of more than one FR team. Please contact your Administrator if you have questions about team membership.

Exiting the Website

Important! Use the "Logout" option on the "Main" page navigation menu to exit the website before closing your Internet browser.

The reason for this has to do with the nature of web programming. If you simply close your Internet browser without using the "Logout" hyperlink, NFR-CRS cannot detect your exit and thinks that you are still logged in.

Section 2 – Your Account

Clicking on the "Your Account" option from the "Main" page brings you to the section of NFR-CRS where you can modify your contact information, review your password expiration date, update your password, and review your assigned role (permission) levels for NFR-CRS. Each of these features is discussed in more detail below.

Edit Your Contact Information

Your Administrator has the ability to download contact information for all users in your team. NCFRP can download contact information for all users of NFR-CRS. This information is necessary for two-factor authentication, which will use either the email-address or phone number on file. Further, contact information may be used for mass mailings/emails to keep you apprised of NFR-CRS updates and other important information, or to contact you directly if you report a problem. Your information will not be used by NCFRP for any other purposes. Please periodically review your contact information to keep it current, especially for two-factor authentication.

Once you have entered or edited any information on the "Your Account" page, click on the "Update Account" button at the bottom of the screen. Once "Update Account" has been clicked, you will see the message "User has been updated" at the top of screen (in a green bar) confirming the changes have been saved

Change Your Password

All passwords must be re-set every 180 days. NFR-CRS will automatically notify you when 180 days has expired when you attempt to login. You will then need to re-set your password. (NFR-CRS will prompt you to enter your old password and then ask you to enter a new password. You will need to enter the new password again for confirmation purposes.) All passwords are case sensitive and must be at least eight characters in length, including one uppercase letter, one lowercase letter, one number, and one special character (like # or $ or &).

You are able to re-set your password at any time by clicking on the hyperlink "Set Password" located to the right of the word "Password" on "Your Account" page. Once this hyperlink has been clicked, you will be prompted to enter your old password, your new password (which must meet password requirements listed above), and the new password again. Next click the "Set Password" button. You will then be brought back to the login screen and asked to enter your username and new password information.

Assigned Roles

Near the bottom of the "Your Account" page you can view the roles (permission levels) that have been granted to you from your Administrator. You are not able to alter these settings. Please contact your Administrator if you have any questions about your permission levels. Below is a brief explanation of the different available roles in NFR-CRS:

- Administrator – A user with this role will have the ability to manage NFR-CRS accounts (add, delete, unlock, restore deleted users, restore deleted cases) of other users. NCFRP recommends that each team has only 1-2 users with this permission level.
- Case Reporter – A user with this role will have the ability to enter, edit, and print case information for their team, as well as conduct searches and create standardized reports.
- Data Analyst – A user with this role will have the ability to download data (identified or de-identified) for their team, as well as create standardized reports.

Users may have more than one role assigned to them.

Roles					
	Administration	Enter New Case	Manage Existing Cases	Standardized Reports	Data Download
Administrator	X				
Case Reporter		X	X	X	
Data Analyst				X	X

Section 3 – Enter a New Case

Clicking on the "Enter New Case" option from the "Main" page brings you to the data entry section of NFR-CRS. Depending on your permission levels, you may or may not be able to access this section.

Navigation within a Case

The main navigation menu on the left will change once you have successfully created a new case number. Each option on the data entry navigation menu corresponds to a section of the paper *National Fatality Review Case Report Form* and may have different options depending on which team you are on. Menu options will become underlined to indicate your selection as you move your mouse pointer over them.

Case Sections

- \# - Case Definition
- A - Child Information
  - A1 - All Ages
  - A2 - Children Over 1 Year
- B - Biological Parents
- C - Primary Caregivers
- D - Supervisor
- E - Incident
- F - Investigation
- G - Cause of Death
- H1 - Motor Vehicle and Other Transport
- I - Circumstances
  - I3 - Consumer Product
  - I4 - Another Crime
  - I5 - CAN/Supervision/ Hazard
  - I7 - Life Stressors
  - I8 - Deaths During COVID-19 Pandemic
- J - Person Responsible
- K - Services
- L - Findings
- M - Review
- N - SUID and SDY
- O1 - Narrative
- P - Form Completion
- Save and Exit

You can proceed to a particular section of the case report form by clicking on the desired option in the data entry navigation menu, or you can proceed to the next section by clicking the "Save and Continue" button located at the bottom right corner of every page. Data on each page will be saved when you use the navigation menu and proceed to another section of the tool or when you click on the "Save" or the "Save and Continue" buttons at the bottom of the page. You can also leave the data entry section, save your data, and return to the "Main" page at any time by clicking on the "Save and Exit" hyperlink at the bottom of the data entry navigation menu. You can navigate between questions by using the "Enter," "Tab," arrow keys or mouse.

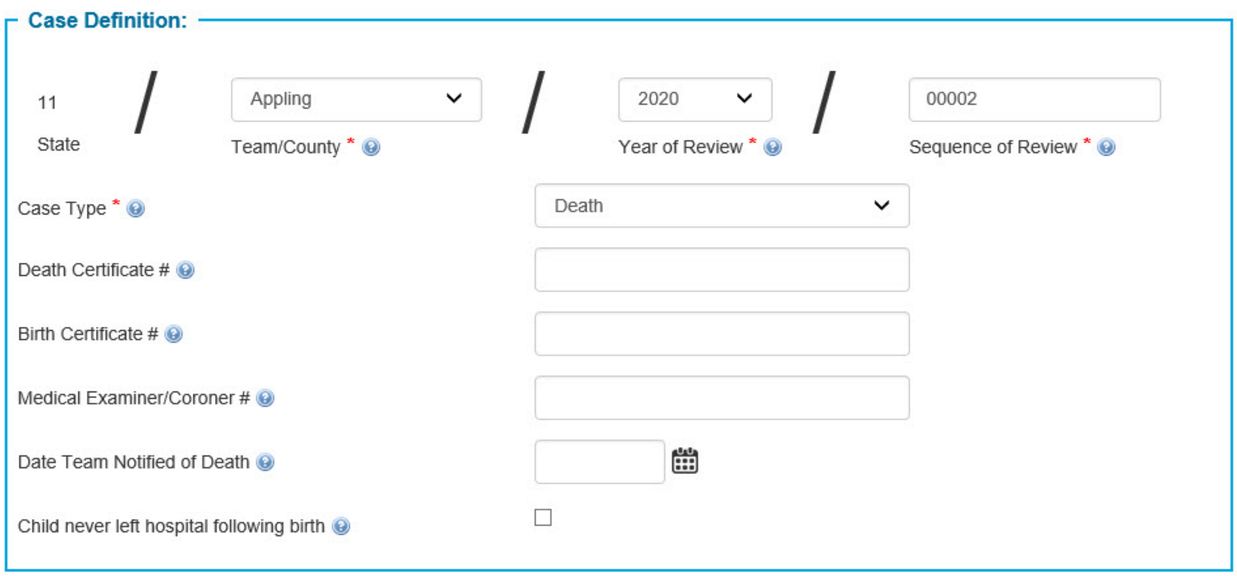
For security reasons, NFR-CRS will "time out" after 60 minutes if there has been no activity. If you "time out" and wish to continue to use NFR-CRS, simply re-enter your login information.

Saving a Case

Data for each section of your case is permanently saved once you have initiated a save command by clicking on one of the following buttons: "Save," "Save and Continue," or "Save and Exit." Your data for each section is also permanently saved when you click (and navigate) to another section of the case report tool via the yellow navigation menu on the left or when you click on "Print this section" at the top right-hand corner in each report tool section. For longer sections of the report tool, you may want to hit the "Save" button at the bottom of the screen to avoid losing data.

Defining a Case Number

The first data entry page that appears on your screen after you click "Enter New Case" is the "Case Definition" page, which corresponds to the "Case Number" section of the paper form. This is where you create the unique identifier for the case you are entering. The paper form allows for four levels of information to define a case: State, Team/County, Year of Review, and Sequence of Review. However, depending on the account profile that your state has established with NCFRP, you may not see all of these options in NFR-CRS.



State

This identifier is automatically filled in for you, and you cannot edit this field. Every team has a unique identifier.

Team/County Number

Some users will have this identifier filled in automatically and will not be able to edit this field. Other users will be able to select from among the counties or teams in their state to fill in this field via the drop-down menu.

Year of Review

This identifier is automatically filled in to the current year. You can edit this field in order to enter cases from past years.

Sequence of Review

This identifier is automatically filled in to the next highest sequence number for the current year. For example, if the last sequence number you entered in the current year was "00021" then the next new case you enter will come up as sequence "00022," regardless of whether sequences "00019" or "00020" exist. You can edit this field to any available sequence number. You can even force the sequence number to be an earlier number ("00004), if that number has not been used in that year by your team. The sequence number must be numeric only – no letters or characters allowed.

Important! A Case Number that has been deleted is not available for sequencing purposes.

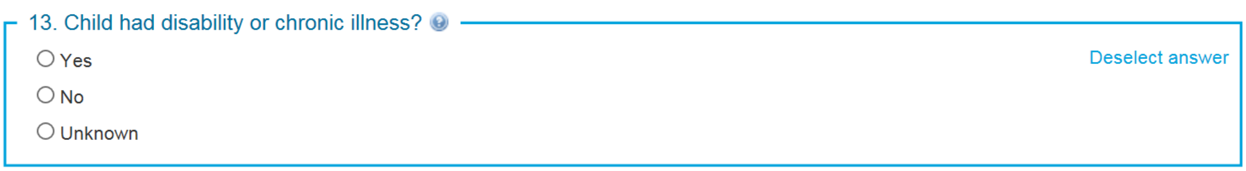
Question Types

There are five types of questions that you will encounter in data entry. We will give some general examples of each in this section. If you need more information about the definition of individual questions, please refer to the supporting document entitled *Data Dictionary*.

Important! Questions should be left blank (unanswered) if the information was not researched; questions should be marked "unknown" if the information was researched but no clear or satisfactory response was obtained.

Yes/No/Unknown

Choose the answer that best applies. In some questions, there is also a "N/A" (Not Applicable) option.

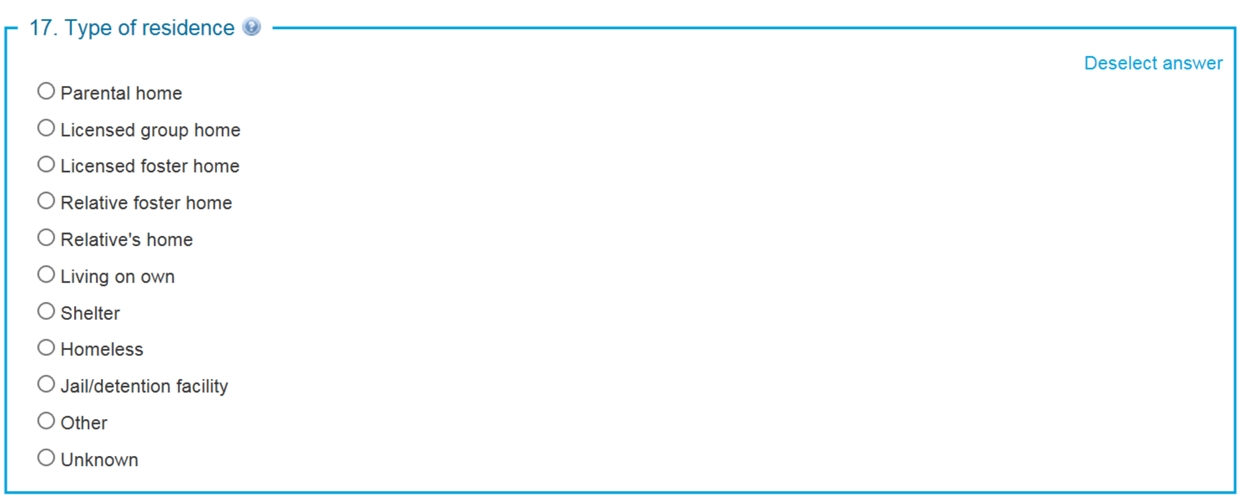

13. Child had disability or chronic illness?

Deselect answer

- Yes
- No
- Unknown

Multiple choice

Choose the one answer that best applies. This type of question is typically viewed as a list of possible answers with radio buttons next to them, as is seen in the example below. NFR-CRS will not let you select more than one answer to a multiple-choice question.

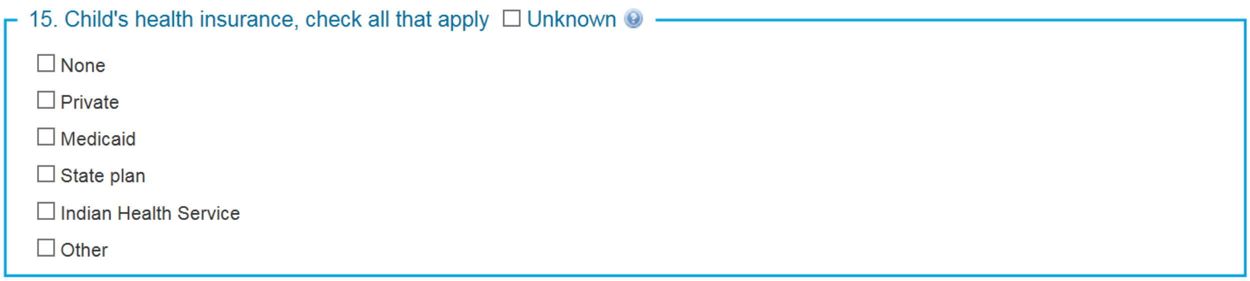

17. Type of residence

Deselect answer

- Parental home
- Licensed group home
- Licensed foster home
- Relative foster home
- Relative's home
- Living on own
- Shelter
- Homeless
- Jail/detention facility
- Other
- Unknown

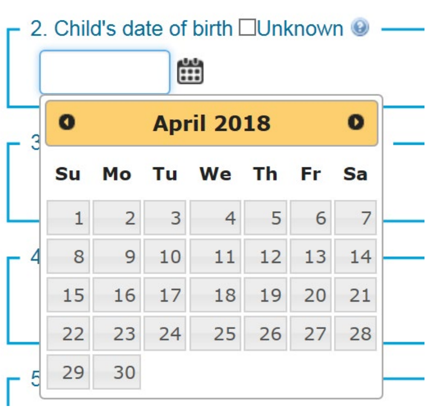
Check all that apply

Choose the answer (s) that best applies. (Only questions that have a square box next to a list of possible answers (instead of a radio button) are *check all that apply)*. Approach each checkbox as if it is a yes/no question. If the answer is "Yes," check the box. If the answer is "No," leave the box blank.



Fill in the blank

These are questions with simple boxes in which you can answer with text, numbers, or a date. See below for examples of each.



For date questions, you have the option to enter the date directly into the fill in the blank box (use the format mm/dd/yyyy), or you may click on the calendar icon to the right of the box and a calendar date picker will appear. Click on the appropriate date in the calendar to populate the date field. To move the calendar forward or backward in time, just click on the right and left arrows next to the current month.

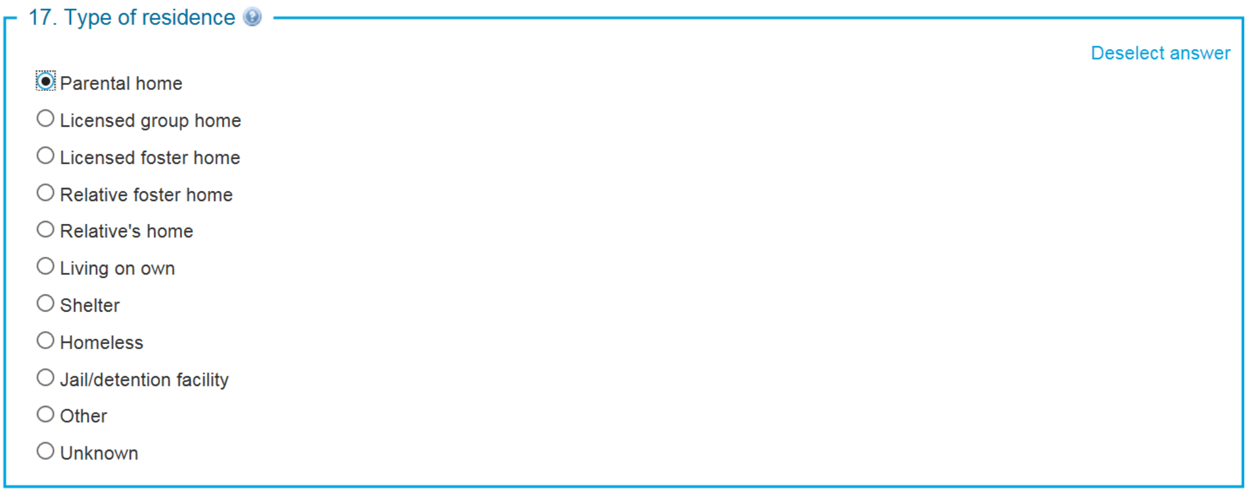
Many of the *fill in the blank* questions are combined with an "Unknown" checkbox, as illustrated in the examples. In these questions, you have the option of either answering the *fill in the blank* or checking unknown.

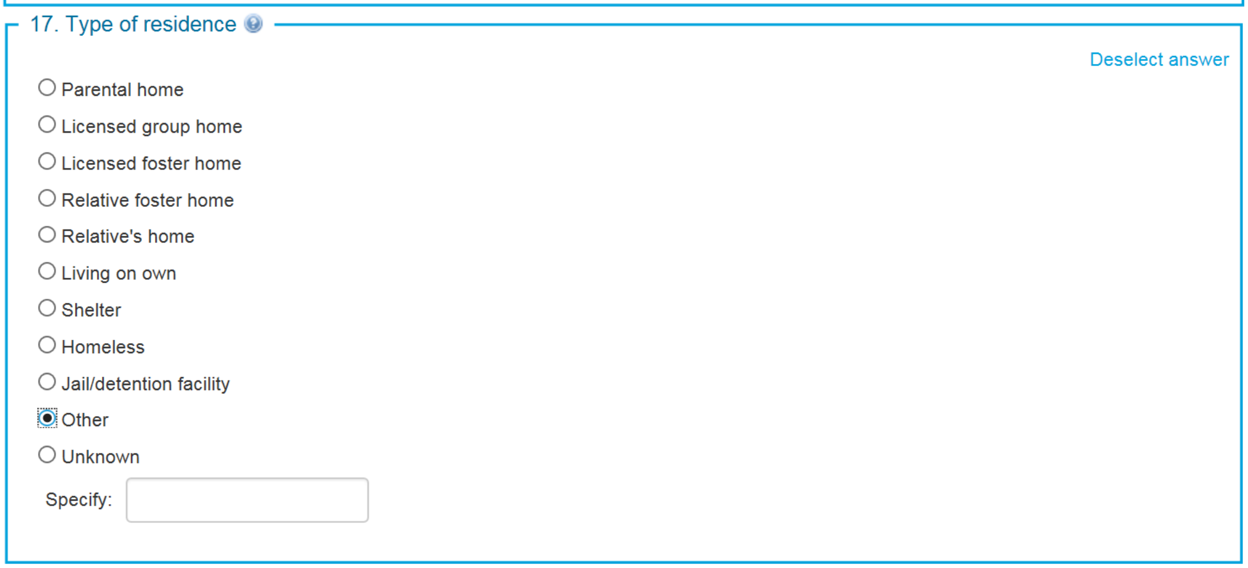
Important! Users are cautioned to avoid entering identifying information in "specify" boxes. "Identifying information" primarily includes names and county identifiers that could be used to recognize your team or the case. For example, when referring to local law enforcement use "county sheriff" rather than "Columbia County sheriff."

Follow-up questions

Some questions have additional parts that become visible when a certain answer is given. This can include questions that have a "specify" following an "Other" answer, as in the first example below, or those that have one or more questions that follow the initial question, as in the second example below.

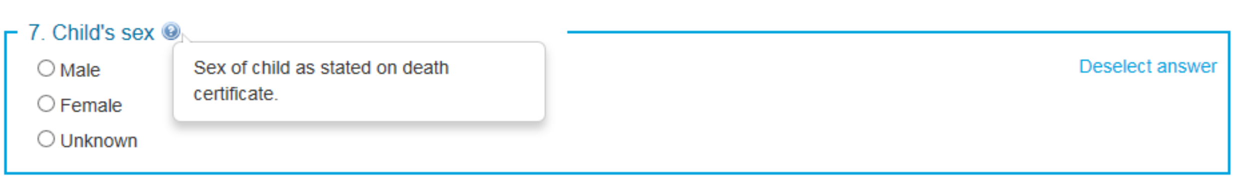
Example of follow up question – Other specify text box loads when “Other” is selected.





Help Text

Detailed information about each individual question is readily available and accessible when doing data entry of cases. Click on the question mark that is located to the right of every question to display further definitional information.



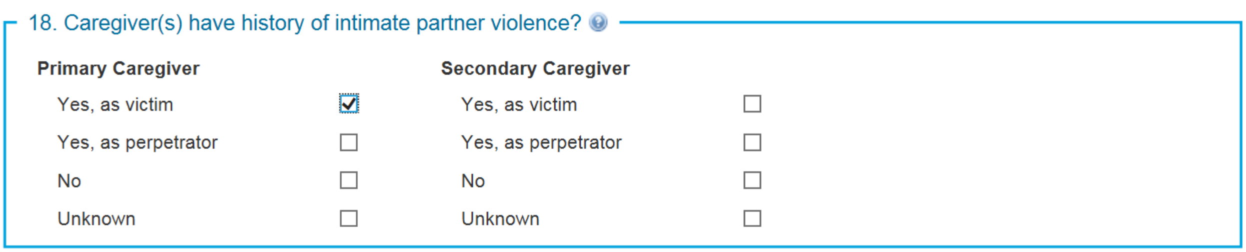
A .pdf file of the entire Data Dictionary can also be downloaded from the **Help** page of NFR-CRS.

Skip Patterns

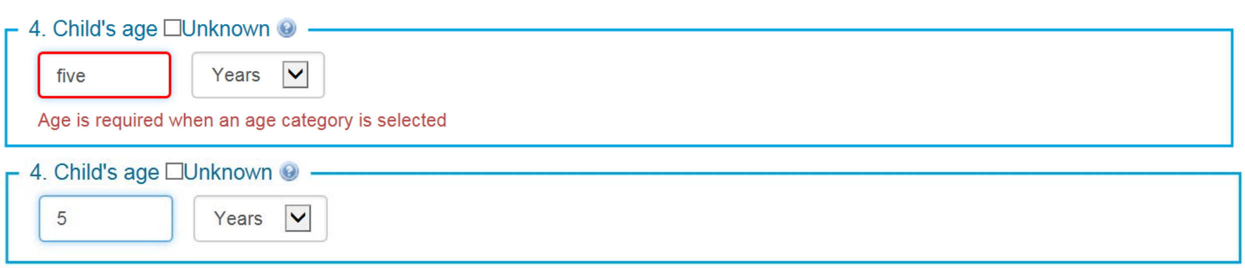
While the paper National Fatality Review Case Reporting System Form appears daunting, there are on average six pages of questions for each case that will not be applicable and therefore do not need to be completed. For example, if a child has died in a house fire, the questions about drowning, motor vehicle deaths, etc., will not be needed, and so the system will "skip" them. The skip patterns written into the paper form are translated to the Internet by hiding all of the questions that are skipped according to the answers that are entered. So, you will never see a question on NFR-CRS that does not apply to the case being entered.

Question Validation

Certain questions will simply not allow you to enter a response that would lead to conflicting answers in the data. The most common examples of this are check all that apply questions or fill in the blank questions with an "Unknown" checkbox. In the following example, it would not make sense to answer both "Yes, as victim" and "Unknown". Therefore, if you have already answered "Yes, as victim" and then click on "Unknown," your first response in "Yes, as victim" will be cleared and "Unknown" will stay checked.



When a question asks for a number response, there is a check to make sure you entered a numeric entry, rather than text. There is also a check to be sure that dates are entered in a "mm/dd/yyyy" format. In the following example, immediately after an invalid answer is entered, the fill in the blank box is outlined in red, followed by a message that informs your response options.

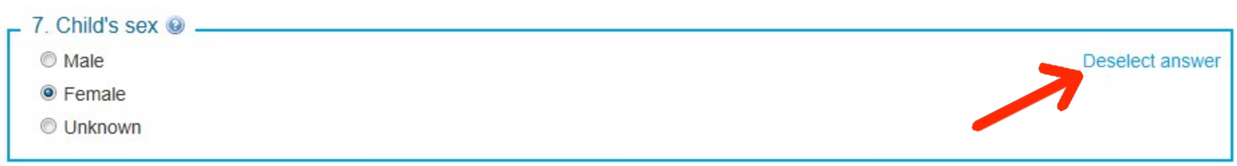


Important! No responses on a page will be saved if there is a single error message returned.

NFR-CRS cannot submit the correct answers while holding back the incorrect one. It is an all or nothing process. Therefore, if you receive an error message, you will not be allowed to leave the page until you have addressed all of the inconsistencies. No data will be lost as long as you correct the errors and save the page using either "Save, "Save and Continue," or the navigation menu.

Making Changes to Data Entered

Changes can be made to any question in both the "Enter New Case" mode and the "Manage Cases" mode (to be discussed in Section 5). As previously mentioned, data is saved permanently as you move from page to page. If you return to a page that you have completed, you can change an answer you had previously saved. On your next page save, these changes will be saved with the new answer. Any previous answers to that question, including previous answers in follow-up questions, will be deleted. **To de-select a response to a radio button, click on the "Deselect answer" hyperlink which is located to the right of every radio button question.** If you have made changes to a page prior to saving it and have made a mistake that you wish to undo, you can use the "Undo" button located at the bottom, left corner of every data entry page. Unlike the familiar undo function in Windows that will undo the last single change, clicking on "Undo" button will remove **all** changes made to the current page since the last save. Data that was previously saved remains unchanged.

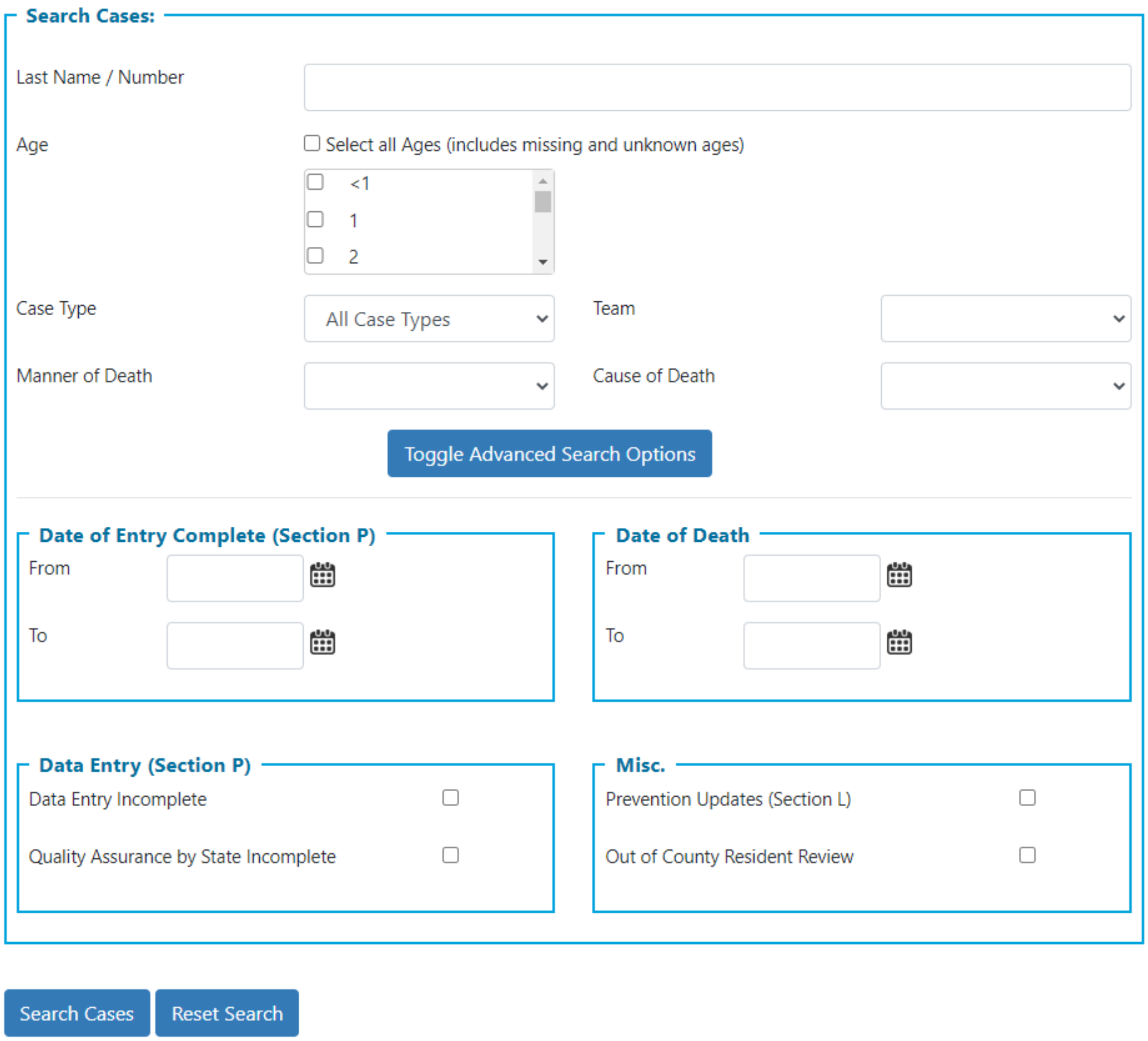


Section 4 – Manage Cases

Clicking on the "Manage Cases" option from the "Main" page gives you the ability to enter new cases, import cases from other databases (this works only if your team is set up/able to perform this function), and search for cases already entered into NFR-CRS for viewing or editing purposes. Depending on your permissions, you may or may not be able to access this section.

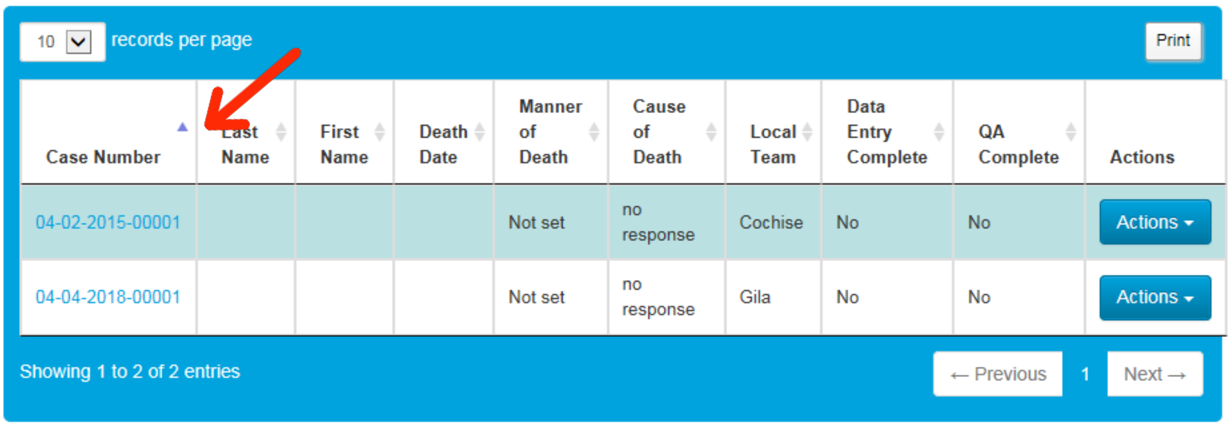
How to Search for a Case

There are several ways to search for cases already entered into NFR-CRS via a number of different filters. The major search parameters include: name/number, case type, manner of death, date of entry, team name, cause of death, and date of death. More detailed information about each search parameter is presented below. If you leave a search field blank (i.e. do not select anything in the box), it will not filter on that field. Click on "Search Cases" to display the filtered cases. If there are a large number of cases returned in a search, NFR-CRS will split the list of cases into multiple pages. The "Next" and "Previous" hyperlinks are available at the bottom of the page to move through the multiple pages.



The cases returned in a search are specific to your permissions. Some users will only have access to the cases for their team. Other users will have the ability to search cases across other teams. You will never see a case that you are not authorized to see, nor will anyone else see your cases if they are not authorized to do so.

Once the cases are returned in a search, you can sort by case number by selecting on the column. An up arrow will sort the cases in ascending order; a down arrow will sort the cases in descending order.


10 records per page Print

Case Number	Last Name	First Name	Death Date	Manner of Death	Cause of Death	Local Team	Data Entry Complete	QA Complete	Actions
04-02-2015-00001				Not set	no response	Cochise	No	No	Actions
04-04-2018-00001				Not set	no response	Gila	No	No	Actions

Showing 1 to 2 of 2 entries ← Previous 1 Next →

To retrieve all cases, do not enter any information in the search fields and click "Search Cases." The number of cases displayed at one time (Records per Page) can be set to 10, 25, 50, or 100 cases.

<u>Examples of Useful Searches</u>
Search for Last Name and Case Number
You can search for cases by the child's last name. Some examples of useful searches include:

a) Enter "Sm" and it will return all cases with "Sm" anywhere in the name.
b) Enter "Smith" to list all cases with a last name of "Smith". This will also pick up cases where the last name contains "Smith" such as "Smithson" or "Hammersmith." It is not case sensitive.

You can also search by case number in this field. You can enter the full case number (for example, 23-10-2012-00015) or just parts of the case number. Some useful searches include:

a) Enter "2012" and it will return all cases with "2012" in case number.
b) Enter "00005" and it will list all cases with case numbers of "00005."
c) Enter "23-01" and it will return all cases with state code of "23" and team "01."

<u>Search for Age</u>
You can search for cases by single year age of the decedent. If you select "Select all Ages (includes missing and unknown ages), all records will be returned including if there no age was

entered for the child or if “Unknown” was selected for the child. If you want to search for cases of only 10–14-year-old children, then select the “10”, “11”, “12” “13” and “14” checkboxes.

Search for Case Type

You can search for different types of case types. Select “Child death,” “Near death injury” or “Not born alive.” If you want to retrieve all cases for this filter, select “All Case Types.”

Search for Manner of Death

You can search for cases by the manner of death. Some examples of useful searches include: Select “Unknown” to retrieve all cases where the manner of death was listed as “Unknown.” Select “Not set” to find all cases where the manner of death was not answered.

Search for Date of Entry Complete

You can search for all cases by the date entered in the field “Date of Entry Complete (Section N).” Cases that do not have this date completed will not be included in the search results. Some examples of useful searches include:

a) Select “01/01/2012” in the “From” date and “12/31/2012” in the “To” date to find all cases that were entered in calendar year 2012.
b) Select the same date in both fields to retrieve all deaths that were entered on a particular day.
c) Select just the start date in the “From” field to list all cases that were entered on that date and after.
d) Enter just the end date in the “To” field to list all cases that were entered on that date and before.

Search for Team Name

If you are a user with the ability to search cases, you will be able to filter by cases for specific teams by using the drop-down box and selecting the team of interest. Only one team selection may be made per search request.

Search for Cause of Death

You can search for cases by the cause of death but can only search for one cause of death at a time. Some examples of useful searches include:

a) Select “Unknown” to return all cases where the cause of death was listed as “Unknown.”
b) Select “no response” to return all cases where the cause of death was left blank.
c) Select a specific type of injury or medical cause to return cases due to that particular cause.
d) Select “Undetermined if injury or medical cause” to return all cases where the cause of death was not classified as an injury or medical cause.

Search for Date of Death

You can search for all cases where the date of death occurred within a particular time period. Some examples of useful searches include:

a) Select “01/01/2012” in the “From” date and “12/31/2012” in the “To” date to find all cases that were entered in calendar year 2012.
b) Select the same date in both fields to retrieve all deaths that were entered on a particular day.
c) Select just the start date in the “From” field to list all cases that were entered on that date and after.
d) Enter just the end date in the “To” field to list all cases that were entered on that date and before.

Search for Data Entry Incomplete
This search retrieves all cases that do not have the check box selected in “Data Entry Completed.”

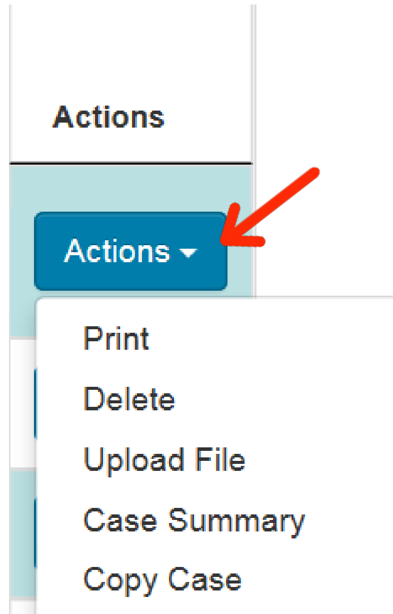
Search for Quality Assurance Incomplete
This search feature finds all cases that do not have the check box selected in “Data Quality Assurance Completed for this Case.”

Search for Prevention Updates
This search retrieves all cases that have the check box selected in “Mark this case to edit/add prevention actions at a later date.”

Search for Out of State Resident Review
This search feature finds all out of state cases that were reviewed by your state or local level team (whether you can access this search depends on your user role (permission levels)). Out of state residency is determined by the information entered into “Residence Address.”

Search for Out of County Resident Review
This search retrieves all out of county resident cases that were reviewed by your local level team. Out of county residency is determined by the information entered into “Residence Address.”

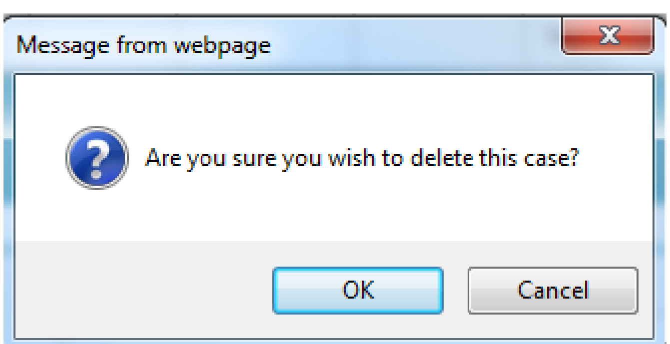
Case Search Results: Case Actions
After you have located the case that you are searching for, you have three action options that you can perform: **Print, Delete, Upload File (FIMR only), Case Summary (FIMR only), or Copy Case (FIMR only)**. Click on the hyperlink of the action in the same row as the case that you are interested in.



Edit/View Case
To retrieve a case that has already been created in NFR-CRS, click on the hyperlink for the Case Number (first column in search results field). This action will open the selected case such that you may continue to perform data entry or to check the information that has already been entered.

Print Case
Clicking on the "Print" hyperlink will cause a pop-up box to appear at the very bottom of your screen in which you will be asked to Open, Save, or Cancel. You will need to have Adobe Acrobat Reader or Adobe Acrobat Professional to use Print. Once you have opened the PDF, you will note that all the information that you have entered and saved for that case is filled in the PDF. Due to space constraints, some of the "Specify" information may be truncated for printing, but all of the information you entered has been saved.

Delete Case
Clicking "Delete" will remove an existing case from NFR-CRS. You will see a confirmation screen asking if you are sure that you want to delete the selected case. If you wish to proceed with deleting the case, click "OK." If you wish to keep the case intact, click "Cancel." If a case is mistakenly deleted, contact NCFRP or your Administrator to recover the case.



Upload File (FIMR only)
Clicking "Upload File" will take you to the FIMR Case Information page and allow the user to upload a WORD document related to this particular case. Only one document is required to upload, if you upload a new document when a document already exists it overrides the previous one.

Case Summary (FIMR only)
Clicking "Case Summary" opens a WORD document that contains a Case Summary Report for the selected case. This a detailed report outlines key social, health, and socio-economic variables in an abbreviated form that can be provided to teams in the case review context.

Copy Case (FIMR only)
Clicking "Copy Case" will take you to the NCFRP Copy Case page and allow the user to copy the selected case to create, 1) one or more additional FIMR cases where the information is the same for more than one case, and 2) allow cases being reviewed by different review types (FIMR vs CDR) to copy information from FIMR to CDR to reduce data entry errors and time spent doing data entry for each case. For more information please contact NCFRP.

Importing Vital Statistics
For a "How To" document on importing information for Vital Statistics, please visit the "Help" page of NFR-CRS.

Section 5 –Standardized Reports

Clicking on the "Standardized Reports" option from the "Main" page gives you the ability to run pre-defined aggregate reports from NFR-CRS. Depending on the permission level set by your Administrator, you may or may not be able to generate reports. The reports are generally organized by cause of death.

How to Generate a Report

The main Reports Page contains the selection criteria for the reports and the menu listing of reports that you can run, grouped into similar types of information. To run a standardized report, you will first need to select your report criteria ("1. Select Criteria") and then choose which report to run ("2. Select A Report"). Finally, press the "Generate Report" button at the bottom of the screen.

Selection Criteria

There are four major search criteria for the standardized reports: case type, data entry, team, and date range. More information about each filter is listed below.

Case Type

You can select the type of case that you want included in your report. This is the question found next to the Case Number at the very beginning of the report tool with the options of "Child Death," "Near Death Injury," or "Not Born Alive." The selection criterion also has the option to view "All Case Types." The default criterion is set to "Child Death."

Date Range

You can select to run the report by either "Year of Review" or "Date of Death." If you select "Date of Death" as your selection criteria, the reports will automatically exclude those cases that do not have a year of death entered into the data tool. A statement will appear that advises you of the number of cases with missing year of death information. The default criteria will be to set to "Date of Death."

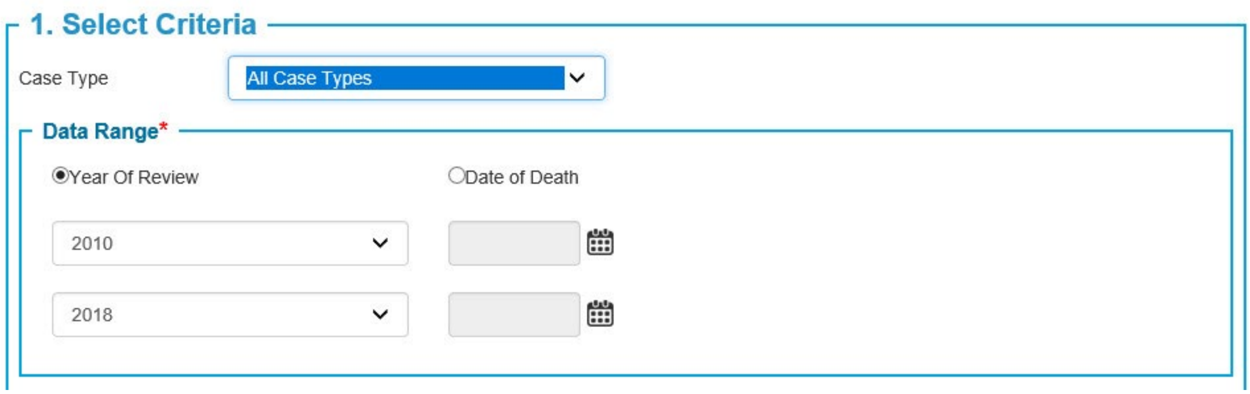
Data Entry

You can choose to filter cases based upon data entry status, such as cases marked as review complete (Section M), data entry complete (Section P), cases marked as quality assurance complete by the state (Section P) or only SUID and SDY cases (Section N, if applicable). You can select more than one checkbox when running a report.

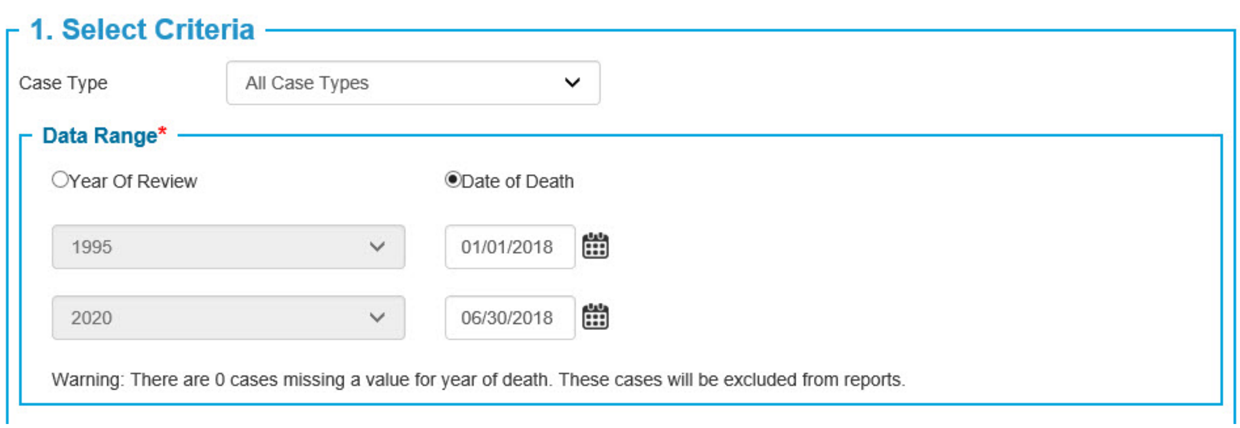
Team

Some users have an additional control in the selection criteria to run reports by individual counties/teams in your state or the entire state if you select "All of State." The default criteria will be set to "All of State."

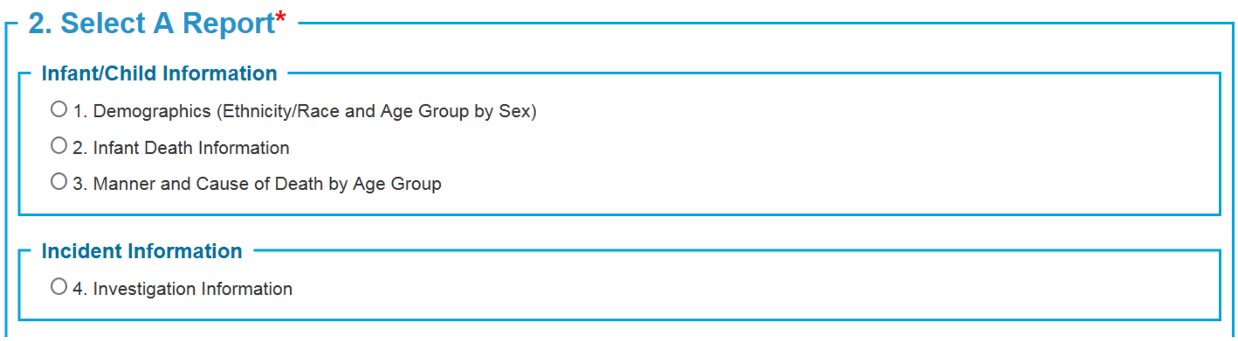
Examples of Selection Criteria
To run a report for all cases reviewed between 2010 and 2018, select in the "Data Range" filter box the "Year of Review" and pick "2010" in the first drop-down box and "2018" in the second drop down box.



If you want to run a report that includes all cases with dates of death between 1/1/2018 and 6/30/2018, select "Date of Death" in the "Data Range" filter box and then enter "01/01/2018" in the first box and "06/30/2018" in the second box. You may also user the calendar date pickers as well.



Report Generation
After you have verified the selection criteria for your reports, find the report you wish to run in the list below. Click on the "Generate Report" button at the bottom of the page. Depending on the complexity of the report, it may take up to several minutes to generate, so please be patient.



Every report has a header that displays information about the report generated including the following: the report title; the start and end review year or start and end death year selected in the criteria; your state; your team, the case type selected in the criteria; and whether or not the cases have been completed for data entry and/or quality assurance completed.

Many reports also have a footer on the last page that provides more information about the data displayed in the body of the report.

Save a Report

After you have generated a standardized report, you will have the option to save your report by clicking on the “Download PDF” hyperlink in the top right-hand corner of the screen. This action will launch a File Download pop up window where you should click “Save” to complete this action.

Print a Report

You can print a standardized report in one of two ways: 1.) Click on the “Print Report” hyperlink in the top right-hand corner of the screen. This action will launch a new Print window; click “Print” to complete this action. 2) Click on the “Download PDF” hyperlink in the top right-hand corner of the screen. As stated above, this action will launch a File Download window. Once the file is saved as a PDF, you will be able to print the report in Adobe.

Export Report to Excel

You can download the standardized report by clicking on the “Download XLS” hyperlink in the top right-hand corner of the screen. This action will launch a File Download pop up window where you should click “Save” to complete this action. Your report will automatically be saved in Microsoft Excel format where you can further customize the report output.

Section 6 – Data Explorer

Selecting "Data Explorer" from the "Main" page brings you to a tool where you can generate PDF bar charts or Excel spreadsheets at the individual case level. Results can be grouped via many parameters from the NFR-CRS and depending on permission level, can be viewed as the entire state or specific teams. This feature, similar to Standardized Reports, offers you a fast way to view topic-specific data quickly.

For a detailed tutorial on Data Explorer, please view the video at https://vimeo.com/579859522 (passcode: NCFRP)

How to Generate a Report

There are six steps: (1) Organize Output Layout and then select from the available filters: (2) Location, (3) Demographics, (4) Year and Case Type, (5) Investigation, and Other (6).

Organize Output Layout

There are three options for displaying the results: a PDF bar chart, an Excel spreadsheet, or both outputs (via a zipped file). The PDF bar chart is a visual representation of the data, while the Excel spreadsheet contains individual rows of data for each decedent. The PDF bar chart will only include discrete counts, not percentages or rates. The "Group Results By" dropdown enables you to select how you want your data to be grouped by in the PDF bar chart (for example, by Sex or Race. The "Order Results By" is to be used with the Excel spreadsheet representation of data and will determine how you want your data to be sorted. For example, if "Age in Years" is selected, the data in the Excel spreadsheet will be sorted with those youngest at the top, in ascending order of age. You can select up to two groups in "Group Results By" and "Order Results By."

Select Location

Depending on permission level of the user, the data can be drilled down by county of residence and county of death.

Select Demographics

Users can select filters for age (single year), sex, race, and ethnicity.

Select Year and Case Type

Users are given two options for this filter, year of review or date of death. Date of death will let users be more discrete (i.e., partial year) in their date options.

Select Investigation

Filters for manner of death, and primary or detailed cause of death, as well as filters for if a death investigation or autopsy was conducted, or for sleep-related deaths.

Other

The last step is if the user wants to limit reports to include only SUID/SDY deaths, only data entry completed records, or only cases where the quality assurance was completed by the state.

Section 7- Prevention Outcomes

Clicking on “Prevention” from the “Main” page brings you to the section of NFR-CRS where users can record prevention initiatives that may have resulted from the fatality review process. This feature provides users with the ability to track prevention efforts over time by Cause of Death, Year, Quarter, and Name of Person to contact for more information about the outcome. The initiative does not have to be tied to an individual death that was entered into NFR-CRS. State users will have the ability view/edit all Prevention Outcomes entered by local users. Local users will only be able to view/edit Prevention Outcomes for their team.

Prevention Outcomes Main Page

The main page will list all prevention initiatives that have been added to NFR-CRS via “Prevention Outcomes” page. Users can sort on ID, Last name, Quarter, Year, Description, and Cause of Death by selecting on the individual arrows in the column headers. To edit a specific Prevention Outcome, move the mouse to the Unique ID column and select the hyperlink associated with the number ID.

You may also print or delete the individual Prevention Outcome by clicking on “Print” or “Delete” hyperlink located under the Actions column in the grid above. Once you click on “Delete,” a “Confirm Action” screen will appear asking if you are sure you want to remove the specific Prevention Outcome. Once an Outcome has been deleted, it cannot be recovered.

To Enter New Outcome Records

To enter a new Prevention record, click on the “Enter New Outcome Record” from the “Prevention Outcomes” page. This action will take you to the “Create New Outcome Record” page where you may enter a short description of the prevention initiative; when the outcome was implemented; the lead person to contact for more information; and the associated cause of death. Click on the “Create New” button located at the bottom of the screen when done.

Exporting/Printing My Fatality Review Outcomes

To download all of your Prevention Outcomes, click on the “Download Prevention Outcomes” hyperlink located at the top of the page. This will launch a pop-up window where you will have the option to save the file as a tab-delimited text file (.txt). This can then be imported easily into other software (such as Excel) for further editing/formatting.

You can also click on the “Print Results” hyperlink to readily print the prevention initiatives. This is located at the top right-hand corner of the Prevention Outcomes page.

Section 8 – Data Download

Clicking on the "Data Download" option from the "Main" page gives you the ability to download all of the cases you have entered into the NFR-CRS. Depending on your role (permission level) set by your Administrator, you may or may not be able to perform this function, and even if you have been granted Data Download permission, you may only have access to de-identified data.

Some users will only be able to download data for their team. Other users will be able to download data for individual or multiple teams. For users with access to only de-identified data, data download will <u>not</u> include the following HIPAA identifiable information:

- Case number
- Team of review
- Birth certificate number
- Death certificate number
- ME/Coroner number
- Child's name
- Date of birth (month, day, year are removed)
- Date of death (only month and day of death removed)
- Residential address (street, apartment, city, county and zip)
- Date and time of incident
- Incident county
- Death county
- Childbearing parent name and address (FIMR users)
- Non-childbearing parent name (FIMR users)
- Childbearing parent's discharge from hospital (FIMR users)
- Date of infant's last discharge (FIMR users)
- Review/Advanced Review meeting dates
- Form completed by information
- Prevention Outcomes name
- Prevention Outcomes team

Important! Users are strongly cautioned not to enter any identifying information in the Narrative and "specify" fields for other questions. This primarily includes names and county identifiers that could be used to recognize your team or the case. For example, when referring to local law enforcement use "county sheriff" rather than "Columbia County sheriff."

Downloading Data

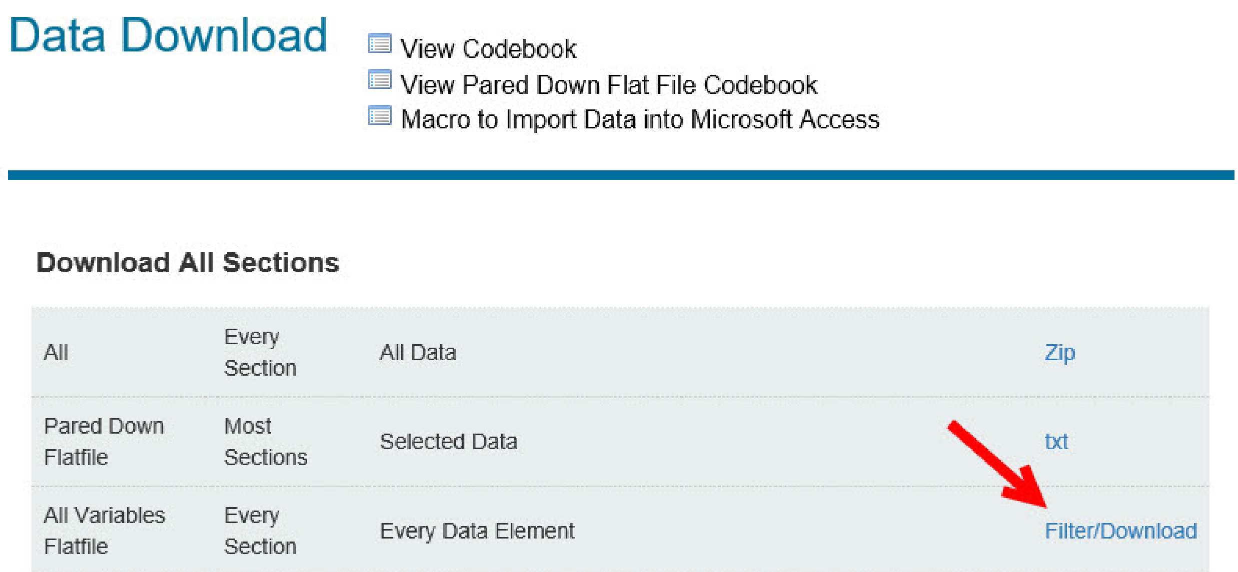
When you download data from NFR-CRS, it is a "snapshot" of all the data you have entered up until that point in time. Any corrections/changes you make to the files after they are downloaded will <u>not</u> be reflected. You will need to login and make corrections/changes directly to the data entry pages if you want updates saved in NFR-CRS.

If you want to track when you downloaded the data, or you have made multiple downloads, it is helpful to store all files from a single download in a folder with the date in the title.

Due to the confidential nature of the data, NCFRP recommends that all data downloaded from NFR-CRS be stored in a folder on your computer or server that has restricted access, so that only authorized personnel can view or use it. Adequate firewall protection of computers used to download and/or enter data is also recommended.

Download All Sections – All Variables Flatfile

To download data for all sections of the NFR-CRS, click on the All Variables Flatfile, Every Section hyperlink that says "Filter/Download."

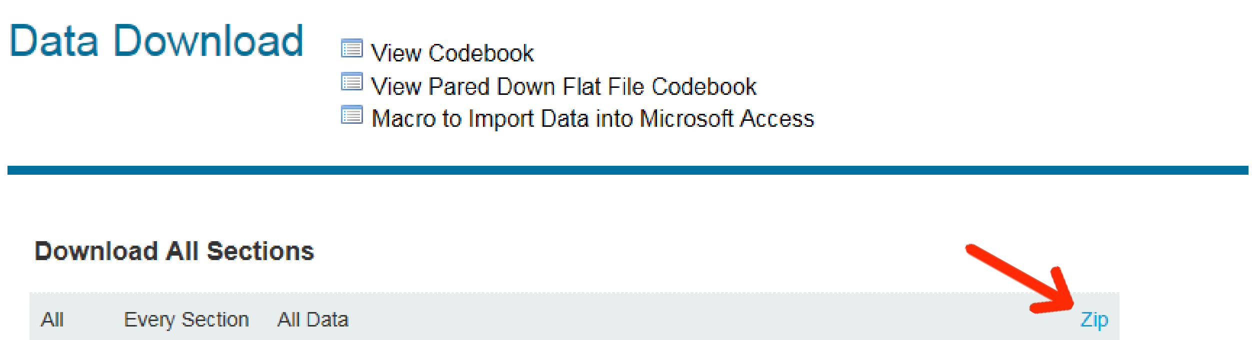


Once clicked, a new page will load called "Download All Variables Flatfile" and it has filtering abilities like the Manage Cases screen in the NFR-CRS. If you want to download every variable for every case in your state/team, click on the blue button "Create All Variables Flatfile." By clicking on this button, a text file containing all cases will be generated. Larger datasets may take a few minutes.

To limit your dataset to certain manners of death, causes of death or years of death (other filter criteria is also available), select the appropriate fields in the drop-down boxes. For example, to generate a dataset with only manner of death=suicide in death year 2017, see screen shot below.

Download All Sections – Individual Tables

At the top of the page is a hyperlink to download all of the tables at one time (All Data – click on the "zip" hyperlink). Once downloaded, save the file to a secure folder on your computer or server. This download is in a .zip format and you need an unzip utility to extract the files to make each table available for use. Common extraction utilities include WinZip and PKZip. Please check with your technology staff before downloading and installing any new software.

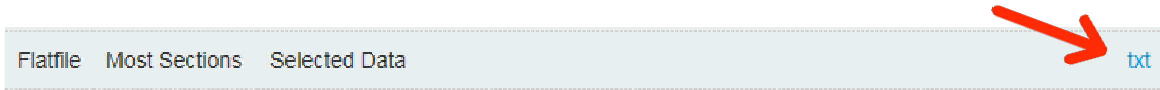


Download by Section

If you do not have an unzip utility, you will need to download each table individually. This is also useful if you wish to download a table after making an alteration to a single page of data. Simply click on the hyperlink (click on "txt") for the table you want to download and save the file to a secure folder on your computer or server.

Download a Pared Down Flatfile

You also have the ability to download a tab delimited file that contains some of the most commonly used variables for analysis from NFR-CRS. This file contains over 220 variables, including some re-coding of frequently requested fields (such as child's age, child's race, child's health insurance status, etc). The file can be exported into Excel for further analysis (directions below). No linking of the *id* variable (see explanation below in "Working with Data") is necessary, as all the data for the approximately 220 variables reside in one table.

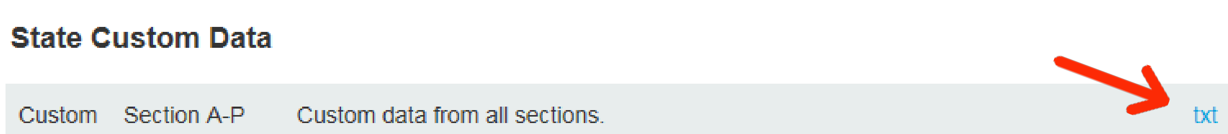


To download the flatfile, go to "Download All Sections," click on the hyperlink "txt" next to Flatfile – Selected Data and save the file when prompted to do so. To open the saved file in Excel, first open a blank workbook in Excel. Then, while in Excel, open the saved file. (You will be prompted to find where the file has been saved. Make sure that under "Files of Type:" at the bottom of the "Open" pop-up window you specify "All files" or "Text files" so that your file will be displayed.) Click "Open." Excel will then bring up a Text Import Wizard (in order to read in the tab delimited file). You do not have to change any of the default settings. Click "Finish." You will then see all your data imported into an Excel worksheet. The first row contains the variable names. Please be sure to use the Data Download Codebook for Flat File (available from the Help page) in order to understand what each value means.

Important! Note that the Data Download Codebook for Flat File is different from the Data Download Codebook for All Tables.

Download Custom Data

If your Administrator, through NCFRP, has elected to add some additional customized questions to NFR-CRS, the data associated with those extra questions are available by clicking on the hyperlink "txt" under Custom Data, located at the bottom of the Data Download page. Like the hyperlinks for the "Flatfile" and individual data tables, once you click on the hyperlink, you will be prompted to save the file. You can then bring the file up in Excel for further analysis. To open the file in Excel, first open a blank workbook in Excel. Then while in Excel, open the saved file. (You will be prompted to find where the file has been saved. Make sure that under "Files of Type:" at the bottom of the "Open" pop-up screen, you specify All files or Text files so that your file will be displayed.) Click "Open." Excel will then bring up a Text Import Wizard (in order to read in the tab delimited file). You do not have to change any of the default settings. Click "Finish." You will then see all your data imported into an Excel worksheet. The first row contains the variable names. The first few characters of every variable name indicate the section of the report tool where the question was added. You will need to contact your Administrator in order to obtain a codebook for the custom data.



Data Resources

There are several resources available to you as you work with the data. These resources can be found on the Help page in NFR-CRS. More detail about each document is listed below:

Data Download Codebook for All Tables

This document provides the information needed to understand the data in the downloaded tables, including the variable names for the questions and the values for the answers. This is a pivotal guide to help you understand your data. The codebook also indicates when questions and variables were added to NFR-CRS.

Data Download Codebook for Flatfile

This resource is the guide to understanding data contained in the Flatfile, including the variable names for the questions and values.

Macro to Import Data into Microsoft Access

This Access database file will open to a screen asking where you have saved the downloaded tables. Click on the "Select Folder" button to open a window where you can browse for the folder in which your Data Download files are located. Click "OK" when you have highlighted the folder. Access will then proceed to import all downloaded tables into that database. A message will tell you if all of the tables were successfully imported. If there is an error, a message will tell you which file it had problems importing. Please contact NCFRP to report any problems with importing or downloading data.

Section 9 – Help

Supporting Documentation

There are several documents that have been made available to help you use NFR-CRS. Several of these documents are in .pdf format and can be saved, opened and printed using Adobe Acrobat Reader or Adobe Acrobat Professional.

Guide for Effective Reviews
A tool for review teams that presents guidelines on reviewing different causes of death. Information includes type of records to bring to the meeting, risk factors, and suggested services and prevention activities.

CDR Program Manual
This is a guide for local and state team members on how to implement and maintain a Child Death Review program. We recommend the use of a color printer for printing.

CDR/FIMR Case Report Form
This is a copy of the paper version of NFR-CRS. We recommend the use of a color printer for printing.

FIMR Glossary Of Terms and Tests
This glossary contains basic information to assist non-medical members of the case review team to understand common terms, diagnoses and procedures that they might encounter in review of individual cases.

User Manual
A copy of this document.

How to Import Vital Statistics
This guide provides further information about how Vital Statistics data may be imported into NFR-CRS by your Administrator. Please contact NCFRP for more information about this process.

Import Vital Records Template
In order to import records from other external sources (for example, Vital Statistics) into NFR-CRS, this Excel template must be populated by your State. For additional information about this process, contact NCFRP.

Data Dictionary
This is the document that provides more information about the definitions of individual questions. It is also the source of information for the help icons embedded within each individual question of the case report tool when doing data entry.

Data Download Codebook

This document provides the information needed to understand the data in the downloaded tables, including the variable names for the questions and the values for the answers. The codebook also indicates when questions and variables were added to NFR-CRS.

Pared Down Flatfile Codebook

This resource is the guide to understanding data contained in the Flatfile, including the variable names for the questions and values.

Standardized Reports Documentation

This document provides detailed information on the standardized reports that are available on NFR-CRS. This documentation should be used with the codebook.

Macro to Import Data into Microsoft Access

This macro will automatically import all 24 downloaded data tables into an Access database.

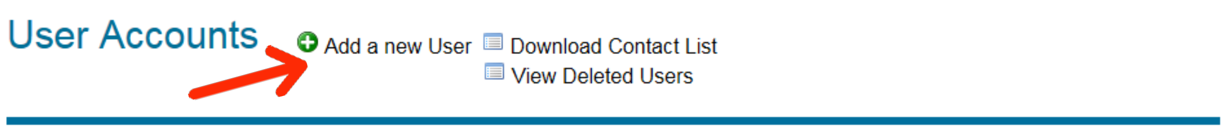
Section 10 – Administrative Functions

The functions outlined in this chapter are only available to persons who are designated Administrators. Administrators have the ability to manage user accounts for their state in NFR-CRS and will see the option "Administration" in the main navigation menu. Administrators have the ability to add a new user, delete a user, restore a user, unlock a user, change a user's permission levels, download all user contact information, and restore a deleted case.

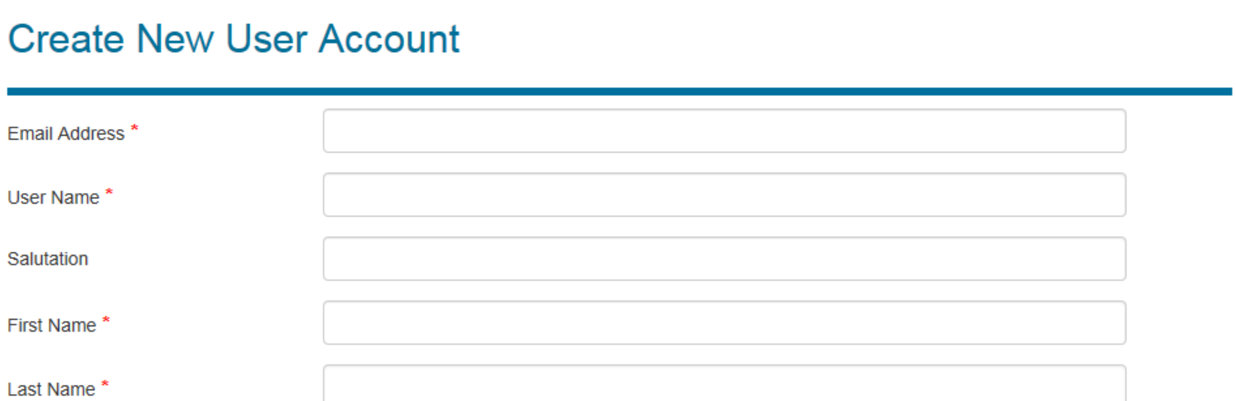
Administrators can also contact NCFRP to add a limited number of custom questions and import Vital Statistics information. Please contact NCFRP for assistance with any of these functions.

Add a New User

From the Administration page, click on "User Management" and then "Add a new User" hyperlink.



The web page "Create New User Account" will load, and you will see the fields that will need to be completed in order to create a new account. Enter the account information for the new user and click the "Create New" hyperlink at the bottom of the page to save the information. The fields listed below are required information (noted with red asterisks in NFR-CRS), so you cannot save the new user until these fields have been entered:



User Name

The username is the account name that is entered at login. The standard used by NCFRP for usernames is the first initial and entire last name. For example, John Smith would be "jsmith." Usernames are not case sensitive.

If the username you enter duplicates the username of someone already in NFR-CRS, you will receive an error message when you click on the “Create New” link. If this should occur, alter the username by adding or changing one or two letters (you could also add numbers to the end of it) and click on the “Create New” link again.

First/Last Name and Email Address
The only contact information that is required is the first and last name of the new user and email address. However, we encourage you to fill in as much contact information as possible since this will aid NCFRP in keeping users of your state appraised of system updates and other important information.

Jurisdiction
There are two options for selecting jurisdiction for a user: state or local. To create a user with permission to have access to information for all teams in your state, select “State” in the drop-down box.

To grant a user with permission to have access to information to local team(s) only, select “Local” in the drop-down box and then indicate which team(s) by checking the box next to the team name.

Assigned Roles
Assigned Roles determines the level of access to NFR-CRS. There are 3 roles available for you to choose from and you may select more than one role for each user:

- Administrator – A user will have the ability to manage the accounts (add, delete, unlock) of other users. NCFRP recommends that each team have only 1-2 users with this permission level.
- Case Reporter – A user will have the ability to enter, edit, and print case information for their team, as well as conduct searches and create standardized reports.
- Data Analyst – A user will have the ability to download data for their team, as well as create standardized reports. To grant a user permission to download **identifiable** data, please also select the checkbox “Does this user have access to identified data in data download?” located below Notify User on Creation field.

Roles					
	Administration	Enter New Case	Manage Existing Cases	Standardized Reports	Data Download
Administrator	X				
Case Reporter		X	X	X	
Data Analyst				X	X

Identified Data
To grant a “Data Analyst” user permission to view **identifiable** data, click on the checkbox “Does this user have access to identified data in data download?” “Data Analyst” users for

whom this checkbox is not marked will only be able to download data that have been de-identified by HIPAA standards.

Notify User on Creation

NFR-CRS will automatically email the user the login credentials if the checkbox "Notify User on Creation?" has been checked on the User Account page and a valid email address has been entered.

Click on the button "Create New" when you have finished entering all of the contact information and selecting the appropriate roles. You will see a confirmation message in green at the top of the screen if your information was saved correctly.

Search for an Existing User

From the Main menu, click "Administration" and then "User Management" to bring up the list of users who currently have accounts in your team.

You are able to sort (ascending or descending) any column with a triangular arrow next to the column heading. Additionally, you can use the Search box to further filter the list of users. For example, if you enter "hawk" in the Search Box, the System will retrieve any user with "hawk" in any of the columns. The Search field is not case sensitive.

Change User Permissions or Contact Information

You can edit the roles (permission levels) or contact information for a user by clicking on the person's name (will appear as a hyperlink) under the first column "Name." The person's "User Account" page will load, and you will have the ability to update contact information, change and roles. If you make any changes to the user's profile, you will need to click on the "Save Changes" button at the bottom of the page.

From the "User Account" page, you will also have the ability to "unlock" a user. There are two conditions in which a user can lock themselves out of NFR-CRS:

- When a user does not use the "Logout" function from the "Main" page to exit NFR-CRS, their account will be locked for 60 minutes or until it is released by an Administrator or NCFRP.
- When a user enters an incorrect password five times within 10 minutes, their account will be locked until it is released by an Administrator or NCFRP.

To unlock a user, click on the checkbox next to "User Locked Out" (this action will remove the check in the checkbox) and click the "Save Changes" button.

Delete a User

To delete a user from NFR-CRS, from the Main Menu, click on "Administration" and then "User Management." Find the user you wish to remove, go to the column "Actions" on the far right, and click on the "Delete" hyperlink. This deletes a user from NFR-CRS. It is typically used when a user leaves a team or is no longer responsible for data entry. Deleting a user will not delete any information they have entered.

To Restore a Deleted User

To restore a deleted user, from the main menu, select "Administration" and then "User Management" to bring up the listing of all users. Click on the "View Deleted Users" hyperlink at the top of the page.

Next, from the Deleted User Accounts page, you will see a listing of all deleted user. Select the user you wish to restore and click on "Restore" hyperlink which is located in the far right "Actions" column. You will get a confirmation message asking if you are sure you want to restore the deleted user. Click "OK."

Download Contact Information

To view the contact information for all of the users in your team, click "Administration" and then "User Management." Click on the hyperlink "Download Contact List" which will create a tab separated (.txt) file, which can be saved to your computer.

Restore a Deleted Case

To view all cases that have been deleted in your team, from the main menu, click "Deleted Cases." From the "Deleted Case Search Results" page, find the case you wish to restore and click on the "Restore" hyperlink located on the far right "Actions" column. You will get a confirmation message asking if you are sure you want to restore the deleted case.