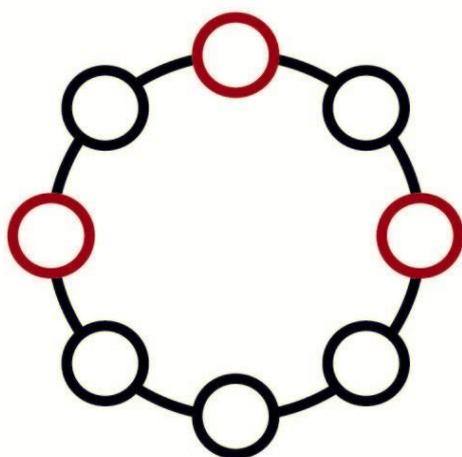


Strategic Plan 2017-21



NCIS

August 2017

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Introduction

This strategic plan builds on the work completed by the National Coronial Information System (NCIS) business unit in previous years to ensure the efficient acquisition, organisation and provision of quality coronial data in a timely manner to assist the work of death investigators and researchers in the prevention of death.

At its core, there is strong commitment to data quality and integrity of the NCIS and this is again reflected in this plan. Work in recent years has seen a much greater emphasis on engaging with stakeholders to ensure the services provided by the NCIS meet the needs of the primary stakeholders. This means ensuring the dataset is comprehensive, quality assured and accessible. It also means working with stakeholders to ensure currency to meet the existing needs of death investigators and researchers while anticipating future needs.

The Strategic Plan outlines the focus areas for the NCIS unit for the next four years and in so doing highlights the role the system plays in supporting coronial investigation and death prevention initiatives.

The NCIS is a comprehensive data repository containing medico-legal documentation for all deaths reported to a coroner in Australia and New Zealand. It is the only such repository in the world and a leading example of the role of data as evidence to inform research, policy development and coronial investigation.

The work of the NCIS would not be possible without the support of the State and Chief Coroners in Australia and New Zealand and their staff. We thank them wholeheartedly for their ongoing support.

We also thank the justice departments of the Australian states and territories and New Zealand, and the Australian Commonwealth for continued financial support.

The purpose of this plan is to define the strategic goals of the NCIS and outline the major activities planned for 2017-21 in order to achieve those goals.

Who are we?

The NCIS is a data repository containing information about deaths reported to a Coroner in Australia and New Zealand. Established as a resource for Coroners to securely share case information beyond state and territory borders for the purpose of coronial investigation and death prevention, the NCIS was launched in 2000.

The NCIS is administered and maintained by a team of ten staff engaged in the acquisition, organisation and provision of coronial data. Located in Victoria, the NCIS is supported by the Victorian Department of Justice and Regulation (DJR) and governed by a Board of Management (BoM). The BoM is comprised of national coronial, justice and Commonwealth representatives.

All Australian and New Zealand coronial jurisdictions contribute funds and data. The NCIS exists to organise, store and provide access to this data on request to support death investigation activities. The NCIS provides data to death investigators and external parties. All analysis is provided free of comment.

The provision of comprehensive coronial data to those who need it. This is our mission.

Used effectively for education, understanding, investigation, policy development and safety regulation, the provision of comprehensive, quality assured data has the power to change behaviours and save lives.

Saving lives through the power of data. This is our vision.

About the NCIS

- The NCIS is a comprehensive data repository containing medico-legal documentation for all deaths reported to a coroner in Australia and New Zealand. Data contained in the NCIS is stored, organised and made accessible on request to support death investigation and research.
- The NCIS holds information about every death investigated by a Coroner in Australia from July 2000¹ and every death investigated by a Coroner in New Zealand from July 2007.
- At July 2017, the NCIS contained over 340 thousand cases and over 850 thousand supporting case documents. These include, Police Notification of Death Forms, Post Mortem reports (Autopsy and Toxicology) and Coronial Findings.
- The NCIS is operated and maintained by the NCIS Business Unit.
- The NCIS is governed by a Board of Management (BoM). The BoM is comprised of coronial, justice and commonwealth representatives. The governance framework surrounding the NCIS is detailed in a Memorandum of Understanding, signed in July 2012 and re-endorsed by the BoM in July 2017.
- Administrative support is provided by the Department of Justice and Regulation (DJR) in Victoria.
- All Australian and New Zealand coronial jurisdictions contribute funds and data.
- Additional funds are provided by the Commonwealth of Australia through five government agencies.

¹ Queensland data from 1 January 2001.

Stakeholders

There are a variety of stakeholders with an interest in the work of the NCIS. These are listed in detail below. More generally, NCIS stakeholders are those with an interest in death investigation and death prevention.

Inherent in each of the four strategic goals listed below is the aim to deliver a service to stakeholders and the need to engage with various parties to deliver on those goals. From data acquisition to quality assurance and data provision to system future proofing, each goal exists within a context of service delivery and collaboration.

Several of the work items listed in this plan are dependent on strong relationships with external stakeholders to ensure the work can be completed, therefore, at the core of this plan is the recognition that the NCIS is part of a process for data collection and provision. The success of the NCIS is dependent on the success of our stakeholder relationships.

Stakeholders are varied and include; funding agencies, the NCIS Board of Management, the Victorian Department of Justice (as the host agency managing the NCIS), data providers, data users, government and the wider community.

A stakeholder may be involved with the NCIS in multiple roles such as data provider and as a requestor of data reports.

Other stakeholders include third party researchers, death investigators assisting a coroner, coders, government and community groups with an interest in death prevention and the media.

Each stakeholder group has a role to play in how the NCIS provides services and this is reflected in the Strategic Plan 2017-2021.

Strategic Goals

The four strategic goals developed for the 2017-2021 are a practical reflection of the mission and vision statement of the National Coronial Information System (NCIS). The four goals are a result of consultation with the NCIS staff and aim to build on previous strategic goals to further entrench the NCIS as an essential resource for all stakeholders. Inherent in each of the goals is the need for ongoing engagement with all users of the NCIS to ensure currency and to maximise the use of the system now and into the future. The goals reflect our commitment to delivering measurable outcomes aligned with our mission and vision statement and to ensure the NCIS remains a leading example of excellence in national data acquisition and provision.

1. Ensure efficient and comprehensive acquisition of data.

At 1 July 2017, the NCIS contained over 340 thousand coronial cases and over 800 thousand supporting documents. Organising this information is essential to ensure it is accessible and therefore useful to stakeholders. The NCIS has developed a number of goals to maintain data quality, integrity, security, completeness, coverage and reliability of the data contained in the NCIS.

2. Ensure data quality is of the highest possible standard

Data contained on the NCIS comes from various sources. The information is collected primarily for the purposes of coronial investigation. Contribution of data to the NCIS is a secondary focus for the collecting agencies. To ensure its value as a data repository and to stakeholders, the data contained in the NCIS must meet quality standards to ensure the maintenance of comprehensive and consistent data collection over time.

3. Provision of quality coronial data to stakeholders

The NCIS exists as a consolidated evidence base to assist coroners, death investigators, government and academic organisations with an interest in death prevention. Access to comprehensive data is an essential tool in this work. The NCIS is committed to continuing engagement with all stakeholders to ensure access to data is appropriate, as well as current and comprehensive. The NCIS data provision methods include traditional provision of data on request and the provision of data publicly available on demand. To maximise the use of NCIS data, in addition to 'on demand' availability, the NCIS will investigate potential for analysis of preliminary data contained in supporting documentation for early identification and trend analysis. The NCIS is recognised as providing authoritative information and we are committed to continuing this work in ways efficient and valuable to stakeholders.

4. Assurance of system continuity and security

Each year the NCIS increases in value as the volume of data contained in the system increases. The technical longevity and security of the system is paramount to ensure the ongoing existence of the system. The NCIS is dependent on Case Management Systems in each jurisdiction and of working with each jurisdiction to ensure ongoing regular transfer of data. Continuing maintenance and support of the technical infrastructure in each jurisdiction is required to ensure the smooth and secure transfer of data. This requires adequate maintenance of all systems, use of current technology, standardised data formats, and documented system specifications. It also requires a close working relationship between NCIS and all of the jurisdictions.

GOAL 1: Ensure efficient and comprehensive acquisition of data

ACTIVITIES	2017-18	2018-19	2019-20	2020-21
<p>1. Incorporation of additional data into the NCIS from external sources to ensure comprehensive data capture.</p>	<p>Secure permission to incorporate additional complimentary data into the NCIS from the Australian Co-coordinating Registry for two data items – ‘Indigenous Origin’ and ‘Birthplace (Country)’.</p>	<p>Develop a process for the secure and regular collection and upload of complimentary data from ACR to NCIS.</p>	<ul style="list-style-type: none"> • Evaluate data for provision in Coronial reporting • Report on the impact of complimentary data collections • Consult with key stakeholders to develop clear guidelines to make additional data fields available to selected external users 	<p>Scoping project to identify additional external data which may complement the NCIS dataset</p>
<p>2. Devise methods to support accuracy of data at point of entry.</p>	<p>Release of the next version of NCIS codeset</p> <ul style="list-style-type: none"> • Review of NCIS codeset to ensure consistency, clarity and comprehensiveness of codes • Revision of Pharmaceutical codeset including mapping from old codeset. • Consultation with coders, researchers and subject matter experts • Review free text fields for new codes for inclusion. 	<ul style="list-style-type: none"> • Implementation of codeset changes • Conduct comprehensive quality check of usage of new codes to ensure correct usage and any further training of coders required. • Liaise with jurisdictions with independent LCMS to implement codeset revisions. 	<p>Scoping project to identify remaining common coding issues and errors that could be eliminated with the development of further automated validation rules applied at the point of data entry.</p>	<ul style="list-style-type: none"> • Development and implementation of validation rules. • Commence three yearly review of NCIS codeset.

GOAL 1: Ensure efficient and comprehensive acquisition of data

ACTIVITIES	2017-18	2018-19	2019-20	2020-21
<p>3. Facilitate collection of preliminary case data from the Police Notification of Death form.</p>	<ul style="list-style-type: none"> • Develop strategic approach to liaise with Australian jurisdictions to facilitate data extraction and upload of information from Police Notification of Death forms to the NCIS. • Establish appropriate liaison point in each jurisdiction. • Investigate status of the implementation of a national police form for the notification of death. 	<p>Develop and implement process for the extraction and upload of data from the QLD Police Notification of Death form.</p>	<p>Develop and implement process for the extraction and upload of data from the NSW Police Notification of Death form.</p>	<p>Develop and implement process for the extraction and upload of data from the VIC Police Notification of Death form.</p>

GOAL 2: Ensure data quality is of the highest possible standard.

ACTIVITIES	2017-18	2018-19	2019-20	2020-21
4. Focused and timely data quality assurance activities	Continue and complete a project for the reduction of cases awaiting quality review to the point where all cases are quality assured within 12 months of case closure.	Generate regular internal reports on types of common coding errors to inform ways to provide further support for coders to ensure data accuracy at the point of entry.	Internal review of the Quality Assurance (QA) process to ensure it is current and effective in terms of; timeliness of review, success of automation, potential for further automation, success of QA procedural changes implemented between 2016-17	Implement any changes required as a result of the internal review.
5. Improve database integrity by ensuring completeness of data	<ul style="list-style-type: none"> • Develop process to identify duplicate cases to ensure all existing cases contained on the NCIS are unique. • Develop process to identify all multiple fatality events and ensure this is reflected in the coding of existing cases • Conduct review of completeness of document attachment in each jurisdiction and investigate options to increase this to a minimum target of 90% attachment of all documents on closed cases from all jurisdictions. 	<ul style="list-style-type: none"> • Investigate potential to develop an automated system to flag potential duplicate cases. • Investigate potential to develop and automated system to flag cases that are part of a multiple fatality event. • Implement recommendations of the document attachment review for Coronial Findings. 	<ul style="list-style-type: none"> • Implement recommendations of the document attachment review 	

GOAL 3: Provision of quality coronial data to stakeholders

ACTIVITIES	2017-18	2018-19	2019-20	2020-21
<p>6. Maximise the use of preliminary data* on the NCIS</p> <p>*Preliminary data refers to data that is available on the NCIS prior to case closure by the investigating coroner. This item will not impact the access restrictions protecting open case data.</p>	<ul style="list-style-type: none"> Evaluate data currently imported to the NCIS at the point of case creation from the ACT Police Notification of Death form and identify uses of preliminary data to assist death investigators Scope the potential for use of preliminary data to inform forecasting and trend analysis eg. regular reporting on type or location of death based on police data 	<ul style="list-style-type: none"> Further tasks dependent on outcome from year one of the Strategic Plan 	<ul style="list-style-type: none"> Further tasks dependent on outcome from year one of the Strategic Plan 	<ul style="list-style-type: none"> Further tasks dependent on outcome from year one of the Strategic Plan
<p>7. Utilise the NCIS as national identification system for fatal violence involving family and domestic violence.</p>	<ul style="list-style-type: none"> Respond to any requests to provide assistance or advice on data capture of fatalities associated with violence involving women and girls 	<ul style="list-style-type: none"> Conduct a scoping exercise to identify appropriate national and jurisdictional business units for liaison to determine the need for a national identification system for use by Coroners, Government and third party researchers 	<ul style="list-style-type: none"> Partner with identified peak body to conduct a scoping exercise to determine purpose, terms of reference, scope and requirements of proposed system 	<ul style="list-style-type: none"> Respond to any recommendations that the NCIS to support a national system for the identification of fatalities associated with violence involving women and girls

GOAL 3: Provision of quality coronial data to stakeholders

ACTIVITIES	2017-18	2018-19	2019-20	2020-21
8. Make summary death data publicly available to all stakeholders including the Media via the NCIS website, in a manner that maximises interpretability	Release interactive statistical data for suicide deaths and update data annually	Release interactive statistical data for drug related deaths and update data annually	Consult with stakeholders about the potential to release interactive statistical data for other categories of death such as drowning, motor vehicle incidents, assault	

GOAL 4: Assurance of system continuity and security

ACTIVITIES	2017-18	2018-19	2019-20	2020-21
10. Migrate the five Local Case Management Systems (LCMS) supported by NCIS to a sustainable programming language (ACT, NT, QLD, TAS, WA)	Establish IT support for migration from VB6 to Java and commence liaison with relevant jurisdictions to determine feasible rollout plan and scope areas of improvement	Develop project plan for LCMS migration in each jurisdiction.	Migrate first and second LCMS	Migrate third and fourth LCMS
11. Ensure NCIS maintains flexibility to support coronial jurisdictions with dynamic IT solutions	Scope the extent to which interoperability can be integrated into the Local Case Management Systems (LCMS)	Develop project plan for development and implementation of interoperability integration into LCMS (in accordance with feasibility determined in previous item)	Develop and implement changes in first and second LCMS.	Develop and implement changes in third and fourth LCMS.
12. Maximise interfaces between local coronial systems (not supported by NCIS) to allow for automating/streamlining NCIS data collection	Liaise with key stakeholders operating and developing non-NCIS case management systems to maximise efficiency and clarity between systems for the secure transfer of data	Develop and implement and recommendations for change as advised by jurisdictions with non-NCIS case management systems for first jurisdiction.	Develop and implement and recommendations for change as advised by jurisdictions with non-NCIS case management systems for second jurisdiction.	Develop and implement and recommendations for change as advised by jurisdictions with non-NCIS case management systems for third jurisdiction.

Data Sources

Data on the NCIS has been provided by each State and Territory Coroner's Office around Australia and New Zealand. Additional codes are provided by the Australian Bureau of Statistics (ABS) and Safe Work Australia.



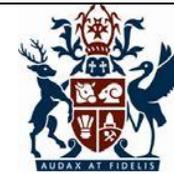
ACT Coroner's Court



Coroner's Court
of New South Wales



DEPARTMENT OF THE ATTORNEY-GENERAL AND JUSTICE



QUEENSLAND
COURTS



MAGISTRATES COURT of



TASMANIA

CORONIAL DIVISION



Coroners Court
of Victoria



Coroner's Court of Western Australia



Funding Agencies

Operational funding for the NCIS is provided by the following agencies:

- Each State and Territory Justice/Attorney-General's Department
- Australian Department of Health
- Australian Institute of Criminology
- Safe Work Australia
- Australian Competition and Consumer Commission
- Australian Department of Infrastructure and Regional Development
- The New Zealand Ministry of Justice