

How-to guide

Address coding tips

This advice relates to data fields that are specific to the address of the relevant events.

Address coding should provide users with the location and movement of the deceased. It is necessary to enter address details for at least three, and up to, five events.

NCIS coding queries should be emailed to the NCIS Unit - ncis@ncis.org.au

Address event	Reporting requirement
Residential	Mandatory for all cases
Incident	Mandatory for all cases
Death	Mandatory for all cases
Last alive	Optional
Body found	Optional

Why is it important to code this correctly?

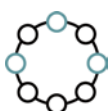
The accurate reporting of the actual address of residence and events of the case, particularly residential, incident and death, is important as the address is used for various tasks, including:

- providing a clear representation of where the event occurred, in combination with *Location* coding
- support research based on geographical location of the event
- geocoding of the physical location for residential, incident and death addresses allows geographical trend analysis surrounding deaths reported to a coroner.

Last alive and Body found coding is not required for all cases. It is advised where there is a gap in timing of events or movement of deceased between events. However, if one address data field on screen is coded (e.g. Location) then all data fields on the screen must be coded.

Advice for coding address data fields

Coding rules for entering the physical address for the event is described below.



It is not necessary to include specific details such as ward names or rooms in the address unless required for court correspondence. The Address Text field at the bottom of each of the Time location screens can be used to record such specifics.

Street

Reporting condition	Mandatory
Description	Enter the full street address, including street number at which the event occurred
Coding rules	If no fixed abode – use '7' If overseas address – use '7' or enter full address If unknown address – use '9'

Suburb

Reporting condition	Mandatory
Description	Enter the suburb in which the event occurred
Coding rules	If no fixed abode – use '7' or suburb if known If overseas address – use '7' If unknown address – use '9'

Postcode

Reporting condition	Mandatory
Description	Enter the postcode appropriate for the suburb in which the event occurred
Coding rules	If no fixed abode – use '7777' or code as appropriate for suburb If overseas address – use '7777' If unknown address – use '9999' or postcode if known

State

Reporting condition	Mandatory
Description	Select the state in which the event occurred
Coding rules	If no fixed abode – code as appropriate for state If overseas address – use 'N/A' If unknown address – use '9' or state if known

Country

Reporting condition	Mandatory
Description	Select the country in which the event occurred
Coding rules	If no fixed abode – code as appropriate (for example Australia) If overseas address – code as appropriate If unknown address – code as appropriate (for example Australia)