



Cure Violence Database Training for Program Managers and Outreach Supervisors

- I. Documentation
 - a. Data collection necessary to determine program impact
 - b. Data helps to prove and improve the intervention
 - c. Complete documentation on daily basis
 - d. Any documents that provide information about a participant or Cure Violence worker should be kept in a locked office cabinet
 - e. If it isn't documented, it didn't happen
- II. Cure Violence Evaluation Database
 - a. CPVP technical assistance staff worked with outreach workers, supervisors, and program managers to:
 - i. Identify necessary documentation
 - ii. Create a system of confidentiality
 - iii. Provide the easiest and most accessible system possible
 - b. Web-based, password protected and easy to use
 - c. Outreach supervisors are required to certify all participants in the system before outreach staff can input data on them and then use the system for on-going case management supervision with each outreach worker
 - d. All data in the system can be queried and sorted in a variety of ways depending on partner and funder needs
 - e. Collect data related to:
 - i. Outreach participants
 - ii. Community activities
 - iii. Shooting responses
 - iv. Community mobilization
 - v. Public education distribution
 - vi. Conflict mediations
- III. Why Use Database?
 - a. To manage your outreach staff's interaction with their clients
 - b. You will:
 - i. Certify all outreach clients before your staff can work with a client
 - ii. Provide case management support to your staff
 - iii. Monitor their work
 - iv. Report to the Chicago Project on their work
 - v. Use the system to report on shootings, shooting response and community activities

- IV. Look Up Instructions for:
 - a. Entering client data
 - b. Participant intake form
 - c. Adding shooting data/reviews/responses
 - d. Violence interrupter logs/form
 - e. Conflict mediation form
 - f. Adding community activities
 - g. Monthly reports
 - h. Finding attempted contacts
 - i. Adding common reports
 - j. Longitudinal reports
- V. Other Important Info
 - a. Cross streets must be entered for shootings, mediations, and community activities; one street is not sufficient for mapping purposes
 - b. Any area on a form that requires a name needs to be full first and last names (no initials or nick names)
 - c. The organizer of activities or shooting responses needs to be the name of one person; cannot just say "Cure Violence NY Team", needs accountability
 - d. All shootings entered should also have a shooting incident review and shooting response entered as well