

CRISIS MANAGEMENT SYSTEM (CMS)

DATA DEFINITIONS

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Information about Data Collection

All CMS programs are required to use DYCDConnect to report monthly totals of program activities, staffing, and demographics. This document provides definitions for each field captured in DYCDConnect. For guidance on accessing DYCDConnect, please refer to the **ExpandedED Technical Guide**. We recognize that some organizations use their own reporting systems; please use data from those systems to enter the required summary information into DYCDConnect.

All CMS providers are asked to enter and submit data monthly, by the **5th of each month**. Reports for future months cannot be submitted in advance, as these reports are a retrospective tally of activities completed within the past month (the **monthly reporting period**). Please note that after data entry, you must select "Submit" to confirm the data has been entered. Using only "Save" or "Close" will not complete the submission.

If you encounter any issues, DYCD is available to provide in-person technical assistance and support. For questions or to request hands-on support, please reach out to your ONS Borough/Initiatives Manager, Wogod Alawlaqi, or Mike Williams.

Thank you for your partnership and support. We look forward to continuing our work together!

How to Enter Aggregate Numbers

CMS providers are being asked to collect and report data to DYCD in an “aggregated” form, meaning data is grouped into a whole rather than reported individually.

- **New participants:** These are individuals added to the caseload during the monthly reporting period.
- **Current/active participants:** These are individuals who are actively participating during the monthly reporting period.

All monthly participant counts should reflect all **current/active participants** during the monthly period unless otherwise specified (such as categories that are only counting “new participants”). For example, if your organization reports “19” current/active participants one month and “19” the next, this could represent:

- the same 19 participants in each month,
- all 19 graduated and were replaced with 19 new participants, *or*
- some of the 19 graduated, but an equal number are new to the caseload.

Totals should match the total number of **current/active participants** in the **age and gender** demographic categories. For **race** totals, participants may identify as multiple categories, so numbers may not sum up precisely. Each individual, activity, event, etc. should be counted **once per reporting period**, providing a cumulative total for the month.

**CURE
VIOLENCE
DATA FIELD
TERMINOLOGY
AND
DEFINITIONS**

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Cure Violence: Staffing

- **Number of frontline staff:** This field indicates the total number of frontline staff, including Violence Interrupters (VIs) and Outreach Workers (OWs).
- **Number of supervisors:** This field indicates the total number of supervisory level staff in the organization, including administrative or program directors, executive directors, etc.
- **Number of staff vacancies:** This field indicates the total number of roles unfilled within the organization.
- **Number of staff who have NOT been trained in Violence Interruption and Reduction Training (VIRT):** This field indicates the total number of staff on roster during the monthly reporting period who have not been trained in VIRT or awaiting to be trained.
- **Number of staff who have participated in Strong Messenger program:** This field indicates the number of current staff (frontline or supervisors) who have previously or currently been in the Strong Messenger program.
- **Number of hiring panels and/or prescreening:** This field indicates the number of hiring panels and/or prescreening held during the reporting period as part of the organization's hiring efforts.
- **Number of staff who participated in Mental Health First Aid trainings:** This field indicates the number of staff who have participated in Mental Health First Aid trainings during the monthly reporting period.
- **Number of supervisions:** This field indicates how many weekly supervisions were held between supervisors and staff members this month.
- **Number of team meetings:** This field indicates how many full-staff team meetings were held this month.

Cure Violence: Work with Participants, Demographics

- **Age breakdown for participants:**
 - Count of all current/active participants by age at time of intake or data entry.
 - Under 18
 - Ages 18-24
 - Ages 25-34
 - Ages 35-54
 - Ages 55 and over
- **Gender breakdown for participants:**
 - Male
 - Female
 - Non-binary
 - Did not report
- **Race and ethnicity breakdown for participants:**
 - Asian/Pacific Islander
 - Black or African American
 - Hispanic or Latinx/e/a/o
 - White or Caucasian
 - Other
- **Number of participants with high school/HSE diploma:** This field indicates the number of participants who report they have completed high school or have a high school equivalency (HSE) diploma.
- **Number of participants employed:** This field indicates the number of participants during the monthly reporting period who have indicated they are employed, either part time or full time.

- **Number of participants with dependents:** This field indicates the number of participants who have dependents. A dependent is a qualifying child or relative who relies on the participant for financial support.
- **Residential breakdown for participants:**
 - If participants report multiple residences, they should only be listed in one borough of primary residence.
 - Bronx
 - Brooklyn
 - Manhattan
 - Queens
 - Staten Island
 - Did not report
- **Number of participants who are emancipated:** This field indicates the total number of participants who are under the age of 18 and who are not under the legal authority of their parent or guardian, during the monthly reporting period.
- **Number of participants who are experiencing housing insecurity:** This field indicates the total number of participants who are experiencing housing insecurity, which may include experiencing homelessness, staying in a shelter, or staying in multiple residences during the monthly reporting period.
- **Number of participants justice-involved:** This field indicates the number of participants who have been arrested, convicted of a crime, incarcerated, or placed on parole or probation.
- **Number of participants who are a member of street organization actively involved in violence:** This field indicates the total number of individuals who are Cure Violence participants and a member of an active street organization.

Cure Violence: Work with Participants, Caseload

- **Caseload per Outreach Worker (OW):** This field reflects the number of participants assigned to each outreach worker's caseload. In DYCDConnect, data entry users will input the caseload number for each outreach worker individually. The system allows users to add separate entries/lines for each outreach worker on staff for the given month.
 - Caseload of OW #1* (can't submit unless one is filled out)
 - Caseload of OW #2
 - Caseload of OW #3
 - etc.
- **Breakdown of how all new participants were recruited:**

The below categories will be added up to represent *the total number of new participants* during the monthly period.

 - **Recruited from community:** Participants who are recruited within the community, such as at parks, on the street, or other public spaces.
 - **Recruited from police:** Participants who are recruited from police referral.
 - **Recruited from parole or probation:** Participants who are recruited from parole or probation.
 - **Recruited through currently active participant(s):** Participants who are recruited through the networks of other currently active Cure Violence participants.
 - **Recruited from other sources not specified:** Participants who are recruited through a source not specified in the above options. [OB]
- **Number of new participants recruited that meet Cure Violence model criteria for high-risk:** This field indicates the number of new participants—

added to the caseload of the Cure Violence program during the monthly period—that meet 3 of the 7 of the following risk criteria:

- member of a gang known to be actively involved in violence;
 - history of criminal activity including crimes against persons;
 - carries or has access to lethal weapons;
 - pending or prior arrest(s) for weapons offenses;
 - believed to be instigating violence or a target of community violence by program staff;
 - victim of a recent shooting or other serious violence; and
 - recently released from jail or prison for a crime associated with violence.
- **Number of active participants:** This field indicates the *total number of current participants in your Cure Violence programming* during the monthly period, including new, high-risk, and/or at-risk participants.
 - **Number of active participants recruited that meet Cure Violence model criteria for high-risk:** This field indicates the total number of participants in your *Cure Violence programming* that meet 3 of the 7 of the following risk criteria:
 - member of a gang known to be actively involved in violence;
 - history of criminal activity including crimes against persons;
 - carries or has access to lethal weapons;
 - pending or prior arrest(s) for weapons offenses;
 - believed to be instigating violence or a target of community violence by program staff;
 - victim of a recent shooting or other serious violence; and
 - recently released from jail or prison for a crime associated with violence.
 - **Number of participants that have successfully completed the program:** This field indicates the total number of participants that have met their individual goals during the monthly period, and no longer utilize Cure Violence services.

- **Number of new participants for whom a risk reduction plan was created:** This field indicates the number of new participants who have worked with program staff to create a risk reduction plan during the monthly period.
- **Number of in-person contacts with participants:** This field indicates the total number of contacts CV staff conducted in-person (meetings, interaction while canvassing, etc.) with all participants during the monthly period.
- **Number of virtual contacts with participants:** This field indicates the total number of virtual points of communication (telephone, video conference, etc.) CV staff had with all participants during the monthly period.
- **Referral types:** These fields indicate the total number of referrals made to each type of services listed below. For example, if 2 individuals were each referred to the same Education program and Legal service providers, the program should enter 2 for Education programs and 2 for Legal services.
 - Education programs
 - Legal services
 - Counseling/therapeutic services
 - Job training or job placement/employment
 - Substance use programs
 - Other services/supports

Cure Violence: Program Activities

- **Number of hours spent canvassing inside catchment area:** This field indicates the number of hours spent canvassing *inside* the organization's designated catchment area.
- **Number of hours spent canvassing outside catchment area:** This field indicates the number of hours spent canvassing *outside* the organization's designated catchment area.
- **Number of mediations:** This field indicates the number of mediations by CMS organization staff that occurred within the month.
- **Number of de-escalations:** This field indicates the number of de-escalations by CMS organization staff that occurred in the within the month.
- **Number of participant workshops conducted:** This field indicates the number of participant workshops that took place within the month.
- **Number of participant enrichment activities conducted:** This field indicates the number of participant enrichment activities led by staff that took place within the month.
- **Number of new hotspots identified:** Hotspots are identified as areas with increased shootings and/or increased negative activities (congregation, group conflict, poor environmental build), no matter how big or small that area is. This field indicates the total number of new hotspots in your neighborhood during the monthly period (if any).
- **Number of shooting responses:** This field indicates the number of activations in response to a shooting in a catchment area.
- **Number of community events hosted inside catchment area:** This field indicates how many community events the provider led inside the catchment area during the monthly period.

- **Number of community events co-hosted inside the catchment area:** This field indicates the total number of community events co-hosted with another organization inside the catchment area during the monthly period.
- **Number of community events organization participated in outside catchment area:** This field indicates the total number of community events the organization participated in (including if the organization led or co-hosted) outside the catchment area.
- **Number of attendees/community residents at hosted community events:** This field indicates the total number of attendees present at the community events that your organization led during the monthly period.
- **Number of consecutive days of no shootings or killings in the catchment area:** This field indicates the number of days where zero reported shootings or killings have occurred in the catchment area.
- **Number of public education materials distributed:** This field indicates the number of public education materials distributed in the monthly timeframe.
- **Number of new community partnerships developed:** This field indicates the number of new community partnerships developed in the monthly timeframe.
- **Number of community meetings attended/participated:** This field indicates the number of community meetings members of your CV organization attended or participated in. For example, community council/boards, Tenant Association Boards, and other local meetings.

- **Number of new hotspots identified:** Hotspots are identified as areas with increased shootings and/or increased negative activities (congregation, group conflict, poor environmental build), no matter how big or small that area is. This field indicates the total number of new hotspots in your neighborhood during the monthly period (if any).
- **Number of consecutive days of no shootings or killings in the catchment area:** This field indicates the number of days in which zero reported shootings or killings have occurred in the catchment area.

CMS Wraparound Activities

- **Number of Hospital Response activations:** This field indicates the number of hospital response activations completed by the Hospital Response program staff, if applicable.
- **Number of victims that were reported to or seen by the Hospital Responder:** This field indicates the number of victims reported to or seen by the Hospital Response program staff, if applicable.
- **Number of MTU deployments:** This field indicates the number of MTU deployments completed by the MTU or Cure Violence program staff, if applicable.
- **Number of YES Safe Passages:** This field indicates the number of YES Safe Passages completed by the YES or Cure Violence program staff, if applicable. Staff can provide Safe Passage activities during after-school hours to defuse conflicts initiated during school hours and that may arise during dismissal and in the early hours after school, focusing on hot spots around the school and on common routes to public transportation.

**WRAPAROUND
ACTIVITIES
DATA FIELD
TERMINOLOGY
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- **Number of full time Hospital Responders:** This field indicates the number of Hospital Responders on staff working full time.
- **Number of part time Hospital Responders:** This field indicates the number of Hospital Responders on staff working part time.
- **Number of Hospital Response activations:** This field indicates the number of hospital response activations completed by the Hospital Response program staff.
- **Number of victims that were reported to or seen by the Hospital Responder:** This field indicates the “denominator” or total number of victims reported to or seen by Hospital Responders within the reporting period.
- **Number of victims of severe violence seen in the hospital by a Hospital Responder:** This field indicates the subset of victims who are identified as victims of severe violence, who are engaged by Hospital Responders during the reporting period. "Severe violence" refers to cases involving significant harm, such as domestic or intimate partner violence, gun-related injuries, stabbing injuries, or sexual assault. “Seen” or engaged does not mean consented to participate (see field below).
- **Number of contacts made by Hospital Responders:** This field indicates the number of outreach attempts made by Hospital Responders to victims. Contacts may include initial in-person visits, follow-up visits, phone calls, and other communication forms aimed at providing support or resources. Each victim may have multiple contacts made before or after consent to participate.
- **Number of patients referred to the Cure Violence (CV) program as an eligible participant:** This field indicates the total number of victims referred out to the Cure Violence program based on meeting Cure Violence eligibility criteria outlined in the work scope: "Eligible" refers to those who meet the risk factors and age range associated with the Cure Violence model.

- **Number of new participants that have consented to program participation:** This field indicates the number of participants who newly consented to participating in the Hospital Responder program, a.k.a. HVIP caseload, during the monthly reporting period.
- **Number of mediations conducted in the partner hospital:** This field indicates the number of mediations by Hospital Responder staff during the monthly reporting period.
- **Number of patients with violent injuries coming into the hospital:** This field indicates the number of patients with violent injuries entering the partner hospital during the monthly reporting period. Violence includes bullying, child or elder abuse, intimate partner violence, school and community violence, and sexual violence.
- **Number of former participants who are reinjured/readmitted for a violent injury:** This field indicates the total number of individuals who have previously participated in the program and who have returned to the hospital for readmission or treatment due to a new violent injury during the reporting period. A "former participant" refers to someone who completed or exited the program and is now being readmitted for a subsequent violent injury incident.

Mobile Trauma Unit (MTU)

- **Number of MTU deployments:** This field indicates the number of MTU deployments completed by the MTU providers (activation of MTU for shooting incidents and other instances of violence related to crises).
- **Number of full time staff:** This field specifies the number of staff members who work full-time within the MTU program.
- **Number of part time staff:** This field specifies the number of staff members who work part-time within the MTU program.
- **Number of outreach attempts to engage participant:** This field indicates the total number of outreach efforts to engage potential participants.
- **Number of participants who receive at least one session:** If applicable, this field indicates the total number of participants who engaged in at least one session within service area of need (for example: therapeutics, job training, etc.).
- **Number of active cases:** If applicable, this field indicates the total number of participants that are on your caseload contacted during MTU programming.
- **Number of closed cases (incomplete/drop out):** If applicable, this field indicates the total number of participants that are no longer interacting with the program (drop out, relocated, no longer want to receive services)
- **Number of successfully closed cases (completed):** If applicable, this field indicates the total number of participants that have met their goal (for example: received employment and no longer need support from education employment specialist, etc.)
- **Number of participants referred to CMS Cure Violence programs:** This field indicates the total number of patients referred to the Cure Violence program who meet the specified eligibility criteria outlined in the work scope. "Eligible" refers to patients who have been assessed and confirmed

to meet all criteria necessary for program inclusion, such as risk factors, associated with the Cure Violence model.

Legal Services

- **Number of individuals who receive legal services this reporting period:** This field indicates the total number of unique individuals who received direct legal services from Legal Aid during the monthly period. Legal services may include, but are not limited to, legal advice, representation, consultation, or assistance in navigating legal procedures.
- **Number of workshops conducted this period:** This field represents the total number of group workshops conducted by Legal Aid focused on legal topics or issues, during the monthly period.
- **Number of clinics conducted this period:** This field indicates the total number of legal clinics held by the Legal Aid during the monthly period. Clinics refer to scheduled events or sessions where individuals can receive brief, one-on-one legal consultations or guidance.
- **Number of trainings conducted this period:** This field indicates the total number of training sessions conducted by Legal Aid focused on legal services during the monthly period.