Aboriginal
Community
Centered
Injury
Surveillance
System

Soda Creek
Canoe Creek
Williams Lake
Three Corners Health Services Society

ACCISS User Manual Version (3.0)

Module 1 of 5

INTRODUCTION TO THE

Aboriginal Community-Centered Injury Surveillance System

October 2009

The Secwepemc Nation Health Director's Injury Surveillance Project Group holds the © to the manual. Unauthorized revisions & edits to the manual are prohibited.

Reprinting and use of the manual is encouraged.

For more information please contact:
Three Corners Health Services Society
Phone: 250-398-9814

The manual is available for download from:
Three Corners Health Services Society website
http://www.threecornershealth.org/

Produced by ACCISS Manual Working Group:

Shirley Carter- White Feather Family Centre – Canim Lake
Mary McCullough – Three Corners Health Services Society
Mary Thomas- White Feather Family Centre – Canim Lake
Nikki Thiessen – Adams Lake Indian Band
Lee-Anne Deneault – Q'wemtsin Health Society
Anna Auer – A.F.A. Management & Consulting Ltd.

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The ACCISS Manual Working Group

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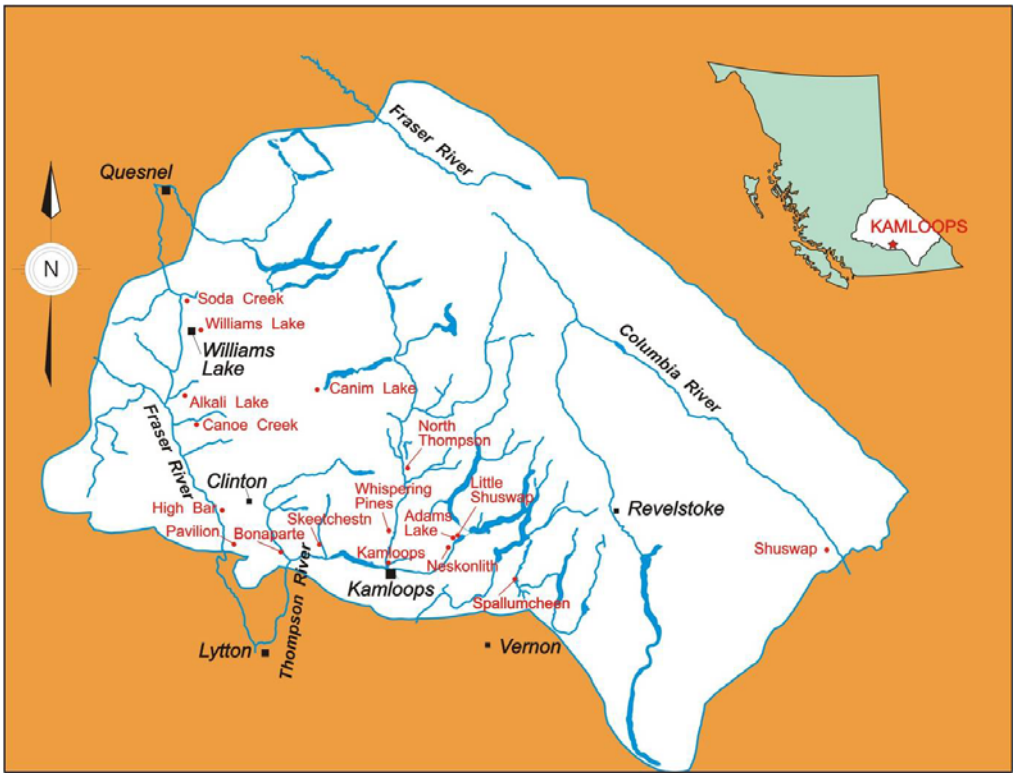
Williams Lake
Soda Creek
Dog Creek
Canoe Creek
Esketemc
Canim Lake
Adams Lake
Little Shuswap
Kamloops
Whispering Pines
Skeetchestn



Purpose of the Manual

If you are looking to use this manual it is likely that a decision has been taken to actively monitor injury challenges in your community and to begin focusing on the prevention of injuries.

Monitoring and preventing injuries begins with collecting injury data. The **A**boriginal **C**ommunity **C**entered **I**njury **S**urveillance **S**ystem **(ACCISS)** is a tool your community can use to understand and monitor injuries specific to your community.

The overall purpose of the manual is to support you with information that will help you to use the system.

How the Manual is Organized

- The manual has a total of 5 stand alone modules.
- Each module is intended to address basic information needs relative to key activities.

Module 1: Introduction to ACCISS

Module 2: Getting Ready to do Injury Surveillance

Module 3: Installing Your Software and File System

Module 4: Data Collection and Data Entry

Module 5: Data Analysis and Report Generation

Module 1 – Introduction to ACCISS will:

- Define injury surveillance.
- Explain key benefits of collecting injury data.
- Describe the 4 key activities of injury surveillance.
- Provide background information about the development of ACCISS.
- Outline the key characteristics of ACCISS
- Explain the components of ACCISS

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MODULE 1
Resources

RESOURCE #1: Information Pamphlet

COMMUNITY- BASED INJURY SURVEILLANCE Keeping Track: Looking at Injuries and How They Can Be Prevented. *This communication tool explains what injury surveillance is and how it can be used, and its importance as a prevention tool. A full size copy of the brochure is available for printing from the ACCISS manual CD.*

RESOURCE #2: Glossary of Terms

The glossary of terms provides a quick reference that explains terms and their meaning.

What is community-centered injury surveillance?

Injury surveillance is a process that collects information about injury events or accidents. It is an ***'information gathering system'*** that helps to identify:

- WHO is getting injured
- WHEN injuries are happening
- WHERE injuries are taking place
- WHAT factors are contributing to injury events and
- HOW and WHY injuries are happening

Community-centered injury surveillance simply means the information is intended for the benefit and well-being of your community. Information about your community is gathered by your community for your community to use.

What are the key benefits of injury surveillance?

Injury surveillance can help your community take action on injuries by helping you to identify and understand injuries impacting your community. This knowledge and understanding can then be used to guide your injury prevention activities.

Several specific benefits are being able to:

- look at injury problems in an objective way
- identify your community's injury priorities
- monitor and evaluate your prevention efforts
- prepare funding proposals based on community-specific facts and figures

What is the Aboriginal Community-Centered Injury Surveillance System (ACCISS) and why was it developed?

Over a decade ago, reserve-based First Nations and Inuit communities identified a need to have injury data specific to their community's population. At that time most First Nations and Inuit communities had little or no injury data that could be considered relevant, accurate or timely. In response to this need (ACCISS) was developed to meet the specific needs of Aboriginal communities.

Who developed the system?

The system was developed through a national consultation process involving First Nations and Inuit community-based practitioners, administrators, service providers and data experts. The initiative was supported by the First Nations and Inuit Health Branch, Health Canada. The consultation process led to the development of a data collection tool which was then pilot tested by First Nations communities in Alberta and Saskatchewan.

Who is using ACCISS?

Communities using the system are communities that have gone through an assessment of their data sources. This involves looking at what data exists for the community and its availability, relevance, completeness and usefulness. Generally, communities that are using ACCISS are doing so because currently available data is insufficient to meet their information needs related to injury.

What exactly does injury surveillance involve?

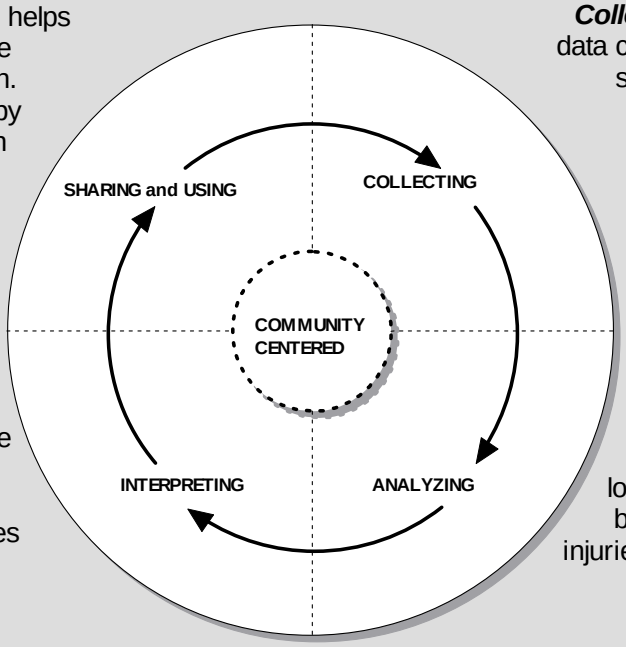
Injury surveillance involves four inter-connected activities. Using the ACCISS model these activities are described and illustrated on (page-8).

- The first activity involves **COLLECTING** the information needed.
- The second activity involves **ANALYSING** the information by looking at injury patterns such as injuries by age groups, types of injuries, and time and location of where injuries are happening.
- The third activity involves **INTERPRETING** the causes of injury and understanding how and why injuries are occurring.
- The fourth activity involves **SHARING and USING** the information with your community to raise awareness and to promote knowledge development and community action. This step is most important in using and guiding community action.

INJURY SURVEILLANCE
Involves 4 key inter-connected activities

Getting information to the people helps increase awareness and promote knowledge and community action. ***Sharing and using*** information by using FACT sheets, messages in newsletters, flyers and communicating through meetings, radio and TV can bring people together to develop solutions.

Interpreting the causes of injury and understanding WHY they are happening. Looking closer at injury patterns and knowing who is most affected and HOW injuries are happening are key to preventing injuries.



Collecting the data with the data collection tool is the first step to knowing WHO is being injured, WHEN injuries are happening, WHERE injuries are occurring, and HOW the injury events happened.

Analysing the information by looking at injury patterns by age groups, types of injuries, time and location of injury events.

What are the basic characteristics of ACCISS?

It is community-centered.

This means that whether injury data is collected in the community or outside of the community, the data collected is strictly under the direction and ownership of the community.

The system uses a *minimal dataset approach*.

As the term suggests the collection of information is maintained at a minimal level. At the same time this minimal information is considered to be very important and powerful in understanding injury problems.

The data management process can be tailored.

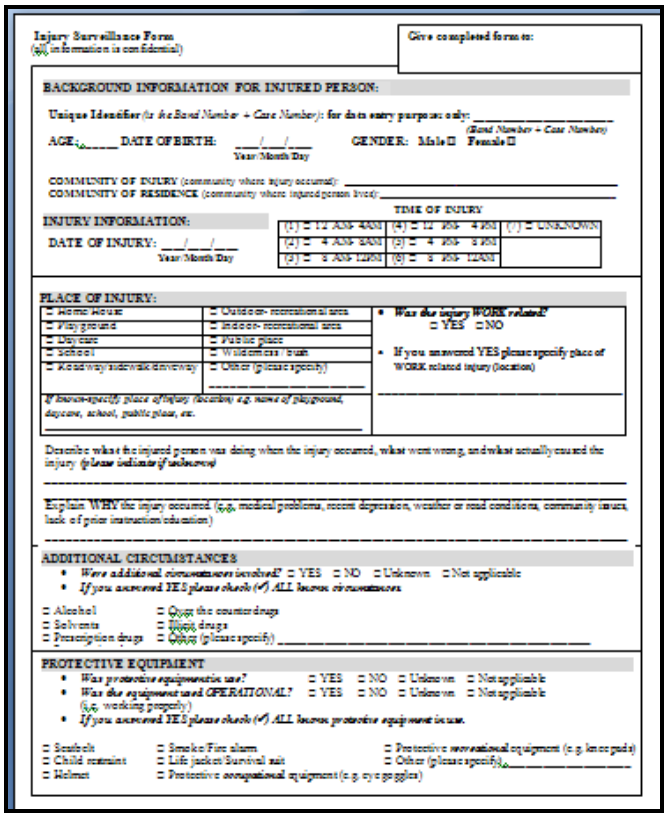
Communities determine their own data management processes. Communities determine who collects injury data, how confidentiality will be maintained and how the injury data and reports will be used.

The system is BASED ON NO COST software.

Recognizing that resources can be an issue the system was specifically designed to work using publicly available NO COST software.

How does the ACCISS collect information?

The system works by collecting information on each injury event that occurs. Information is recorded on each individual that has experienced an injury. An (one page/double sided) injury surveillance form is completed for each injury case. The information on injury cases is collected over a period of time and then compiled for data analysis and interpretation.



Injury Surveillance Form
(All information is confidential)

Give completed form to:

BACKGROUND INFORMATION FOR INJURED PERSON:

Unique Identifier (Is the Saved Number + Case Number): for data entry purposes only: _____
(Saved Number + Case Number)

AGE: _____ DATE OF BIRTH: ___/___/___ (Year/Month/Day) GENDER: Male ☐ Female ☐

COMMUNITY OF INJURY (community where injury occurred): _____

COMMUNITY OF RESIDENCE (community where injured person lives): _____

INJURY INFORMATION:

DATE OF INJURY: ___/___/___ (Year/Month/Day)

TIME OF INJURY

(1) ☐ 12 AM- 4AM	(4) ☐ 12 PM- 4 PM	(7) ☐ UNKNOWN
(2) ☐ 4 AM- 8AM	(5) ☐ 4 PM- 8 PM	
(3) ☐ 8 AM- 12PM	(6) ☐ 8 PM- 12AM	

PLACE OF INJURY:

☐ Home/House	☐ Outdoor- recreational area
☐ Playground	☐ Indoor- recreational area
☐ Daycare	☐ Public place
☐ School	☐ Wilderness/ bush
☐ Road/sidewalk/driveway	☐ Other (please specify) _____

If known-specify place of injury (location) e.g. name of playground, daycare, school, public place, etc. _____

- *Was the injury WORK related?* ☐ YES ☐ NO
- If you answered YES please specify place of WORK related injury (location) _____

Describe what the injured person was doing when the injury occurred, what went wrong, and what actually caused the injury *(please indicate if unknown)* _____

Explain WHY the injury occurred (e.g. medical problems, recent depression, weather or road conditions, community issues, lack of prior instruction/education) _____

ADDITIONAL CIRCUMSTANCES

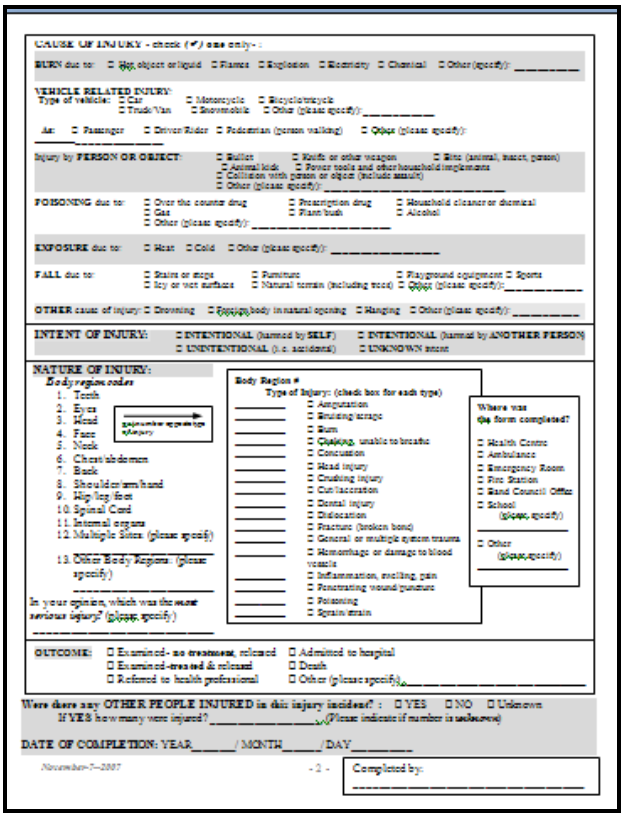
- *Were additional circumstances involved?* ☐ YES ☐ NO ☐ Unknown ☐ Not applicable
- *If you answered YES please check (✓) ALL known circumstances*

☐ Alcohol ☐ Over the counter drugs
☐ Solvents ☐ Illicit drugs
☐ Prescription drugs ☐ Other (please specify) _____

PROTECTIVE EQUIPMENT

- *Was protective equipment in use?* ☐ YES ☐ NO ☐ Unknown ☐ Not applicable
- *Was the equipment used OPERATIONAL?* ☐ YES ☐ NO ☐ Unknown ☐ Not applicable (e.g. working properly)
- *If you answered YES please check (✓) ALL known protective equipment in use.*

☐ Seatbelt ☐ Smoke/Fire alarm ☐ Protective *recreational* equipment (e.g. knee pads)
☐ Child restraint ☐ Life jacket/Survival suit ☐ Other (please specify) _____
☐ Helmet ☐ Protective *occupational* equipment (e.g. eye goggles)



CAUSE OF INJURY - choose (✓) one only -:

BURN due to: ☐ Hot object or liquid ☐ Flame ☐ Explosion ☐ Electricity ☐ Chemical ☐ Other (specify): _____

VEHICLE RELATED INJURY:
Type of vehicle: ☐ Car ☐ Truck/Van ☐ Motorcycle ☐ Snowmobile ☐ Bicycle/tricycle ☐ Other (please specify): _____
As: ☐ Passenger ☐ Driver/Rider ☐ Pedestrian (person walking) ☐ Other (please specify): _____

Injury by PERSON OR OBJECT: ☐ Bullet ☐ Knife or other weapon ☐ Bite (animal, insect, person) ☐ Animal kick ☐ Power tools and other household implements ☐ Collision with person or object (include assault) ☐ Other (please specify): _____

POISONING due to: ☐ Over the counter drug ☐ Prescription drug ☐ Household cleaner or chemical ☐ Gas ☐ Plant/bush ☐ Alcohol ☐ Other (please specify): _____

EXPOSURE due to: ☐ Heat ☐ Cold ☐ Other (please specify): _____

FALL due to: ☐ Stairs or steps ☐ Furniture ☐ Playground equipment ☐ Sports ☐ Icy or wet surface ☐ Natural terrain (including trees) ☐ Other (please specify): _____

OTHER cause of injury: ☐ Drowning ☐ Foreign body in natural opening ☐ Hanging ☐ Other (please specify): _____

INTENT OF INJURY: ☐ INTENTIONAL (harmed by SELF) ☐ INTENTIONAL (harmed by ANOTHER PERSON) ☐ UNINTENTIONAL (i.e. accidental) ☐ UNKNOWN intent

NATURE OF INJURY:
Body region codes
1. Teeth
2. Eyes
3. Head
4. Face
5. Neck
6. Chest/abdomen
7. Back
8. Shoulder/arm/hand
9. Hip/leg/foot
10. Spinal Cord
11. Internal organs
12. Multiple Sites: (please specify) _____
13. Other Body Regions: (please specify) _____

In your opinion, which was the *most serious injury?* (please specify) _____

Body Region #
Type of Injury: (check box for each type)
☐ Amputation ☐ Bruising/scrape ☐ Burn ☐ Choking, unable to breathe ☐ Concussion ☐ Head injury ☐ Crushing injury ☐ Cut/laceration ☐ Dental injury ☐ Dislocation ☐ Fracture (broken bone) ☐ General or multiple system trauma ☐ Hemorrhage or damage to blood vessels ☐ Inflammation, swelling, pain ☐ Penetrating wound/puncture ☐ Poisoning ☐ Sprain/strain

Where was this form completed?
☐ Health Centre ☐ Ambulance ☐ Emergency Room ☐ Fire Station ☐ Band Council Office ☐ School (please specify) _____ ☐ Other (please specify) _____

OUTCOME: ☐ Examined- no treatment, released ☐ Admitted to hospital ☐ Examined-treated & released ☐ Death ☐ Referred to health professional ☐ Other (please specify) _____

Were there any OTHER PEOPLE INJURED in this injury incident? : ☐ YES ☐ NO ☐ Unknown
If YES how many were injured? _____ (Please indicate if number is unknown)

DATE OF COMPLETION: YEAR_____/ MONTH_____/ DAY_____

November-7-2007 - 2 -

Completed by: _____

What are the basic Tools and Software used by ACCISS?

The basic tools and software of ACCISS are:

- A (one page-double sided) injury surveillance form (pictured above)
- Epi-Info software – which electronically organizes and compiles the information that you have collected on your injury surveillance forms
- A data entry database (where injury data is entered)
- A data analysis program (which analyses the data you have entered into your computer database)

What is Epi-Info?

Epi-Info is a statistical software program, developed for public health practitioners, by the Centers for Disease Control and Prevention (CDC) in the United States. This software is 'public domain' software which means that it is available FREE of CHARGE. It is used extensively around the world to monitor a range of health related issues.

Using the software requires 2 basic steps, the first step being to install Epi-Info on to your computer and the second step being to import or 'add' the ACCISS software for data entry and data analysis. Once these two steps are completed you are ready to use the electronic system. Detailed instructions are outlined in **Module 3: Installing Your Software and File System.**

Resource #1 – Information Pamphlet

Insert contact information here

COMMUNITY BASED INJURY SURVEILLANCE KEEPING TRACK:

LOOKING AT INJURES AND HOW THEY CAN BE PREVENTED

Insert picture here

WHAT IS COMMUNITY–BASED INJURY SURVEILLANCE

Injury surveillance means collecting written information about injury events or accidents in your community. It is an " information gathering system" intended to keep track of what, who, when where and how, whenever an injury occurs. Community—based injury surveillance simply means gathering this information for use in the community. Why would you need injury information? Because reliable information can help communities identify and prevent injuries.

HOW CAN A COMMUNITY GET STARTED?

Likely your community already has a good start. Look at information already being collected. For example, if your community has an ambulance service or nursing station, you may want to check whether important information on injuries has already been gathered and documented. Can you answer the following questions with the information that you have available?

- Who is being injured in your community?
- When are the injuries happening?
- Where are the injuries occurring?
- What kinds of injuries are experienced
- How do the injuries happen?
- Does the information help you understand why injuries are happening?
- Do you think the information identifies most of the injuries happening in your community?

If you can answer these questions, your community already has a good start on implementing community based injury surveillance. Your next step is pulling this information together in a report. Now you are ready to share the information with key people to determine how accurately it describes the injury in your community. If everyone agrees the data is reliable and factual you can then examine the information to find any significant injury patterns or problem areas. With this knowledge in hand you can begin to plan prevention activities that address problem areas.

INJURIES ARE PREVENTABLE

ACCIDENTS HAPPEN. PEOPLE GET HURT AND WE SEE THE RESULTS IN OUR COMMUNITIES– BURNS, BROKEN ARMS, CUTS, BRUISES, AND WORSE. AFTER HEARING ABOUT THEM WE OFTEN SAY, "WELL THAT COULD HAVE BEEN PREVENTED IF…" BUT HOW DO WE PREVENT ACCIDENTS, DON'T THEY "JUST HAPPEN BY CHANCE?" THEY DO HAPPEN—BUT MOST OF THEM HAPPEN FOR A REASON. COMMUNITIES NEED TO KNOW THE REASONS WHY INJURIES OCCUR, RECOGNIZE POTENTIAL HARMFUL CIRCUMSTANCES AND TAKE ACTION TO LESSEN THE CHANCE OF MORE INJURIES HAPPENING. HOW DO WE DO THIS? LEARNING MORE ABOUT INJURIES IS THE FIRST STEP TO REDUCING THE RISK OF ACCIDENTS AND INJURIES IN YOUR COMMUNITY. TO LEARN YOU NEED INFORMATION. GATHERING INFORMATION MEANS COMMUNITIES NEED TO KEEP TRACK OF WHAT ACCIDENTS AND INJURIES ARE HAPPENING. A GOOD WAY TO DO THIS IS THOUGH

COMMUNITY-BASED INJURY SURVEILLANCE.

How can Injury Surveillance Help your Community?

Injury surveillance will give you data that allows your community to take action on injury prevention. Here are a few facts to consider:

- Injury Surveillance can reduce injury and harm to people in your community by allowing you to identify, understand and prevent injury problems.
- Injury surveillance will give you the information to decide strategies and resources needed to make prevention work.
- It will assist you in evaluating and prioritizing how useful injury prevention activities are in the community
- Collecting information in a consistent manner gives a realistic picture of your community's injuries.
- Injury surveillance data is very useful in funding proposals. Proposals that use reliable data are more likely to be successful since it is obvious money is being given to help deal with clearly identified problems.

Injury surveillance develops skills. Injury surveillance requires people to work with information, train others in data collection, hold team meetings, share information, and undertake program planning.

Injury surveillance gives you helpful information about your community. The data is collected by community members. This provides a focus on local needs and a focal point for people to take action on community's injuries. Good information gained and shared creates awareness and encourages community members and service providers to take action on injury prevention and education.

How does Injury Surveillance work?

There are four related parts to Injury Surveillance

1. **Collection:** Taking action to prevent accidents and injuries requires accurate and reliable information. The most useful and important information to collect will tell you the following:
   - Who is being injured?
   - When are injuries occurring?
   - Where are they occurring?
   - What injuries are occurring?
   - How the injury event happened?

   Ideally, people in the community and those who provide services to your community can collect the information.

2. **Analyzing the information:** Once injury information is collected it must be analyzed. This is similar to working on a puzzle. The more pieces you have the easier it is to see the whole picture. This comes from finding patterns in the information. For example, by looking at 100 injury events over a year you may find that 60 of the 100 were injuries related to toddlers under the age of 3. This is an injury pattern. By taking a closer look at the 60 injuries, you may find that 30 of the injuries are burn injuries happening in the home in children less than 3 years old. This would be another injury pattern.

3. **Interpreting and understanding information:** It is very important to understand why the injuries are happening! Looking at the causes of injuries helps us understand why the injuries are happening. In the example given above, a closer look at the information about the children who experienced burn injuries, may show that these injuries are happening while under the care of young parents or elderly care givers. Having good information helps us focus on specific age groups and specific injury problems.

4. **Getting information to people in the community:** Information makes people more aware of injury problems. People who are more aware and concerned have more reason to become involved in promoting safety and living safely. Getting information to community people is usually overlooked, but it is often the most important part of injury surveillance. Looking at the previous example we give in regards to burn injuries in toddlers under the age of three allows community workers to take action in a number of ways. Community workers will be able to educate the public in areas such as newsletters information flyers and the community radio stations. Messages like these could target elderly or young parents. Workers could conduct home visits to ensure proper use of stoves and appliances. Having all the facts provides motivation for community members to become involved. A team could be formed to ensure that accident and injury prevention continue in the community. Good information helps promote action and being together a community to better develop solutions to injury problems.

Shuswap Nations Injury Surveillance

Prepared by:
ACCISS Manual Working Group

Three Corners Health Services Society
Phone: 250-578-7404

Glossary of Terms

ACCISS
An (Aboriginal Community-Centered Injury Surveillance System) developed through a national consultation process involving First Nations and Inuit community-based practitioners and service providers. The system uses injury software modules driven by Epi-Info software.

Community-centered injury surveillance
Focuses on collecting information for a specific community. This type of information focuses on collecting information inside and outside the community and ensures the system is managed by the community.

Data
Collection of information and facts.

Database
A collection of data consisting of a number of records containing information on a common set of information elements.

Data management process
Specific tasks and activities that determine the routine by which data will be collected, analyzed, reported and handled.

Data Source
The individual / organization that collects data on a regular basis.

Epi-Info
A statistical software program developed for public health practitioners by the Centers for Disease Control (CDC) in the United States.

Injury
Any specific and identifiable bodily impairment or damage resulting from acute exposure or absence of energy sources.

Injury surveillance
Involves four inter-related activities involving the collection, analysis, interpretation and use of injury information.

Injury surveillance form
A form used as a data collection tool to gather key information about injury events.

Minimal dataset approach
The minimal dataset approach focuses on collecting the most useful information possible while keeping the data collection process at a minimal level.