



# READINESS CHECKLIST

## WHAT IS THE CARDIFF VIOLENCE PREVENTION MODEL?

More than half of violent crime in the United States is not reported to law enforcement, according to the U.S. Department of Justice. That means cities and communities lack a complete understanding of where violence occurs, which limits the ability to develop successful solutions.

**The Cardiff Violence Prevention Model** provides a way for communities to gain a clearer picture about where violence is occurring by combining and mapping both hospital and police data on violence. But more than just an approach to map and understand violence, the Cardiff Model provides a straightforward framework for hospitals, law enforcement agencies, public health agencies, community groups, and others interested in violence prevention to work together and develop collaborative violence prevention strategies.

Below are a list of key steps and a checklist to determine the community's readiness to adopt the Cardiff Model. The organization leading the Community Safety Partnership (CSP) can vary (e.g. law enforcement, hospital, university, health department). It is critical to have an individual within the organization who can assume a leadership role in convening and organizing the group.

For each topic below, a task is outlined along with identifying the readiness level. There is space to write in next steps and identify a target completion date. This Readiness Checklist is intended to identify high-level tasks and establish due dates. Please note that each task may have several sub-tasks that must be completed to achieve the task listed on this checklist, and note that this list is not exhaustive. For example, under "Establish a CSP," this task may include (1) reaching out to area partners (area hospitals, area law enforcement agencies), (2) convening a conference call or in-person meeting to discuss the Cardiff Model and forming a CSP, and (3) talking internally within each organization to ensure that each organization is interested in joining the CSP and engaging in local violence prevention activities.

TOPIC: COMMUNITY SAFETY PARTNERSHIP READINESS

TASK	READINESS LEVEL	NEXT STEPS	TARGET COMPLETION DATE
<p>Establish a <b>Community Safety Partnership</b> (CSP). Key partners should include law enforcement, a public health agency, and hospital(s), and other key partners may include other government agencies, universities, and other local community organizations</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> HAVE NOT STARTED</li> <li><input type="checkbox"/> IN PROGRESS</li> <li><input type="checkbox"/> COMPLETED</li> </ul>		
<p>Establish where, when, and how often the CSP will meet</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> HAVE NOT STARTED</li> <li><input type="checkbox"/> IN PROGRESS</li> <li><input type="checkbox"/> COMPLETED</li> </ul>		
<p>Determine <b>most useful violence information to be collected</b>. Critical information includes: time, date, weapon used, and location of injury; other information may also be useful to address specific needs</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> HAVE NOT STARTED</li> <li><input type="checkbox"/> IN PROGRESS</li> <li><input type="checkbox"/> COMPLETED</li> </ul>		

TOPIC: HOSPITAL READINESS

TASK	READINESS LEVEL	NEXT STEPS	TARGET COMPLETION DATE
<p>Work with hospital leadership to obtain buy-in and support, especially among these groups:</p> <ul style="list-style-type: none"> <li>• Emergency Department - Physicians</li> <li>• Emergency Department - Nurses</li> <li>• Trauma Department (if applicable)</li> </ul>	<p><input type="checkbox"/> HAVE NOT STARTED</p> <p><input type="checkbox"/> IN PROGRESS</p> <p><input type="checkbox"/> COMPLETED</p>		
<p>Determine who is able to regularly attend CSP meetings as a hospital representative (may be more than one individual)</p>	<p><input type="checkbox"/> HAVE NOT STARTED</p> <p><input type="checkbox"/> IN PROGRESS</p> <p><input type="checkbox"/> COMPLETED</p>		
<p>Establish process with appropriate hospital staff to determine ability to integrate Cardiff Model injury information into the electronic medical record (EMR) or planned record-keeping system</p>	<p><input type="checkbox"/> HAVE NOT STARTED</p> <p><input type="checkbox"/> IN PROGRESS</p> <p><input type="checkbox"/> COMPLETED</p>		
<p>Work with hospital departments to (1) integrate the injury information data collection fields into the EMR/record-keeping system, (2) identify and train appropriate hospital staff to collect violence information (e.g. nurses, registrars), and (3) extract violence information at regular intervals - established by the partnership - and share with an appropriate partner so they can combine data and create maps to share with the community safety partnership</p>	<p><input type="checkbox"/> HAVE NOT STARTED</p> <p><input type="checkbox"/> IN PROGRESS</p> <p><input type="checkbox"/> COMPLETED</p>		
<p>Develop a communication plan for the hospital, which may include:</p> <ul style="list-style-type: none"> <li>• identifying a communication lead</li> <li>• developing internal communication materials</li> <li>• developing external communication materials</li> </ul>	<p><input type="checkbox"/> HAVE NOT STARTED</p> <p><input type="checkbox"/> IN PROGRESS</p> <p><input type="checkbox"/> COMPLETED</p>		

TOPIC: LAW ENFORCEMENT READINESS

TASK	READINESS LEVEL	NEXT STEPS	TARGET COMPLETION DATE
Work with law enforcement contacts to obtain buy-in, especially from: <ul style="list-style-type: none"> <li>• Command Staff/Leadership</li> <li>• Analysts</li> </ul>	<input type="checkbox"/> HAVE NOT STARTED <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> COMPLETED		
Determine who is able to regularly attend (CSP) meetings as a law enforcement representative (may be more than one individual)	<input type="checkbox"/> HAVE NOT STARTED <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> COMPLETED		
Identify a process for information sharing and mapping, this may include: <ul style="list-style-type: none"> <li>• Receiving hospital violence information</li> <li>• Combining violence information with law enforcement records</li> <li>• Creating maps with hospital violence information and law enforcement records</li> <li>• Sharing maps with the CSP</li> </ul>	<input type="checkbox"/> HAVE NOT STARTED <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> COMPLETED		

TOPIC: FINANCIAL, LEGAL, AND TECHNICAL READINESS

TASK	READINESS LEVEL	NEXT STEPS	TARGET COMPLETION DATE
Identify legal and regulatory considerations including institutional review boards or institutional legal departments	<input type="checkbox"/> HAVE NOT STARTED <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> COMPLETED		
Determine how data are shared and kept secure (see note)	<input type="checkbox"/> HAVE NOT STARTED <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> COMPLETED		
Determine costs and whether these can be supported internally or identify funding mechanisms	<input type="checkbox"/> HAVE NOT STARTED <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> COMPLETED		

**NOTE:** Sharing injury information from hospital records in accordance with the local legal and regulatory environment may require collaboration with the local or state public health department.

LEARN MORE

about the Cardiff Model and how to start using it in your community's violence prevention efforts at [www.cdc.gov/violenceprevention/fundedprograms/cardiffmodel](http://www.cdc.gov/violenceprevention/fundedprograms/cardiffmodel)

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