



Overdose Fatality Review Timeline Displays:  
Samples From the Field

## **Acknowledgment**

The Overdose Fatality Review Timeline Displays: Samples From the Field was produced by the Institute for Intergovernmental Research and was released in January 2021. The content was developed by contributors from various OFR teams.

This project is supported by the Bureau of Justice Assistance (BJA), Office of Justice Programs, U.S. Department of Justice, and the U.S. Centers for Disease Control and Prevention by Grant No. 2017-AR-BX-K003 awarded by BJA. The contents of this document were developed by the Institute for Intergovernmental Research and do not represent the official position or policies of the U.S. Department of Justice or the U.S. Centers for Disease Control and Prevention.

## Introduction

Summarizing key case information and displaying significant life events and interactions with services on a timeline can assist with identifying gaps in services or missed opportunities for prevention or intervention. OFR teams meeting in person most often develop a timeline during the meeting using a whiteboard to capture and share information as discussed by the team members. With more OFR teams meeting virtually, several teams use software tools to display data that is captured prior to the meeting.

This document highlights various OFR teams' use of timeline software and associated costs, pros and cons, and example images. It is by no means a complete representation of what all OFR teams are using to display timeline information, but it offers some of the most frequent tools used. For example, most teams use one of the timeline options offered by Office (<https://templates.office.com/en-us/timelines>), while others are exploring additional tools such as Tableau.

This document has two sections. One is the Software Comparison Table, which compares the features of Office Timeline, Excel Vertical Timeline, Visio, and PowerPoint. The second section provides example timelines from the software listed in the table.

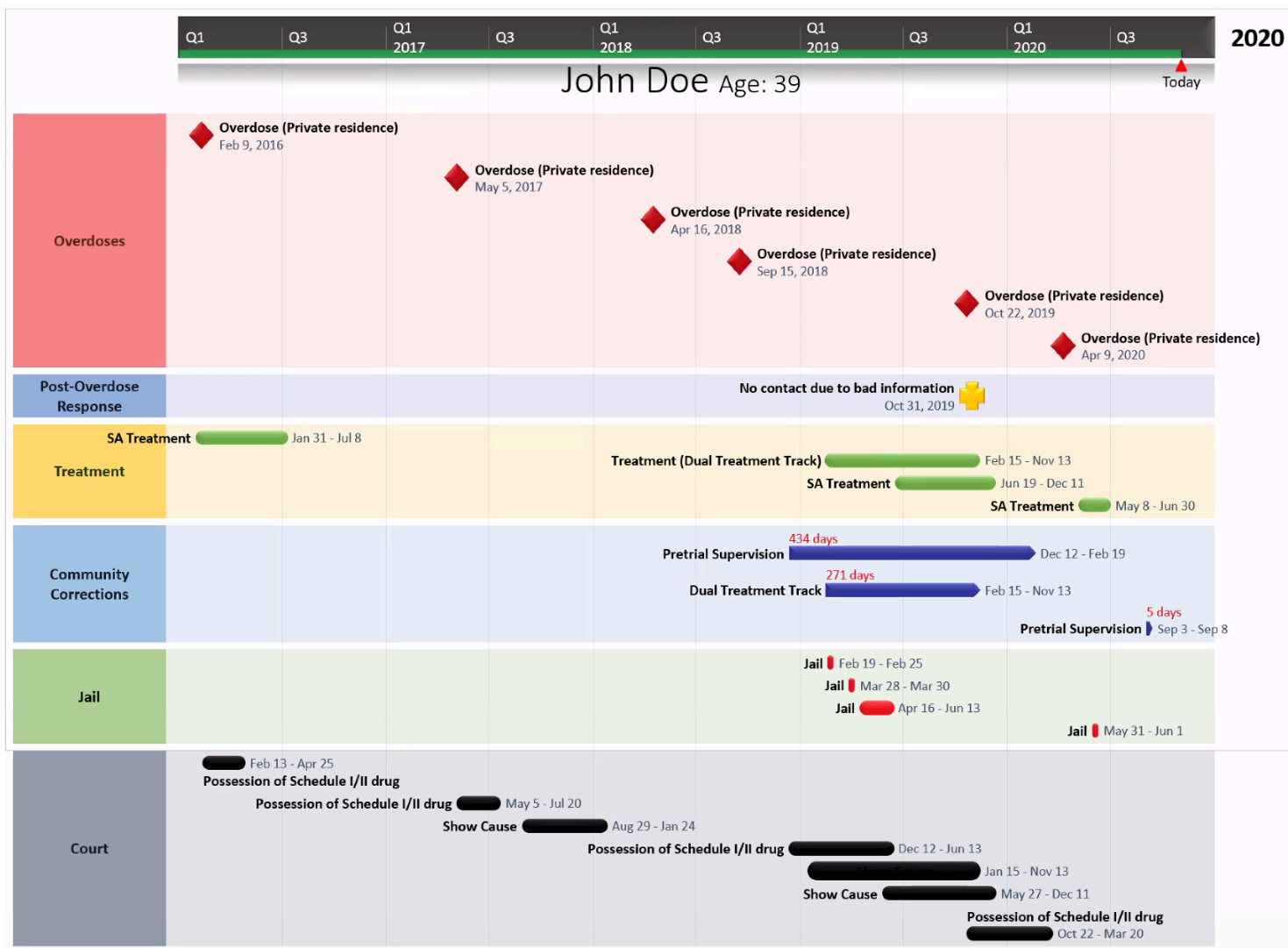
## Software Comparison Table

Software	Costs	Pros	Cons	Images	OFR Team and Contact
<b>Office Timeline<sup>1</sup></b>	<ul style="list-style-type: none"> <li>• Online access for \$59 per year</li> <li>• PowerPoint add-in or online tool for \$99 per year</li> </ul>	<ul style="list-style-type: none"> <li>• Easy to use and self-learn quickly</li> <li>• Can change format, view, and layout</li> <li>• Relatively low cost</li> <li>• Easy to split data to make a second “page”</li> </ul>	<ul style="list-style-type: none"> <li>• Not very visually appealing when selecting simple view</li> <li>• The PowerPoint display limits the amount of data that can be displayed on a slide.</li> </ul>	1	
<b>Excel: Vertical Timeline<sup>2</sup></b>	<ul style="list-style-type: none"> <li>• Free with Microsoft Office access</li> </ul>	<ul style="list-style-type: none"> <li>• Easy to use</li> <li>• Online template</li> </ul>	<ul style="list-style-type: none"> <li>• Need to be familiar with formatting axes in excel</li> </ul>	2	Milwaukee County, WI Amy Parry <a href="mailto:aparry@mcw.edu">aparry@mcw.edu</a>
<b>Visio<sup>3</sup></b>	<ul style="list-style-type: none"> <li>• Costs depend on package purchased</li> <li>• Online access available at \$5 per month</li> </ul>	<ul style="list-style-type: none"> <li>• Multiple timeline formats</li> <li>• User-friendly</li> <li>• Color-code by event type (e.g., EMS or law enforcement)</li> <li>• Offers bracket to specify event over a time period (i.e., period of community supervision)</li> <li>• Events and below timeline to stagger events close together</li> </ul>	<ul style="list-style-type: none"> <li>• Title needs to be created manually</li> <li>• Takes practice (i.e., drag events underneath the timeline)</li> </ul>	3	Milwaukee County, WI Amy Parry <a href="mailto:aparry@mcw.edu">aparry@mcw.edu</a>
<b>PowerPoint<sup>4</sup></b>	<ul style="list-style-type: none"> <li>• Free with Microsoft Office access</li> </ul>	<ul style="list-style-type: none"> <li>• Easy to use</li> <li>• Easy to change</li> <li>• Icons</li> <li>• Visually clear and appealing</li> <li>• Fit a lot of data on one timeline</li> <li>• Manually adjust length of month</li> </ul>	<ul style="list-style-type: none"> <li>• Need to have some graphic design ability or practice displaying timelines</li> <li>• Manual formatting</li> <li>• Manual data manipulation</li> <li>• Time-intensive</li> <li>• Limited space for text descriptions</li> <li>• Identify icon for specific events</li> <li>• Imprecise spacing between event dates</li> </ul>	4-7	Philadelphia, PA Zoe Soslow <a href="mailto:Zoe.Soslow@phila.gov">Zoe.Soslow@phila.gov</a>
				8	Pima County, AZ Natasha Tully <a href="mailto:natasha.tully@pima.gov">natasha.tully@pima.gov</a>

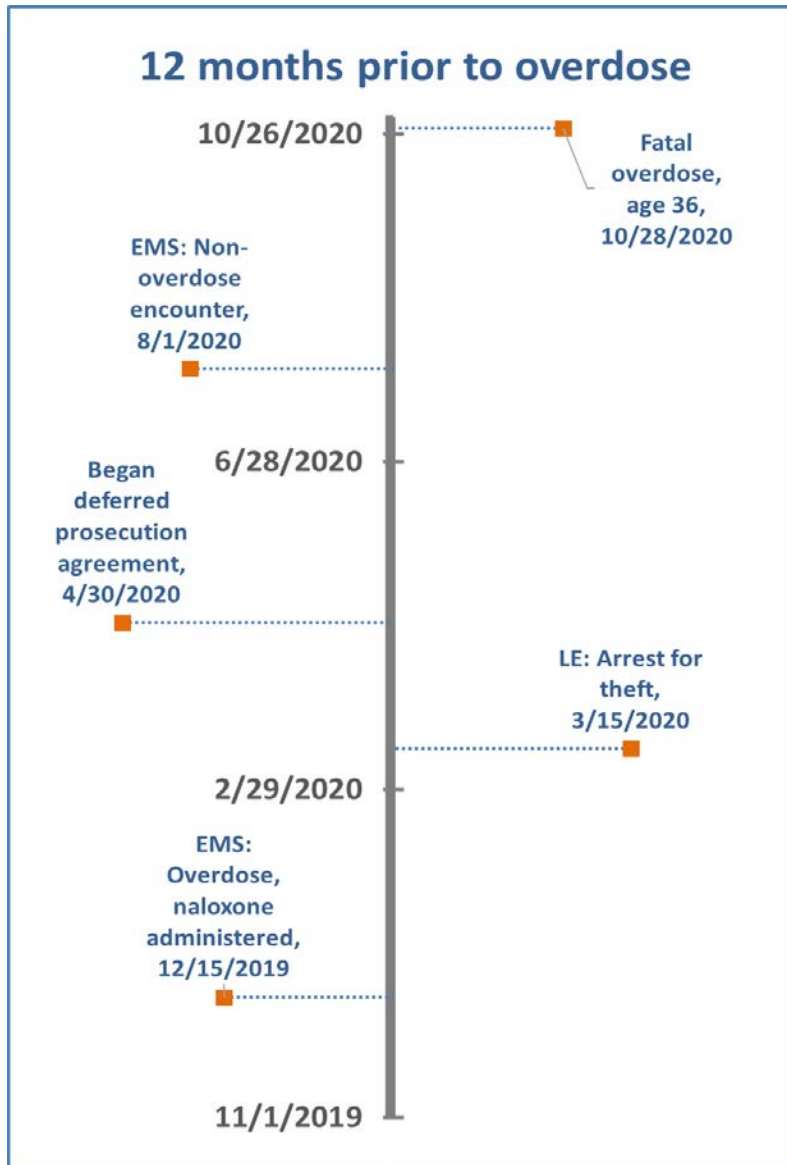
1. [www.officetimeline.com](http://www.officetimeline.com) | 2. <https://templates.office.com/en-us/Vertical-Timeline-TM16400963> | 3. <https://www.microsoft.com/en-us/microsoft-365/visio/flowchart-software> | 4. [https://www.officetimeline.com/?gclid=Cj0KCQiAzZL-BRDnARIsAPCJs72TerKKDk08PBMRZ4X-UVfDY-5MuWvP6OQH3gxRsMMRwXvJhWuDqbcaAqbIEALw\\_wcB](https://www.officetimeline.com/?gclid=Cj0KCQiAzZL-BRDnARIsAPCJs72TerKKDk08PBMRZ4X-UVfDY-5MuWvP6OQH3gxRsMMRwXvJhWuDqbcaAqbIEALw_wcB)

# Example Timeline Images

## 1. Office Timeline With PowerPoint Display

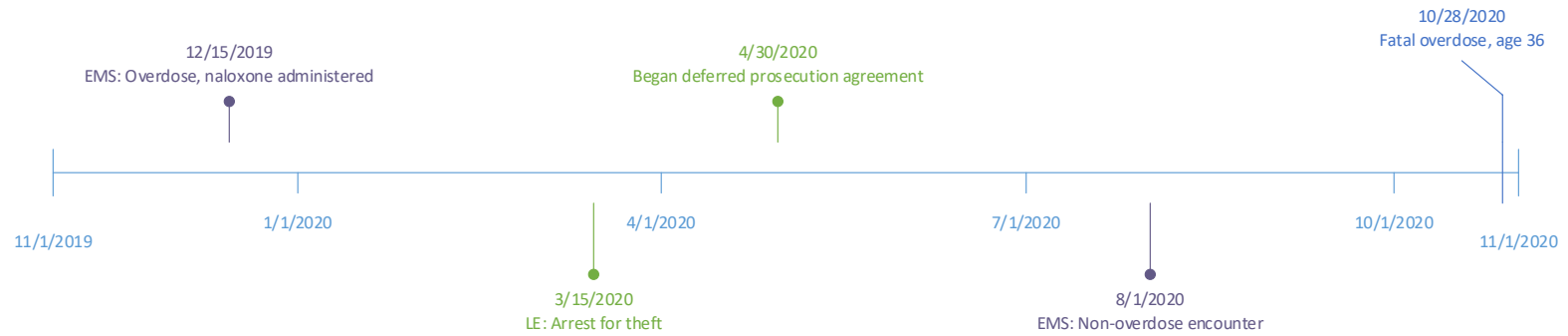


## 2. Excel Vertical Timeline (X-Y Scatter Chart)



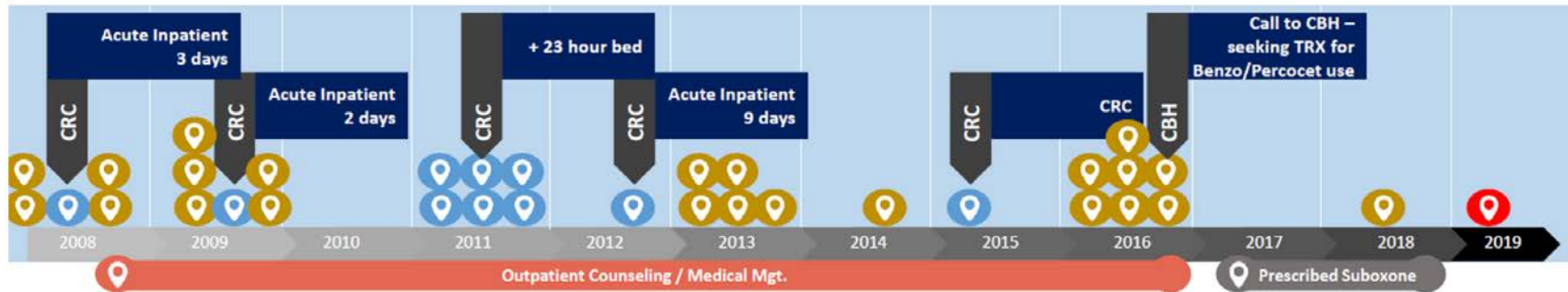
### 3. Visio Timeline

12 months prior to overdose



4. PowerPoint Timeline #1

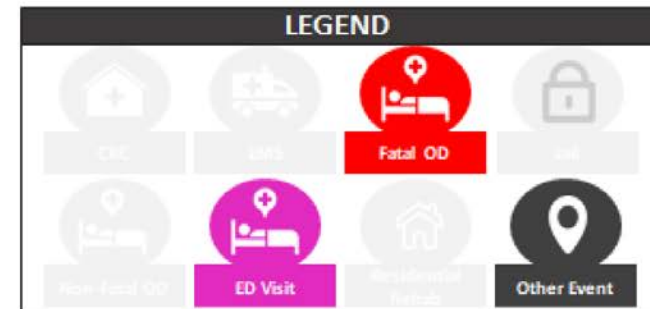
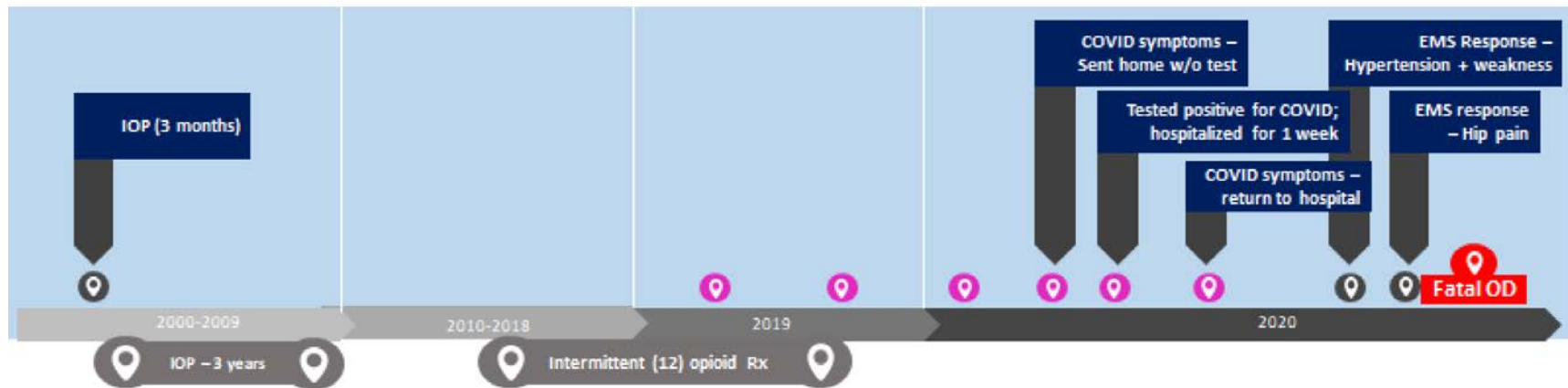
"NAME"





5. PowerPoint Timeline #2

"NAME"



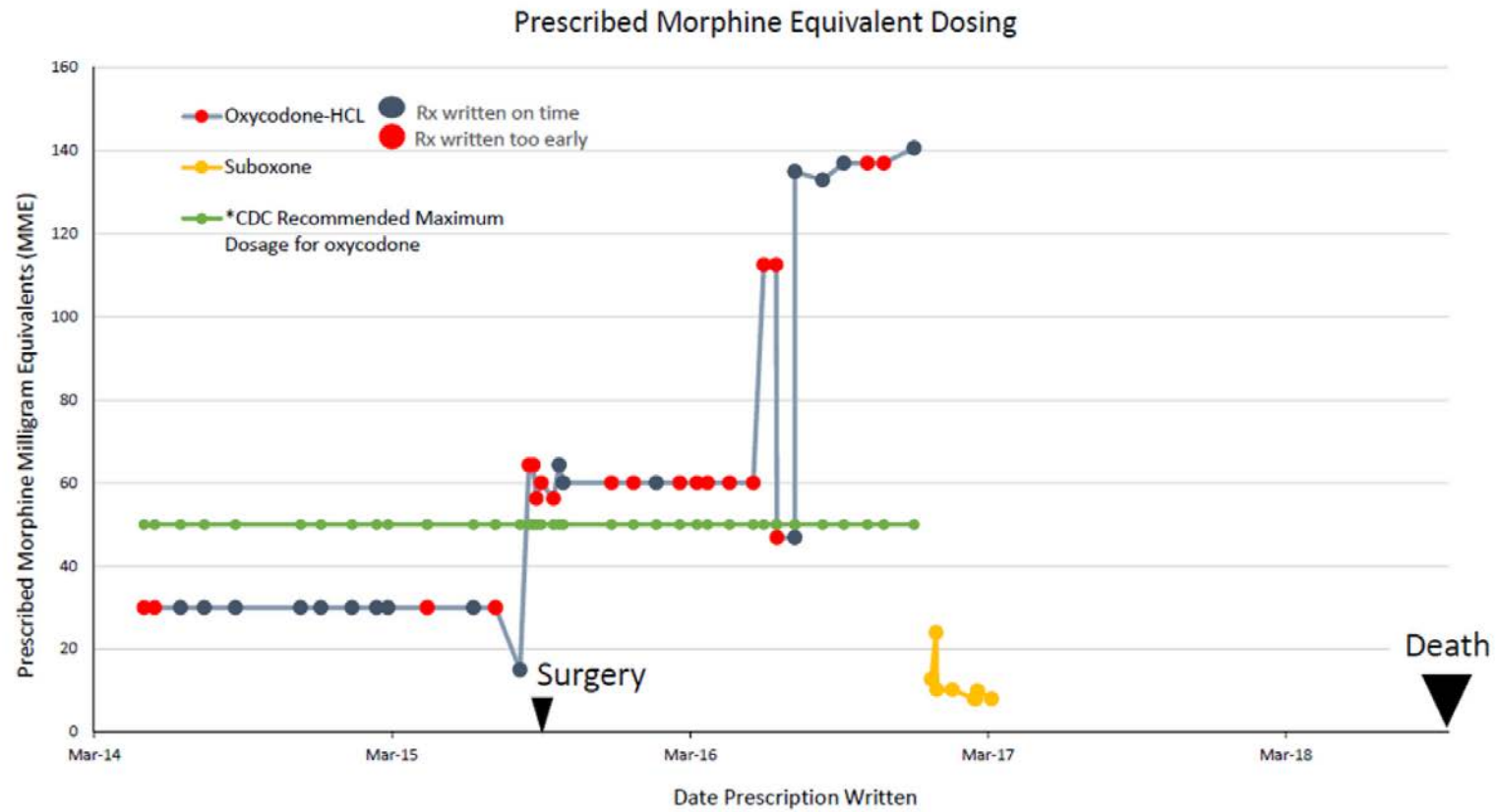
6. PowerPoint Timeline #3

"NAME"



7. PowerPoint Timeline #4

"NAME"



## 8. PowerPoint Timeline #5

