



State of New Jersey

DEPARTMENT OF EDUCATION

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Acting Commissioner

May 30, 2017

TO: Chief School Administrators
Charter School and Renaissance School Project Leads
Administrators of Approved Private Schools for Students with Disabilities

FROM: Nancy Curry, Director
Office of Student Support Services

SUBJECT: Electronic Violence and Vandalism Reporting System (EVVRS) Data Verification
and Harassment, Intimidation and Bullying - Investigations, Trainings and Programs
(HIB-ITP) Data Certification for the 2016-17 School Year

The Electronic Violence and Vandalism Reporting System (EVVRS) and the Harassment, Intimidation and Bullying - Investigations, Trainings and Programs (HIB-ITP) data-collection system are currently open for data entry. The due date for local education agencies to verify EVVRS data *and* certify HIB-ITP data for the 2016-17 school year is **July 17, 2017. This deadline is not flexible.** After July 17, *both* systems will close and modifications cannot be made.

Please refer to the attached guidance below for information and submission instructions.

Users may access the EVVRS and HIB-ITP systems, along with user manuals, trainings, guidance and other materials to support reporting via the online [EVVRS Welcome Page](#). Thank you for your continued cooperation and commitment to the submission of accurate data, and please remember this information is required for state and/or federal reporting.

Attachment

c: Members, State Board of Education
Kimberley Harrington, Acting Commissioner
Senior Staff
Katherine Czehut
Mary McKillip
Diane Shoener
Executive Directors for Regional Achievement Centers
Executive County Business Officials
Executive County Superintendents
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group

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**Electronic Violence and Vandalism Reporting System (EVVRS) and
Harassment, Intimidation & Bullying Investigations, Trainings and Programs (HIB-ITP)
System Guidance for EVVRS Data Verification and HIB-ITP Data Certification**

EVVRS Verification Requirements: Timely verification of your local education agency's violence, vandalism, substance and weapons offenses and harassment, intimidation and bullying (HIB) incident data through EVVRS is necessary for the New Jersey Department of Education (NJDOE) to fulfill reporting requirements under the *Anti-Bullying Bill of Rights Act (ABR) (P.L. 2012, c.122)*; to submit the Education Commissioner's report to the Legislature by October 1, 2017; and to report to the federal government. The verification process also satisfies your reporting requirements under *N.J.A.C. 6A:16-5.3(d)*. *Even if your agency has zero (0) incidents to report, it is still required to complete the data verification by July 17, 2017.*

Suspension of Students with Disabilities for Other Reasons: *P.L. 108-446* requires districts/charter schools to report *all* disciplinary removals for students receiving special education and/or related services lasting at least one-half day. A disciplinary removal is defined as *any* instance in which a child is removed from his/her educational placement for disciplinary purposes, including in-school suspension, out-of-school suspension, expulsion, removal by school personnel to an interim alternative educational setting for drug or weapons offenses or serious bodily injury, and removal by a hearing officer for likely injury to self or others. The NJDOE reports this data annually to the U.S. Department of Education. Suspension of students with disabilities for reasons other than violence, vandalism, substance and weapons offenses and HIB should be reported in the EVVRS through the "Suspensions of Students with Disabilities for Other Reasons Data Entry (II)" button from the EVVRS main menu.

HIB-ITP Certification Requirements: Timely certification of your agency's HIB-ITP data is required under the ABR to indicate the number of HIB investigations initiated and completed within 10 days and training conducted and programs implemented to reduce HIB pursuant to *N.J.S.A. 18A:17-46*. *Even if your agency has zero (0) HIB investigations, affirmed incidents (i.e., found to be HIB by the board of education), trainings or programs to report, it is still required to complete the data certification by July 17, 2017.*

The EVVRS collects the *details* for each HIB incident that is affirmed (i.e., found to be HIB) by the Board of Education. The HIB-ITP system collects the *total number* of HIB incidents affirmed by the BOE. *The total number of HIB incidents reported in the HIB-ITP system must match the number of incidents reported to EVVRS.*

Approved Private Schools for Students with Disabilities: Approved Private Schools for Students with Disabilities are required to report EVVRS data by July 17, 2017 and are not required to submit HIB-ITP data.

EVVRS and HIB-ITP Reports: District-level EVVRS users can retrieve aggregated EVVRS reports for your agency by selecting the "EVVRS Report Module" button on the EVVRS Welcome page. HIB-ITP reports may be ordered through the HIB-ITP data collection system by selecting the "Reports" button on the HIB-ITP main menu.

Summer Incidents: EVVRS incidents that occur between July 1 and August 31, 2017 do not need to be reported in the EVVRS or HIB-ITP systems. Follow your district's student code of conduct in handling these incidents with respect to disciplinary action for the offender and student support services for the victim. In addition, for reports of HIB, you must follow the law (ABR) by conducting an investigation and reporting to your governing authority. Districts should maintain their own records of incidents and actions taken during the summer.

Summer HIB-Related Trainings and Programs: HIB-ITP trainings and programs conducted between July 1 and August 31, 2017 should be reported during HIB-ITP Report Period 1 beginning July 1, 2017 and ending December 31, 2017.

Submission Instructions

Once your agency's EVVRS and HIB-ITP data is officially verified by the chief school administrator, follow the steps below to submit your data.

*Note: The EVVRS and HIB-ITP official submission procedure can only be completed by users with **district-level access**. If you experience issues logging into the system, please contact your district's administrator of the NJDOE Homeroom webpage.*

EVVRS

1. Go to the [EVVRS Welcome Page](#) online.
2. Click ***EVVRS Deleting Incidents and Data Submission***.
3. Click ***Login to System***.
4. Enter your four-digit district ID and assigned user ID and password to display the Main Menu.
5. From the Main Menu, click ***Proceed to Year-end Final Data Submission***.

Note: If the 'Incomplete Incident Alert' page appears, follow the instructions in red at the bottom of the screen.

6. Click ***Proceed to Year-end Finalize***.
7. Enter the first and last name of the individual submitting the report.
8. Click ***Year-end Final Data Submission***.
9. You will be directed to the Confirmation page. Please print this page for your records.

HIB-ITP

1. Go to the [EVVRS Welcome Page](#) online.
2. Click ***Harassment, Intimidation & Bullying - Investigations, Trainings and Programs (HIB-ITP) Reporting System***.
3. Enter your four-digit district ID and assigned user ID and password to display the Main Menu.
4. From the Main Menu, click ***Certification of HIB-ITP Data***.
5. Enter the first and last name of the person certifying for your agency in the space provided.
6. Select a position title from the drop-down menu or select ***Other*** and enter your job title in the space provided.
7. Select January 1 - June 30 (Report Period 2) and click ***Submit Data***.
8. You will be directed to the Confirmation page. Please print this page for your records.