

# Electronic Violence and Vandalism Reporting System (EVVRS) User Manual

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# General Information

## Report Periods and Submission Dates

### Public and Charter Schools

Report Period	Data Collection Dates	Submission Deadline to NJDOE	Report to Board of Education/ Governing Authority
1	September 1, 2016 to December 31, 2016	January 30, 2017	Between January 1 and June 30, 2017
2	January 1, 2017 to June 30, 2017	July 17, 2017	Between September 1 and December 31, 2017

### Approved Private Schools for Students with Disabilities\*

Data Collection Dates	Submission Deadline to NJDOE
September 1, 2016 to June 30, 2017	July 17, 2017

*\*If you are an approved private school for students with disabilities, you must enter and verify EVVRS data using your assigned school code. If you are housed within a public school, under no circumstance should your EVVRS data be combined and entered with the public school in which you are housed. Public and private school data are reported on separately and therefore must be entered independently of each other.*

### Access to the Electronic Violence and Vandalism Reporting System (EVVRS)

Several areas of the EVVRS require district-level access. Your district's Homeroom Administrator (HA) establishes school and district-level user accounts for staff that require EVVRS access. To create or change Homeroom Administrator account, please complete and fax the [Create or Change Homeroom Administrator Form](#) to the Office of Information Technology, New Jersey Department of Education (NJDOE) at **(609) 633-9865**. Homeroom Administrators may refer to the Homeroom Administrator Manual located on the [NJDOE Homeroom page](#) for additional guidance.

### EVVRS Welcome Page

Information pertaining to the EVVRS is located on the [EVVRS Welcome Page](#). Use this page to access the EVVRS system along with the following resources:

- EVVRS User Manual
- Incident Definitions
- Reporting forms
- FAQs
- Training Materials
- Notices

### What to Report

- All incidents of violence, vandalism, substance or weapons offenses and harassment, intimidation and bullying (HIB) involving both general education students and students with disabilities.
- Suspension of a student with a disability for *any reason other than* violence, vandalism, substance or weapons offenses, or HIB.

### Incident Definitions

Review the [EVVRS Incident Definitions](#) to ensure you are working with the most recent descriptors.

### Contact Information

Email EVVRS support at [evvrs@doe.state.nj.us](mailto:evvrs@doe.state.nj.us) with any questions. Please include your district code in all correspondence.

# Data Entry

## Reporting Violence, Vandalism, Substance or Weapons Offenses and Harassment Intimidation & Bullying (HIB) Incidents

1. From the [EVVRS Welcome Page](#) click **EVVRS Data Collection and Modification**.
2. Click **Login to System**.
3. Enter your four-digit District ID number, User ID, and Password to display the Main Menu.  
For login issues, see [Access to the EVVRS](#).
4. From the Main Menu, click **VV-SA Incident Data** (Data Entry I) to display the *Incident Information* page.

IMPORTANT! ALL incidents involving violence, vandalism, substance or weapons offenses and HIB – including those in which a student with a disability plays a role as offender or victim – are reported using the **VV-SA Incident Data** button. If you clicked the **Suspension of Students with Disabilities for Other Reasons** button from the Main Menu for a VV-SA incident in error, click **Back to Previous Page** at the bottom of the *Incident Information* page to return to the Main Menu.

5. Complete all fields using page 1 of your VV-SA Incident Report Form.

### *Notes*

- Off-site program is defined as a program that is part of a school in which the student is enrolled but that operates at another site and has NOT been assigned a school code by the NJDOE. The name and address of the off-site program should be entered in the incident description field.
  - Only HIB incidents affirmed by the board of education/governing authority should be reported in EVVRS.
6. Enter a description of the incident in the field provided at the bottom of the page. Provide any information that is not adequately answered elsewhere. Focus on describing the behavior observed without using the incident category name. For example, “the students were punching each other,” rather than “the students were fighting.” Avoid using “special characters” (e.g., commas, apostrophes, exclamation points, asterisks, etc.) in this field. These characters often cause error messages and the incident data may not be saved. Do not enter student names in this field.
  7. When the *Incident Information* page is complete, click **Submit Record** and **OK**.
  8. If a **HIB offense was not selected** on the *Incident Information* page, the *People Involved in this Incident* page will appear. Proceed to the [People Involved in this Incident](#) section.
  9. If a **HIB offense was selected** on the *Incident Information* page, the *HIB Information* page will appear. Complete all fields using page 2 of your VV-SA Incident Report Form.
  10. When the *HIB Information* page is complete, click **Proceed** and **OK** to advance to the *People Involved in this Incident* page. See [People Involved in this Incident](#).

### *Notes*

- Only HIB incidents that have been affirmed by your board of education/governing authority should be entered into EVVRS.
- If you choose to exit without submitting, click **Back to Previous Page** to return to the Main Menu.
- After clicking “Submit Record” data modifications may only be made through use of the **Search and Modify Data** function. See [Editing Incident Reports](#).

## People Involved in this Incident

1. Record the incident number at the top of this page to your VV-SA Incident Report Form.
2. When the *People Involved in this Incident* page initially displays, no information appears under the Offender Involved and Victim Involved headings. Each time you return to this page to enter additional offender or victims (when there are multiple offenders/victims involved in a single incident), data displays in these fields showing the previously entered offender and/or victim data.

## Entering Offender Information

1. Choose **Click to add each Offender** to display the *Offender Information* page.
2. Complete all fields using page 3 of your corresponding VV-SA Incident Report Form.

### *Notes*

- For unknown offenders, choose **Unknown** from the Offender Type menu and click **Proceed** to return to the *People Involved in this Incident* page.
  - If a HIB offense was selected on the *Incident Information* page, then you will be provided with additional disciplinary choices in the “Remedial Action(s) Taken for HIB only” section. These HIB-related disciplinary actions may be selected in addition to the disciplinary actions provided in Sections A, B and C on the *Offender Information* page or instead of those disciplinary actions that appear in Sections A, B and C.
  - The NJSMART is a required field and is the only student number entered. The individual responsible for data entry must verify that the NJSMART number is entered exactly as it appears in your district’s student information system. If a NJSMART number is entered incorrectly, any time that number is used in the future, it will be associated with the wrong student.
3. When the *Offender Information* page is complete, click **Proceed** and **OK** to display either the *New Student Information* page or the *Existing Student Information* page accordingly:

#### New Student Information page

If the offender for whom you entered data is not associated with a previously entered incident the *New Student Information* page will display. Enter the student information as it appears on the *Offender Information* page of your corresponding VV-SA Incident Report Form.

IMPORTANT! For confidentiality reasons, the EVVRS will only accept the first letter of the student’s first name and up to the first three letters of the student’s last name. It is recommended that you record the student’s full name on the paper copy of the VV-SA Incident Report Form for your records.

4. Click **Proceed** to return to the *People Involved in this Incident* page. Any modifications required after you click **Submit Record** may be made through use of the **Search and Modify Data** function. See [Editing Incident Reports](#).

#### Existing Student Information page

If the student for whom you entered data is associated with a previously entered incident, the *Existing Student Information* page will display. Review the information the EVVRS gathered based on the NJSMART ID you entered. If this is the correct student and the information on the screen does correctly identify this student, click **Proceed** to return to the *People Involved in this Incident* page.

If any information on the screen is incorrect at this point, click **Proceed** anyway to display the *People Involved with this Incident* page. You can make changes later using the **Search and Modify Data** function. See [Editing Incident Reports](#).

If the information on the screen does not identify the correct student, click **Incorrect Student Go Back** to delete the information for this offender and display the *People Involved in this Incident* page. An incorrect NJSMART ID may have been entered. To re-enter this offender with the correct student information, repeat steps [1-3](#).

5. Repeat steps [1-4](#) for every known offender involved in the incident.
6. After you have entered information for the last offender, review the information in the *Offender Involved* field of the *People Involved in this Incident* page. If you omitted any offenders, follow steps [1-4](#) enter that information now. If any information was entered incorrectly, note the corrections you must make later to modify offender data using the **Search and Modify Data** function. See [Editing Incident Reports](#).
7. When the offender information is complete, follow the instructions for [Entering Victim Information](#).

### Entering Victim Information

1. If there are victims associated with this incident, choose **Click to add each Victim** on the *People Involved in this Incident* page to display the *Victim Information* page.
2. Complete all fields using page 4 of your corresponding VV-SA Incident Report Form.

### Notes

- If an HIB offense was selected on the *Incident Information* page, then you **MUST** enter the “Remedial Action(s) Taken for HIB only.”
  - The NJSMART number is required. The individual responsible for data entry must verify that the NJSMART number is entered exactly as it appears in your district’s student information system. If a NJSMART number is entered incorrectly, anytime that number is used in the future, it will be associated with the wrong student.
  - For unknown victims, choose **Unknown** from the Victim Type menu and click **Proceed** to return to the *People Involved in this Incident* page.
3. When the *Victim Information* page is complete, click **Proceed** and **OK** to display either the *New Student Information* page or the *Existing Student Information* page accordingly:

#### New Student Information page

If a student for whom you entered data has not been previously reported in the EVVRS, the *New Student Victim Information* page will display. Enter the student information as it appears on the corresponding *Victim Information* page of your VV-SA Incident Report Form.

IMPORTANT! For confidentiality reasons, the EVVRS will only accept the first letter of the student’s first name and up to the first three letters of the student’s last name. It is recommended that you record the student’s full name on the paper copy of the VV-SA Incident Report Form for your records.

4. Click **Proceed** to return to the *People Involved in this Incident* page. Any modifications that may be required after you click **Submit Record** can only be made through the **Search and Modify Data** function. See [Editing Incident Reports](#).

#### Existing Student Information Page

If the student for whom you entered data is associated with a previously entered incident, the *Existing Student Victim Information* page will display. Review the information the EVVRS gathered based on the NJSMART ID you entered.

If this is the correct student and the information on the screen does correctly identify this student, click **Proceed** to display the *People Involved in this Incident* page.

If any information on the screen is incorrect at this point, click **Proceed** anyway to display the *People Involved with this Incident* page. You can make changes later using the **Search and Modify Data** function. See [Editing Incident Reports](#).

If the information on the screen does not identify the correct student, click **Incorrect Student Go Back** to delete the information for this offender and display the *People Involved in this Incident* page. An incorrect NJSMART ID may have been entered. To re-enter this offender with the correct student information, repeat steps [1-4](#).

5. Repeat steps [1-4](#) for every known victim involved in the incident.
6. After you have entered information for the last victim, review the information that displays in the *Victim Involved* fields of the *People Involved in this Incident* page. If you omitted any victims, follow steps [1-5](#) to enter that information. If any information was entered incorrectly, note the corrections you must make later using use the **Search and Modify Data** function. See [Editing Incident Reports](#).
7. When the victim information is complete, click **Back to Welcome Page** to display the *EVVRS Main Menu*.

## Reporting Suspensions of Students with Disabilities for Other Reasons Incidents

To report a suspension of a student with a disability for reasons other than a VV-SA-related incident:

1. From the [EVVRS Welcome Page](#) click **EVVRS Data Collection and Modification**.
2. Click **Login to System**.
3. Enter your four-digit District ID number, User ID, and Password to display the Main Menu.  
For login issues, please see [Access to the EVVRS](#).
4. From the Main Menu, click **Suspensions of Students with Disabilities for Other Reasons** (Data Entry II) to display the *Incident Information* page.

IMPORTANT! ALL incidents involving violence, vandalism, substance or weapons offenses and HIB – including those in which a student with a disability plays a role as offender or victim – are reported using the **VV-SA Incident Data** button. If you clicked the **Suspension of Students with Disabilities for Other Reasons** button from the Main Menu for a VV-SA incident in error, click **Back to Previous Page** at the bottom of the *Incident Information (suspension of students with disabilities)* Page to return to the Main Menu. From there, you can click **VV-SA Incident Data** to report an incident involving violence, vandalism, substance or weapons offenses and HIB.

5. Complete all fields using page 1 of your corresponding Report of Suspension of Students with Disabilities (for reasons other than violence, vandalism, weapons offenses, substance offenses or HIB) Form.

### *Notes*

- The *Individuals with Disabilities Education Act* (IDEA) requires the reporting of all in-school and out-of-school suspensions of a minimum of one-half day duration for students with a disability.
  - Off-site program is defined as a program that is part of a school in which the student is enrolled but that operates at another site and has NOT been assigned a school code by the NJDOE. The name and address of the off-site program should be entered in the incident description field.
  - Approved private schools for students with disabilities that operate programs located within a public school should enter their data separately from the public school.
6. Enter a description of the behavior that led to the suspension in the Incident Description field. Avoid using “special characters” (e.g., commas, apostrophes, exclamation points, asterisks, etc.) in this field. These characters often cause error messages the incident may not be saved. Student names should not be entered in this field.
  7. When the *Incident Information* page is complete, click **Submit Record** to advance to the *People Involved in this Incident* page. See [People Involved in this Incident](#).
  8. To enter offender and victim (if any) details, follow the steps for [Entering Offender Information](#) and [Entering Victim Information](#).

### *Note*

- Any modifications required after you click **Submit Record** may be made through use of the search and modify data function. See [Editing Incident Reports](#).

# Editing Incidents

The EVVRS Search and Modify Data function allows you to edit most information you entered when completing a VV-SA or Suspensions of Students with Disabilities for Other Reasons incident report. The district name, school name, incident number and NJSMART ID cannot be modified. All other VV-SA and Suspensions of Students with Disabilities for Other Reasons data fields can be edited.

Users with district-level EVVRS access have the ability to access and modify all reports entered within the district while users with school-level EVVRS access are only able to access and modify incidents entered for the school to which they have access.

1. From the [EVVRS Welcome Page](#) click **EVVRS Data Collection and Modification**
2. Click **Login to System**.
3. Enter your four-digit District ID number, User ID, and Password to display the Main Menu.  
For login issues, see [Access to the EVVRS](#).
4. From the Main Menu, click **Modify Data** to display the search menu.
5. Choose the school from the drop-down menu.
6. Click **Search Result** to display the *Search Result* page, which presents a table of all incidents for the school that you selected.

## *Notes*

- Each row of the table on the *Search Result* page represents an offender or victim associated with the incident listed. Thus, one incident number may display several times.
  - The columns labeled Incident #, HIB, Offender #, Victim #, and NJSAMRT ID contain links to the corresponding data.
7. Click a link to to display the section of the incident you wish to edit. Proceed with modification of the information as necessary.
  8. Click **Modify Record** at the bottom of the page to save your changes and return to the *Search Result* page.
  9. From the *Search Result* page, you may edit other data related to the present search criteria or click **Back to Welcome Page** to return to the Main Menu. From here you can initiate another search, if necessary.



# Deleting Incidents

When deleting an incident report, the EVVRS will delete all of the offender(s) and/or victim(s) information associated with that incident ONLY. If any of the offender(s) and/or victim(s) involved with a deleted incident were previously entered in the EVVRS due to involvement in an unrelated incident(s), the associated incident information for the offender(s) and/or victim(s) previous entry will still remain in the EVVRS.

1. From the [EVVRS Welcome Page](#) click **EVVRS Deleting Incidents and Data Submission**.
2. Click **Login to System**.
3. Enter your four-digit District ID number, User ID, and Password to display the Main Menu. District-level access is required to delete incidents. For login issues, see [Access to the EVVRS](#).
4. Click **Search Incident**.
5. Choose the school from the drop-down menu.
6. Click **Search Result** to display the *Search Result* page, which presents a table of all incident for the school that you selected. Each row of the table on the *Search Result* page represents an offender or victim associated with the incident listed. Thus, one incident number may display several times.
7. Locate the incident you wish to delete. Click the corresponding incident number link in the first column to display the *Incident Information* page of the selected incident.
8. If this is the incident you wish to delete, click **Delete Incident** at the bottom of the *Incident Information* page. If you selected this incident in error, click **Back to Previous Page** to return to the *Search* menu and select the correct incident to delete.

## *Note*

- If there are multiple rows in the table for a particular incident number, e.g., one or more offender(s) and one or more victim(s), you can click the incident number hyperlink associated with any of the offender(s) or the victim(s). All associated information for that incident number will be deleted once you click **Delete Incident** on the *Incident Information* page.
9. After clicking **Delete Incident**, the system will return you to the *Main Menu*. To delete another incident, repeat steps [4-9](#).
  10. To re-enter an incident, click **Log Off** from the *Main Menu*. Follow the instructions under [Report Violence, Vandalism, Substance Abuse, Weapons and Harassment Intimidation & Bullying \(HIB\) Incidents](#) to re-enter a violence, vandalism, substance or weapons offense or HIB incident or [Suspensions of Students with Disabilities for Other Reasons Incidents](#) to re-enter a suspension of students with disabilities for other reasons incident.

# Official Submission

## Report Period 1 Data Confirmation and Report Period 2 Data Verification

1. From the [EVVRS Welcome Page](#) click **EVVRS Deleting Incidents and Data Submission**.
2. Click **Login to System**.
3. Enter your four-digit District ID number, User ID, and Password to display the Main Menu. District-level access is required to complete the official data submission procedure. For login issues, see [Access to the EVVRS](#).
4. From the Main Menu, click **Data Submission** to display the *Official Data Submission* page. Then enter the first and last name of the individual submitting.

### *Note*

- Either the Report Period 1 data confirmation button or Report Period 2 data verification button will be visible. Both submission buttons will never be open at the same time.
5. Click **Data Submission**. You will be directed to the *Confirmation* page. Please print this page for your records.
  6. Click **Back to Menu** on the *Data Submission* page to return to the *Main Page*. Log off from the *Main Page*.

# Report Module

The Report Module allows agencies to view and print reports on data broken down by the enumerated categories as listed in section *N.J.S.A. 18A:37-14*, data broken down by each school in your district and district-wide data, in addition to other detailed reports. These reports are useful for analyzing your district's VV-SA data and can be helpful when communicating and developing responses to concerns about school safety. In addition, these reports can be used to fulfill your statutory obligation to report VV-SA data to your board of education/governing authority and to meet state and federal reporting requirements. In addition, they can help you to identify that the number of HIB incidents reported in EVVRS match the number of affirmed HIB incidents reported in the HIB-ITP system.

## ***To generate aggregate reports:***

1. From the [EVVRS Welcome Page](#) click **Enter EVVRS Report Module**.
2. Click **Login to System**.
3. Enter your four-digit District ID number, User ID, and Password. District-level access is required to enter the report module. For login issues, see [Access to the EVVRS](#).
4. From the Year menu, select the school year for which you would like to review reports. Click the report below that you would like to view.
5. To print a report, click **Print** at the top left-hand side of the page.
6. To view another report, click **Back** at the top right side of the page.
7. To exit the report module, click **Logout** at the top of any page.

## ***Note***

- Beginning with the 2011-12 school year, the reporting year has been broken into two report periods, Report Period 1 (September 1 through December 31) and Report Period 2 (January 1 through June 30). Be sure to select the correct report period when viewing and/or printing reports after the 2010-2011 school year.

## **Types of Reports**

**Incident Category Summary:** This report is available for both the district-level and school-level. It provides a summary of the EVVRS incidents that occurred in the district/school(s) broken out by the major EVVRS categories and sub-categories. When viewing school-level data, users can “drill-down” to the incident-level by clicking on the provided hyperlinks.

**Action Taken Summary:** This report provides the disciplinary action taken, if any, that was associated with each EVVRS incident that occurred in the district/school(s). District totals are provided as well as school-level information. When viewing school-level data, users can “drill-down” to the incident-level by clicking on the provided hyperlinks.

**Offender Type Summary:** This report provides the type of offender (e.g., general education student, student with a disability, student from another school) associated with each EVVRS incident that occurred in the district/school(s). District totals are provided as well as school level-information. When viewing school-level data, users can “drill-down” to the incident-level by clicking on the provided hyperlinks.

**Victim Type Summary:** This report provides the type of victim (e.g., general education student, student with a disability, student from another school) associated with each EVVRS incident that occurred in the district/school(s). District totals

are provided as well as school level-information. When viewing school-level data, users can “drill-down” to the incident-level by clicking on the provided hyperlinks.

Incident Summary by Location: This report provides the location(s) for which each EVVRS incident occurred in your district (e.g., cafeteria, classroom, corridor). These data are provided at the district-level only. Note that the type of EVVRS incident that occurred is not included in this report.

District Report of Violence and Vandalism: This report provides a district-level summary of the EVVRS incidents that occurred during the course of the school year, disaggregated in a number of ways. Section A displays each incident that occurred by EVVRS category. Section B indicates the number of vandalism-related offenses that occurred where a cost was incurred by the district. Section C indicates the actions taken for each incident, including police notification, suspension, and expulsion. Section D breaks out the offenders and victims associated with each incident by selected offender and victim types. Section E breaks out the student offenders associated with each incident by the types of programs each were provided upon disciplinary action.

### HIB Incident Reports

**Note:** HIB reports are available beginning with the 2011-12 school year.

- HIB Incident Status Summary: This report provides the number of affirmed HIB incidents that were reported for each school and the district. When viewing school-level data, users may “drill-down” for specific, incident-level information by clicking on the provided hyperlinks.
- Mode of HIB Incidents: This report provides the count of the mode-types (e.g., gesture, written, verbal) associated with incidents of HIB for each school and the district.

District HIB Summary Report: This report provides a district-level summary of the HIB incidents that occurred during the course of the school year, disaggregated in a number of ways. Section A displays the count of affirmed HIB incidents that were reported for the district. Section B displays the nature of HIB incidents that were reported for the district. Section C provides a count of each of the effect categories associated with the reported incidents of HIB. Section D displays the count of each of the mode types associated with the reported incidents of HIB. Section E indicates the count of each type of disciplinary action that was taken for the offenders associated with the reported incidents of HIB. Section F provides the count of each type of remedial action that was taken for the offenders associated with reported incidents of HIB. Section G displays the count of each type of remedial action that was taken for the victims associated with reported incidents of HIB.

Please contact EVVRS support at [evvrs@doe.state.nj.us](mailto:evvrs@doe.state.nj.us) with any questions.