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EVVRS REPORTING BASICS

EVVRS User Accounts

Q: Should the principal and I (the data entry person) each have our own EVVRS account?

A: Yes. Each user should have their own personal user account.

Q: How can I establish an EVVRS account?

A: 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.

Q: What is the difference between an EVVRS district-user account and an EVVRS school-user account?

A: District-level users can: enter data district-wide, edit data district-wide, delete data district-wide, officially submit reports, have access to report module and perform all functions in HIB-ITP system. School-level users can: enter data for assigned school and edit data for assigned school.

Q: What if I have trouble logging in to EVVRS?

A: Contact your Homeroom Administrator to verify that your account is active and that you are using current login information. If you still experience problems, email evvrs@doe.state.nj.us. Please include your district code in the email.

Q: We are transferring responsibility for entering incidents on the EVVRS to another staff member, and our district account has to be deleted. How do we do this?

A: Your district's Homeroom Administrator (HA) must delete the old account and establish a new account. Your district's Homeroom Administrator establishes school and district-level user accounts for staff that require EVVRS access. Homeroom Administrators may refer to the Homeroom Administrator Manual located on the [NJDOE Homeroom page](#) for additional guidance.

Q: I am replacing an account user who has left the district. Do I need a new account or can I use someone else's account?

A: Your district's Homeroom Administrator (HA) must delete the old account and establish a new account. Your district's Homeroom Administrator establishes school and district-level user accounts for staff that require EVVRS access. Homeroom Administrators may refer to the Homeroom Administrator Manual located on the [NJDOE Homeroom page](#) for additional guidance.

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Recordkeeping: Paper EVVRS Incident Report Forms

Q: Is it necessary to continue to complete the hard copy of the “Violence, Vandalism, and Substance Abuse Incident Report Form” and the “Report of Suspension/Removal of Students with Disabilities” form now that we use the EVVRS? Or can we just enter our information directly into the system?

A: Schools must use the Violence, Vandalism and Substance Abuse Incident Report Form (VV-SA) or the Report of Suspension/Removal of Students with Disabilities paper reporting forms or the local equivalent to record data pertaining to an incident *before* entering that data in the EVVRS for five reasons: 1) to expedite entry (the data on the paper form should be complete before entering it in the EVVRS); 2) to confirm EVVRS incidents after Report Period 1 and to verify EVVRS incidents after Report Period 2 (the completed paper forms constitute the official record of incidents that occurred in the district); 3) to track students (the EVVRS tracks incidents, not students, so schools cannot always tell “who did what to whom” from EVVRS-generated reports. The paper record of the incident can be helpful when looking for this kind of information); 4) N.J.A.C. 6A:16-5.3(a)1 requires the information on the VV-SA to be collected; and 5) the Individuals with Disabilities Education Act (IDEA) P.L. 101-476 requires the information on the Report of Suspension/Removal of Students with Disabilities form to be collected.

Q: Is there a way to print a blank copy of the EVVRS Violence, Vandalism, Weapons, and Substance Abuse (VV-SA) Incident Report form?

A: The incident report form is available on the [EVVRS Welcome Page](#) under the heading *Reporting Forms*.

Q: Can the paper EVVRS Violence, Vandalism, Weapons, and Substance Abuse Incident Report form be completed on a computer?

A: Yes. All fields of the Incident Report form can be filled in electronically on the computer. The EVVRS reporting form is available on the [EVVRS Welcome Page](#) under the heading *Reporting Forms*.

Q: I enter incidents and view reports at my school. Should I send a copy of the paper incident reports that we complete at our school to the district office?

A: The district-level EVVRS user needs the paper EVVRS forms to confirm that incidents entered into the EVVRS after Report Period 1 and to verify that incidents entered into the EVVRS after Report Period 2 are the same. Whether or not you should send the paper copies to the district office is a decision that is based on your district’s procedures; however, it is recommended that all EVVRS forms for the district are stored in one central location.

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Recordkeeping: District-Made Paper Incident-Report Forms

Q: Is the district required to use the EVVRS Violence, Vandalism, and Substance Abuse Incident Report Form available on the EVVRS or can we use our own form?

A: We recommend districts use the EVVRS Violence, Vandalism, and Substance Abuse Incident Report Form, but districts *may* instead use their own form, as long as it contains the same information. Whether the district uses the EVVRS report form or their own local form, it *must be approved by the local board of*

education. Whichever form you use, be sure to record the Incident Number generated by the EVVRS on your paper form when you enter the incident into the system.

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Recordkeeping: Filing and Storing Completed Paper Incident-Report Forms

Q: How should I file the hard copies of our VV-SA incident (and offender and victim) report forms?

A: It is recommended that you file the VV-SA hard copies in the central office by school, grouping together all pages that pertain to a single incident (i.e., all incident, HIB, offender, and victim information for that incident). Then, for each school, place the forms in order by EVVRS incident number. Two times per year, you or someone else in the district will have to refer to the hard copies to reconcile the EVVRS reports (such as the Incident Listing report and District Report of Violence and Vandalism) with the paper copies. Because the detail in EVVRS generated reports is grouped by school, filing the district's paper reports by school makes locating them later for confirmation after Report Period 1 and verification after Report Period 2 more convenient.

Q: How long should we keep the paper report forms we fill out?

A: According to the Department of the Treasury, Division of Revenue and Enterprise Services Records Management Services (RMS) Records Series Number 0053-0004, agencies are required to retain the original VV-SA Incident Report in the student discipline record for a period of 100 years.

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Reporting Periods

Q: When are EVVRS reports due to the NJDOE?

A: As required by the *Anti-Bullying Bill of Rights Act (ABR) (P.L. 2012, c. 122)*, all public and charter schools are required to report EVVRS data to the NJDOE two times each school year between September 1 and December 31 and January 1 and June 30. For Report Period 1, data confirmation is due electronically by January 30. For Report Period 2, verification of all EVVRS data for the entire school year is due on the last day of school prior to July 15. You are required to complete the confirmation process after Report Period 1 and the verification process after Report Period 2 even if you have no (zero) incidents to report.

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What Should Be Entered in the EVVRS?

Q: Is the decision to report an incident in EVVRS based on whether or not student behavior leads to disciplinary action?

A: Depending on the district board of education's code of student conduct, disciplinary action *might* result from an EVVRS reportable incident. However, the *reporting of an incident in the EVVRS is independent*

of any consequences the district imposes. Any school employee who observes or has direct knowledge from a participant or victim of an act of violence must file a report describing the incident to the school principal, pursuant to N.J.S.A. 18A:17-46. Any school employee who observes or has direct knowledge of the use, possession, or distribution of drugs or alcohol on school grounds *must* file a report describing the incident to the school principal, pursuant to N.J.A.C. 6A:16-5.3(a) and N.J.A.C. 6A:16-5.5(k) and 5.6(k) require reporting of weapons offenses. Thus, the report in EVVRS is only a record that an incident meeting the EVVRS criteria occurred.

Q: How can school staff be expected to make judgments regarding victims or perpetrators in instances when school staff was not present when the incident started?

A: Witnessing an incident is not a requirement for reporting it. Reporting an EVVRS-defined incident is based on the facts that are available to the employee making the report—including his/her own observations, direct knowledge gained from an offender or victim of the incident or the findings of police investigations.

Q: If a behavior occurs that is a manifestation of a student’s disability, should the incident be reported?

A: The Public School Safety Law (N.J.S.A. 18A:17-46) states that all acts of violence, vandalism and harassment, intimidation and bullying (HIB) must be reported to the NJDOE. Additionally, N.J.A.C. 6A:16-5.3(a) requires reporting of the use, distribution or possession of alcohol or other drugs and N.J.A.C. 6A:16-5.5(k) and 5.6(k) require reporting of weapons offenses. Even if it is alleged that there is a relationship between the classification and the action, the incident must still be reported. That said, the age and cognitive development maturity consideration allows for a possible exception to reporting. See “Electronic Violence and Vandalism Reporting System (EVVRS) Primer: Three Considerations on Reporting to the New Jersey Department of Education,” which may be accessed from the [EVVRS Welcome Page](#) under the heading *Help for EVVRS Incident Reporting*.

Q: Does an “affirmed” HIB incident mean any incident that was submitted and approved by the board of education whether substantiated or not or any incident the investigation found to be HIB?

A: The board of education reviews each chief school administrator’s (CSAs) report of the result of each investigation and issues a decision to affirm, reject or modify the superintendent’s decision, pursuant to N.J.S.A. 18A: 37-15(e). Keep in mind that district boards of education may affirm the CSA’s decision that the investigation did not meet the HIB criteria (i.e., was not substantiated); however, only HIB incidents affirmed by your governing authority as HIB should be entered in the EVVRS and HIB-ITP system. The number of affirmed incidents (i.e. found to be HIB by the board of education) that are entered into the HIB-ITP system should match what is entered into EVVRS. The number of investigations is also entered into the HIB-ITP system.

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Access to Information: Student Records

Q: Is the EVVRS incident report part of the mandated student record?

A: N.J.A.C. 6A:32-7.3 enumerates those educational records which are mandated student records, and it does not specifically include the EVVRS incident report. However, a district board of education may determine, in its discretion, to maintain other records, such as the EVVRS incident report, as part of the mandated student record (see N.J.A.C. 6A:32-7.5(e)(10)(ii)).

Q: Must a copy of the full EVVRS incident report (of bullying, for example) be forwarded when a student's disciplinary record is requested by the school to which he or she is transferring?

A: Pursuant to N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district shall be provided to the receiving public school district in accordance with N.J.S.A. 18A:36-19a and N.J.A.C. 6A:32-7.5.

Q: Do agencies need to report the names of students?

A: No. 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 for your records.

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Access to Information: The District Board of Education and the Public

Q: Is there a particular time of year when incidents of violence and vandalism should be reported to the local board of education?

A: According to N.J.A.C. 18A:17-46, "two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing, the [CSA] shall report to the district board of education all acts of violence, vandalism, and harassment, intimidation, or bullying which occurred during the previous reporting period."

Q: What are districts required to report to their board of education?

A: The Public School Safety Law (N.J.S.A. 18A:17-46) states that all acts of violence, vandalism and harassment, intimidation and bullying (HIB) must be reported to the NJDOE. Additionally, N.J.A.C. 6A:16-5.3(a) requires reporting of the use, distribution or possession of alcohol or other drugs and N.J.A.C. 6A:16-5.5(k) and 5.6(k) require reporting of weapons offenses.

Q: Which EVVRS report should be submitted to our board of education for their approval?

A: We advise using the EVVRS Report Module to select the appropriate report(s) for your board of education. The EVVRS report module also provides detailed Incident Category Summary and Incident Summary by Location reports, as well as HIB reports, such as the District HIB Summary Report, which

will serve to inform your agency's governing body of HIB incidents per the ABR. The EVVRS Report Module may be accessed by clicking on the *EVVRS Report Module* button from the [EVVRS Welcome Page](#).

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EVVRS Support: Emails

Q: My system was down and I may have missed EVVRS email notices. Can I retrieve them?

A: All recent memorandum and attachments to CSAs, charter school lead persons (CSLPs) and administrators of approved private school for students with disabilities (APSSDs) that are emailed to Homeroom Administrators are also posted on the [EVVRS Welcome Page](#) under the heading *Notices*.

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EVVRS Support: Training

Q: Are there training materials or reference materials for the EVVRS?

A: All training and reference materials are available on the on the [EVVRS Welcome Page](#) under the heading *Training Materials*.

EVVRS Support: User Manual

Q: Where can I find step-by-step instructions on how to enter my data?

A: You can access the EVVRS User Manual on the [EVVRS Welcome Page](#) under the heading *User Documents*.

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EVVRS DATA ENTRY

VV-SA Incidents: Incident Location

Q: Should we report an incident that occurs “at the bus stop” – either before or after school?

A: A bus stop is not part of school grounds and the incident would not be reported in the EVVRS. However, if an alleged incident of HIB is reported at the bus stop, and the investigation confirms the incident was HIB-related and the HIB was affirmed (i.e., found to be HIB by the board of education); then it would be reportable in both EVVRS and HIB-ITP. The ABR requires all incidents of HIB to be reported whether they occur on school grounds, or not. There is an option in the *Incident Location* section of the EVVRS Incident Report Form that is specifically to be used when an HIB incident occurs off of school grounds. The definition of school grounds may be found on [page 11](#) or at N.J.A.C. 6A:16-1.3.

Q: If a fight occurs after school on the playground, is it reported?

A: It would not be reported if the incident happened after school hours when students were not under school supervision. However, the school might invoke the code of student conduct for students involved; the exception being if the incident is reported as HIB and the investigation confirms that the incident was HIB-related. Then the incident must be reported in the EVVRS regardless of when it occurred as required by the ABR. The ABR requires all affirmed incidents of HIB (i.e., found to be HIB by the board of education) to be reported whether they occur during school hours, or not.

Q: If the incident occurs on the bus when a student is being transported between a sending and a receiving district, which school reports the incident to the NJDOE?

A: It is a local decision between districts to determine which school reports the incident to the NJDOE to eliminate redundancy.

Q: Should incidents that occur on field trips be reported on the EVVRS, and do they fall under the definition of school grounds?

A: Yes, because they are school-sponsored events, which apply under the definition of *school grounds*, they should be reported.

Q: When should the “off-site program” option be chosen under “Location”?

A: “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 Department of Education. The name and address of the off-site program should be entered in the incident description field. “Off-site school-sponsored function” should be used for incidents that occur on field trips or sporting events.

Q: May districts report incidents for programs under a different code than the assigned school code?

A: No. Programs must report incidents under their assigned school code. However, by entering the program name in the incident description field, the Department of Education will be able to sort program data when reviewing data for schools identified as Early Warning or Persistently Dangerous.

Q: If an in-district program (e.g., a district-wide alternative school) without an assigned school code receives students from more than one high school within its district, what code should be used to report EVVRS incidents?

A: The school code that matches where the student(s) involved in the incident has his/her attendance reported should be used to report an EVVRS incident.

Q: Do I report a student with a disability who has been suspended for HIB?

A: You will only submit one data entry for the suspension of a student with a disability. If the incident is affirmed as HIB (i.e. found to be HIB by the board of education) use the VV-SA form and enter the incident under the HIB category in EVVRS using the “Violence, Vandalism, and Substance Abuse (VV-SA) Incident Data” button.

[Back to FAQ Contents](#)***VV-SA Incidents: Multiple Offenders***

Q: When reporting an incident that involves more than one student, should we report one incident and multiple offenders, or should we file a separate incident report for each offender?

A: An incident with multiple offenders – as well as multiple victims, if there are any, is submitted in one report as a single incident. When filling out the incident report, print and complete as many offender and victim pages as necessary to capture all the information.

Q: If I enter two offenders and one of the offenders is also a victim in an incident, how will I know who did what?

A: You may not always know who did what when reviewing an incident in an EVVRS report. The EVVRS tracks incidents, not students. In other words, what matters at the federal level is not “who did what to whom,” but, for example, “how many times did x occur” and “how many times was a student an offender or victim.” This is another reason why keeping the paper record of the incident and listing details in the Incident Description field can be helpful to the district.

[Back to FAQ Contents](#)***VV-SA Incidents: One Student as Offender and Victim***

Q: Can a student be both an offender and a victim in the same incident?

A: Yes, in some cases – for example, when an assault escalates into a fight. If two students were involved in such an incident, you would report one student as an offender only in connection with both the assault and the fight, while you would report the other student as a victim of the assault and as an offender in connection with the fight.

[Back to FAQ Contents](#)***VV-SA Incidents: Incident Type***

Q: How do I report an HIB incident using the EVVRS?

A: Select HIB from the Incident Detail section of the Incident Page and enter all the required data on this page. Once you click the “Submit Record” button, the HIB Information Page will appear. This page only appears if HIB is selected on the Incident Page. After completing the HIB Information Page, click the “Proceed” button and continue to enter the incident data on the People Involved in the Incident Page.

VV-SA Offender and Victim Information

Q: Is the NJSMART number the only student identifier that I should enter?

A: Yes, the NJSMART number is required and is the only student identifier 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.

Q: If a student receives a half-day suspension for a VV-SA incident, how do I enter it into the system?

A: Enter 0.5 in the "Days Suspended or Removed" field of the Offender Information Page.

Q: If a student is given an out of school suspension for three days and the program/services provided is assignments, which location should be checked?

A: Check "home" because this covers home assignments and home instruction. You would check "in school setting" if programs/services were provide in school.

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Report of Suspension of Students with Disabilities: Definition of "Suspension"

Q: If a student with a disability is placed in a 45-day interim alternative education setting for disciplinary reasons, are the 45 days reported as a suspension?

A: What you describe would be reported as a disciplinary removal with the appropriate option selected in the "Program/Services Provided Upon Disciplinary Action" section on the Report of Suspension of Students with Disabilities Report form. Enter the incident in the EVVRS if it meets the criteria for an EVVRS-defined offense, in which case it would be reported using the VV-SA Incident Report Form.

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Summer and After School Hours Incidents

Q: Do we enter EVVRS incidents that occur during the summer – such as vandalism that occurs when no one is around or a threat that occurs at band camp?

A: Incidents that occur between July 1 and August 31 should not be reported in EVVRS. However, districts should maintain their own records of incidents and actions taken. In regards to HIB incidents, follow your district's code of conduct in handling these incidents with respect to disciplinary action for the offender and support services for the victim and offender. In addition, you must conduct an investigation and report the results of the investigation to your governing authority as required by the *ABR*.

Q: Should we report vandalism that occurs after school hours or over the weekend?

A: Yes. Arson, damage to property and theft can all occur when school is closed. Such EVVRS-defined incidents are always reported according to district policy and the Memorandum of Agreement, when

applicable—even when the offenders are unknown. However, only report these incidents in EVVRS when they occur between September 1 and June 30.

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Definition of School Grounds

Q: What is the definition of “school grounds?”

A: As defined in N.J.A.C. 6A:16-1.3, “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities or other individuals during times when the school district has exclusive use of a portion of the land.

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Finding the Incident Report You Want to Change

Q: Can we search for all incidents in a district or must we always select a school?

A: All registered EVVRS users – whether they are district- or school-level users – must locate and modify previously entered data by school.

Q: When I searched for a report by Incident Number, it appeared twice on the Search Result Page. Please reassure me that only one incident will be recorded in the EVVRS.

A: Each row of the table on the Search Result Page represents the record of a single offender or victim associated with a particular incident. Thus, for each incident with multiple offenders and/or victims, the Incident Number displays several times. Because it appears twice, you are seeing one incident with information for each of the two participants in the incident displayed.

Editing Student ID Numbers

Q: What happens if I enter the wrong NJSMART number for a student offender or victim?

A: Once the NJSMART number is entered for a particular student offender or victim, it cannot be changed by the school or district. If it is discovered after the incident is entered that the NJSMART number was entered incorrectly, anytime that number is used in the future, it will be associated with the wrong student. **If you have entered an NJSMART number in error, you must contact the NJDOE immediately by emailing evvrs@doe.state.nj.us** for specific instructions on how to proceed. Please be sure to include your district code in the email.

APPROVED PRIVATE SCHOOLS FOR STUDENTS WITH DISABILITIES

Reporting Requirements

Q: Why are private schools for the disabled required to use the EVVRS? We have always completed the incident forms and sent them to the home school of the offending student for reporting. Why isn't that sufficient? Additionally, since we must return paper records of all disciplinary actions to the district when the student returns to his other school, what is the point of *our* using this system?

A: The NJDOE is interested in identifying private schools for the disabled that may require technical assistance in the area of school safety. In addition, private schools for the disabled are included within the scope of N.J.A.C. 6A:16, and this includes Subchapter 5, School Safety and Security (N.J.A.C. 6A:16-5.1 et seq.).

Q: We are small schools that serve troubled students, many of whom have severe behavior problems. Their home schools could not handle them. Due to our small size and the type of students we serve, we will almost certainly meet the Category B persistently dangerous criteria. Will we be labeled as "persistently dangerous?"

A: No, private schools for the disabled are not included under the Unsafe School Choice Option Policy in regards to being labeled persistently dangerous, but could they could meet the Early Warning Status criteria and then would be required to create a corrective action plan for NJDOE.

Q: Do approved private schools for students with disabilities that have programs located within a public school need to enter their data separately from the public school?

A: Yes, public and private school data are reported separately and therefore must be entered independently using the school code assigned to each, of each even if they share the same location.

Q: Are APPSDs required to report twice each year?

A: APPSDs submit EVVRS data one time each school year by July 15. You may enter data throughout the school year until final verification in mid-July. APPSDs do not report HIB-ITP data.

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Removal to Another Room

Q: Students who are misbehaving in class may be sent to another room where they receive instruction and assistance from a staff member. If I count this as an in-school suspension, it will increase tremendously the burden of entering data.

A: Removal to another room for classroom misbehavior would be considered an "in-school suspension" *if and only if* the removal/suspension is for one half day or more. Such an incident is reportable on the EVVRS through the "Suspension of Students with a Disability for Other Reasons" button unless the incident meets the criteria for an EVVRS-defined offense, in which case it would be reported using the VV-SA Incident Data button.

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DATA CONFIRMATION AND VERIFICATION

Data Confirmation

Q: What is the Report Period 1 confirmation?

A: This is when the CSA or CSLP confirms that all EVVRS reportable incidents occurring between September 1 and December 31 have been entered accurately and without omission into EVVRS through the EVVRS Confirmation button.

Q: Am I able to make edits, additions or deletions after the Report Period 1 confirmation?

A: Yes, the system remains open and revisions are permitted until the system closes in mid-July.

Q: If you have no incidents to report, is there a place on the report that says, “no incidents to report?”

A: If you have zero incidents to report, you still must officially confirm your data. Please refer to the the *Official Submission* section of the EVVRS User Manual located on the [EVVRS Welcome Page](#) under the heading *User Documents*.

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Data Verification

Q: What is the Report Period 2 data verification?

A: This is when the CSA or CSLP confirms that all EVVRS reportable incidents occurring between January 1 and June 30 have been entered accurately and without omission **and** that all EVVRS data for the entire school year (September 1 – June 30) is accurate and complete.

Q: Am I able to make edits, additions or deletions after the Report Period 2 verification?

A: No, the system will be closed after the Report Period 2 verification deadline.

Q: Can I request an extension to verify data beyond the final verification deadline?

A: No, the NJDOE must create district and statewide reports immediately after the deadline to meet federal and state reporting requirements.

Q: Where can I find guidance on how to ensure accurate and consistent data confirmation and verification?

A: The NJDOE has prepared a document titled “Electronic Violence and Vandalism Reporting System (EVVRS) Recommendations for Data Confirmation and Verification” to assist you. This document can be accessed from the [EVVRS Welcome Page](#) under the heading *Training Materials*.

Data Certification

Q: If our CSA or CSLP confirms or verifies the EVVRS data, do we still have to submit the semi-annual HIB-ITP Certification two times per year?

A: Yes, the EVVRS and HIB-ITP are two separate data collection systems. Confirming/verifying for the EVVRS does not fulfill the agency’s requirement to certify for the HIB-ITP two times per year. Conversely, certifying for the HIB-ITP does not fulfill the agency’s requirement to confirm/verify for the EVVRS. Each data collection system has its own confirmation/verification (EVVRS) and certification (HIB-ITP) guidelines and requirements.