



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

CHRISTOPHER D. CERF  
*Commissioner*

**Changes to the Data Elements in the  
Electronic Violence and Vandalism Reporting System (EVVRS) and  
Harassment, Intimidation or Bullying – Investigations, Trainings and Programs (HIB-ITP)  
Data Collection System 2012-13**

**Violence, Vandalism and Substance Abuse (VV-SA) Incident Report Form**

NEW: On the Offender and Victim Information pages, the district-level identification number will no longer be accepted. The NJSMART number **will be 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. **If an NJSMART number is entered incorrectly, anytime that number is used in the future, it will be associated with the wrong student.** Therefore, you must contact the NJDOE immediately if you discover that an NJSMART number has been entered incorrectly by emailing [evvrs@doe.state.nj.us](mailto:evvrs@doe.state.nj.us).

NEW: On the Incident Information page, **off-site program** is being added as an option under "Location." 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 may be entered in the incident description field.

NEW: On the Victim Information page a new section, "Remedial Action(s) Taken" for the victim is being added for HIB incidents only. Remedial actions include: counseling; support services; intervention and referral services; parent conference; before/after school supervision; schedule change; school transportation supervision; school transfer; teacher aide/monitor during school; peer support group; adult-student mentoring; restitution/restoration; seating change; alternate placement; assessment/evaluation; out-of-school mental health service; and other measures.

CHANGE: On the Incident Information page, HIB incidents will be collected in a separate category and will no longer be included under the violence category. Districts should only report HIB incidents that have been affirmed by the Board of Education.

CHANGE: On the Offender Information Page, "Suspension of Privileges" is being removed from "Other Disciplinary Actions Taken for HIB only" and added to Section C of "Disciplinary Action(s) Taken and Days Suspended or Removed."

CHANGE: On the Offender Information page, “Other Disciplinary Actions Taken for HIB only” is being renamed “Remedial Action(s) Taken for HIB only.”

CHANGE: On the Offender and Victim Information pages, the “Mental Retardation” category is being renamed as “Intellectual Disability.”

### **Report of Suspension of Students with Disabilities for Other Reasons Report Form**

NEW: Off-site program is being added as an option for “Location.” 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 may be entered in the incident description field.

CHANGE: On the Offender and Victim Information pages, the “Mental Retardation” category is being renamed as “Intellectual Disability.”

CHANGE: On the Offender and Victim Information pages, the NJSMART number will be required and is the only student identifier number entered.

### **HIB Trainings and Programs Data Collection Form**

NEW: “Board of Education Members” is being added as a target population for “Trainings” and “Programs.”