



## State of New Jersey

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September 20, 2016

TO: Chief School Administrators  
Charter School Lead Persons  
Renaissance School Project Lead Persons

FROM: Nancy Curry, Director  
Office of Student Support Services

SUBJECT: Opening of the Electronic Violence and Vandalism Reporting System and  
Harassment, Intimidation and Bullying – Investigations, Trainings and Programs  
System for the 2016-17 School Year

The New Jersey Department of Education announces the opening of the Electronic Violence and Vandalism Reporting System (EVVRS), along with the Harassment, Intimidation and Bullying – Investigations, Trainings and Programs (HIB-ITP) data collection system. Please refer to the attached guidance for information, updates and deadlines on reporting for the 2016-17 school year.

Users may access the EVVRS and HIB-ITP systems, along with user manuals, trainings, and other materials to support reporting, via the [EVVRS Welcome Page](#). No changes have been made to the reporting requirements or procedures for the 2016-17 school year. Your Homeroom Administrator will be notified via email when the Report Module that allows you to generate aggregate reports is open.

Thank you for your continued cooperation and commitment to the submission and use of accurate data.

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c: Members, State Board of Education  
David C. Hespe, Commissioner  
Senior Staff  
Diane Shoener  
Katherine Czehut  
Julie McAloon  
Executive Directors for Regional Achievement Centers  
Executive County Business Officials  
Executive County Superintendents  
Garden State Coalition of Schools  
NJ LEE Group

Electronic Violence and Vandalism Reporting System (EVVRS) and  
Harassment, Intimidation & Bullying – Investigations, Trainings and Programs (HIB-ITP)  
**System Opening Guidance for School Districts/Charter Schools/Renaissance School Projects**

**2016-17 School Year**

**I. EVVRS**

*What to Report*

The EVVRS collects information on incidents of violence; vandalism; substance and weapons offenses; and harassment, intimidation and bullying (HIB). HIB incidents that have been affirmed (i.e., found to be HIB) by the board of education/governing authority must be entered as HIB in the EVVRS. Additionally, *P.L.* 108-446 requires schools to report ALL disciplinary removals for students receiving special education and/or related services lasting at least one-half day. Disciplinary removals are 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.

For more details on reporting, refer to the technical assistance training module, **What Should We Report? Support for EVVRS Decision-Makers**, available on the [EVVRS Welcome page](#) under the heading “Training Materials.”

*How to Report*

EVVRS incident data may be collected by schools on either the Violence, Vandalism and Substance Abuse (VV-SA) Incident Report Form (which also includes HIB and weapons offenses) or on the Report of Suspension of Students with Disabilities (for reasons other than violence, vandalism, weapons offenses, substance offenses or HIB) form. Updated forms are available on the *EVVRS Welcome Page* under the heading “Reporting Forms.” Using the VV-SA Incident Report Form will assist you in accurately reporting in EVVRS. Schools may also use a local-level EVVRS reporting form adopted by the district board of education for such purposes, pursuant to *N.J.A.C. 6A:16-5.3(a)1*. Please enter data into the EVVRS, from either form, exactly as it appears on the report form.

For details and support on accessing and reporting through the EVVRS, refer to the technical assistance training module, **Understanding the System: Support for EVVRS Data Entry**, available on the [EVVRS Welcome page](#) under the heading “Training Materials” and the **EVVRS User Manual** under “User Documents.”

*Deadlines for Reporting*

The EVVRS system is open for reporting as of September 20, 2016. All districts, charter schools, and renaissance school projects are required to report to the NJDOE through the EVVRS **two times each school year**: 1) by **January 30, 2017**, on data collected between September 1, 2016 and December 31, 2016, for Report Period 1, and 2) by **July 17, 2017**, on data collected between January 1, 2017 and June 30, 2017, for Report Period 2. Similarly, all incidents entered into EVVRS must be reported to your board of education/governing authority during the subsequent reporting period. Please refer to the attached document, titled “EVVRS and HIB-ITP System 2016-17 Reporting Deadlines,” for an overview of reporting deadlines.

Even if your agency has zero (0) incidents to report, it is still required to complete the data verification for each reporting period. Both agencies with EVVRS incidents and agencies without EVVRS incidents are required to confirm their data is complete and accurate through the “EVVRS Deleting Incidents and Data Submission” button on the *EVVRS Welcome Page* by January 30, 2017, for Report Period 1, and by July 17, 2017, for Report Period 2.

## II. HIB-ITP

### *What to Report*

The HIB-ITP data collection system was created by the NJDOE to fulfill a requirement in the *Anti-Bullying Bill of Rights Act* (P.L. 2010, c. 122). Specifically, schools must report to the NJDOE the number of HIB investigations conducted; number of HIB incidents affirmed (i.e., found to be HIB) by your board of education/governing authority; HIB trainings provided, target population, and number of participants; and HIB programs provided, target populations, and school-wide condition(s) addressed.

### *Deadlines for Reporting*

The HIB-ITP system is open for reporting as of September 20, 2016. All districts, charter schools, and renaissance school projects are required to report to the NJDOE through the HIB-ITP data collection system **two times each school year**: 1) **by January 30, 2017**, on data collected between July 1 and December 31, 2016, for Report Period 1, and 2) **by July 17, 2017**, on data collected between January 1, 2017 and June 30, 2017, for Report Period 2. Similarly, all HIB investigations, affirmed incidents of HIB, and trainings and programs entered into the HIB-ITP system must be reported to your board of education/governing authority during the subsequent reporting period. Please refer to the attached document, titled “EVVRS and HIB-ITP System 2016-17 Reporting Deadlines,” for an overview of reporting deadlines.

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, this must be verified through the HIB-ITP data certification procedure by January 30, 2017, for Report Period 1, and by July 17, 2017, for Report Period 2.

### *How to Report*

HIB-ITP data collection forms may be used to aid reporting, and are available on the *EVVRS Welcome Page* under the heading “Reporting Forms.” Please enter data exactly as it appears on the form.

For details and support on accessing and reporting through the HIB-ITP system, refer to the technical assistance training module, **Understanding the System: Support for HIB-ITP Data Entry**, available on the *EVVRS Welcome page* under the heading “Training Materials” and the **HIB-ITP User Manual** under “User Documents.”

<b>EVVRS and HIB-ITP System 2016-17 Reporting Deadlines</b>				
<b>Report</b>	<b>Report Period</b>	<b>Data Collection Dates</b>	<b>Submission Deadline to NJDOE</b>	<b>Report to Board of Education/Governing Authority</b>
<b>EVVRS</b> Incidents of Violence, Vandalism, Substance Offenses, Weapons Offenses and affirmed Harassment, Intimidation and Bullying (i.e., found to be HIB by the Board of Education)	Report Period 1	September 1, 2016 to December 31, 2016	January 30, 2017	Between January 1 and June 30, 2017
	Report Period 2	January 1, 2017 to June 30, 2017	July 17, 2017	Between September 1 and December 31, 2017
<b>HIB-ITP</b> HIB trainings and programs only	Report Period 1	July 1, 2016 to December 31, 2016	January 30, 2017	Between January 1 and June 30, 2017
<b>HIB-ITP</b> Total number of investigations, number of investigations completed within 10 days and number of incidents affirmed as HIB (i.e., found to be HIB by the Board of Education)	Report Period 1	September 1, 2016 to December 31, 2016	January 30, 2017	Between January 1 and June 30, 2017
<b>HIB-ITP</b> Total number of investigations, number of investigations completed within 10 days, number of incidents affirmed as HIB (i.e., found to be HIB by the Board of Education) and HIB trainings and programs	Report Period 2	January 1, 2017 to June 30, 2017	July 17, 2017	Between September 1 and December 31, 2017