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Electronic Violence and Vandalism Reporting System (EVVRS) Recommendations for Data Confirmation and Verification

1. Compare municipal police reports to your agency's Violence, Vandalism, and Substance Abuse (VV-SA) Incident Forms to ensure occurrences of police activity on your agency's grounds were reported as Electronic Violence and Vandalism Reporting System (EVVRS) incidents, if such incidents meet the criteria of an EVVRS-defined incident.
2. Review agency records of student disciplinary actions (e.g., detention, suspension, expulsion) to ensure any incidents related to these measures, as well as the disciplinary actions taken, were accurately recorded in the EVVRS, if such incidents meet the criteria of an EVVRS-defined incident.
3. Review harassment, intimidation, and bullying (HIB) investigation reports to ensure all cases of HIB affirmed by the Board of Education have been entered accurately into the EVVRS.
4. Review agency records of arson, theft, and damage to property to ensure accurate input into the EVVRS.
5. Review nurse's office records (injury reports) to ensure all EVVRS records accurately reflect associated injuries, if such incidents meet the criteria of an EVVRS-defined incident.
6. Review agency School Security Incident Report forms that were submitted to the NJDOE to ensure these incidents have been reported over the EVVRS, if such incidents meet the criteria of an EVVRS-defined incident.
7. Ensure that the number of VV-SA report forms on record with your agency matches the number of incidents that appear in the EVVRS Report Module.
8. Ensure the number of HIB incidents affirmed by your board of education/governing authority in EVVRS match the number of affirmed HIB incidents the in HIB-ITP data collection system.
9. Ensure that the information recorded on your agency's VV-SA report forms coincides with the information provided in the EVVRS Report Module:
 - The number and type of incidents (Violence, HIB, Vandalism, Substance Offense, and/or Weapons) appearing in the Incident Category Summary;
 - The Action Taken Summary;

- The Offender Type Summary;
- The Victim Type Summary;
- The Student Removal Summary (including the removal of students with disabilities for reasons other than violence, HIB, vandalism, substance offenses and weapons offenses);
- Victim(s) of a Violent Criminal Offense;
- Program(s) Provided Upon Disciplinary Action;
- Missing Offender Information; and
- Missing Victim Information.

10. Check to make sure all schools' data are entered.

11. Review the incidents listed for each school in the Incident Listing; click the Incident Number hyperlink to check the incident details. Or, after printing the Incident Listing, have each school review records of its suspensions to determine if any incidents are missing in the EVVRS.

NOTE: See “Editing Incident Reports” (Part 3) and “Deleting Incident Reports” (Part 4) of the *EVVRS User Manual* at <http://homeroom.state.nj.us/EVVRS.htm> to edit or delete incident reports, if necessary, prior to verification.