October 28, 2014

TO: Chief School Administrators  
Charter School Lead Persons

FROM: Susan Martz, Assistant Commissioner  
Division of Student Services and Career Readiness

SUBJECT: Opening of the Electronic Violence and Vandalism Reporting System (EVVRS) and Harassment, Intimidation and Bullying – Investigations, Trainings and Programs (HIB-ITP) Data Collection System for the 2014-15 School Year

The New Jersey Department of Education (NJDOE) is pleased to announce the early 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.

**EVVRS**

The EVVRS collects information on incidents of violence; vandalism; substance and weapons offenses; and harassment, intimidation and bullying (HIB). The Anti-Bullying Bill of Rights Act (ABR) (P.L. 2010, c. 122) requires that districts/charter schools report these incidents to the NJDOE and their board of education/governing authority twice a year. All districts/charter schools are required to report all EVVRS incidents occurring between September 1 and December 31, 2014 (Report Period 1) to:

- the NJDOE no later than **January 30, 2015**; and
- your board of education/governing authority between January 1 and June 30, 2015.

Additionally, P.L. 108-446 requires districts/charter 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 weapon offenses or serious bodily injury, and removal by a hearing officer for likely injury to self or others. The NJDOE reports this data annually to the U.S. Department of Education.

Incident data may be collected by districts/charter schools on either the Violence, Vandalism and Substance Abuse (VV-SA) Incident Report Form (which 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 and must be reported in the EVVRS. Both 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. Districts 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.

Users may access the EVVRS using their current EVVRS account information via the EVVRS Welcome Page at [http://homeroom.state.nj.us/EVVRS.htm](http://homeroom.state.nj.us/EVVRS.htm). Please enter data exactly as it appears on the report form.
Both agencies with EVVRS incidents and agencies without EVVRS incidents are required to confirm their data through the “EVVRS Deleting Incidents and Data Confirmation” button on the EVVRS Welcome Page by January 30, 2015. A confirmation page will appear when this submission is successfully completed. The confirmation page must be printed for your records.

Presently, the Search Module may be used to verify input of your district/charter school’s EVVRS data and is a resource that can be used for reporting to your board of education/governing authority. Your Homeroom Administrator (HA) will be notified via email when the Report Module, that allows you to generate aggregate reports, is open. You may choose to wait until the Report Module is functioning before reporting to your board of education/governing authority; however, this is not necessary.

**HIB-ITP**

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, districts and charter schools must report to the NJDOE the:

1. Number of HIB investigations conducted;
2. Number of HIB incidents affirmed (i.e., found to be HIB) by your board of education/governing authority;
3. HIB trainings provided, target population, and number of participants; and
4. HIB programs provided, target populations, and school-wide condition(s) addressed.

All districts and charter schools are required to report to the NJDOE through the HIB-ITP data collection system two times each school year: 1) by January 30, 2015 on data collected between July 1 and December 31, 2014 for Report Period 1 and 2) by July 15, 2015 on data collected between January 1 and June 30, 2015 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.

Users may access the HIB-ITP system using their current EVVRS district-level account information via the EVVRS Welcome Page at http://homeroom.state.nj.us/EVVRS.htm. Please enter data exactly as it appears on the completed HIB-ITP data collection form available from the EVVRS Welcome Page at http://homeroom.state.nj.us/EVVRS.htm under the heading “Reporting Forms.”

**Updates to EVVRS and HIB-ITP for the 2014-15 school year:**

- Minor modifications have been made to the student disability categories on both EVVRS data collection forms to align with the disability categories reported in NJSMART. The VV-SA Incident Report Form has been modified since it was released in September 2014 to include “locker room” as an incident location. Please inform staff responsible for collecting the data on the form and entering data in the EVVRS of this system change. For any EVVRS incidents that were already submitted in the EVVRS, please verify if the “location” field should be updated to reflect this change.

- The reporting options on page two of the HIB-ITP data collection form used to indicate the focus of the program/approach/initiative on schoolwide conditions to prevent or address HIB have been revised to align with the New Jersey School Climate Survey (see Attachment C of the HIB-ITP data collection form for updated descriptions of each domain).

- A chart containing submission deadlines for both EVVRS and HIB-ITP is included for your reference (Attachment A).
Important reminders for EVVRS and HIB-ITP submission:

- 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 and also under “Number of HIB incidents affirmed” in the HIB-ITP system.
- The number of affirmed incidents in the HIB-ITP system must match the number of affirmed HIB incidents reported in the EVVRS. Please verify data in both systems.
- Even if your agency has zero (0) incidents to report in the EVVRS, the chief school administrator or charter school lead person (CSA/CSLP) must certify there are no incidents to report after Report Period 1 and verify such after Report Period 2.
- Even if your agency has zero (0) HIB investigations, HIB affirmed incidents (i.e. found to be HIB by the Board of Education), trainings or programs to report in the HIB-ITP data collection system, the CSA/CSLP must verify such for EACH SCHOOL prior to completing the semi-annual HIB-ITP data certification procedure after each reporting period.
- The staff responsible for data entry may refer to the EVVRS User Manual or the HIB-ITP User Manual on the EVVRS Welcome Page under the heading “User Documents” for data entry and submission guidance. Staff may also email EVVRS support at evvrs@doe.state.nj.us with questions regarding either system.

The HA on file for your agency will receive a copy of this memo and it will be posted on the EVVRS Welcome Page under the heading “Notices.” Your school’s HA establishes school- and district-level user accounts for staff that require EVVRS and HIB-ITP access. To create or change the HA account, please complete and fax the Create or Change Homeroom Administrator Form to the NJDOE Office of Information Technology at (609) 633-9865. HAs may refer to the Homeroom Administrator Manual, located on the NJDOE Homeroom page at http://homeroom.state.nj.us/ for additional information.

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

Attachment
c: Members, State Board of Education
   David C. Hespe, Acting Commissioner
   Senior Staff
   Nancy Curry
   Harold Lee
   Diane Shoener
   Executive Directors for Regional Achievement Centers
   Executive County Business Officials
   Executive County Superintendents
   Garden State Coalition of Schools
   NJ LEE Group