Guidance for EVVRS Data Verification and HIB-ITP Data Certification

Once your agency’s EVVRS and HIB-ITP data is officially verified by the chief school administrator, please follow the steps below to submit your data.

Note: The EVVRS and HIB-ITP official submission procedure can only be completed by users with district-level EVVRS access. Your district’s homeroom administrator is responsible for establishing accounts for staff that require access to EVVRS. If you experience issues logging into the system, please contact your homeroom administrator.

**EVVRS**

1. Go to the EVVRS Welcome Page at [http://homeroom.state.nj.us/EVVRS.htm](http://homeroom.state.nj.us/EVVRS.htm).
2. Click **EVVRS Deleting Incidents and Data Submission**.
3. Click **Login to System**.
4. Enter your four-digit district id and assigned user id and password to display the Main Menu.
5. From the Main Menu, click **Proceed to Year-end Final Data Submission**.
   
   *If the Incomplete Incident Alert page appears, follow the instructions in red at the bottom of the screen.*
6. Click **Proceed to Year-end Finalize**.
7. Enter the first and last name of the individual submitting the report.
8. Click **Year-end Final Data Submission**.
9. You will be directed to the Confirmation page. Please print this page for your records.
10. Click **Back to Menu** on the Data Submission page to return to the Main Page.
11. Log off from the Main Page.

**HIB-ITP**

1. Go to the EVVRS Welcome Page at [http://homeroom.state.nj.us/EVVRS.htm](http://homeroom.state.nj.us/EVVRS.htm).
2. Click **Harassment, Intimidation & Bullying - Investigations, Trainings and Programs (HIB-ITP) Reporting System**.
3. Enter your four-digit district id and assigned user id and password to display the Main Menu.
4. From the Main Menu, click **Certification of HIB-ITP Data**.
5. Enter the first and last name of the person certifying for your agency in the space provided.
6. Select a position title from the drop-down menu that most closely matches your job title or select “Other” and enter your job title in the space provided.
7. Select January 1 - June 30 (Report Period #2) and click **Submit Data**.
8. You will be directed to the Confirmation page. Please print this page for your records.
9. Click **Logout** to exit the system.

Questions?
Please contact EVVRS support at evvrs@doe.state.nj.us