



Incident Reporting Quick Guide

Creating an Event

The event entry page can be found by clicking on **Incident Management** on the top menu bar and then by selecting **Infraction Event** from the drop-down menu. Creating an event is a four step process: Step 1 - fill out general information about the event; Step 2 - identify all participants involved; Step 3 - fill out the other applicable tabs (this will depend on the event types selected); and Step 4 - save or submit the event on the Submit Event tab.

Example: Event involving an SCC Violation and an Injury

Step 1: General Information about the Event

1. Click on the calendar and clock icons to enter the **Event Date** and **Event Time**.
2. Enter the **Overall Event Summary/School Response**.
3. Indicate the **Event Types** that apply to the event, select Yes or No for each one. (In this example, Student SCC Violation and Personal Injury should both be Yes.)
4. Indicate whether or not the event occurred **Off Campus**.
5. Indicate whether or not the event was **Sports Related**. If **Yes**, another field will appear for you to indicate whether it was Intramural, Interscholastic, or Other.
6. Indicate whether or not **Police Notified**; select Yes or No.
7. Indicate whether or not there was an **Arrest**; select Yes or No.
8. Indicate whether or not **DCFS** was contacted; select Yes or No.
9. Indicate whether or not there was **Sexual Abuse**; select Yes or No.
10. Indicate whether or not this involved a **Hate Crime**; select Yes or No.
11. Indicate whether or not this involved **Racial Discrimination**; select Yes or No
12. Indicate whether or not there was an **Altercation Involved**; select Yes or No. If Yes is selected you will need to indicate the type of altercation involved in the event.
13. Indicate whether or not there was **Weapons Involvement**; select Yes or No. If Yes is selected you will need to select the type of weapon used.
14. Indicate whether or not the event was **Vendor Related**; select Yes or No. If Yes is selected another field will appear for you to enter the **Vendor name**.
15. Choose one or multiple **Reason(s)** why this event occurred.
16. Choose one or multiple **Location(s)** where the event occurred.
17. Choose one or multiple **Activities** that were going on when the event occurred.

The screenshot shows the 'Event Entry' tab of the incident reporting software. The interface includes several sections:

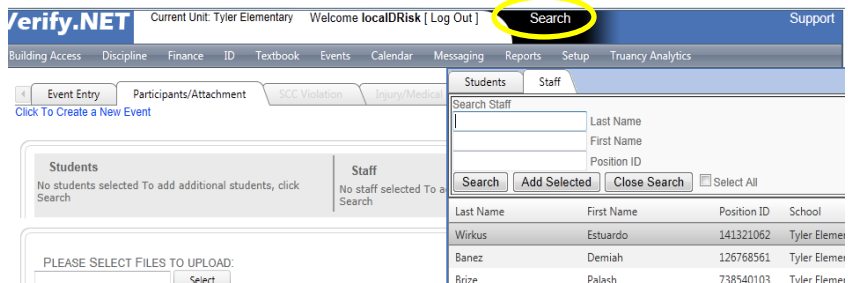
- Event Date/Time:** Fields for 'Event Date' and 'Event Time' with calendar and clock icons.
- Status:** Draft, School: Tyler Elementary, Event ID.
- Event Summary/School Response:** A text area for detailing the event, including participant names and involvement.
- Event Type:** A section with radio buttons for selecting event types: Student SCC Violation(s), Personal Injury or Medical, Property Damage or Theft, Vehicle Incident, Alleged Employee Misconduct, and Harassment or Threat.
- Yes/No Fields:** A column of fields with radio buttons for 'Yes' and 'No', including Off Campus, Police Notified, Arrest, Weapons, Sports Related, DCFS Notified, Sexual Abuse, Hate Crime, Racial Discrimination, Altercation, and Vendor Caused.
- Incident Reason:** A dropdown menu for selecting reasons like Alcohol/Drugs, Alleged Physical Assault to Employee, Animal/Insect, Arson, Assault-Physical, Assault-Verbal, Bomb/Bomb Scare, and Bullying/Cyber.
- Location:** A dropdown menu for selecting locations like Auditorium, Basement, Boiler/Mechanical Room, Bus, Cafeteria, Classroom, Computer Lab, and Elevator.
- Activity:** A dropdown menu for selecting activities like Drivers Education, Extracurricular Activity, Field Trip, Home, Lunch, Recess, Restroom Hall Pass, and SAT/ACT Activities.



Incident Reporting Quick Guide

Step 2: Adding Participants to the Event

In the second step, you must add all participants involved, including victims, offenders and witnesses, by clicking on the **Participant tab**. To find all student(s) or staff involved in the event, use the **Search** feature. Double click the participant's name or click the Add Selected button for the participants to be added to the Participants section. If there was a family member, visitor, or other involved, click the **Add Family Member/Visitor/Other** button. This will allow you to enter their information. Only name and relationship are required. Once information is filled out, click **Insert**.



Step 3a: Fill out the next applicable tab. In this example, SCC Violation.

- Selected Student:** Select the student offender from the drop-down menu.
- SCC Violation Code** and **Severity:** Select the appropriate code and severity level per the SCC Policy. Multiple SCC Infraction Codes can be added.
- The **Recommended Disciplinary Action** will automatically populate based on the severity selected (this comes directly from the CPS Student Code of Conduct Handbook)
- Click the **Insert Infraction Code** button. The infraction code and severity will then gray out.
- Reported By** and **Report Completed By:** Indicate who reported the student misconduct and who is completing the form in Verify (this will default to you).
- Homework Assigned By:** Optional field to indicate the teacher(s) assigning homework if the student will be suspended.
- Misconduct Narrative:** Ensure this narrative only includes the student's name for the specific student misconduct you are completing.
- Type of Conference:** Select the appropriate conference type. Indicate the date the Parent Conference was held if applicable.
- Type of Action:** Select the actions or interventions that will be implemented for the student.
- Suspensions:** Complete the OSS Suspension fields if the student is receiving an out-of-school suspension, and the ISS Suspension fields if the student is receiving an in-school suspension.
- You may also add additional information, such as Notes, Police Report information, a conclusion, and upload any documents that pertain to this incident.
- Click the **Save SCC** button at the bottom of the page. This will save the information you have entered and create a tab for the student offender.
- To add additional student misconducts to this event click the **Add Additional Student SCC** button at the top of the page or use the copy tool and repeat the steps above as needed.



Incident Reporting Quick Guide

Step 3b: Fill out the next applicable tab. In this example, Injury/Medical.

1. Identify the **Role** for each participant for this particular event type.

Students	Staff:	Family Member/Visitor/Other:
<p>Student Name: Misha Acree Student ID: 48790098 Date Of Birth: 1/30/1996 Division: A407 School: TYLER ES SPED: No</p> <p>Role: Victim/Injured Party</p> <p>Student Name: Siyang Addison Student ID: 30920660 Date Of Birth: 11/26/1995 Division: A401 School: TYLER ES SPED: No</p> <p>Role: Witness/Reporter</p> <p>Enter the Witness Testimony</p>	No staff selected	No Family Member/Visitor/Other's have been added

2. Check the box for the participant group(s) that sustained injuries.
3. Select the injured participant, and then select the **Injury Type** and **Body Part** injured from the drop-downs. Once you have entered this information click **Save Injury**, this will attach the injury to the participant. You can add additional injuries by clicking on the **Add Injury** button.
4. In the Medical Options sections at the bottom of the page, select the injured party from the drop-down list and indicate any actions that were taken. Select all that apply and click **Save Medical Option**. Repeat for additional injured participants if necessary.

<input checked="" type="checkbox"/> Student Injuries Click Add Injury to add multiple Injuries Student Name: * Misha Acree Injury Type: Cut, laceration, puncture Body Part: Arm Save Injury Cancel	<input type="checkbox"/> Staff Injuries Click Add Injury to add multiple Injuries	<input type="checkbox"/> Family/Visitor/Other Injuries Click Add Injury to add multiple Injuries
STUDENT MEDICAL OPTIONS Student Name: Misha Acree <input type="checkbox"/> First Aid <input type="checkbox"/> School Absence <input type="checkbox"/> Medical Attention <input type="checkbox"/> Ambulance <input type="checkbox"/> Result of Assault <input type="checkbox"/> Automated External Defibrillator (AED) <input type="checkbox"/> Epi-Pen Save Medical Option Cancel Click To Check for Form Errors	STAFF MEDICAL OPTIONS: Add MedicalOptions No MedicalOptions have been added	FAMILY MEMBER/VISITOR/OTHER MEDICAL OPTIONS: Add MedicalOptions No MedicalOptions have been added

5. Supporting documents can be uploaded at any time; there is an upload tool at the bottom of the page.
6. Once the event is submitted, claim letters can be printed from the Submit Event tab. See instructions in Step 4 for more detail.

Step 4: Saving and Submitting the Event


1. To **Print** and **Submit** the event or to Save the event go to the **Submit Event tab**.
2. If there are any incomplete fields or errors in the event you will receive an error notification on the Submit tab. If no errors are found in the event, you will have green checks in the checklist.
3. Check the box next to **Misconduct Reports**, **English Claim Letters** or **Spanish Claim Letters** if you want these to be generated upon submission.
4. Click the **Submit Event** button. You will receive a pop-up message to confirm that the event was submitted successfully, the pop-up message will include the event number. If you selected the misconduct report or claim letters to print, the documents will open in a separate window.
5. If you just want to save the event as draft, click the **Save Draft** button. You can come back and pick up where you left off at a later point in time.

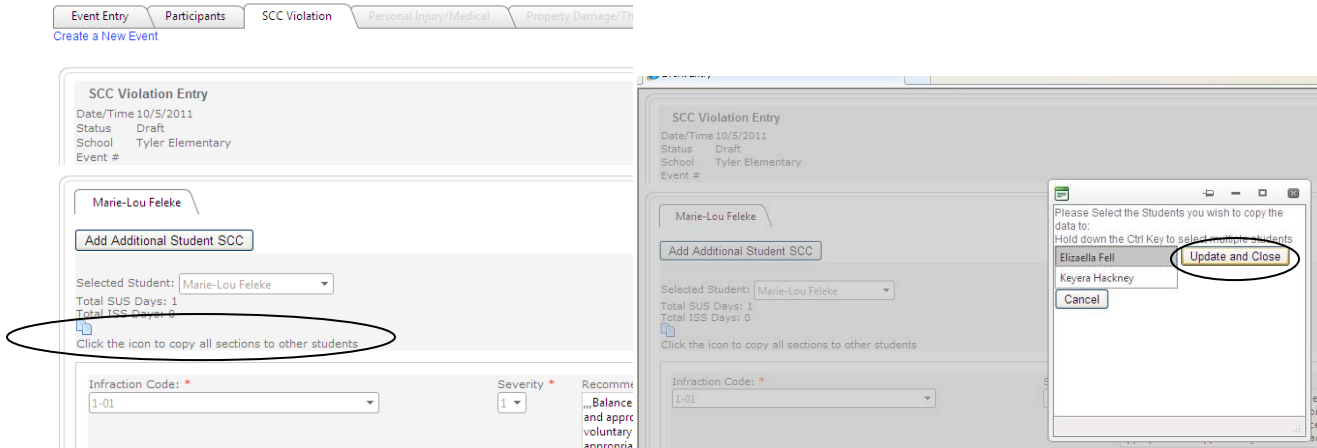


Incident Reporting Quick Guide

Using the Copy function on the SCC Violation tab

If you are entering an SCC Violation event that involved multiple student the copy function may be a useful tool for you.

1. Fill out the SCC Infraction form for the first student following the instructions in Step 3a.
2. To copy the information for another student, click on the copy icon [] below the **Selected Student** field.
3. Use the pop-up box to select the student(s) for whom you wish to copy the entered data. Hold down the **CTRL** key to select multiple students.
4. Click the **Update and Close** button after you have selected the student(s).



5. A new tab will appear for the student(s) you selected. Click on the pencil icon at the right of the page for the newly added student.
6. **IMPORTANT:** Modify the **Misconduct Narrative** so that the narrative is specific to this student. Edit any other fields that need to be modified for this student.
7. Click the **Update SCC** button at the bottom of the page when you are done editing the information for this student. Repeat for other students as necessary.

