HIBster

The First Software Solution Battling Against Bullying

User Guide

Presented By

EDS

Solving tomorrow's challenges today

Educational Development Software (EDS) is a full-service software development company specializing in rapid software development for school districts and educational institutions of all sizes. EDS is dedicated to providing cutting edge solutions that satisfy all of your educational software needs. EDS also offers competitive services to build and maintain your school's technical infrastructure.

For additional information, contact Educational Software Development at:

Educational Development Software
PO Box 914
Johnstown, PA 15907
Phone 866.315.2306
Fax 814.262.7410

Contents

HIBster is an anti-bullying software program built to help school districts comply with bullying policies and mandates. Developed with administrators and teachers in mind, the program is the powerhouse of executing all necessary procedures required to meet important terms and due dates. Due to the strict nature of anti-bullying requirements, schools must take actions that are efficient, methodical, and without confusion. The HIBster software program, with its straightforward and user-friendly functions avoids disorder and uncertainty that could result from collecting and sorting sensitive information.

Applicable functions of HIBster include collecting and organizing incident data; generating reports; indicating trends such as hot spots and repeat offenders; evaluating incidents as bullying or non-bullying behavior; auto-generating documents, forms and letters; and backing up incident information. HIBster allows reports to be reviewed and modified as necessary before they must be sent to the state. All incident data is backed up on our secure server to ensure that you can access it again as necessary.

Although HIBster is quite easy to use, it is important that all users have this user guide on hand to use as a reference in the event that a particular function is not completely clear. It is better for users to become familiar with how the system works before they use it for the first time. Jumping in with both feet is possible with this software, but it is better to be prepared for the stringency of anti-bullying laws and policies.

As you read through this user guide, you will notice some words are **bolded**. These words typically highlight a term that is used as a button or link in the program. For example, if the guide instructs you to click **Submit**, then you should look for a Submit button or link on the screen.
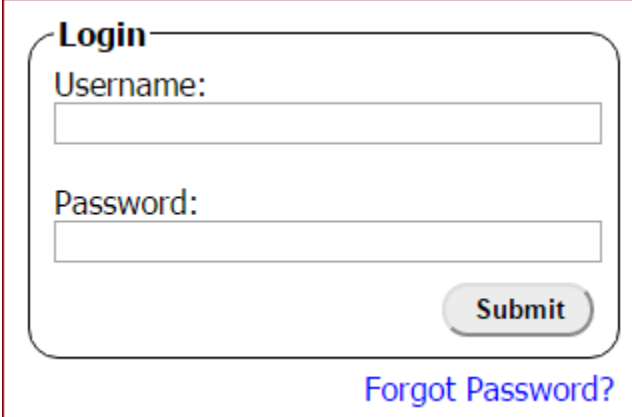
Screenshots throughout this guide are delineated by a blue border and used to illustrate what your screen should look like while using a particular function. They ensure that you are in the correct place in the software. Important things to be aware of are encompassed by a red border.

Any topics or issues not addressed in this guide may be submitted to Educational Development Software at support@hibster.com.

WELCOME
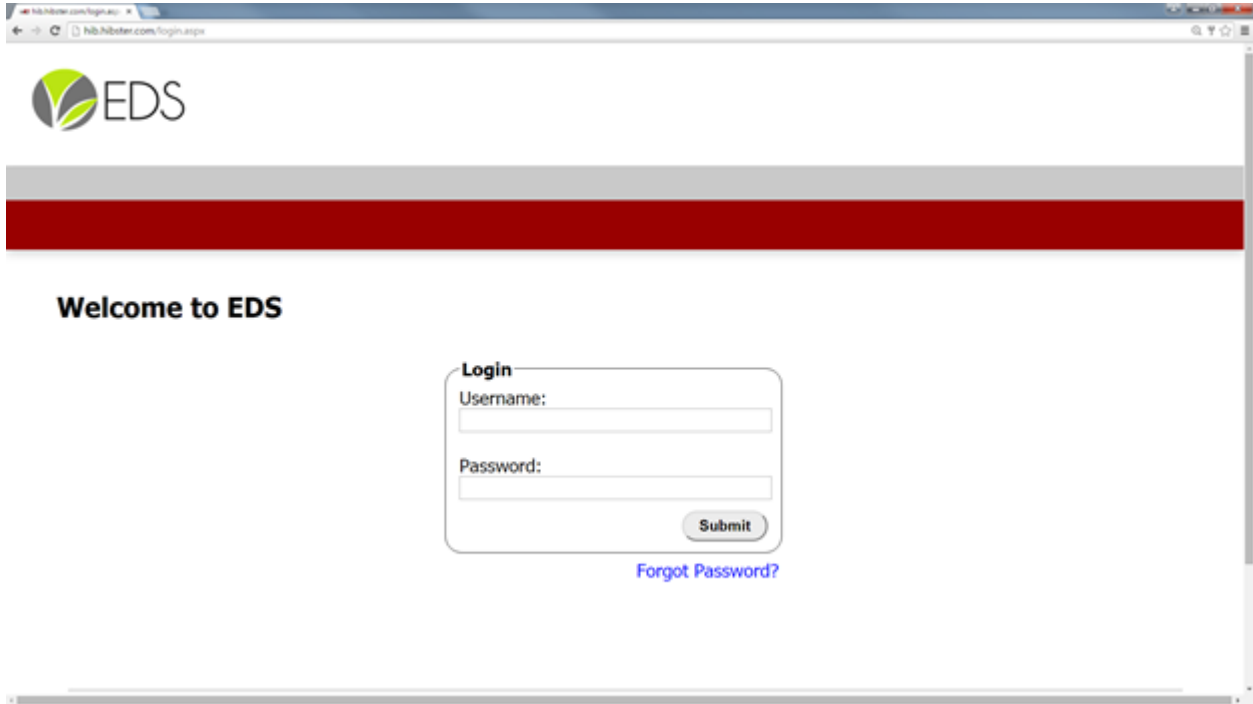
LOGIN

To login:

1. Enter a username and the corresponding password in the text boxes located in the center of the screen.

2. Click the **Submit** button.

3. If the username and password were correct, users will be directed to the Modules page.

Select Your Module

After successfully logging in, users are directed to the modules page. To enter the HIBster module, simply click the HIBster logo. It is the first of the four logos on the left side of the page.

HOME

After selecting the HIBster module, users are directed to the HIBster homepage.

Users have access to the following items from the home page:

1. **A welcome message.** In the gray banner that runs across the top of the screen, HIBster will welcome all users by first name.

2. **Navigation buttons.** Located directly below the welcome message in the red banner are all of the navigation icons. These icons allow the users to quickly move between different sections of HIBster.

3. **Incident Manager.** Here is where users can access all of the incidents to which they have access. Such as:

   a. If logged in as a **System Administrator, District Coordinator, School Administrator, Specialist** or **School User** the incident manager will feature the following navigational tabs: My Incidents, Recent, Approved, Open, Unassigned, and Closed.

   b. **District Coordinators, School Administrators**, and **Specialists** will also have access to a Pending tab. *(For more information, please see Incidents – "Pending Incident Queue")*

c. If you are logged in as a **Superintendent**, your incident manager will feature the My Incidents, Closed Incidents, and Closed & Approved Incidents tab.

My Incidents	Closed Incidents	Closed & Approved Incidents
Victim	**Tracking Number**	**Incident Date/Time**
Katie King	21316_IMS_09192013	9/16/2013 3:00 PM

Superintendents have the ability to select the **Specialist View.** This is done by clicking the computer monitor icon located in the red navigation bar.

No matter which tabs are displayed, incidents are always listed in the area below the tabs. Selecting the various tabs will display different groupings of incidents.

Hovering the cursor over an incident will highlight that incident in gray and make it clickable. Clicking on the highlighted incident will open it so that the user may see it in detail.

If the Victim column displays a name and then a number in parentheses – for example "John Doe (+3 more)" – there are additional victims besides the one currently displayed. It is possible to add multiple victim to one incident.

My Incidents	Recent	Approved	Open	Closed	Pending	Pending Accepted	Pending Rejected
Victim		**Tracking Number**			**School**		
Johnny Johns		53952_NJES_07062017			New Jersey Elementary School		
Anna Smith (+ 1 More)		53729_NJHS_06122017			New Jersey High School		
Anna Smith (+ 2 More)		53728_NJHS_06122017			New Jersey High School		

NAVIGATION

The navigation buttons are located in the red banner near the top of the page on the right-hand side. These buttons allow the user to navigate through the different areas of HIBster. All available functions of the software program can be accessed here.

Probably the most commonly used button is the **Home** button. It is available from all pages within HIBster – except for the home screen, of course.
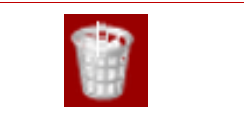
Click **Home** from any page in HIBster to return to the home page.

There are several other navigational buttons available to all users. Depending on which section of the website is being accessed, users will see different combinations of the following options:

Below is a quick breakdown of each icon.

TEAM HIBSTER	**Team HIBster**: Opens a new window which displays the Team HIBster website.
	View Messages: Directs user to the Message Center where messages and notifications generated within the system are visible.
	HIB Grade Assessment: Click the icon and it will take you to the HIB Grade Assessment page where you can begin a self-assessment.
	Add new: Depending on what page users are on, this will create a new item. For instance, on the home page it will create a new an incident.
	Past Incident Documents: This is intended for archiving older pre-HIBster incidents that the school has saved as PDF, DOCX, or another document format.
	Backup Tool: This tool is used for backing up files from your computer.
	Deleted Incidents: Takes users to a page where deleted incidents can be restored or searched.

	Search: Specify criteria in order to find particular incidents and run reports based on that search. *(See Incidents – "Search Incidents" & Reports)*
	Student Overview: A way to search a student's incident history
	Specialist View: Available to Superintendents only. Allows Superintendents to see all incidents within the district.
	Reports: Displays a pop-up box where users can generate various reports. *(See Reports)*
	Yearly Breakdown Report: Creates a report in a pop-up box which breaks down the number of incidents by month and year. *(See Reports)*
	Training and Programs: Displays currents trainings and programs. Also provides ability to create new trainings and programs.
	Bulk Trainings and Program Reports: Here is where you can run a report for all Trainings and Programs
	Settings: Available only to System Administrators. Provides ability to edit options to users, schools, documents, and tasks. *(See System Settings)*
	Feedback: Users can submit a support question, report a bug, or suggest an enhancement via a pop-up box. *(See Help and Support)*
	Resources: Directs users to a different website which lists various helpful resources related to HIBster. *(See Help and Support)*
	Help: Directs users to the information page which houses helpful documents, links, video tutorials and support options.
	Modules Screen: Allows user to move between the four modules currently available: HIBster, HIBstervention, HIBster PD and Team HIBster.
	Logout: Clicking this button logs the user completely out of the HIBster account. *(See Logout)*

HIBster Chat Support

You can chat with live support if you have any quick questions. This icon is located on the modules page when you first log into HIBster. Unfortunately for the time being, you are not able to multi-task with the chat box being open, but we hope to have that fixed soon.

INCIDENTS

Add an Incident (Users)

It is our strong recommendation that when working in an incident, users save often. For security purposes, cookies are not enabled and therefore any unsaved information will be lost should your browser crash, the computer lose power or any other type of unfortunate error should occur. Saving regularly will prevent data from being lost in an emergency.

1. Click the **Add Incident** button in the navigation [icon] bar.

2. The **incident form** will open. The form contains multiple tabs (as shown in the screenshot above). Each tab consists of a series of fields and questions which help collect information pertaining to a given incident. Users should move from tab to tab, filling in as much information as possible as it becomes available. Users do not need to complete all fields or move linearly from tab to tab, but it is designed in that manner.

1. The **General** tab includes fields for basic information.

   a. **Tracking Number:** HIBster automatically generates a tracking number for the incident when the incident is saved for the first time.

   b. **Status:** HIBster will automatically show when the investigation was started as well as the user who started the investigation. Until an incident is saved, the status will be "Pending." During the investigation, the status is "Active." A school administrator can change the status to "Closed" at the end of the investigation. The superintendent will give final approval and the status will change to "Approved."

c. **Date of Incident:** Enter the date on which the incident occurred.

d. **Time of Incident:** Enter the approximate time that the incident occurred.

e. **Reported Date:** Enter the date on which the incident was reported to school authorities.

f. **School:** Select the appropriate school from the drop-down list. Select the school that the victim attends.

g. **Informant Name:** Enter the name of the individual who reported the incident to school authorities.

h. **Informant Phone Number**: Enter the name of the individual who reported the incident to school authorities.

i. **Custom ID:** Enter a Custom ID if your district would like to continue with an already established tracking system or for personal reference. *Optional*

j. **Bias and Gang Related:** If applicable, select whether or not the incident would qualify as Bias Incident or a Gang Related incident.

k. **Assigned To:** Users can assign incidents to other users throughout the investigation. *(See Incidents – "Assigning an Incident")*

l. **Investigation Type**: Select from one of the three options which best describes this incident: HIB, Violence and Vandalism or Code of Conduct

m. **Targets (Victims) & Alleged Perpetrator(s):** See the instructions below to learn how to enter targets and alleged perpetrators.

Add a Victim

Victims are added to the incident via the Targets (Victim) section. That section is located in the General tab, below the incident information and on the left side of the page.

To add a victim:

1. Click the green plus-sign icon under **Targets (Victims)** header.

   a. If the plus-sign icon is greyed out, click the **Save and Continue** button located at the bottom right of the page. If none of the Save buttons are active, the incident probably is assigned to a different user and cannot be edited. To edit it, the active user must re-assign it first.

2. A pop-up window will appear in which information relating to the victim can be logged. For incidents with multiple victims, simply repeat the process; multiple victims cannot be entered simultaneously.

The following options are available:

a. **Victim Type:** From the drop-down menu, select whether the victim is a General Education Student, Student with Disability, Student from Another School, Non-Student, or Unknown.

b.

c. **Details:** Enter any known details about the victim including **First Name**, **Last Name**, **Address**, **Apt or Suite**, **City**, **State**, **Zip**, **Home Phone**, **Mobile Phone**, **Student ID**, **Age**, **Gender**, **Grade**, and **Ethnicity**.

d. If applicable, choose whether or not the victim **Caused Injury** or **Incurred Injury.**

e. **Statement:**

    i. Click the green plus button to add a statement.

    ii.**Text Statement:** You can manually type a text statement in the box.

    iii.   **File Statement:** You can click **Choose File** to upload a statement.

    iv.   Click **Save & Add** to save that statement and add another or click **Save & Close** to save that statement and go back to the perpetrator box.

f. At any point, you can **Save & Continue**. When you are finished,   you can select **Save & Close** to go back to the incident. You can always modify a victim by clicking the blue pencil.

g. To delete a victim, click the red "x".

h. Add as many Targets (Victims) as necessary by repeating the same process.

Victim

*Save new information with the Save & Continue button to initiate Autosave

General

Victim Type:
[dropdown]

☐ Incurred Minor Injury   ☐ Incurred Serious Bodily Injury

☐ Victim of Violent Criminal Offense

☐ Incurred Major Injury   ☐ Incurred No Injury

Details

First Name:
[text field]

Last Name:
[text field]

Address:
[text field]

Apt or Suite:
[text field]

City [text field]   **State** [dropdown]   **Zip** [text field]

Home Phone: [text field]   **Mobile Phone:** [text field]

Student Id: [text field]   **Student State Id:** [text field]

Age: [text field]   **Gender:** Male [dropdown]   **Grade:** [dropdown]

Ethnicity: [dropdown]

Statement
➕

[Save & Add]   [Save & Continue]   [Save & Close]

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Next you can add the **Alleged Perpetrator(s).** This is where you can indicate which student(s) allegedly bullied the victim(s).

Add an Alleged Perpetrator

1. Click the green plus button under **Alleged Perpetrator(s).**
   If the plus button is greyed out, click **Save and Continue** *first.*

   If you cannot save, you may not be assigned to this incident.

2. A box will pop up in which you can fill in any information that you know about the alleged perpetrator.

   a. **Perpetrator Type:** From the drop-down menu, select whether the victim is a General Education Student, Student with Disability, Student from Another School, Non-Student, or Unknown.

   b. **Details:** Enter any known details about the alleged perpetrator including **First Name, Last Name, Address, Apt or Suite, City, State, Zip, Home Phone, Mobile Phone, Student ID, Age, Gender, Grade,** and **Ethnicity.**

   c. If applicable, choose whether or not the alleged perpetrator **Caused Injury** or **Incurred Injury.**

   d. **Statement:**

      i. Click the green plus button to add a statement.

      ii. **Text Statement:** You can manually type a text statement in the box.

      iii. **File Statement:** You can click **Choose File** to upload a statement.

      iv. Click **Save & Add** to save that statement and add another or click **Save & Close** to save that statement and go back to the perpetrator box.

   e. At any point, you can **Save & Continue.** When you are finished, you   can select **Save & Close** to go back to the incident. You can always

modify an alleged perpetrator by clicking the blue pencil.

    f.   To delete an alleged perpetrator, click the red "x."

    g.   Add as many Alleged Perpetrators as necessary by repeating the same process.

Repeat Victims and Offenders

One way that HIBster helps you identify trends within your schools is to alert you to instances of Repeat Victims and Repeat Offenders. When you enter a student that has been involved in more than one incident as a victim or offender, a pop up box will notify you of how many incidents the student has been involved in.

Submit an Incident (Non-Users)

Each district has its own unique "Reporting Form URL." This form can be placed on your district's website internally to be used by teachers and staff as well as externally to be used by students, parents, volunteers, and the general public.

1. **General**

   - **General**: Fill out all known information regarding the **Date of Incident**, **Time of Incident**, **School** in which the incident took place, and how you learned that a student may have been a victim of harassment, intimidation, or bullying.

   - **Target (Victim)**: Fill out all known information regarding the target's **First Name**, **Last Name**, **Gender**, and **Grade**.

   - **Alleged Perpetrator(s)**: Fill out all known information regarding the alleged perpetrator's **First Name** and **Last Name**. More than one perpetrator can be added.

   - **Contact Info**: Anyone who is **not** employed by the school district may report the event anonymously by leaving the contact fields blank. Employees **must** enter their names. The submitter may enter their email address if they would like to receive a copy of the incident they are about to submit. If a phone number is entered, the submitter may indicate what time of day is best to contact them – morning, afternoon, or evening.

2. **Classification**

- This tab contains fields that describe specific actions performed against the victim. This includes **Verbal & Physical**, **Emotional & Electronic**, **Violence & Vandalism**, **Substance Offense**, and **Weapons/Bombs**. Multiple selections may be made using the checkboxes. For each category, there is also an "Other" option.

3. **Location**

- This tab contains fields that describe where the incident occurred, such as a classroom, restroom, bus stop, etc. Again, multiple selections may be made using the checkboxes and there is an "Other" option.

4. **Witnesses**

- Fill out all known information regarding any witness' **First Name** and **Last Name**. More than one witness can be added. Multiple selections can be made under **Physical Evidence** and there is an "Other" option.

5. **Motivation**

- This tab asks for reasons the bullying may have occurred, such as appearance, gender, religion, disability, race, sexual orientation, etc. Multiple selections may be made using the checkboxes and there is also an "Other" option.

6. **Additional Info**

- Enter any additional relevant information that you would like to provide.

Once this form is complete, click **Submit** and the incident will be added to the Pending Incidents Queue.

Pending Incidents Queue

Specialists, School Administrators, and District Coordinators have a tab within their incident manager labeled "Pending." All incidents that are submitted via the Reporting Form URL will appear in the Pending Incident Queue.

Victim	Tracking Number	School	Reported Date	Submitted By	Assigned To	Investigation Start Date/Time	Type	Submitted To BOE/Date
Johnny Johns	53952_NJES_07062017	New Jersey Elementary School	7/3/2017	NJadmin	njadmin	7/6/2017 9:44 AM	HIB	
Anna Smith (+ 1 More)	53729_NJHS_06122017	New Jersey High School	6/9/2017	njadmin	njadmin	6/12/2017 9:40 AM	AA	
Anna Smith (+ 2 More)	53728_NJHS_06122017	New Jersey High School	6/1/2017	njadmin	njadmin	6/12/2017 9:40 AM	HIB	
hg ghgf (+ 1 More)	53027_NJES_05172017	New Jersey Elementary School	5/15/2017	NJadmin	njadmin	5/17/2017 9:44 AM	HIB	
Anna Smith (+ 1 More)	53026_NJHS_05172017	New Jersey High School	5/16/2017	njadmin	njadmin	5/17/2017 9:42 AM	HIB	
Unidentified Victim	53025_NJHS_05172017	New Jersey High School	3/27/2017	NJadmin	njadmin	5/17/2017 9:35 AM		
Batman r	53023_NJHS_05172017	New Jersey High School	5/17/2017	NJadmin	njadmin	5/17/2017 9:27 AM	V&V	
Jane Doe	42165_NJHS_04172017	New Jersey High School	4/17/2017	njadmin	njadmin	4/17/2017 1:41 PM	HIB	4/30/2017
Anna Smith (+ 1 More)	42102_NJHS_04112017	New Jersey High School	4/4/2017	njadmin	njadmin	4/11/2017 11:17 AM	HIB	
Unidentified Victim	42082_NJHS_04102017	New Jersey High School	4/5/2017	njadmin	njadmin	4/10/2017 10:20 AM	V&V	

To view the pending incident, click anywhere within the incident's row.

After reviewing the details of the submitted incident, Specialists, School Administrators, and District Coordinators have the ability to **Approve**, **Deny**, or **Close** the incident.

- Once **approved**, the details of the submitted incident will be auto-populated into an incident form and the investigation can continue from that point as usual. Approved incidents from the pending incident queue can be found in the **Unassigned Incidents** tab until they are assigned to a user. *(See Incidents – "Assigning an Incident")*

- **Denied** incidents will be removed from the Pending Incident Queue and **will not** become actual incidents within the system. Remember that all potential bullying incidents must be investigated; the deny option exists so that users still have discretion as to whether or not incidents were submitted honestly and seriously.

- Before making a decision, users can always **close** the incident and come back to it later for approval or denial.

Investigating an Incident

HIBster employs a tab system to ensure and facilitate the thorough investigation of each incident.

*Hold your mouse cursor over the Incident tabs for a few seconds to see more information about each tab.

Classification: This tab contains fields that describe specific actions performed against the victim. This includes **Verbal & Physical**, **Emotional & Electronic**, **Violence & Vandalism**, **Substance Offense**, and **Weapons/Bombs**. Multiple selections may be made using the checkboxes. For each category, there is also an "Other" option.

Location: This tab contains fields that describe where the incident occurred, such as a classroom, restroom, bus stop, etc. Again, multiple selections may be made using the checkboxes and there is an "Other" option.

Witness & Evidence: Select **"Yes"** or **"No"** to indicate whether or not there is physical evidence for the incident. If you select "Yes," multiple selections may be made using the checkboxes and there is also an "Other" option. To add one or more witnesses and their respective statements, follow the same process used to add Victim(s) and Alleged Perpetrator(s).

Motivation: This tab asks for reasons the bullying may have occurred, such as appearance, gender, religion, disability, race, sexual orientation, etc. Multiple selections may be made using the checkboxes and there is also an "Other" option.

Additional Information: This tab is meant to archive all of your investigation notes. We encourage you to enter **all** other information that you feel is relevant or important to the incident here. This section is for internal use only and will not be included in executive level reports.

Executive Summary: This tab features another text area for you to enter a summary of the incident. In a couple of sentences, give a brief summary of the incident. This summary will be included in executive level reports and therefore must be confidential. E.g. Student 1 punched Student 2. Bullying was founded.

Action: This tab asks for details of any interventions (parent/guardian contact, disciplinary, non-disciplinary, etc.) that may have occurred. You can specify **Action** taken, **Non-Disciplinary** and **Disciplinary** interventions, and **Program Locations** for all victims and all perpetrators. Multiple selections may be made using the checkboxes. For each category, there is also an "Other" option.

Tasks: This tab lists completed and incomplete tasks. Each task has a certain number of days required to complete it as well as a deadline date. System Administrators may customize these notifications and tasks in the system settings. *(See System Settings –* *"Tasks")* To mark a task complete, simply click on the task, check the box next to **Completed** and **Save & Close**. If a task is not completed within the number of days, HIBster will send a notification to the user that the incident is assigned to.

Justifications: Breaks down what is considered a HIB or is justified as a HIB incident. These are components of the state law.

Correspondence: From this tab, you can auto-generate important documents. Documents intended for correspondence with Parents/Guardians are on the left-hand side and documents intended for correspondence with the State are on the right-hand side. The System Administrator can customize reports and letters in the system settings which can then be auto-populated from the Correspondence tab for each individual incident. *(See System Settings – "Documents")*

Conclusions: This tab allows you to conclude the investigation by selecting the **Type** (category that the incident falls in) and whether the incident was **Founded** or **Unfounded** as bullying as a result of the investigation. Likewise, you can mark each individual perpetrator as **Founded** or **Unfounded**. School Administrators can **Close** the incident from this page and Superintendents can **Approve** the incident from this page.

Log: This tab tracks all reassignments of incidents generating an **Audit** Trail as well as **Notes** between users throughout the investigation.

(For information on how to generate a report on an individual incident at any time during your investigation, see Reports – "Generate Incident Report (Individual Incident)")
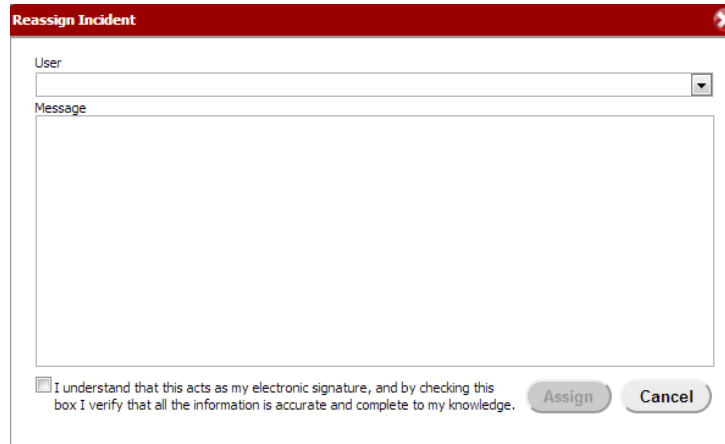
Assigning an Incident

Throughout the investigation, the incident can be assigned to another user. For instance, a Specialist may assign the incident to their School Administrator for disciplinary action and review and then the School Administrator may then assign the incident to the Superintendent for final approval.

To reassign an incident,

1. Click the **Reassign Incident** icon in the top, right-hand corner of the incident.

2. In the box that pops up, choose the user that you want to assign the incident to from the drop-down list and enter any message that you would like to send to that user.

3. Check the box that says, "I understand that this acts as my electronic signature, and by checking this box I verify that all the information is accurate and complete to my knowledge." This serves as your electronic signature.

4. Click **Assign** when you are finished. *The person being assigned should receive an email notification. If they do not, the system admin should check and make sure their email address is listed correctly in their account.*

Assigning an Anti-Bullying Specialist

To assign an Anti Bullying Specialist – click on the icon of the two people next to the Name box and then either search for the user you are looking for or just click the search button which will pull all users.

Closing an Incident

After the thorough investigation of an incident, a school administrator may take necessary disciplinary action (documented in the Action tab). Once the incident has been investigated and action taken to his/her satisfaction, conclusions are to be documented in the Conclusions tab. The School Administrator or District Coordinator may then **Close** the incident and assign it to the Superintendent for final approval. The **Status** (found on the General tab of the incident) will then indicate that the incident is **Closed**, the user who closed it, and the date and time at which it was closed. The incident will now also appear in the "Closed" tab of the incident manager.

Approving an Incident

The Superintendent has the final component of any investigation. Once an incident is assigned to him/her and is verified to be thoroughly investigated and action taken to his/her satisfaction, the incident can be **Approved**. This button (for Superintendents only) is also found in the

Conclusions tab. Once the incident is **Approved**, it will also appear in the "Approved" tab of the incident manager.
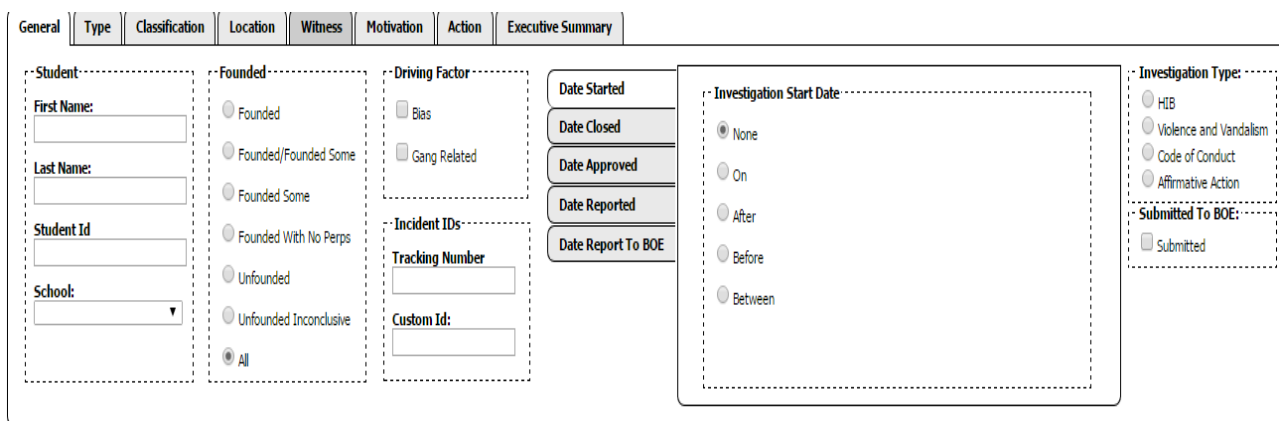
Modify an Incident

An incident may be modified at any time during the investigation. Select "Home" from the navigation icons and find the incident that you want to find within the incident manager, clicking it to open the incident. Modify the incident as needed and save these changes.

Unless an incident is assigned to you, it will be **read only**. Anyone not assigned to an incident may view that incident but not make changes.

Search Incidents

1. Click the **Search** icon in the navigation [search icon] bar.

2.

The form that appears is very similar to the incident form itself. You can enter search criteria under the **General**, **Type**, **Classification**, **Location**, **Witness**, **Motivation**, and

Action tabs.

3. The **Executive Summary** tab is for administrators. Anything typed in this tab will be featured as the first page of an Executive Report. This can be used to address, for example, the members of the Board of Education in an executive report being submitted to them.

Generate Report	Generate Executive (Board) Report	Generate Excel Report	Generate Bulk EVVRS	Search	Clear	*Be sure to click search before generating reports to apply your search criteria.

Number	Date/Time	School	Submitted By
53952_NJES_07062017	7/3/2017 8:00:00 AM	New Jersey Elementary School	Njadmin
53729_NJHS_06122017	6/7/2017 12:45:00 AM	New Jersey High School	njadmin
53728_NJHS_06122017	6/7/2017 1:30:00 AM	New Jersey High School	njadmin
53027_NJES_05172017	5/17/2017 12:00:00 AM	New Jersey Elementary School	Njadmin
53026_NJHS_05172017	5/3/2017 1:30:00 AM	New Jersey High School	njadmin
53025_NJHS_05172017	3/27/2017 12:45:00 AM	New Jersey High School	Njadmin

4. After you click **Search**, a list of incidents matching your criteria will generate below.

5. From your results, you can **Generate Report**, **Generate Executive Report**, or **Generate Excel Report**. *(See Reports – "Reports on Search Results")*

REPORTS

HIBster features many different reports that can be generated for individual incidents, groups of incidents based on certain criteria, and incidents in schools and districts overall.

Reports on Individual Incidents

Incident Summary Report

At any time during the investigation of an incident, an incident report can be generated. There is no limit on how much information must be entered to generate a report.

At the bottom, left-hand corner of the incident page click **Generate Incident Report** and a box will pop up with a report on the information within the incident. This report can be saved and printed as a PDF.

*Incident reports are for internal use only. They use student names and are therefore not confidential.

Statistical Analysis

The Statistical Analysis tool allows you to compare your incident to similar closed incidents within your state. Deciding whether an incident is or is not harassment, intimidation, or bullying will always be a somewhat subjective process. It can be difficult in some situations to make a definite decision, but the state requires that incidents are reported as such: definite cases of bullying. This tool was designed to make the decision a little easier by comparing the details of your incident to similar closed incidents in your state and creating statistics based on their outcomes.

At the bottom, left-hand corner of the Conclusions tab, click **Statistical Analysis** and a box will pop up with the results for your specific incident. The analysis will tell you the **Total Similar Closed Incidents within the State**, and the percentages of which were **Founded on all perpetrators, Not Founded on all perpetrators, Unfounded**, and **Unfounded Inconclusive**.

The statistical analysis tool compares information between incidents found in the Classification, Motivation, and Type tabs.

Reports on Groups of Incidents

Number	Date/Time	School
53953_PHS_07062017	7/6/2017 12:30:00 AM	Pennsylvania High School
53942_PHS_06262017	6/26/2017 12:15:00 AM	Pennsylvania High School
53836_ESE_06162017	6/6/2017 12:45:00 PM	East Side Elementary
53834_ESE_06152017	6/12/2017 1:45:00 PM	East Side Elementary

Four different types of reports can be generated on search results. *(For more information regarding the search feature, see Incidents – "Search Incidents")*

District Summary Report

From the results of your incident search, click **Generate Report**.

53953_PHS_07062017

Tracking #:	53953_PHS_07062017		**Date Entered:**	7/6/2017
Incident Date:	7/6/2017		**School:**	Pennsylvania High School
Incident Time:	12:30 AM		**Investigation Type:**	Code of Conduct

Type:

Classification:

   None

Location:

   None

Witnesses:

   None

Evidence:

   None

Motivation:

   None

Conclusion:

   Unspecified

   Effects of HIB:

   Submitted to BOE? No

The report generated from the search results is in the same format as a report generated from an individual incident. When generated on a group of incidents from a search, however, the report will feature a one page summary for each incident in that group. This report can be saved and printed as a PDF.

*These reports are for internal use only. They use student names and information contained in the additional information tab and are therefore not confidential.

Generate Executive Report

Generate Report | Generate Executive (Board) Report | Generate Excel Report | Generate Bulk EVVRS | Search | Clear

HIBster Report

All Incidents

Demo District

Date Created: 7/10/2017

	Total Incidents	Founded	UnFounded	Inconclusive	Some Founded	Founded No Perp
Pennsylvania High School	97	13	21	0	2	0
East Side Elementary	17	5	1	0	2	1
Shore	23	3	5	0	2	0
Pennsylvania Elementary School	16	4	2	0	1	0
Pennsylvania Middle School	22	6	2	1	1	1
Westmont Hilltop	19	6	8	1	1	0
Test	2	0	2	0	0	0
Total	196	37	41	2	9	2

From the results of your incident search, click **Generate Executive Report**.

*Remember to type any executive summary information in the **Executive Summary** tab of the search feature **before** clicking search to have it included as the first page of an executive report. *(See Incidents – "Search Incidents)*

The first page of your executive report will include the executive summary that was entered in the **Executive Summary** tab.

Each following page will be a summary report of each incident, similar to the incident reports. However, the executive report uses only Student ID numbers and information contained in the executive summary tab of the incident itself and is therefore confidential.

This report can be saved and printed as

Tracking #:	21315_IHS_09192013	**Date Entered:**	9/19/2013
Incident Date:	9/17/2013	**School:**	Indiana High School
Incident Time:	8:00 PM	**Incident Time:**	8:00 PM

Target:
Student ID: 123456

Action Taken - Target:
Has contact been made with parent/guardian?: Yes - 9/19/2013
Agencies Contacted: None
Actions Taken: None

Type:
The student knowingly engaged in racist, homophobic, or other stereotyping behavior with the specific objective of hurting, intimidating, or harassing another student

Classification:
Hitting

Location:
Off School Property

Witnesses:
None

Evidence:
None

Motivation:
Appearance

Perpetrator:
Student ID: 654321

Action Taken - Perpetrator:
Has contact been made with parent/guardian?: Yes - 9/19/2013
Agencies Contacted: None
Actions Taken: In School Suspension, Home

Executive Summary:
Student A punched Student B at evening basketball game.
. . . .

Generate Excel Report Generate

Another confidential, executive level report that can be generated is the excel report. This report is in Microsoft Excel format rather than PDF format and is an abridged version of the executive report.
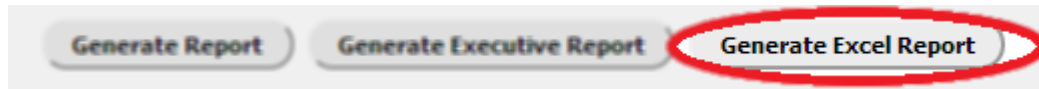
The excel report will compile the results of your search into a report featuring the following criteria:

- **School** in which the incident occurred

- **Alleged Aggressor(s)** involved in the incident

- **Grade** of the alleged aggressor(s)

- **Alleged Victim(s)** involved in the incident

- **Grade** of the alleged victim(s)

- **Date of Initial Report** of the incident

- **Date of Written Report** of the incident (when the incident was entered into HIBster)

- **Reported Incident** – The executive summary of the incident itself

- **Results of Investigation (HIB/Not HIB)** – Whether or not the incident was founded or unfounded as a case of harassment, intimidation, and bullying

- **Category** – The selection motivation(s) of the incident

- **Remediation/Discipline Assigned** – Disciplinary and non-disciplinary details of the action tab of the incident

- **How was Parent/Guardian Notified?** – Details from the parent/guardian notification component of the action tab of the incident

Bulk EVVRS Report

| Generate Report | Generate Executive (Board) Report | Generate Excel Report | Generate Bulk EVVRS | Search | Clear |

VIOLENCE, VANDALISM, AND SUBSTANCE ABUSE (VV-SA) INCIDENT REPORT FORM

2016-2017
INCIDENT INFORMATION

System-Assigned
Incident Number _40959 ESE 03032017_
Local Incident Number
(Optional)

INCIDENT HEADER (Use one Incident Report Form for all offenders and victims of any one incident.)

School Name: _East Side Elementary_

Location: _ Cafeteria ___Classroom _ Corridor _ Other Inside School _ School Entrance _ Building Exterior ___ Other Outside ___ Bus
_X_ Locker Room _ Off-site School-Sponsored Function _X_ Other School Grounds _ Off School Grounds (HIB only) _ Off-site Program*

Date/Time of Incident: _2/1/2017_   **Time of Incident:** _12:00 AM_   ___ Bias-Related   ___ Gang-Related
Police Notification: _ None   _ Police Notified, Complaint Filed   _ Police Notified, No Complaint Filed
Contact Name: _   **Contact Phone #**

INCIDENT TYPE (There can be multiple offense categories in one incident report)

VIOLENCE
_ Assault
_ Criminal Threat
_ Extortion
_ Fight
_ Threat
_ Kidnapping
_ Robbery
_ Sex Offense

VANDALISM RELATED
_ Arson
_ Bomb Threat
_ Burglary
_ Damage to Property
_ Fake Bomb

_ Theft (>=$10)
_ Trespassing
_ Fire Alarm Offense
_ Fireworks Offense

___ Cost Incurred by LEA? (only check if yes)

HARASSMENT, INTIMIDATION OR BULLYING
(Affirmed (i.e. found to be HIB) by the Board of Education)

WEAPONS   Check either Possession or Used in Offense
Possession   **Used in Offense**
_   _ Handgun
_   _ Rifle
_   _ Air Gun, Pellet Gun, BB Gun
_   _ Imitation Firearm
_   _ Knife, Blade, Razor, Scissors, Box Cutter
_   _ Pin, Sharp Pen/Pencil
_   _ Chain, Club, Brass Knuckles
        Spray

_ Sale/Distribution of Weapon

BOMB OFFENSE

_ Bomb - exploded

_ Bomb - unexploded

*Select "off-site program" when a program that is part of a school in which the student is enrolled but that operates at another site and has NOT been assigned a school code by the Department of Education. You may include the off-site program name and address in the "Incident Description" field.

SUBSTANCE OFFENSE

_ Use confirmed _ Possession _ Sale/Distribution

SUBSTANCE TYPE
_Alcohol
_Marijuana
_Amphetamines
_Designer/Synthetic Drugs (e.g., Party Drugs, Club Drugs, Bath Salts, Synthetic Marijuana, China White, Synthetic Heroin (MPTP), Ecstasy (MDMA), GHB, Rohypnol K2, Spice, Cloud Nine (MDPV))
_ Cocaine/Crack
_ Hallucinogens (e.g., THC, LSD, Jimson Weed, Angel Dust (PCP) Psilocybin (Mushrooms), DMT, Ketamine, Mescaline (Peyote))
_ Narcotics (e.g., Morphine, Heroin, Hydrocodone, Oxycodone, Codeine, Vicodin, Methadone)
_ Depressants (e.g., Barbiturates, Valium, Xanax, Tranquilizers)
_ Anabolic Steroids
_ Unauthorized Prescription Drugs
_ Unauthorized Over the Counter Drugs
_ Inhalants
_ Drug Paraphernalia

Incident Description: _____

_____   _____   _____   _____   _____
Signature 1   Title   Date   Signature 2   Date

Report Form Set: Incident, Offender, Victim and HIB pages

E00-00317
Revised 8/16

Electronic Violence and Vandalism

A 1982 state law requires the Commissioner of Education to file with the Legislature an annual report detailing the level of violence and vandalism in the state's public schools. Districts are required to report incidents if they occur on school grounds during school hours, on a school bus or at a school-sponsored event.

District & School Reports

There is also a separate section for Reports and Graphs within [icon] HIBster.

From the navigation bar, click the **Reports** icon.

The box that pops up, called Reports, gives you many different options for generating reports based on the incidents for your schools.

1. **Report/Graph Type** *(See Reports – "Report/Graph Types")*

    - Choose from the following report/graph types: **Founded/Unfounded, Incidents per Grade, Incident Victim Ethnicities, Hot Spot Locator, Task Completion Report, Repeat Offender, Repeat Victim, Incident Summary**, and **Executive Summary**.

2. **School**

    - Choose district or the school for which you would like to generate the report/graph.

3. **Report Format**

    - Choose whether you would like to generate the report in a browser window or as a PDF.

4. **Date Entered & Closed Date**

    - Choose and enter your criteria: **None**, **On**, **After**, **Before**, or **Between**

5. **Status**

    - Choose **Approved**, **Not Approved**, or **All** incidents from the drop-down menu

6. Click **Run Report** or **Email Report**

Report/Graph Types

Founded/Unfounded: Bar chart that represents the number of Unfounded, Unfounded Inconclusive, Founded All Perps, and Founded Not All Perps incidents within the selected school.

Incidents per Grade: Bar chart that represents the number of incidents per grade within the selected school.

Ethnicities: Pie chart that represents the percentages of ethnicities involved in incidents within the selected school.

Hot Spot Locator: Report that features the total number of incidents within the specified criteria and the number of incidents and percentage of that total that it represents for each location that can be chosen for an incident.

Task Completion Report: Pie chart that indicates the percentage of incidents within the specified criteria for which the notifications tasks were "met" or "not met." If all tasks were completed prior to or on the deadline, the incident will count as "met." If even one task was not completed or completed after the deadline, the incident will count as "not met." Information document in the Additional Info tab of the incident is crucial for explaining "not met" incidents.

Repeat Offender: Excel report that features the First Name, Last Name, Student ID, Grade, Gender, and Incident Count for students listed as an alleged perpetrator in more than one incident.

Repeat Victim: Excel report that features the First Name, Last Name, Student ID, Grade, Gender, and Incident Count for students listed as a target (victim) in more than one incident.

Incident Summary: Report identical in format to the non-confidential report generated from search results.

Executive Summary: Report identical in format to the confidential executive report generated from search results.

Incident Tasks: Features the incidents Tasks, Days to complete, Status, Deadline, and Reason for Delay.

Incident Audit: Features the Tracking Number, Audit time, User Name, and Details.

Incident Signatures: This is a report that is ran to find out when the incident was assigned to each person involved. It includes users, users roles and the date assigned.

Investigations: Features total Number initiated, Number Completed within 10 days, Number of incidents Affirmed.

Safety Report: Features Founded Report, Victim Ethnicity Report, Hot Spot Report, Incidents Per Grade Report, HIBster Report all incidents and Executive Summary.

Superintendent HIB report: A summary of all actions either implemented or recommended by the Superintendent in response to the report of each building Anti-Bullying Specialist.

Affirmative Action Report: Also known as the Civil Rights Data Report.

Yearly Breakdown Report

At any point in time, a yearly breakdown report can be generated for the   district.

From the navigation bar, click the **Yearly Breakdown Report** icon.

Yearly Breakdown Report

Incidents This Year: 2017

Month	Quantity
January	3
February	1
March	3
April	9
May	9
June	2
July	1
August	0
September	0
October	0
November	0
December	0

Incident Type
All Incidents ▼

Founded/Unfounded
All ▼

View Other Years...
2017 ▼

Search

A box will pop up with a monthly breakdown of the total number of incidents for the selected year.

Previous years can be chosen from the drop-down list at the bottom of the box and the results will change accordingly.

HIBster
The First Software Solution Battling Against Bullying

EDS
Solving tomorrow's challenges today

You can also select by date range. Enter your dates in the **From** and **To** fields.

HIB Grade Assessment Report

Most Recent Average: 34.56   Generate HIB Grade Report

New Jersey Department of Education

School Self-Assessment for Determining Grades
under the _Anti-Bullying Bill of Rights Act_ (ABR)
SUMMARY REPORT

District Name: Demo District
School Name: All Schools

Core Element #1 : HIB Programs, Approaches or Other Initiatives (_N.J.S.A._ 18A:37-17a)	
Indicator	
A. The school annually established HIB programs, approaches and initiatives.	1
B. The school annually implemented and documents HIB programs, approaches or other initiatives.	1
C. The school annually assessed HIB programs, approaches or other initiatives.	1
D. The school's HIB programs, approaches or other initiatives are designed to create school-wide conditions to prevent and address HIB.	1
E. The school safety/school climate team (SS/SCT) has identified patterns of HIB and reviewed school climate and school policies for the prevention of HIB.	1
SUB-TOTAL (possible 15)	5

Each school, through its SS/SCT, is required to evaluate its implementation of the ABR from July 1, 2016 through June 30, 2017 by using the Self-Assessment. The Self-Assessment tool includes eight core elements that address all of the ABR requirements for schools. The SS/SCT must assign a rating for each indicator based on the criteria and available documentation.

Student Overview
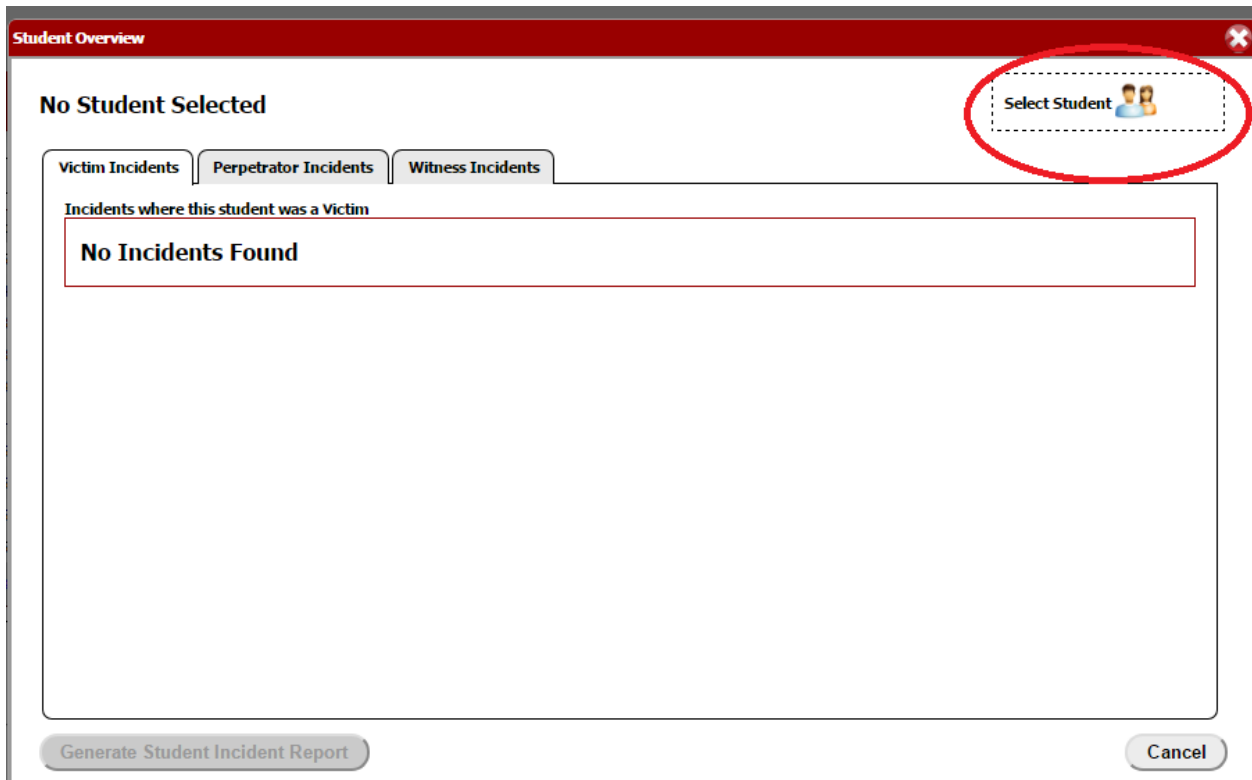
The clipboard icon. Here is where you can search a student and see their history on HIBster. By clicking the 2 people icon in the upper right hand corner you can either type the students name or click the search button which will pull all students in a list form. If you are having trouble finding the student they may not be added to the system. By

clicking the green plus button you can add a new student.

First Name	Last Name	Student Id	Date of Birth	Grade
Michael	Lawrence	N01928		7
Jane	Doe			
Eddie	Cannon	1124		10
Kirsten	Reid	1181		12
Cynthia	Fuentes	1110		12
Isaiah	Nelson	1114		11
Jason	Smith			
Anna	SMITH			
anna	smith			
Anna	Smith			
Mohammed	Bangura	1175		9
Jim	James			
kathy	kathleen			
Margaret	Hassan	1258		9

Find Student

Enter Search Criteria

First Name: Last Name: Student ID: Grade: Search

SYSTEM SETTINGS (System Administrators Only)

System Administrators can access the System Settings for their district's account. From the navigation bar, click the **System Settings** icon.

District Details

- In the Details tab, you can edit the **School District Name**, **Website**, **State/Province** and **Superintendent's Prefix**, **First Name**, **Last Name**, and **Email**.

- If you check the box next to **Enable incident task notifications**, notifications will be sent via email for tasks.

- If you check the box next to **Email superintendent when closing an incident**, a notification will be sent via email to the superintendent when an incident is closed.

- Click **Choose File** to upload a **District Logo**

- Click **Choose File** to upload a new PDF for an **Executive Summary Cover Page**. This will take the place of a typed executive summary for the executive report.

Calendar Days vs School Days

Calendar Days: HIBster uses calendar days to determine deadlines. For example, if an incident starts on October 10 and something is due in 10 days, then the deadline will be best set for October 20. It does not matter if October 20 is a weekend or a holiday.

School Days: HIBster uses the school calendar to determine deadlines. Weekends are removed from the equation; nothing will ever be due on a Saturday or Sunday. Using school days also provides the option of inputting your school calendar into HIBster; off days are even removed from the equation when HIBster calculates due dates.

Schools

- To add a school, click the green plus button in the top, right-hand corner.

- Enter the **Details** of the school, the **Principal's** first and last name, and all known **Contact Information**.

- Click **Choose File** to upload a **School Logo**.

- For **Users** and **Documents,** see the information below. The process is the same for both the district overall and for individual schools.

Users

- To add a user, click the green plus button in the top, right-hand corner.

- Enter the **Details** of the user, including their **First** and **Last Name** as well as their **Email Address**.

- Create a **Username** and **Password** and **Confirm Password**.

  o *You cannot change a username after it has been created.*

  o If the **Active** box is checked, the user account is active.

  o If the **Locked** box is checked, the user account is locked. The system will automatically lock an account after a series of unsuccessful login tries. The system administrator can unlock an account for a user as well as change/reset their password and edit any other details.

- Choose the **Roles** of the user. The orange "*i*" button explains the access levels of the individual roles. You may choose more than one role for a user.

- o District Coordinators, Superintendents, and System Admins have access to the entire district's incidents.

- o School Admins, School Users, and Specialists have access to the incidents for **only** the school(s) they are assigned to.

- Choose the **School** of the user. You may choose more than one school for a user.

Follow the same procedure for Users for an individual school. Users may be entered at either the District or School level.

Tasks

- For each state, there are default tasks within the system. Each task may be modified by clicking on it and editing within the box that pops up.

- To add a new task for the district, click the green plus button in the top, right-hand corner.

- Enter a **Description** for the task as well as the number of **Days** in which you want the task to be completed.

- If the **Enabled** box is checked, the task will show up in the Notifications tab of each incident.

Documents

- Custom documents can be created specifically for your district as well as your individual schools using HIBster Variables.

- Click the orange "*i*" button to see the variables and insert them into your documents accordingly. For instance, if you enter $SchoolDistrictName, HIBster will auto-populate the School District Name wherever that variable occurs in the document.

- Once you have the appropriate variables saved in your document, click the green plus button to add a new district document.

- Enter a **Name** for your document.

- Choose whether the document will be used for a **Perp** or **Victim**.

- Choose a **Target** for your document: Parents or State

- If you want the document to show a previously uploaded **Header or School Image**, check the box.

- Finally, click **Choose File** to select your custom document that includes the HIBster variables. Your document will now be available for auto-population within each individual incident under the Correspondence tab.

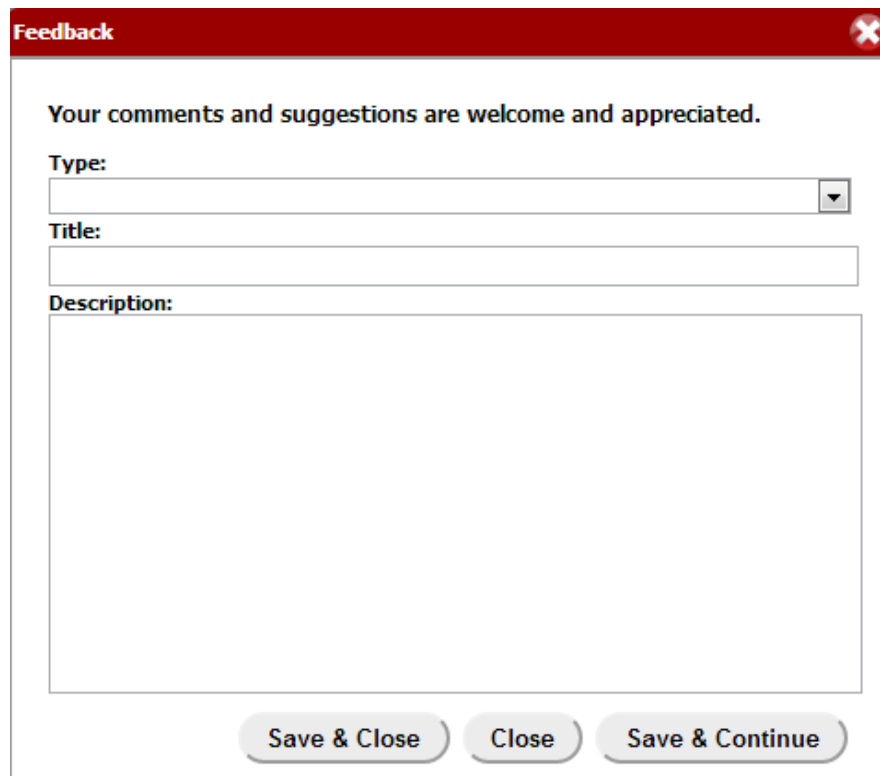## District Mobile Settings

Iphone/Android applications to report incidents on. This is the emergency contact number entered in for an emergency message to be sent out for submitting a HIB incident through mobile.

HELP & SUPPORT

Feedback

To give us your feedback, click the **Feedback** icon in the navigation bar.

From the drop-down menu, choose the **Type** of feedback you would like to submit: **Bug**, **Enhancement**, or **Comment.**

Type a **Title** for your feedback, and place the **Description** of your bug, enhancement, or comment in the box.

We appreciate all feedback from our customers and encourage you to use this powerful tool so that we may continue to meet your needs and requests to the best of our ability with HIBster!

Resources

To access HIBster Resources, such as this **User Guide** and **Technical Requirements**, click the **Resources** icon in the navigation bar.

ADDITIONAL INFORMATION

- The HIBster system features a time-out mechanism. If the system is idle for 60 minutes, it will automatically log you out for security purposes. Save often to avoid losing any information.