Philadelphia HIBster Project: HIBster Stepper for Bullying Designees

This document is meant as a stepper/guide for Bullying Designees, Principals, Assistant Principals, and Climate Managers.

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**Logging on and Navigating HIBster**

**Logging on**

1. Log on to the Employee Portal, then navigate to the Hibster application square. From the Select Your Module screen, click on the logo on the left.

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**Using the Icons for Navigation**

1. The navigation buttons below the welcome message in the red banner are all of the navigation icons. They allow the user to move quickly between the sections of HIBster.

2. The chart below explains how the icons may be used. Hover over the icon for a brief description. *Icons which have an asterisk (*) will generally not be used in the district.*

<table>
<thead>
<tr>
<th>Icon</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Home" /></td>
<td><strong>Home</strong>: Clicking on the Home button will return the user to the Home page from any area in HIBster.</td>
</tr>
<tr>
<td><img src="image" alt="Team HIBster" /></td>
<td><em>Team HIBster</em>: Opens a new window to the Team HIBster website.</td>
</tr>
<tr>
<td>Icon</td>
<td>Feature</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td><img src="image" alt="16" /></td>
<td><strong>View Messages</strong>: Directs user to the Message Center where messages and notifications generated within the system are visible. The User will also receive email notifications for messages generated by the system.</td>
</tr>
<tr>
<td>![+]</td>
<td><strong>Add new</strong>: Allows creation of a new item. On the home page, it will create a new incident.</td>
</tr>
<tr>
<td>![bright]</td>
<td><strong>Search</strong>: Specify criteria in order to find particular incidents and run reports based on that search.</td>
</tr>
<tr>
<td>![search_copy]</td>
<td><strong>Student Overview</strong>: A way to search a student’s incident history.</td>
</tr>
<tr>
<td>![copy]</td>
<td><strong>Reports</strong>: Displays a pop-up box where users can generate reports.</td>
</tr>
<tr>
<td>![calendar]</td>
<td><strong>Executive Summary Generator</strong>:</td>
</tr>
<tr>
<td>![calendar]</td>
<td><strong>Yearly Breakdown Report</strong>: Creates a report which breaks down the number of incidents by month and year.</td>
</tr>
<tr>
<td>![calendar]</td>
<td><strong>Bulk Trainings and Program Reports</strong>: Displays a report for all Trainings and Programs</td>
</tr>
<tr>
<td>![sun]</td>
<td><strong>Settings</strong>: Provides ability to edit options to users. Please do not make any changes via this icon except changing password.</td>
</tr>
<tr>
<td>![book]</td>
<td><strong>Resources</strong>: Directs users to a different website which lists various helpful resources. Scroll to access Pennsylvania resources.</td>
</tr>
<tr>
<td>![help]</td>
<td><strong>Help</strong>: Directs users to the generic HIBster information page which houses documents, links, video tutorials and support options.</td>
</tr>
<tr>
<td>![modules]</td>
<td><strong>Modules Screen</strong>: Allows users to move between the modules. Generally, district HIBster users will use only the HIBster module.</td>
</tr>
<tr>
<td>![exit]</td>
<td><strong>Logout</strong>: Clicking this button logs the user completely out of the HIBster account.</td>
</tr>
</tbody>
</table>
The HIBster Homepage

All incidents that the user has access to will appear in the Incident Manager. Principals, APs, and Climate Managers, and Bullying Designees will have access to My Incidents, Recent, Open, and Closed. Regardless of the tab displayed, incidents are always listed below the tabs with the most recent incident populating first. Incidents can be sorted by clicking on any of the column headers to change the order in which they are sorted. Hovering over an incident will make the incident clickable.

1. Incidents that have been assigned to the user OR created by the user will appear on the My Incidents page regardless of the stage of the incident.

2. Click on a column header to sort the results if appropriate.

3. Incidents that have been created by the user in the past 7 days will appear on the Recent page.
4. Incidents on the **Open** page may have been created by the user, but unless it has been assigned to the user, the user will only be able to view it - NOT make changes. The **Open** tab is for incidents which are currently being investigated by the school Bullying Designee or being reviewed by school administrators.

![Open Tab](image)

5. Once an Incident has been closed, it will appear on the **Closed** tab. If an incident is Closed, it signifies that the School Administrator has reviewed all of the supporting material in the investigation, has no further questions about the investigation and has either made or agrees with the founded/unfounded decision.

![Closed Tab](image)

6. Return to the **My Incidents** to review incidents to be investigated. Hovering over an incident on the Incident Manager will highlight the incident and make it clickable. Every incident is assigned a Tracking Number. This number is important for linking (if applicable) to other incidents and can also be useful when searching for a specific incident in the system.

![My Incidents](image)
General Features of the Tabs on the Incidents Screens

Saving data entered on a tab

Scroll to the bottom of the tab screen. Click Cancel if information has been entered, but should not be saved. Click Save & Continue at the bottom of the screen to save any changes and remain on this screen. Click Save & Close to save and return to the My Incidents screen.

Saving data entered on a screen within a tab

Individual pop-up screens within a tab generally have three (3) different save features. Save & Add will save the data entered and allow another entry to be added. Save & Continue will save the information added and the user will remain on the same screen. Save & Close will save the information and close the pop-up screen.

Uploading documents

Documents can be uploaded on various tabs and pop-up screens by clicking on the (+) icon. Typical documents to be uploaded include victim, witness and alleged offender statements as well as pertinent evidence to the case (videos, screenshots, etc.) and letters. (Please see guidance regarding sexually explicit documents.)
Generating an Incident Report

An **Incident Report** can be generated from any of the tabs for this incident by scrolling to the bottom of the screen and clicking **Generate Incident Report**.

Sample report
Viewing a Reported Incident

Clicking on the View Reported Incident button to quickly view each tab for a given incident. This is a view only screen. Like the Generate Incident Report button, it can be accessed from every tab. Note that the tabs are slightly different than the tabs where information can be entered. This view will be most useful for users who are overseeing the process.
Managing Incidents

Managing Submitted Incidents

1. Click on the Home (onium) icon to return to the HIBster Home page. Hover, then click on the incident to be reviewed on the My Incidents tab to open and view details.

2. The General Tab holds all of the basic identifying information for an incident. A Tracking Number is automatically assigned to an incident once it has been saved. The Tracking Number is the unique number used to track the incident. Review information.

Managing Victims on the General Tab

1. Click on the pencil ( ), icon to Review or Edit information for any of the students involved.
2. Review the information on the **General** tab of the pop-up screen. Enter additional information as necessary about the victim and the incident.

3. Click on the **Special Education** tab to review or add information regarding the student’s special education status. Click **Save & Close** when complete.
4. **Click on the (+) sign to add a victim statement.** Follow the procedure outline in [Uploading documents](#) to add a victim statement. Click **Save & Close** when finished.

5. **Clicking on the (-) icon** will display a **Student Overview** for that student. The **Generate Student Incident Report** button also allows the user to generate a **Student Incident Report**.

6. If applicable, **click on the (+) icon** to add another Target (Victims). See [Adding Targets (Victims) on the General tab](#) for details on this procedure. Click **Save & Close** when finished.

7. **Click on the (-) icon** if a victim has been added in error to remove the victim from the incident.
Managing Alleged Offenders on the General Tab

1. Follow the same procedure outlined in Managing Victims on the General Tab, but use the Alleged Offender(s) column.

Logging Initial Parent Contact

After reviewing the information on the General tab, click on the Actions tab at the top of the screen to document initial contact with parents/guardians. Click on the pencil (✏️) icon to log contact with parents/guardians. Click on the pencil (✏️) icon for all Victims and Alleged Offender(s) to open screens to document initial contact with parents/guardians. Click Save & Continue when all documentation has been entered.
1. Click on ( / ) icon to document contact with parent/guardian. A new window will open.

3. Click Save & Close when all information has been added.

2. Document contact with the parent/guardian of the victim(s) and alleged offender(s).
**Reviewing the Incident**

1. Return to the top of the screen. Navigate across the tabs to view the information for the incident. **Classification** describes specific types of action performed against the victim.

![Classification Tab](image1)

2. Click on the pleats (Verbal & Physical, Emotional & Electronic, Violence & Vandalism) to view and review all information that has been submitted. When all information has been reviewed and updated, click **Save & Continue**.

![Emotional & Electronic Tab](image2)

3. Click on the **Location** tab. **Location** is used to describe where the incident occurred. When all information has been reviewed and updated, click **Save & Continue**.

![Location Tab](image3)
4. Click on the **Witness** tab. The **Witness** tab allows witness information to be reviewed and added (Follow steps for [Managing Victims on the General Tab](#)). When all information has been reviewed and updated, click **Save & Continue**.

![Witness tab screenshot](image)

5. **Evidence** can be uploaded on the right side of the screen. Click on the Yes checkbox indicating physical evidence for options to appear, then mark the type of evidence. Use the (+) icon to upload documentation. Follow the procedure for uploading documents outlined in the [Uploading documents](#) section of the stepper. The **Evidence area is intended for ALL documented evidence pertaining to the incident**. However, any images or videos of a sexual nature SHOULD NOT be viewed, uploaded or shared by SDP employees. If students have sexual images or videos, DO NOT view or ask that the images be sent to you. Notify the police of the existence of the images.

![Evidence upload screenshot](image)

6. If documentation has already been uploaded, the document can be viewed by clicking on the [blue hyperlink](#). When all information has been reviewed and updated, click **Save & Continue**.
7. Click on the **Motivation** tab. The **Motivation** tab keeps track of the motivating factors behind the incident. When all information has been reviewed and updated, click **Save & Continue**.

![Motivation Tab Diagram]

**Documenting the Investigation**

1. Notes can be added on the **Investigator’s Notes** tab. This tab is meant to archive investigative notes. Information that is relevant or important to the incident should be included here. This section is for internal use only and will not be included in executive level reports. Notice that icons allow links, images, YouTube videos, and slide shows uploads to be among the features. However, any images or videos of a sexual nature **SHOULD NOT** be **viewed**, uploaded or shared by SDP employees. If students have sexual images or videos, **DO NOT** view or ask that the images be sent to you. Notify the police of the existence of the images.) When all notes and evidence has been entered, click **Save & Continue**.

![Investigator’s Notes Tab Diagram]

2. The **Report Summary** tab area will be used for external confidential reports and should not include specific identification information. It should be a brief summary of the incident. When the **Report Summary** is complete, click **Save & Continue**.

![Report Summary Tab Diagram]
3. Return to the **Actions** tab to document additional contacts and enter interventions to be applied.

4. Click on the pencil (📝) icon to add documentation for additional contacts and interventions applied to each incident participant.

1. Click on (📝) icon to document actions and interventions. A new window will open.

2. Document **Actions** (including additional contacts) taken. Use all tabs in this window as necessary.

3. Click **Save & Close** when all information has been added.
5. Click on the **Additional Actions** tab if applicable to indicate **References** and **Resources** provided. Click **Save & Close** when complete.

![Additional Actions Tab](image1.png)

6. Click on the **Conclusions** tab to document incident conclusions by indicating whether the incident was *Founded* or *Unfounded* as bullying as a result of the investigation. If *Founded* click on the alleged offender(s) where the incident was founded.

![General Tab](image2.png)

7. When investigation is complete, click on the checkbox in the bottom right-hand corner of the screen. This acts as an electronic signature. Read the statement carefully. Click **Close Incident** when all documentation has been entered.

![Close Incident](image3.png)
8. Once the incident has been closed, the user will be asked as whether they would like to reassign the incident.

![Reassign Closed Incident]

**Additional Tabs on Incident Screens**

**Tasks**

1. The **Tasks** tab keeps track of the progress and due dates of all tasks that must be completed for the incident. Tasks are set up automatically when an incident is created. Each task has a certain number of days to complete as well as a deadline. If a task has not been completed within the number of days, HIBster will send a notification to the user that the incident was assigned to.

![Tasks Table]
2. Hover over the task, then click to open. Mark the task *Complete* by checking the box in the bottom left-hand corner of the pop-up screen. Click **Save & Close** when complete.

3. Completed Tasks with completion dates will display in the **Task Description** Editor.
Contact Log

1. The **Contact Log** tab provides sample Parent Documents letters that can be generated for both the alleged offender and the victim. Documents are intended for correspondence with parents/guardians. Click on the appropriate letter, then generate.

2. A letter will be generated in **Word DOCX** format which can be modified to relay information about the incident to the family of either the alleged offender or victim. Enter all pertinent information into the letter. Save the document as a **PDF** file.

Sample letter

**School District of Philadelphia**

Dear Parents/Guardians:

[SCHOOL], recently received a complaint alleging that your child committed an act of (check one): ( ) bullying, ( ) harassment, ( ) Title IX sexual harassment against another student. In accordance with **Board of Education** Policies 248/249, any form of bullying or harassment behavior is expressly prohibited.

Bullying is characterized as an intentional, aggressive behavior that is carried out repeatedly over time which occurs within an interpersonal relationship where there is an imbalance of power.

Harassment is defined as verbal, nonverbal, written, graphic or physical conduct relating to an individual's sex, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin/ethnicity, religion, disability, English language proficiency, socioeconomic status and/or political beliefs.
3. Once completed and saved as a PDF, the letter can then be uploaded using the Uploaded Documents function. Click the (+) to add a file. If needed, the user should also use this area to upload a safety plan for the student.

2. Browse for document. Click Save & Close or Save & Add to add another document.

1. Add file

4. Print out documents to distribute to parents.

5. A document can be removed by clicking on the (×) icon.

6. Clicking on the letter icon ( ) allows the user to send a document via email. As many parents may not have a current email, it is recommended to print out all documents to distribute to parents. Only send PDF documents via email.
**Logs**

1. The Log tab automatically records every change made to an Incident after the first time it's saved. The audit trail shown on the right side of the tab is automatically generated by the system every time a change is detected. It will list the exact time each change is made and the username of the person in your district who made the change.

**Associated Incidents**

An incident can be linked to another associated incident via the **Associated Incidents** tab. Click on the **Associated Incidents** tab. Use the dropdown to search for the *Tracking Number* of the incident to be linked.
**Adding an Incident**

When creating a new incident record in HIBster, enter the *Date of Incident, Time of Incident, Reported Date, School,* and *Investigation Type*. The incident cannot be saved without this information. A *Tracking Number* will be assigned to the incident automatically once it's been saved.

1. Click on the Home (-home icon to return to the HIBster Home page. To add an incidents, click on the (+ ) icon in the top navigation bar.

2. An incident form will open. The form contains multiple tabs. Each tab consists of a series of fields and questions which help collect information about the incident. This is similar to the process in Managing Submitted Incidents except in this case, the user will be adding all information for the incident.

3. Enter information on the **General** screen about the incident in the spaces provided. Click **Save & Continue**.
Adding Targets (Victims) on the General tab

Once the incident has been saved, the (+) icon will appear which allows the user to add Victims and Alleged Perpetrators to the incident.

1. Click on the (+) icon on the left-hand side of the screen to add a victim/target. Add necessary information to the Victim screen. In the right column of the Victim screen, click on the (+) icon under Statement to upload a student statement. If the student receives special education services, proceed to the next bullet point. If not, click Save & Close to return to the General screen.

![Add Victim Screen]

1. Click on the (+) to add a victim.

2. Click on the (+) to upload a student statement (if available.)

3. Click Save & Close when all information has been entered.
2. If applicable, click on the Special Education tab to review or add information regarding the student’s special education status. Click Save & Close when complete. Click Save & Close again to return to the General screen.

3. Click on the associated icon for a student overview, to edit an entry or to delete an entry.

4. Click on the (+) icon to add another target/victim (if appropriate).

**Adding Alleged Offender(s) on the General tab**

1. Add Alleged Offender in the right-hand column of the screen. Click on the (+) icon to add the alleged offender. Add necessary information to the Alleged Offender General screen. Follow the procedure for Adding Targets (Victims) on the General tab for each alleged offender.

2. Click on the (+) icon to add another alleged offender (if appropriate).
Logging Initial Parent Contact

Proceed from the General screen to document the initial contact with the parents/guardians of the victim(s) and the alleged offender(s). Click on the Action tab at the top of the screen to document initial contact with parents. Click on the (¶) icon to log contact with parents/guardians. Click on the (¶) icon for all Victims and Alleged Offender(s) involved in the incident to open screens to document initial contact with parents/guardians. Click Save & Continue when documentation has been entered for all students involved.

Documenting Incident Details on the Tabs

Document details about the incident on the Classification, Location, Witness/Evidence, and Motivation tabs. Click on each tab to enter information about the incident. Click Save & Continue after each entry.
Classification

1. Click on the Classification tab. Use the check boxes to enter all information on the Verbal & Physical pleat. Click on the Emotional & Electronic and Violence & Vandalism pleats as appropriate to enter details about the incident.

2. Click Save & Continue when complete.

Location

1. Click on the Location tab. Use checkboxes to document the location(s) of the incident.

2. Click Save & Continue when complete.
**Witness/Evidence**

1. Click on the **Witness** tab. Enter witnesses if applicable. Once a witness has been saved, witness statements and physical evidence can also be uploaded here. Follow the process for adding victims and alleged offenders to add witnesses. (See Adding Targets (Victims) on the General tab for details.)

2. If there is physical evidence to be uploaded for the witness, click **Yes**, then identify the type of evidence to be uploaded. Use the (+) icon to upload a file. Follow the procedure for uploading documents outlined in the Uploading documents section of the stepper. **The Evidence area is intended for ALL documented evidence pertaining to the incident.**

3. Click **Save & Continue** when complete.
Motivation

1. Click on the Motivation tab. Enter information regarding the perceived motivation for the incident by checking the appropriate boxes on the tab.

2. Click Save & Continue when complete.

When all descriptive information for the incident has been entered. Begin the process of documenting the investigation of the incident. See Documenting the Investigation.
**Using Search Functionality**

HIBster allows the user to search for specific incidents in order to download incident summaries. Any previous search terms used on the Custom Report Generator OR on the Incident Search page will be remembered in the browser as long as the user is logged into HIBster. Press the **Clear** button located near the top of the page to start a new search.

For text boxes, the search will return any partial matches it finds. If a field is left completely blank, the system will NOT filter by that criteria. Checkboxes work in a similar way. Pressing the Filter Criteria button while all search fields are blank or on their default selection will show every incident in the district available to the viewer.

1. Click on the Home (🏠) icon to return to the HIBster Home page. To search for an incident in the system click on the search (🔍) icon in the top navigation bar.

2. A new window will open allowing the user to conduct an incident search based on the search criteria selected. The user can search criteria under the **General**, **Type**, **Classification**, **Location**, **Witness**, **Motivation**, and **Action** tabs. The **Executive Summary** tab is for administrators. Anything on this tab will be featured as the first page of an Executive Report. Enter desired criteria under the desired tab, then click the **Search** button. Click on the **Clear** button to clear the fields to begin a new search.
3. Once the criteria have been established and a search has been generated, use the scroll bar to navigate to the bottom of the screen to view the results. Hover, then click on the incident number to open.

4. Reports can be generated from this screen by clicking on the **Generate Report**, **Generate Excel Report** and **Generate Bulk SSDS** (Student Safety Data System) buttons. *Be sure to click Search before generating reports to apply desired search criteria.*

   - a detailed summary of each incident included in your search in a single PDF file.
   - will create a CSV file split into tables containing basic information for each incident.
   - will create a ZIP file containing SSDS (Student Safety Data System) forms for each incident automatically filled out in a PDF format. The forms used will be either the SSDS HIB Report or the SSDS Other Incidents Report, depending on whether the investigation type is HIB.
5. Users can also search tasks by clicking on the blue hyperlink in the top left corner of the screen.

6. This link opens another set of search fields to search tasks. Enter desired criteria, then click the **Search** button. Click on the **Clear** button to clear the fields to begin a new search. The user can also use the blue hyperlink to return to the search incidents screen.

7. For example, a search for *Incomplete* tasks will return the tasks yet to be completed for an incident (identified by its Tracking Number).
8. Hovering over the incident and clicking on it will bring up the incident task for the user to adjust the deadline as necessary. The user can also mark the task as Complete from this screen. Click Save & Close when complete.

![Incident Task Window](image)

If the Incident Task has been completed, it can be marked complete by marking the checkbox.

Using Student Overview Functionality

Click on the Home (🏠) icon to return to the HIBster Home page. The Student Overview (📚) icon in the top navigation bar allows users to search a student and see their history on HIBster.

1. To see a student’s history in HIBster, click on the Student Overview (📚) icon.

![Student Overview](image)

2. Click on the 2 people (👥) icon in upper right corner.
3. Type in the student’s name OR click on the search button to pull all students in a list form that meet the search criteria.

4. Once a student has been selected from the search, click on the appropriate tab to view information about the incidents in which the student has been involved (as a victim, alleged offender, or witness). A Student Incident Report can be generated from the Student Overview.
Click on the appropriate tab to display information regarding the student’s involvement in an incident as a victim, alleged offender or witness.

Users can generate a Student Incident Report from the Student Overview.
**Reports**

Click on the Home (edish) icon to return to the HIBster Home page. School Level Reports are available for HIBster users in the top navigation bar. See [Using the Icons for Navigation](#) for a summary explanation of the report icons.

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**Reports icon**

1. The following is a list of the available reports and the type of information that can be generated from the Report icon (lish) in the top navigation bar.

<table>
<thead>
<tr>
<th>Report/Graph Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Founded/ Unfounded</strong></td>
<td>Bar Graph or Pie Chart represents the number of Unfounded, Unfounded Inconclusive, Founded All Perps, and Founded Not All Perps incidents within a selected school.</td>
</tr>
<tr>
<td><strong>Incidents per Grade</strong></td>
<td>Bar Graph or Pie Chart that represents the number of incidents per grade level within the selected school.</td>
</tr>
<tr>
<td><strong>Incident Victim Ethnicities</strong></td>
<td>Bar Graph or Pie Chart that represents the percentages of ethnicities involved in incidents within the selected school.</td>
</tr>
<tr>
<td><strong>Hot Spot Locator</strong></td>
<td>Report that features the total number of incidents within the specified criteria and the number of incidents and percentage of total that it represents for each location that can be chosen for an incident.</td>
</tr>
<tr>
<td><strong>Task Completion Report</strong></td>
<td>Bar Graph or 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 documented in the Investigator’s Notes tab of the incident is crucial for explaining “not met” incidents.</td>
</tr>
<tr>
<td><strong>Repeat Offender</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Repeat Victim</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
than one incident.

<table>
<thead>
<tr>
<th>Incident Summary</th>
<th>Report identical in format to the non-confidential report generated from search results.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Tasks</td>
<td>Features the incidents Tasks, Days to complete, Status, Deadline, and Reason for Delay. This report will show all tasks that were completed on time, were late, or not completed at all.</td>
</tr>
<tr>
<td>Incident Audit</td>
<td>Features Tracking Number, Audit time, User Name, and Details. It indicates all actions taken on an incident.</td>
</tr>
<tr>
<td>Incident Signatures</td>
<td>This is a report that is run to find out when the incident was assigned to each person involved. It includes users, user roles, and the date assigned.</td>
</tr>
<tr>
<td>Investigations</td>
<td>Features total Number of incidents initiated, number completed within 10 day timeline, as well as the number of investigations at the specified school.</td>
</tr>
<tr>
<td>Civil Rights Data Collection</td>
<td>This is a biennial report (i.e., every other school year) survey of public schools required by the Office of Civil Rights since 1968. The CRDC collects data on leading civil rights indicators related to access and barriers to educational opportunity at early childhood through grade 12.</td>
</tr>
<tr>
<td>Code of Conduct Report</td>
<td>The Code of Conduct report includes a list of total applied demerits to students within a filtered range.</td>
</tr>
<tr>
<td>Philadelphia Sexual Conduct Report</td>
<td>Custom Report for School District of Philadelphia which counts incidents involving an act of sexual harassment or sexual violence. This includes a count of all schools and an aggregate.</td>
</tr>
</tbody>
</table>

1. These reports can be accessed by clicking on the Reports icon in the top navigation bar.
2. Select the desired report from the dropdown.

3. Indicate the report parameters:
   a. If the report is available in Bar Graph or Pie Chart format, select the desired graph format.
   b. If run at the school level, the school should auto-populate with the reporting school.
   c. Indicate a Report Format (Browser or PDF)
   d. Indicate Status (Approved, Not Approved, All)
   e. Indicate Date Entered and Closed Date (None, On, After, Before, Between)
   f. Click Run Report or Email Report

NOTE: Report parameters will vary. Custom Reports only include date ranges.
The Executive Summary Generator

HIBster allows you to download incident summaries that can be fully customized with the information you want. This feature is available to all users in your district who can access HIB reports. When generated for a group of incidents, the report will display a one page summary for each incident in the group. The next page will include the executive summary that was entered on the Executive Summary tab. Each following page will be a summary report of each incident, similar to the incident reports of the incidents which match the filter criteria.

1. Click on the Home (🏠) icon to return to the HIBster Home page. The Executive Summary Generator can be accessed by clicking on the Executive Summary Generator icon (➡️) in the top navigation bar. This will take you to a new page where you can search for specific incidents.
2. Before any reports can be generated, a search must be conducted. Any previous search terms used on the Executive Summary Generator OR on the Incident Search page will be remembered in the browser. Press the Clear button to begin a new search.

![Filter Criteria](image)

**NOTE:** Pressing the Filter Criteria button while all search fields are blank or on their default selection will show every incident within the district available to the user.

3. Type in any executive summary information on the Executive Summary tab of the search feature before clicking Filter Criteria to have it included in the first page of the report.

![Filter Criteria](image)

This report shows a summary of all incidents in the district year-to-date.

4. Enter desired report criteria using the tabs. Indicate General information, Type, Classification, Location, Witness, Motivation, and Action filters as desired. This search functions similarly to the Search conducted using the Search ( ) icon in the top navigation bar - the results displaying on the bottom of the screen will be the same. (See Using Search Functionality.) It differs, however, in that the report can be customized using the filters available in the Incident Summary Options available on the left side of the page.

![Sample Results by incident of filter](image)

**NOTE:** Clicking on any of the incidents will take the user to that incident page in HIBster.
5. Once the results have been filtered and a list of results appear underneath the search options, indicate the summary options. Enter the desired Cover Page Name as well as the report parameters using the provided checkboxes on the left side of the screen.

6. This extensive list of settings controls what information will be visible on the custom report. Everything is set to visible by default, but specific information can be hidden simply by unchecking items from the list. Clicking on any incident listed at the bottom of the screen will take the user to that incident's page in the HIBster system where it can be viewed or edited.

7. After choosing visibility options, scroll to the bottom left of the screen to print the summary for the incident(s) listed in the search by pressing either Generate PDF or Generate Excel. Generate PDF will save your information in a PDF text format. Generate Excel will save your information into a CSV table file that can be viewed in Microsoft Excel.

8. Special note on confidentiality: If Display Names is unchecked for any students involved in the incident, this will make their names invisible in the list of Targets, Witnesses, and Offenders printed on the custom report. However, it will NOT hide any mentions of their name if they appear within the text for statements, additional information, or executive summary.
The Yearly Breakdown Report

1. Click on the Home (🏠) icon to return to the HIBster Home page. The **Yearly Breakdown Report** can be accessed by clicking on the Yearly Breakdown Report icon (🔍) in the top navigation bar.

![Image of HIBster interface]

2. Use the dropdowns to select the *Incident Type*, the *Founded/Unfounded* status, and the year. Click **Search** when finished.

![Image of dropdowns and search button]