

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.


















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.*

Icon	Explanation
	Home: Clicking on the Home button will return the user to the Home page from any area in HIBster.
	*Team HIBster: Opens a new window to the Team HIBster website.

	View Messages: 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.
	Add new: Allows creation of a new item. On the home page, it will create a new incident.
	Search: Specify criteria in order to find particular incidents and run reports based on that search.
	Student Overview: A way to search a student's incident history.
	Reports: Displays a pop-up box where users can generate reports.
	Executive Summary Generator:
	Yearly Breakdown Report: Creates a report which breaks down the number of incidents by month and year.
 *	*Bulk Trainings and Program Reports: Displays a report for all Trainings and Programs
 *	*Settings: Provides ability to edit options to users. Please do not make any changes via this icon except changing password.
	Resources: Directs users to a different website which lists various helpful resources. Scroll to access Pennsylvania resources.
 *	*Help: Directs users to the generic HIBster information page which houses documents, links, video tutorials and support options.
 *	*Modules Screen: Allows users to move between the modules. Generally, district HIBster users will use only the HIBster module.
	Logout: Clicking this button logs the user completely out of the HIBster account.

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.

<div> <div>My Incidents</div> <div>Recent</div> <div>Open</div> <div>Closed</div> </div>				
Victim	Tracking Number	School	Reported Date	Submitted By
Caterina Sok (+ 1 More)	192_BJH_02242020		2/24/2020	School Admin
Victim Victim (+ 1 More)	187_BJH_02132020		2/13/2020	hibster241

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

<div> <div>My Incidents</div> <div>Recent</div> <div>Open</div> <div>Closed</div> </div>				
Victim	Tracking Number	School	Reported Date	Submitted By
Victim Victim (+ 1 More)	187_BJH_02132020	BARTRAM, JOHN HIGH SCHOOL	2/13/2020	hibster241
Caterina Sok (+ 1 More)	192_BJH_02242020	BARTRAM, JOHN HIGH SCHOOL	2/24/2020	School Admin
Vicente Fox	196_BJH_03022020	BARTRAM, JOHN HIGH SCHOOL	3/2/2020	School Admin

3. Incidents that have been created by the user in the past 7 days will appear on the **Recent** page.

<div> <div>My Incidents</div> <div>Recent</div> <div>Open</div> <div>Closed</div> </div>				
Victim	Tracking Number	School	Reported Date	Submitted By
Vicente Fox	196_BJH_03022020		3/2/2020	School Admin

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.

My Incidents	Recent	Open	Closed	
Victim	Tracking Number	School	Reported Date	Submitted By
Vicente Fox	196_BJH_03022020		3/2/2020	School Admin
Caterina Sok (+ 1 More)	192_BJH_02242020		2/24/2020	School Admin

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.

My Incidents	Recent	Open	Closed	
Victim	Tracking Number	School	Reported Date	Submitted By
Victim Victim (+ 1 More)	187_BJH_02132020		2/13/2020	hibster241

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

Recent

Open

Closed

Victim	Tracking Number	School	Reported Date	Submitted By	Assigned To	Investigation Start Date/Time
Vicente Fox	196_BJH_03022020		3/2/2020	School Admin	Principal(School Admin)	3/2/2020 11:07 AM
Caterina Sok (+ 1 More)	192_BJH_02242020		2/24/2020	School Admin	Principal(School Admin)	2/24/2020 3:05 PM
Victim Victim (+ 1 More)	187_BJH_02132020		2/13/2020	hibster241	Principal(School Admin)	2/13/2020 9:32 AM

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.




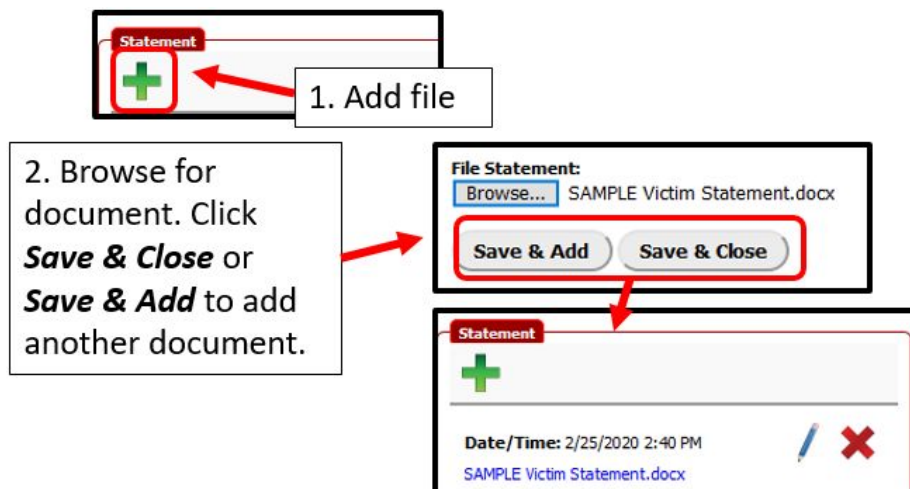
Saving data entered on a screen within a tab

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**.

General Classification Location Witness Motivation Investigator's Notes Report Summary

Tracking Number: 187_BJH_02132020

Status: Investigation started by hiberster on 2/13/2020 at 9:32 AM
Closed by School Admin on 2/21/2020

Brief Description of Incident: (200 characters or less)

Date of Incident: 2/13/2020

Time of Incident: (HH:MM AM/PM)
12:45am

Reported Date: 2/13/2020

Targets (Victims)

+ X

Victim Victim

Age: Gender: Female Ethnic Origin: State ID:

Grade: 2 Student ID:

Paula Victima

Age: Gender: Female Ethnic Origin: Black State ID:

Grade: 2 Student ID:

The Generate Incident Report button appears at the bottom of every tab.

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

Generate Incident Report View Reported Incident

Sample report

HIBster Report

All Incidents

School District of Philadelphia

Date Created: 2/24/2020

187_BJH_02132020

Tracking #: 187_BJH_02132020 Date Entered: 2/13/2020

Incident Date: 2/13/2020 School: [REDACTED]

Incident Time: 12:45 AM Investigation Type: HIB

Target:

Victim Victim (Student ID not available, State ID not available) (Grade: 2)

Action Taken - Target:

Has contact been made with parent/guardian?: Yes - Initially contacted on 2/14/2020 (Name of person contacting Parent/Guardian: [REDACTED])

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.

Pending Incident

Incident Queue Submission

General Classification Location Witnesses Motivation Additional Info Additional Fields Images Videos Other Files

Verbal

- ✓ Name Calling
- Taunting/Ridiculing
- Mocking
- Making Offensive Comments
- Teasing
- Demeaning Comments

Emotional

- Offensive Graffiti
- ✓ Excluding from Group
- Spreading Rumors
- Being forced to do something against his/her will
- Taking possessions/money

Physical

- Kicking
- Hitting/Punching
- ✓ Pushing
- Pinching
- Stalking
- Inappropriate Touching
- Gesture

Electronic


- ✓ Offensive Text Messages
- Offensive E-Mails
- Sending Degrading Images
- Posting Rumors or Lies about Someone
- Assuming a person's electronic identity with the intent of causing harm

Status: APPROVED

Generate Incident Report View Reported Incident

Managing Incidents

Managing Submitted Incidents

- Click on the Home () 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.

My Incidents							
Recent Open Closed							
Victim	Tracking Number	School	Reported Date	Submitted By	Assigned To	Investigation Start Date/Time	
Vicente Fox	196_BJH_03022020		3/2/2020	School Admin	Principal(School Admin)	3/2/2020 11:07 AM	
Caterina Sok (+ 1 More)	192_BJH_02242020		2/24/2020	School Admin	Principal(School Admin)	2/24/2020 3:05 PM	
Victim Victim (+ 1 More)	187_BJH_02132020		2/13/2020	hibster241	Principal(School Admin)	2/13/2020 9:32 AM	

- 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.

Tracking Number:
192_BJH_02242020
Most Recent Autosave: In 5 minutes

General Classification Location Witness Motivation Investigator's Notes Report Summary Actions Conclusions Tasks Contact Log Logs Associated Incidents

Tracking Number:
192_BJH_02242020
Status:
Investigation started by School Admin on 2/24/2020 at 3:05 PM
Brief Description of Incident:
(200 characters or less)
Victim received threatening text messages from another student, berating her and urging her to

Date of Incident:
2/24/2020
Time of Incident:
(HH:MM AM/PM)
8:30am
Reported Date:
2/24/2020

School:
Informant Name:
Caterina Sok
Informant Phone Number:
219-123-4567

Did you report to Safe 2 Say? If so, what is the ID?
Assigned To:
Bullying Designee Name: User Name:

Targets (Victims)

+ -

Caterina Sok
Age: 14 Gender: Female Ethnic Origin: Asian Student ID:

Alleged Offender(s)

+ -

Tianxi Shi
Age: 14 Gender: Male Ethnic Origin: Asian Student ID:

Managing Victims on the General Tab

- Click on the pencil () icon to Review or Edit information for any of the students involved.

Targets (Victims)

+ -

Victim Victim
Age: Gender: Female Ethnic Origin: Student ID:

Paula Victimima
Age: Gender: Female Ethnic Origin: Black Student ID:

Click on pencil icon to review or edit any of the information previously added.

- Review the information on the **General** tab of the pop-up screen. Enter additional information as necessary about the victim and the incident.

Victim Most Recent Autosave: 2/25/2020 3:03:56 PM

General **Special Education**

Victim Type: unknown ☐ Incurred Minor Injury ☐ Incurred Serious Bodily Injury
☐ Victim of Violent Criminal Offense ☐ Incurred Major Injury ☐ Incurred No Injury

Details

First Name: Victim **Last Name:** Victim
Address:
Apt or Suite:
City: **State:** **Zip:**
Home Phone: **Mobile Phone:**
Student Id: **Student State Id:**
Age: 7 **Gender:** Female **Grade:** Second
Ethnicity: Black ☐ Gender Non Binary

Statement

Save & Add Save & Continue Save & Close

- Click on the **Special Education** tab to review or add information regarding the student's special education status. Click **Save & Close** when complete.


Victim Autosave: In 5 minutes

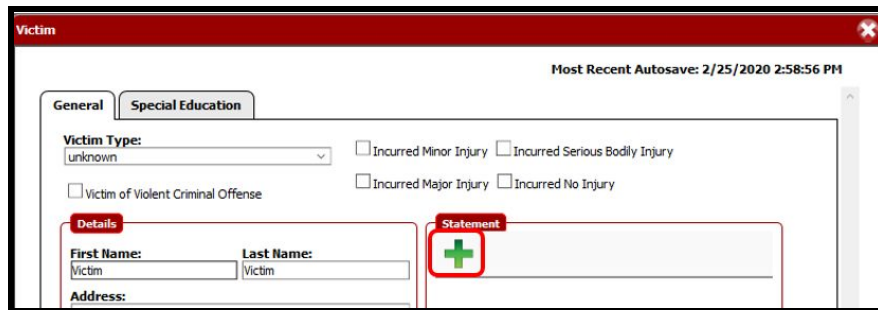
General **Special Education**

Victim Type: Student with disability


☒ Hearing Impairments ☐ Visual Impairments
☐ Intellectual Disability ☐ Intellectual Disability-Moderate Cognitive Impairment
☐ Intellectual Disability-Severe Cognitive Impairment ☐ Emotional Disturbance
☒ Deaf-Blindness ☐ Other Health Impairments
☐ Traumatic Brain Injury ☐ Speech Language Impairments
☐ Autism ☐ Specific Learning Disability
☒ Communication Impaired ☐ Section 504
☐ Orthopedic Impairments ☐ LEP
☐ IDEA

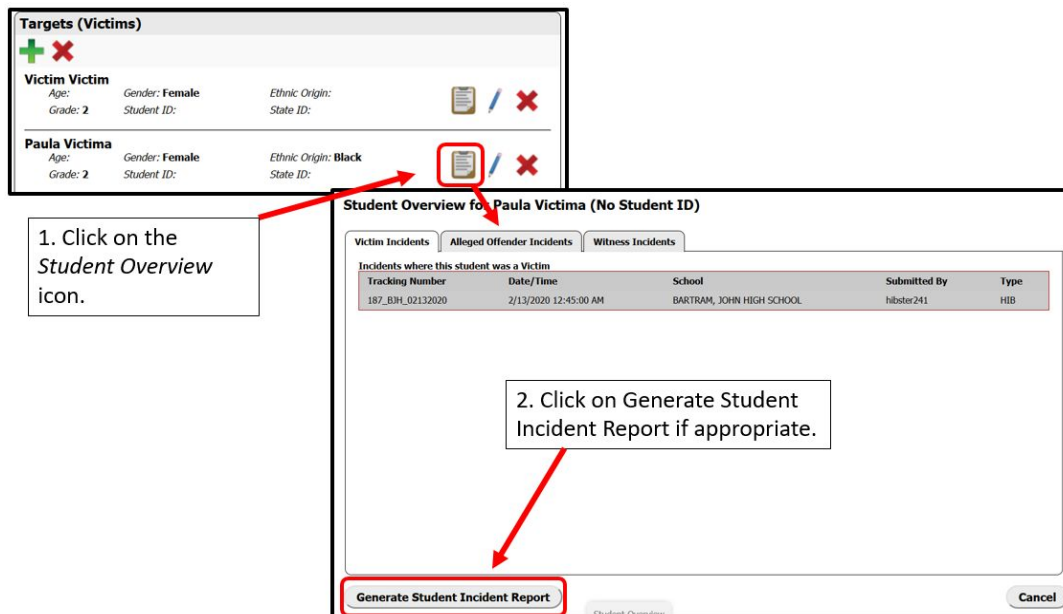
Save & Add Save & Continue Save & Close

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.









The screenshot shows a web form titled "Victim" with a red header bar. It has two tabs: "General" and "Special Education". Under "General", there is a "Victim Type" dropdown menu set to "unknown". To the right are four checkboxes: "Incurred Minor Injury", "Incurred Serious Bodily Injury", "Incurred Major Injury", and "Incurred No Injury". Below these is a checkbox for "Victim of Violent Criminal Offense". There are two sub-sections: "Details" and "Statement". The "Details" section has fields for "First Name" (containing "Victim"), "Last Name" (containing "Victim"), and "Address". The "Statement" section has a large text area and a green plus icon in a red box, indicating where to click to add a statement.

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*.



The image shows two screenshots with numbered instructions. The first screenshot, titled "Targets (Victims)", shows a list of victims. The second screenshot, titled "Student Overview for Paula Victima (No Student ID)", shows the details for a specific student.

Targets (Victims)

Victim	Age	Gender	Ethnic Origin	Student ID	State ID	Actions
Victim Victim	2	Female				  
Paula Victima	2	Female	Black			  

Student Overview for Paula Victima (No Student ID)



1. Click on the *Student Overview* icon.







2. Click on Generate Student Incident Report if appropriate.

The "Student Overview" page has three tabs: "Victim Incidents", "Alleged Offender Incidents", and "Witness Incidents". The "Victim Incidents" tab is active, showing a table of incidents where the student was a victim.

Tracking Number	Date/Time	School	Submitted By	Type
187_BJH_02132020	2/13/2020 12:45:00 AM	BARTRAM, JOHN HIGH SCHOOL	hibster241	HIB







At the bottom of the page is a button labeled "Generate Student Incident Report" and a "Cancel" button.

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.



Targets (Victims)			
			
Victim Victim			
Age:	Gender: Female	Ethnic Origin:	
Grade: 2	Student ID:	State ID:	
<hr/>			
Paula Victima			
Age:	Gender: Female	Ethnic Origin: Black	
Grade: 2	Student ID:	State ID:	

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.

Alleged Offender(s)			
			
Bully Bully			
Age:	Gender: Female	Ethnic Origin:	
Grade: 4	Student ID:	State ID:	
<hr/>			
Carter Bully			
Age:	Gender: Male	Ethnic Origin: Multiracial	
Grade: 4	Student ID:	State ID:	

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.

General Classification Location Witness Motivation Investigator's Notes Report Summary **Actions**

General Action Additional Actions

Victim(s)

Victim Victim

Action
Have you made contact with the parent/guardian of this victim? No
Have you reported this incident to an agency? No

Non-Disciplinary
Disciplinary
Program Location

Paula Victima

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.

Victim Contact

Yes No Have you made contact with the parent/guardian of this victim?

Date: 02/14/2022 Time: 08:34 AM (PM)

Name of person contacting Parent/Guardian: Bully Designee - SL

☐ Parent/Guardian notified in writing
☒ Spoke with Parent/Guardian
☐ Voice message left
☐ Could not contact
☐ Other(Please Specify)

Agency Contact

Yes No Have you reported this incident to an agency?

Date:

Name of person contacting the agency:

☐ Agency notified in writing
☐ DCP&P
☐ Police
☐ Probation
☐ Other(Please Specify)

Referred To :

☐ If this student is in Spec Education Case Manager be

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

Save & Continue **Save & Close**

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.

General **Classification** Location Witness Motivation Investigator's Notes

Click all items below that apply:

☐ Was this an act of sexual harassment or sexual violence?

Verbal & Physical

Verbal

☒ Name calling ☐ Teasing

☐ Taunting/ridiculing ☐ Demeaning comments

☐ Mocking ☐ Other (please state)

☐ Making offensive comments

Physical

☐ Kicking ☐ Stalking

☐ Hitting/punching ☐ Inappropriate touching

☒ Pushing ☐ Gesture

☐ Pinching ☐ Other (Please State)

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**.

General Classification **Location** Witness Motivation Investigator's Notes Report Summary Actions Conclusions Tasks Contact Log Logs

Click all items below that apply:

☐ Was this an act of sexual harassment or sexual violence?

Verbal & Physical

Emotional & Electronic

Emotional

☐ Offensive graffiti ☐ Being forced to do something against his/her will

☒ Excluding from group ☐ Other (Please State)

☐ Spreading rumors

☐ Taking possessions/money

Electronic Aggression (Cyberbullying)

☐ Computer Trespass ☐ Posting rumors or lies about someone

☒ Offensive text messages ☐ Assuming a person's electronic identity with the intent of causing harm

☐ Offensive emails ☐ Other (Please State)

☐ Sending degrading images

Violence & Vandalism

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**.

General Classification **Location** Witness Motivation Investigator's Notes

Click all items below that apply:

<input type="checkbox"/> Building Exterior	<input checked="" type="checkbox"/> Internet	<input type="checkbox"/> On
<input type="checkbox"/> Bus Stop	<input type="checkbox"/> Locker Room/Area	<input type="checkbox"/> Play
<input type="checkbox"/> Cell Phone	<input checked="" type="checkbox"/> Lunchroom	<input type="checkbox"/> Res
<input type="checkbox"/> Classroom	<input type="checkbox"/> Offsite Program	<input type="checkbox"/> Sch
<input type="checkbox"/> District Office	<input type="checkbox"/> Offsite School Sponsored Function	<input type="checkbox"/> Sch
<input type="checkbox"/> Hallway	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> At a

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**.

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.

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**.


- 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**.

Documenting the Investigation

- 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**.

- 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**.

- Return to the **Actions** tab to document additional contacts and enter interventions to be applied.

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

5. Click on the **Additional Actions** tab if applicable to indicate *References* and *Resources* provided. Click **Save & Close** when complete.

General Action **Additional Actions**

References:
Select References Referred

☐ PHRC ☐ Special Education ConsultLine ☐ Educator Misconduct Process

☐ PDE, Bureau of Special Education ☐ Education Law Center ☐ Other

Resources:
Select List of Resources Provided

☐ CHDPD website ☐ PDE, Office for Safe Schools website ☐ CSIU Center for Safe Schools

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 **Classification** **Location** **Witness** **Motivation** **Investigator's Notes** **Report Summary** **Actions** **Conclusions**

General

This incident has been submitted to the Board of Education. ☐

Founded?

☒ Bullying Founded ☐ Harassment Founded ☐ Sexual Harassment Founded

☐ Bullying Unfounded ☐ Harassment Unfounded ☐ Sexual Harassment Unfounded

☐ Bullying Founded - Offender Unidentifiable ☐ Harassment Founded - Offender Unidentifiable ☐ Sexual Harassment Founded - Offender Unidentifiable

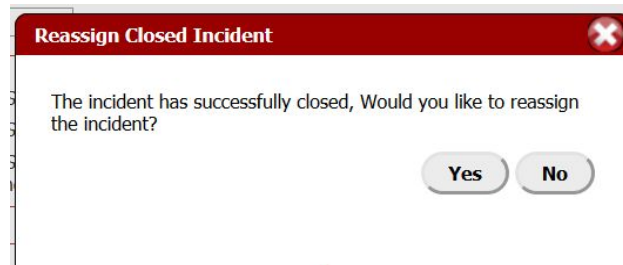
Alleged Offenders: *Please check all alleged offenders founded*

☒ Shi, Tianxi ()

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.

☒ 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. **Close Incident**

- Once the incident has been closed, the user will be asked as whether they would like to reassign the incident.



Additional Tabs on Incident Screens

Tasks

- 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.

General	Classification	Location	Witness	Motivation	Investigator's Notes	Report Summary	Actions	Conclusions	Tasks
Task Description						Number of Days	Deadline	Completed	
Begin Investigation						1	02/14/2020		
Notify parents of investigation. Notify other relevant parties (i.e.police, DHS)						1	02/14/2020		
Make a determination						3	02/16/2020		
Determine appropriate discipline						3	02/16/2020		
Generate and distribute notification letters						4	02/17/2020		
Complete ODR in SIS						4	02/17/2020		
Meet with families						7	02/20/2020		
Make referrals for students (SAP/ services)						7	02/20/2020		

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.

Task Description

- Begin Investigation
- Notify parents of investigation. Notify other relevant parties (i.e. police, DHS)
- Make a determination
- Determine appropriate discipline
- Generate and distribute notification letters
- Complete ODR in SIS
- Meet with families
- Make referrals for students (SAP/ services)

Incident Task

Most Recent Autosave: In 5 minutes

Description:

Notify parents of investigation. Notify other relevant parties (i.e. police, DHS)

Assigned to Role: Any
Days to complete: 1
Notification Sent: Yes

Assigned to User: Any
Deadline: 2/14/2020
Status: Pending

Adjust Deadline

Reason for delay:

☐ Complete

Save Save & Close Cancel

1. Hover then click over the task to open

2. Mark the task *Complete* by checking the box in the bottom left corner of the pop-up screen.

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

Task Description	Number of Days	Deadline	Completion Date	Complete	Completed By
Begin Investigation	1	02/25/2020	03/03/2020	✓	School Admin
Notify parents of investigation. Notify other relevant parties (i.e. police, DHS)	1	02/26/2020	03/03/2020	✓	School Admin
Make a determination	3	02/27/2020			
Determine appropriate discipline	3	02/27/2020			
Generate and distribute notification letters	4	02/28/2020			
Complete ODR in SIS	4	02/28/2020	03/03/2020	✓	School Admin
Meet with families	7	03/02/2020			
Make referrals for students (SAP/ services)	7	03/02/2020			

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.

The screenshot shows the 'Contact Log' tab selected in the top navigation bar. On the left, under 'Parent Documents', there is a list of sample letters. The second item, 'SAMPLE LETTER TO PARENT OF ACCUSED STUDENT RE FOUNDED COMPLAINT(District)', is highlighted with a red box. A red arrow points from this box to a 'Choose Person' modal window on the right. The modal has a dropdown menu labeled 'Select Alleged Offender' with 'Carter Bully' selected. Below the dropdown is a red button labeled 'Generate Report'.

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

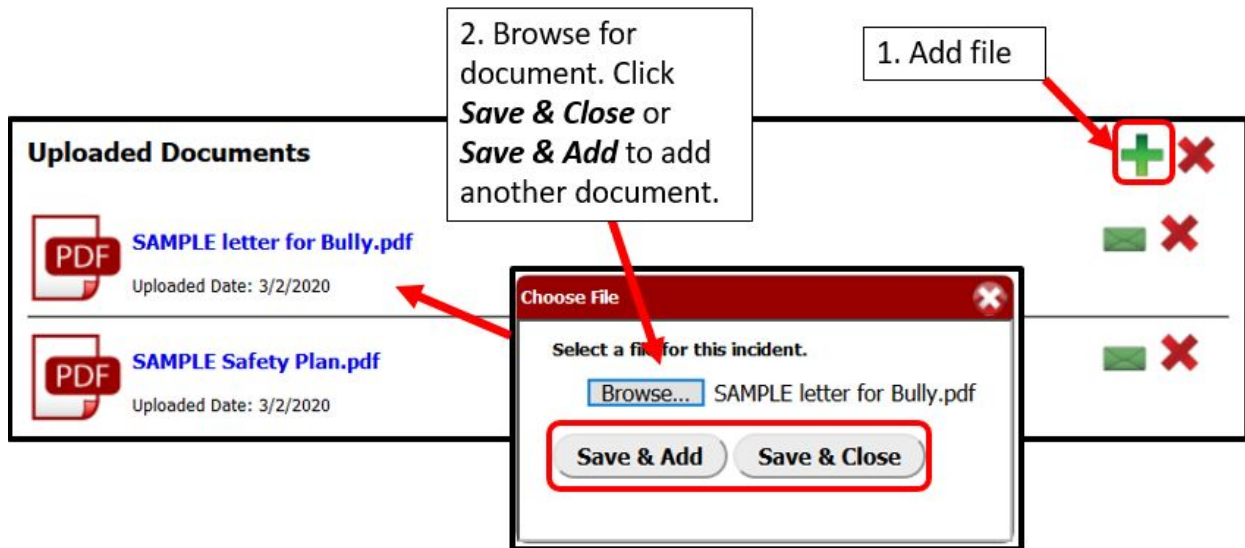
The sample letter is titled 'School District of Philadelphia' and is addressed to 'Dear Parents/Guardians:'. The body of the letter contains the following text:



[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.

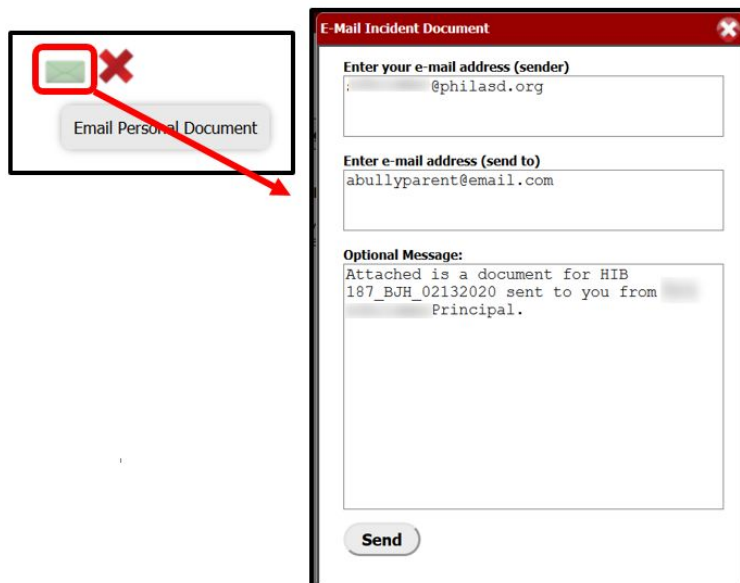
Bullying is characterized as an intentional, aggressive behavior that is carried out repeatedly over time which occurs within an interpersonal relationship where there is an imbalance of power.

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.



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.

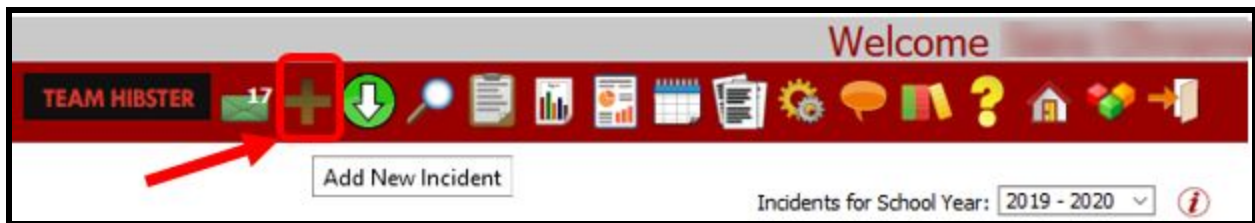
Associated Incidents

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





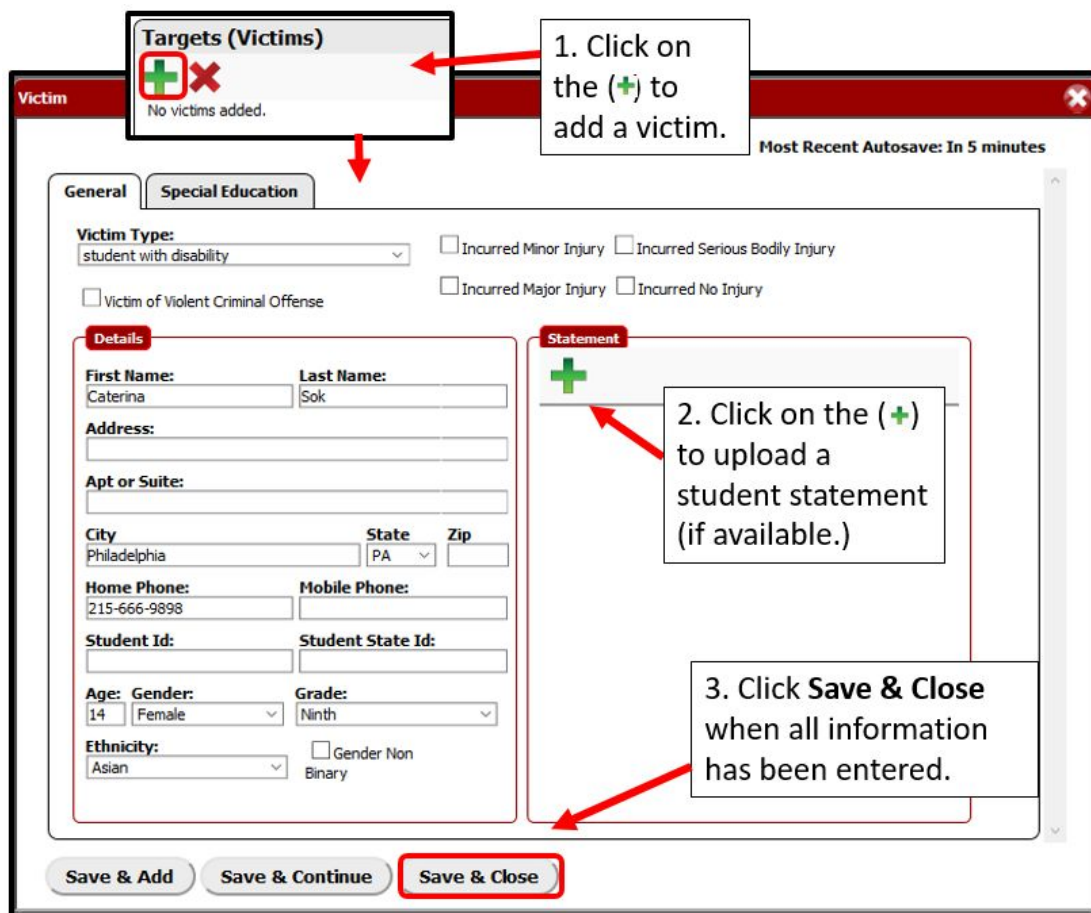
2. An incident form will open. The form contains multiple tabs. Each tab consists of a series of fields and questions which help collect information about the incident. This is similar to the process in [Managing Submitted Incidents](#) except in this case, the user will be adding all information for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



The screenshot shows the 'Victim' screen with the following elements and annotations:

- Targets (Victims) Panel:** Located at the top left, it contains a green plus icon and a red X icon. An annotation box with the text '1. Click on the (+) to add a victim.' points to the green plus icon.
- General Tab:** The active tab, showing the 'Victim Type' dropdown (set to 'student with disability') and several checkboxes for injury types: 'Incurred Minor Injury', 'Incurred Serious Bodily Injury', 'Incurred Major Injury', and 'Incurred No Injury'. There is also a checkbox for 'Victim of Violent Criminal Offense'.
- Details Section:** Contains various input fields for the victim's information:
 - First Name:** Caterina
 - Last Name:** Sok
 - Address:** (empty field)
 - Apt or Suite:** (empty field)
 - City:** Philadelphia
 - State:** PA
 - Zip:** (empty field)
 - Home Phone:** 215-666-9898
 - Mobile Phone:** (empty field)
 - Student Id:** (empty field)
 - Student State Id:** (empty field)
 - Age:** 14
 - Gender:** Female
 - Grade:** Ninth
 - Ethnicity:** Asian
 - ☐ Gender Non Binary
- Statement Section:** Located on the right, it contains a green plus icon. An annotation box with the text '2. Click on the (+) to upload a student statement (if available.)' points to this icon.
- Bottom Buttons:** Three buttons are visible: 'Save & Add', 'Save & Continue', and 'Save & Close'. The 'Save & Close' button is highlighted with a red box. An annotation box with the text '3. Click Save & Close when all information has been entered.' points to this button.

- 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.

The screenshot shows the 'Victim' form with the 'Special Education' tab selected. The 'Victim Type' dropdown is set to 'Student with disability'. The form contains two columns of checkboxes for various impairments. A red box highlights the 'Special Education' tab, and a red arrow points to the 'Save & Close' button at the bottom right.

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

The screenshot shows the 'Targets (Victims)' list. A student entry for 'Caterina Sok' is visible, with details: Age: 15, Gender: Female, Ethnic Origin: Asian, Grade: 10, Student ID: 46565111, and State ID: . A red box highlights the icons for Student Overview (document), Edit Entry (pencil), and Delete Entry (X). A red arrow points to the 'Delete Entry' icon.




= Student Overview





= Edit Entry





= Delete Entry

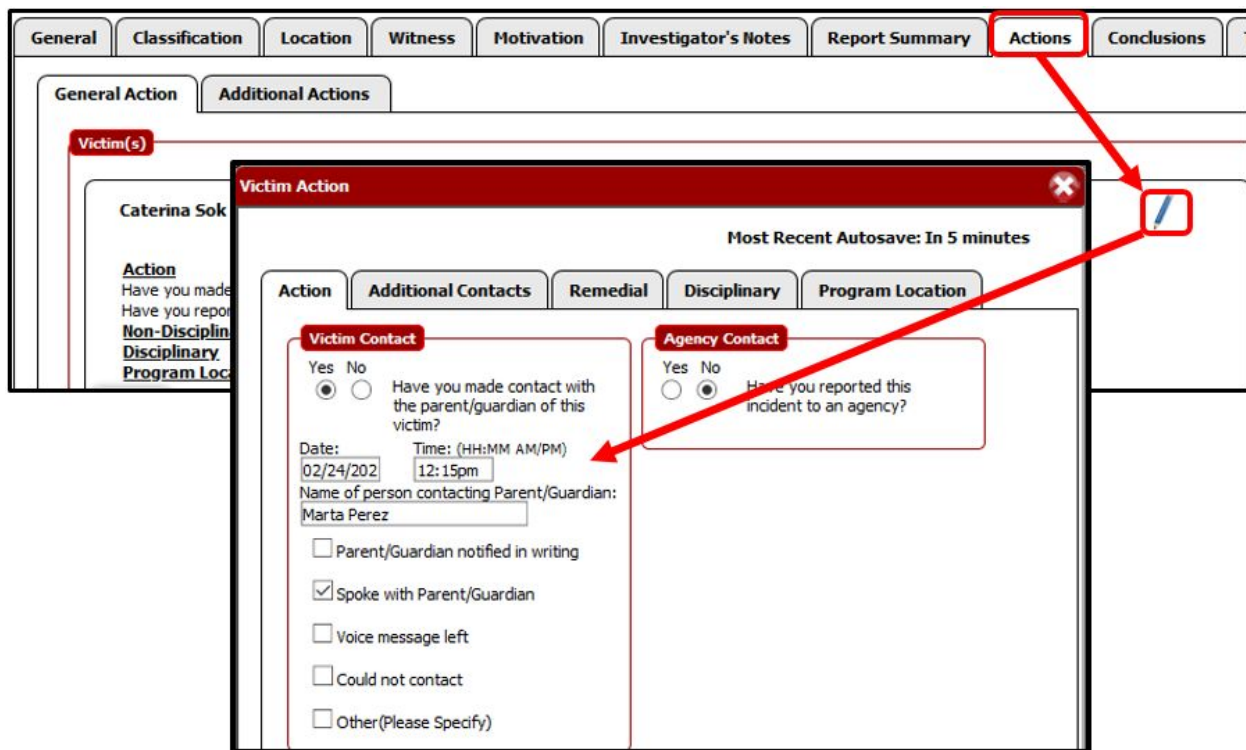
- Click on the () icon to add another target/victim (if appropriate).

Adding Alleged Offender(s) on the General tab

- 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.
- 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.

Click all items below that apply:

Was this an act of sexual harassment or sexual violence?
☒ Yes ☐ No

Verbal & Physical

Verbal

- ☒ Name calling
- ☒ Taunting/ridiculing
- ☒ Mocking
- ☐ Making offensive comments

Physical

- ☐ Teasing
- ☒ Demeaning comments
- ☐ Other (please state)
- ☐ Kicking
- ☐ Hitting/punching
- ☒ Pushing
- ☐ Pinching

Emotional & Electronic

Violence & Vandalism

Click on a pleat to enter information.

2. Click **Save & Continue** when complete.

Location

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

Click all items below that apply:

- ☐ Building Exterior
- ☒ Internet
- ☒ On the way to/from school
- ☐ Bus Stop
- ☐ Locker Room/Area
- ☐ Playground
- ☒ Cell Phone
- ☐ Lunchroom
- ☐ Restroom
- ☐ Classroom
- ☐ Offsite Program
- ☐ School Bus
- ☐ District Office
- ☐ Offsite School Sponsored Function
- ☐ School Entrance
- ☐ Hallway
- ☐ Parking Lot
- ☐ At a school sponsored activity or event off school property

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.)

The screenshot shows the 'Witness' form with two main sections: 'Details' and 'Statements'. The 'Details' section contains fields for Witness Type (general education student), First Name (Cornelia), Last Name (Erbe), Address, Apt or Suite, City, State, Zip, Home Phone, Mobile Phone, Student Id, Student State Id, Age (14), Gender (Female), Grade (Ninth), and Ethnicity (Multiracial). The 'Statements' section has a green plus icon and a text box with instructions: '1. Click the (+) sign to add a student statement.' Below the form are three buttons: 'Save & Add', 'Save & Continue', and 'Save & Close'. A red arrow points from the 'Witnesses' tab in the top left to the 'Witness' form. Another red arrow points from the 'Save & Add' button to a text box with instructions: '2. Click **Save & Add** to add another witness, **Save & Continue** to stay on this screen OR **Save & Close** to close this screen.'

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.**

The screenshot shows the 'Evidence' form with a question: 'Is there any physical evidence?' with radio buttons for 'Yes' and 'No'. The 'Yes' button is selected. Below the question are three checkboxes: 'Email', 'Picture/Video/Audio Tape', and 'Other (please state)'. At the bottom of the form are green plus and red minus icons. A red arrow points from the 'Yes' radio button to the 'Evidence' form.

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.

General	Classification	Location	Witness	Motivation	Investigator's Notes	Report Summary	Actions	Conclusions	Tasks	Contact L																				
<p>If you feel the incident was in any way motivated by any of the following distinguishing characteristics please indicate by checking where appropriate:</p> <table> <tr> <td><input type="checkbox"/> Appearance</td> <td><input checked="" type="checkbox"/> Disability</td> <td><input type="checkbox"/> Home circumstances</td> <td><input type="checkbox"/> Religion</td> </tr> <tr> <td><input type="checkbox"/> Ancestry</td> <td><input type="checkbox"/> Gender</td> <td><input checked="" type="checkbox"/> Medical condition</td> <td><input type="checkbox"/> Sexual Orientation</td> </tr> <tr> <td><input type="checkbox"/> Color</td> <td><input type="checkbox"/> Gender Identity & Expression</td> <td><input type="checkbox"/> Race/ethnic origin</td> <td><input type="checkbox"/> Other (please state)</td> </tr> </table> <p>Additional Motivations:</p> <table> <tr> <td><input checked="" type="checkbox"/> Obtain Peer Attention</td> <td><input type="checkbox"/> Obtain Adult Attention</td> <td><input type="checkbox"/> Avoid Peer(s)</td> <td><input type="checkbox"/> Avoid Adult(s)</td> </tr> <tr> <td><input type="checkbox"/> Avoid Tasks/Activities</td> <td><input type="checkbox"/> Obtain Items/Activities</td> <td><input type="checkbox"/> Unknown Motivation or I don't know</td> <td><input type="checkbox"/> Other Motivations</td> </tr> </table> <p>Please specify _____</p>											<input type="checkbox"/> Appearance	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Home circumstances	<input type="checkbox"/> Religion	<input type="checkbox"/> Ancestry	<input type="checkbox"/> Gender	<input checked="" type="checkbox"/> Medical condition	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Color	<input type="checkbox"/> Gender Identity & Expression	<input type="checkbox"/> Race/ethnic origin	<input type="checkbox"/> Other (please state)	<input checked="" type="checkbox"/> Obtain Peer Attention	<input type="checkbox"/> Obtain Adult Attention	<input type="checkbox"/> Avoid Peer(s)	<input type="checkbox"/> Avoid Adult(s)	<input type="checkbox"/> Avoid Tasks/Activities	<input type="checkbox"/> Obtain Items/Activities	<input type="checkbox"/> Unknown Motivation or I don't know	<input type="checkbox"/> Other Motivations
<input type="checkbox"/> Appearance	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Home circumstances	<input type="checkbox"/> Religion																											
<input type="checkbox"/> Ancestry	<input type="checkbox"/> Gender	<input checked="" type="checkbox"/> Medical condition	<input type="checkbox"/> Sexual Orientation																											
<input type="checkbox"/> Color	<input type="checkbox"/> Gender Identity & Expression	<input type="checkbox"/> Race/ethnic origin	<input type="checkbox"/> Other (please state)																											
<input checked="" type="checkbox"/> Obtain Peer Attention	<input type="checkbox"/> Obtain Adult Attention	<input type="checkbox"/> Avoid Peer(s)	<input type="checkbox"/> Avoid Adult(s)																											
<input type="checkbox"/> Avoid Tasks/Activities	<input type="checkbox"/> Obtain Items/Activities	<input type="checkbox"/> Unknown Motivation or I don't know	<input type="checkbox"/> Other Motivations																											



2. Click **Save & Continue** when complete.

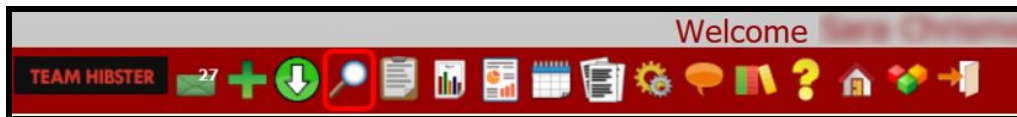
When all descriptive information for the incident has been entered. Begin the process of documenting the investigation of the incident. See [Documenting the Investigation](#).

Using Search Functionality

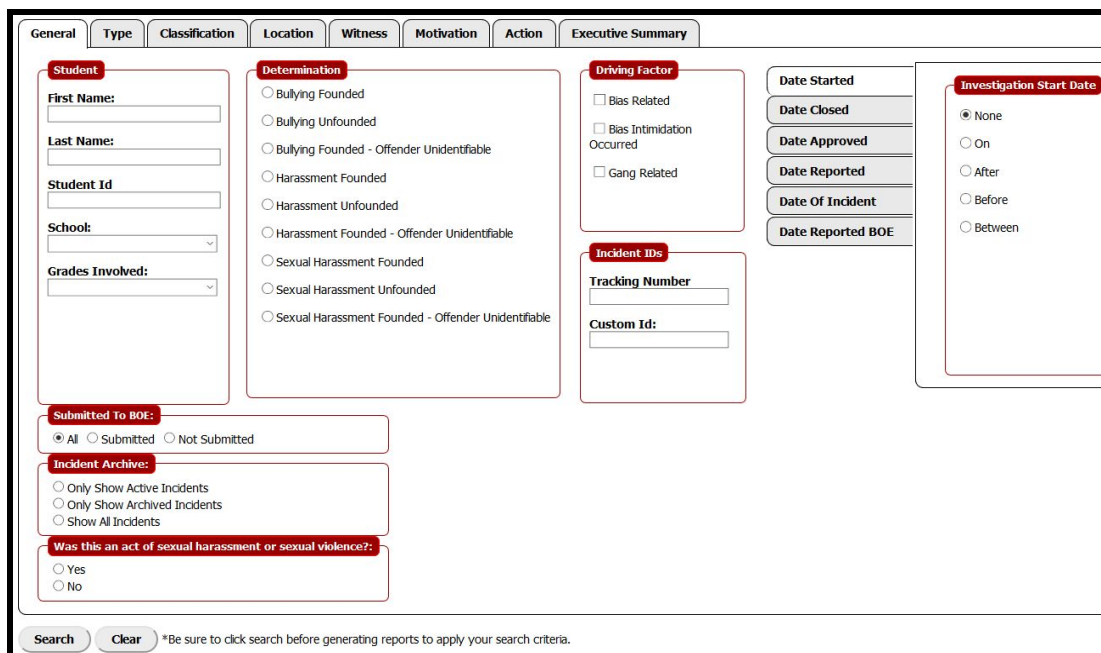
HIBster allows the user to search for specific incidents in order to download incident summaries. Any previous search terms used on the Custom Report Generator OR on the Incident Search page will be remembered in the browser as long as the user is logged into HIBster. Press the **Clear** button located 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**, **Action**, and **Executive Summary** 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.



- 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.

The screenshot shows the incident tracking system interface. At the top, there is a question: "Was this an act of sexual harassment or sexual violence?" with radio buttons for "Yes" and "No". Below this are buttons for "Generate Report", "Generate Excel Report", and "Generate". A table lists incidents with columns: Number, Custom ID, Date/Time, School, Submitted By, and Type. The first row is highlighted in red. A callout box points to the first row with the text: "2. Hover, then click on an incident to open the incident." Another callout box points to the scroll bar on the right with the text: "1. Use the scroll bar to navigate to the bottom of the screen to view the results." A third callout box points to the "Tracking Number" field in the incident details form with the text: "3. Incidents are coded by Tracking Number." The incident details form shows the Tracking Number: 192_BJH_02242020, Date of Incident: 2/24/2020, Time of Incident: (HH:MM AM/PM) 8:30am, and Reported Date: 2/24/2020. The form also includes a "Brief Description of Incident" and a "Targets (Victims)" section with a list of victims, including Caterina Sok.

- 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.

The image shows a row of five buttons: "Generate Report", "Generate Excel Report", "Generate Bulk SSDS", "Search", and "Clear".

Generate Report

a detailed summary of each incident included in your search in a single PDF file.

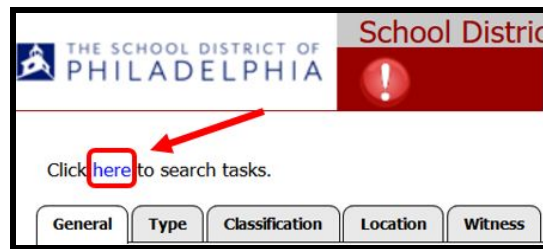
Generate Excel Report

will create a CSV file split into tables containing basic information for each incident.

Generate Bulk SSDS

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.

Click [here](#) to search incidents.

Use the blue hyperlink to return to the search incidents screen.

Search Tasks

Deadline Date
Completed Date

Task Deadline Date

☒ None
☐ On
☐ After
☐ Before
☐ Between

Task Status

☐ Complete ☐ Incomplete ☒ All

Search **Clear**

7. For example, a search for *Incomplete* tasks will return the tasks yet to be completed for an incident (identified by its Tracking Number).

Search Tasks

Deadline Date
Completed Date

Task Deadline Date

☒ None
☐ On
☐ After
☐ Before
☐ Between

Task Status



☐ Complete ☒ Incomplete ☐ All


Task Description	Tracking Number	Number of Days	Deadline
Determine appropriate discipline	187_BJH_02132020	3	02/16/2020

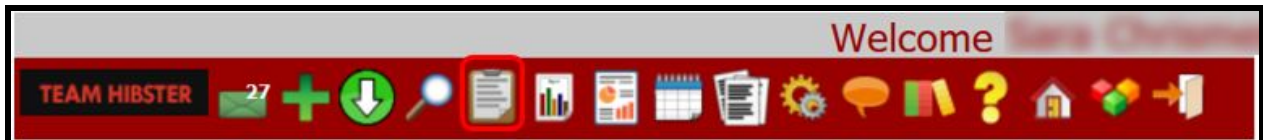
8. Hovering over the incident and clicking on it will bring up the incident task for the user to adjust the deadline as necessary. The user can also mark the task as *Complete* from this screen. Click **Save & Close** when complete.

The screenshot shows the 'Incident Task' form. The top section has a 'Task Description' field with the text 'Determine appropriate discipline' and a 'Tracking Number' field with the text '187_BJH_02132020'. Below these are 'Search' and 'Clear' buttons. A red arrow points from the 'Tracking Number' field to the 'Incident Task' form. The 'Incident Task' form has a 'Description' field with the text 'Determine appropriate discipline'. Below this are fields for 'Assigned to Role: Any', 'Days to complete: 3', 'Notification Sent: Yes', 'Assigned to User: Any', 'Deadline: 2/16/2020', and 'Status: Pending'. There is an 'Adjust Deadline' button and a 'Reason for delay' field. At the bottom, there is a 'Complete' checkbox (highlighted with a red box), 'Save', 'Save & Close', and 'Cancel' buttons. A text box with an arrow points to the 'Complete' checkbox, stating: '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.



2. Click on the 2 people () icon in upper right corner.

Student Overview

No Student Selected

Select Student 

Victim Incidents | Alleged Offender Incidents | Witness Incidents


Incidents where this student was a Victim

No Incidents Found

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.

Find Student

Enter Search Criteria


First Name: Last Name: School: Student ID: Grade: 

First Name	Last Name	Student Id	Date of Birth	Grade
				12
				12
				12

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**.

Student Overview

Student Overview for Caterina Sok (46565111)

Select Student 

Victim Incidents | Alleged Offender Incidents | Witness Incidents

Incidents where this student was a Victim

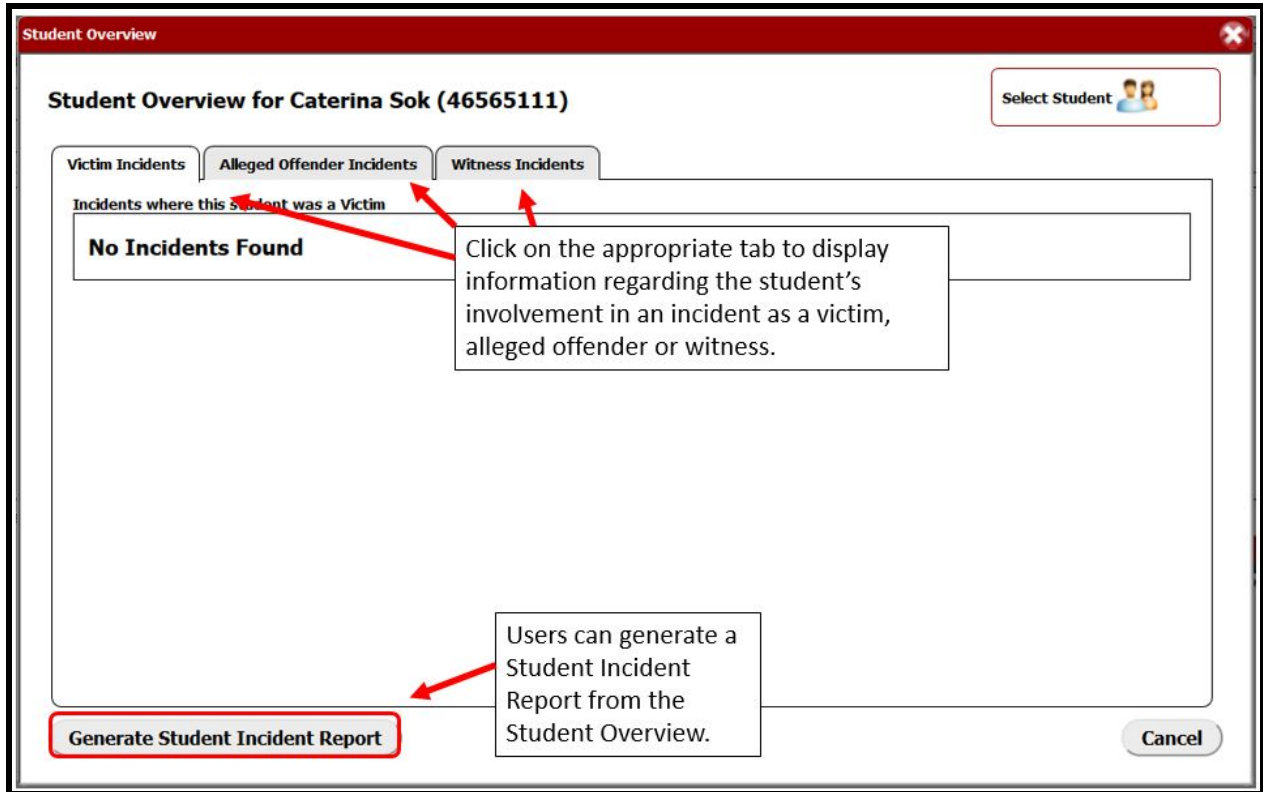
No Incidents Found

Click on the appropriate tab to display information regarding the student's involvement in an incident as a victim, alleged offender or witness.


Generate Student Incident Report

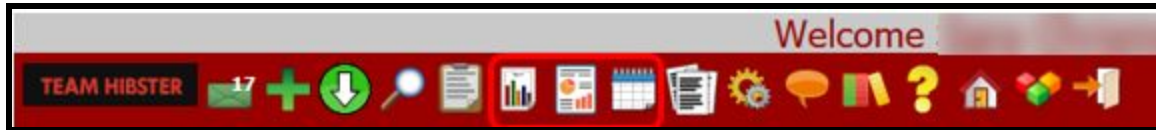
Users can generate a Student Incident Report from the Student Overview.

Cancel




Reports

Click on the Home () 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.



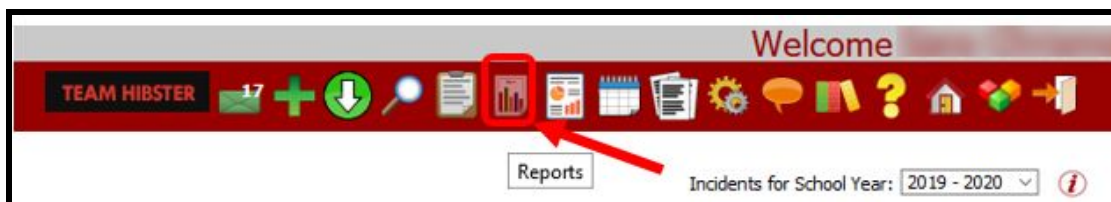
Reports icon

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

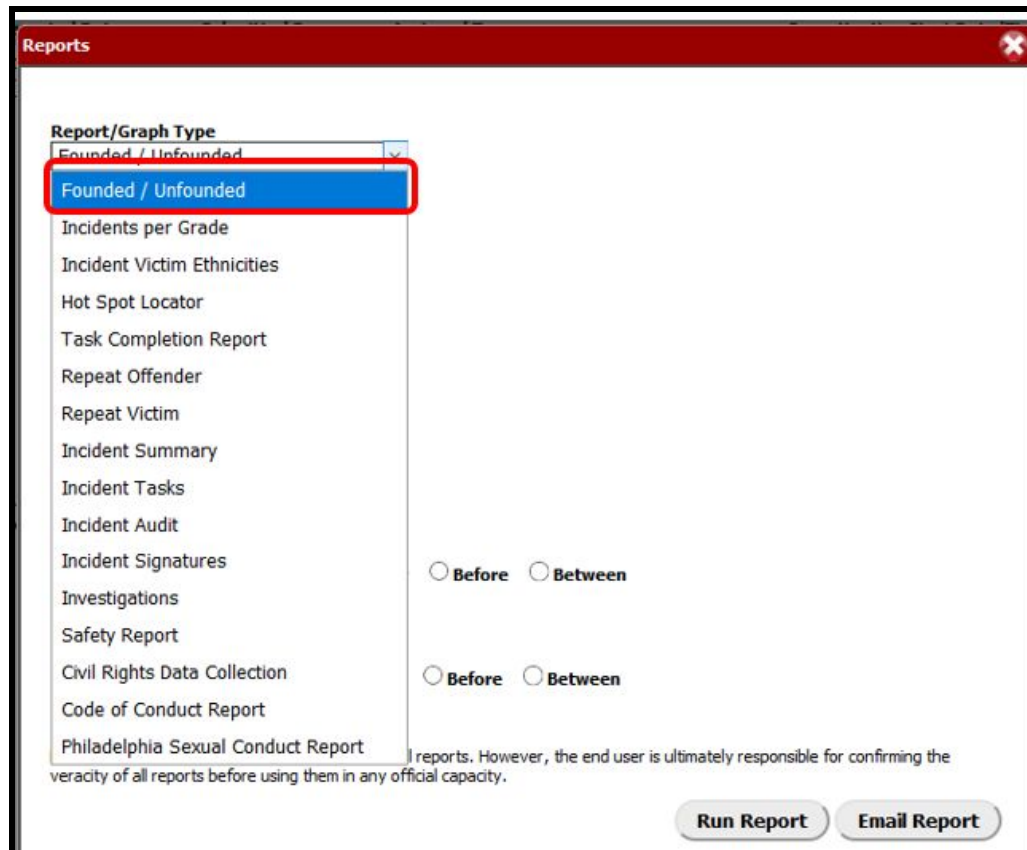
Report/Graph Type	Description
Founded/ Unfounded	Bar Graph or Pie Chart represents the number of Unfounded, Unfounded Inconclusive, Founded All Perps, and Founded Not All Perps incidents within a selected school.
Incidents per Grade	Bar Graph or Pie Chart that represents the number of incidents per grade level within the selected school.
Incident Victim Ethnicities	Bar Graph or 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 total that it represents for each location that can be chosen for an incident.
Task Completion Report	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.
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.
Incident Tasks	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.
Incident Audit	Features Tracking Number, Audit time, User Name, and Details. It indicates all actions taken on an incident.
Incident Signatures	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.
Investigations	Features total Number of incidents initiated, number completed within 10 day timeline, as well as the number of investigations at the specified school.
Safety Report	Breakdown of other reports. Features Founded Report, Victim Ethnicity Reports, Hot Spot Report, Incidents Per Grade Report, HIBster Report all incidents and Executive Summary.
Civil Rights Data Collection	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.
Code of Conduct Report	The Code of Conduct report includes a list of total applied demerits to students within a filtered range.
Philadelphia Sexual Conduct Report	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.

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.



The screenshot shows a window titled "Reports" with a red header bar. Inside, there is a dropdown menu labeled "Report/Graph Type". The dropdown is open, showing a list of report types. The first option, "Founded / Unfounded", is highlighted with a blue background and a red border. Other options in the list include "Incidents per Grade", "Incident Victim Ethnicities", "Hot Spot Locator", "Task Completion Report", "Repeat Offender", "Repeat Victim", "Incident Summary", "Incident Tasks", "Incident Audit", "Incident Signatures", "Investigations", "Safety Report", "Civil Rights Data Collection", "Code of Conduct Report", and "Philadelphia Sexual Conduct Report". To the right of the dropdown, there are two sets of radio buttons, each with "Before" and "Between" options. At the bottom of the window, there are two buttons: "Run Report" and "Email Report". A disclaimer text is visible at the bottom of the dropdown menu: "All reports. However, the end user is ultimately responsible for confirming the veracity of all reports before using them in any official capacity."

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.

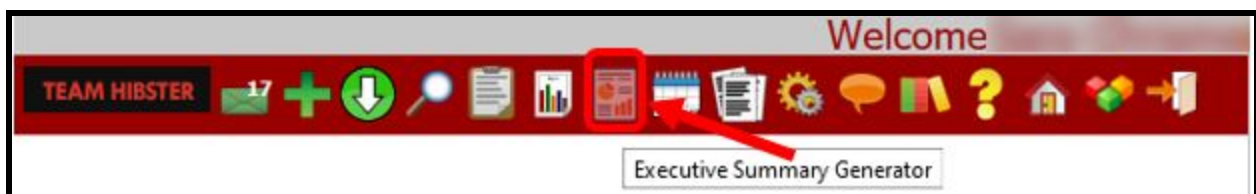
The screenshot shows the 'Reports' window with the following elements and annotations:

- Report/Graph Type:** A dropdown menu set to 'Founded / Unfounded'.
- Graph Format:** A dropdown menu set to 'Bar Graph', annotated with 'a. Graph format.'
- School:** A dropdown menu, annotated with 'b. School dropdown'.
- Investigation Type:** Radio buttons for 'ALL' (selected) and 'Other'.
- Report Format:** A dropdown menu set to 'PDF', annotated with 'c. Report format'.
- Status:** A dropdown menu set to 'Approved', annotated with 'd. Status'.
- Date Entered:** Radio buttons for 'None', 'On', 'After', 'Before', and 'Between', annotated with 'e. Date parameters'.
- Closed Date:** Radio buttons for 'None', 'On', 'After', 'Before', and 'Between', also annotated with 'e. Date parameters'.
- Disclaimer:** A text block stating: 'EDS and HIBster strive for complete accuracy in all reports. However, the end user is ultimately responsible for confirming the veracity of all reports before using them in any official capacity.'
- Buttons:** 'Run Report' and 'Email Report' buttons.
- Annotation f:** A box labeled 'f. Run or Email Report' with an arrow pointing to the 'Run Report' button.

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.

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.

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

Number	Date/Time	School	Submitted By
196_BJH_03022020	3/2/2020 8:15:00 AM		School Admin
192_BJH_02242020	2/24/2020 8:30:00 AM		School Admin
187_BJH_02132020	2/13/2020 12:45:00 AM		hibster241
86_BJH_07192019	7/11/2019 12:00:00 AM		
84_BJH_07162019	7/16/2019 2:00:00 AM		hibster241
70_BJH_05062019	5/6/2019 12:15:00 AM		hibster241

NOTE: Clicking on any of the incidents will take the user to that incident page in HIBster.

Summary - Reported Incidents

☒ Statistical Table
☒ Executive Summary Cover Page
☒ Tracking Number
☒ Custom Tracking Number
☒ Date Entered
☒ Incident Date
☒ School
☒ Investigation Type
☒ Filed By
☒ Type (of Behavior)

Targets

☒ Display Targets
☒ Display Names ☒ Display IDs
☒ Display Grade ☒ Display Action Taken

☒ Classification
☒ Location

Witnesses

☒ Display Witnesses
☒ Display Names ☒ Display IDs
☒ Display Grade

☒ Evidence
☒ Motivation

Offenders

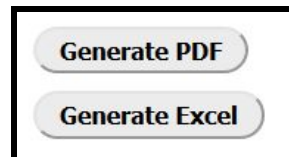
☒ Display Offenders
☒ Display Names ☒ Display IDs
☒ Display Grade ☒ Display Action Taken

☒ Display Founded Status

☒ Conclusion
☒ Additional Information
☒ Executive Summary (For Each Incident)
☒ Justifications
☒ Tasks
☒ Statement



Generate PDF

- 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.
- 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.
- 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.



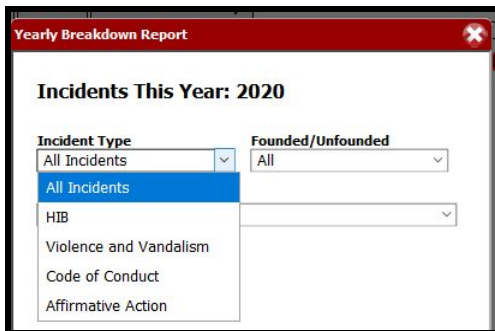
- Special note on confidentiality:** If Display Names is unchecked for any students involved in the incident, this will make their names invisible in the list of Targets, Witnesses, and Offenders printed on the custom report. However, it will NOT hide any mentions of their name if they appear within 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.



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



The screenshot shows the 'Yearly Breakdown Report' form. The 'Incident Type' dropdown menu is open, showing options: 'All Incidents', 'HIB', 'Violence and Vandalism', 'Code of Conduct', and 'Affirmative Action'. The 'Founded/Unfounded' dropdown is set to 'All'.



The screenshot shows the 'Yearly Breakdown Report' form. The 'Founded/Unfounded' dropdown menu is open, showing options: 'All', 'Founded', and 'Unfounded'. The 'Search' button is highlighted with a red box.