

**COMBINED INCIDENT
REPORTING SOFTWARE (CIRS)
School Year 2016-2017
Software Instructions**

Due

July 1, 2017

**IT: Data Management and Analysis
(802) 479-1044**



Table of Contents

COLLECTION SPECIFICATIONS	3
Technical Support	3
Installation Instructions	3
Starting the Application	4
Due Date.....	4
MAIN MENU OPTIONS.....	5
Set Up School	5
Data Entry	5
Data Import.....	6
Print Reports.....	6
Data Submission	6
Application	7
PROGRAM SECTIONS.....	7
Set Up School Information.....	7
Data Entry Forms.....	7
Buttons	7
All Other Reportable Incidents.....	8
Incident Information	9
Offender Information	9
Victim Information	9
Print Incident.....	10
Hazing, Harassment or Bullying Complaints	10
Incident Information	11
Offender Information	11
Victim Information	11
Data Import	12
Print Reports	13
Incident Collection Forms	13
Incident Reports.....	13
Data Error Report	14
DATA SUBMISSION.....	14
Contact Information	14
Prepare File for AOE	15
EFT INSTRUCTIONS.....	18
To Upload	18

COLLECTION SPECIFICATIONS

Minimum System Requirements

Windows 98 or later

Microsoft Access 2000 or later

NOTE: The Agency of Education does not support Microsoft Access 97.

Technical Support

Call (802) 479-1044 for assistance with the data entry program.

Installation Instructions

You will need to go to the [Agency of Education Website](#) to download the Combined Incident Reporting Software and the Reporting and Software Instructions. The following link will take you to the Data Collections page to download the application, you will need to scroll to the Combined Incident Reporting Software and click on the 2017 Application(EXE) located on the right.

A File download Security Warning will appear and will ask you to either Run or Save.

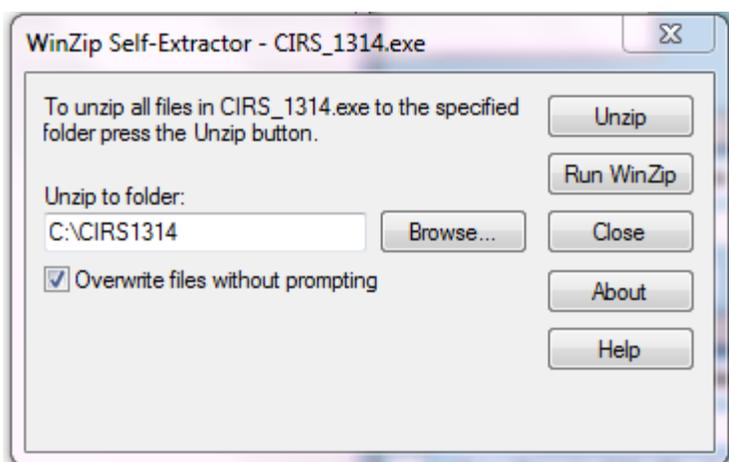
If you click:

Run- A Security warning will appear, Click Run.

Save- A "Save as" box will appear and you will have select where to save the download. Once the download is complete, Click Run. A Security warning will appear, Click Run.

WinZip will open. There will be a prompt for you to enter a destination file for your application.

We have set it to C:\CIRS1617; WinZip will automatically create this folder for you.



Click on the Unzip button. It will indicate that the files have been unzipped. Now click on the Close button. Your Access database is now ready for use.

Starting the Application

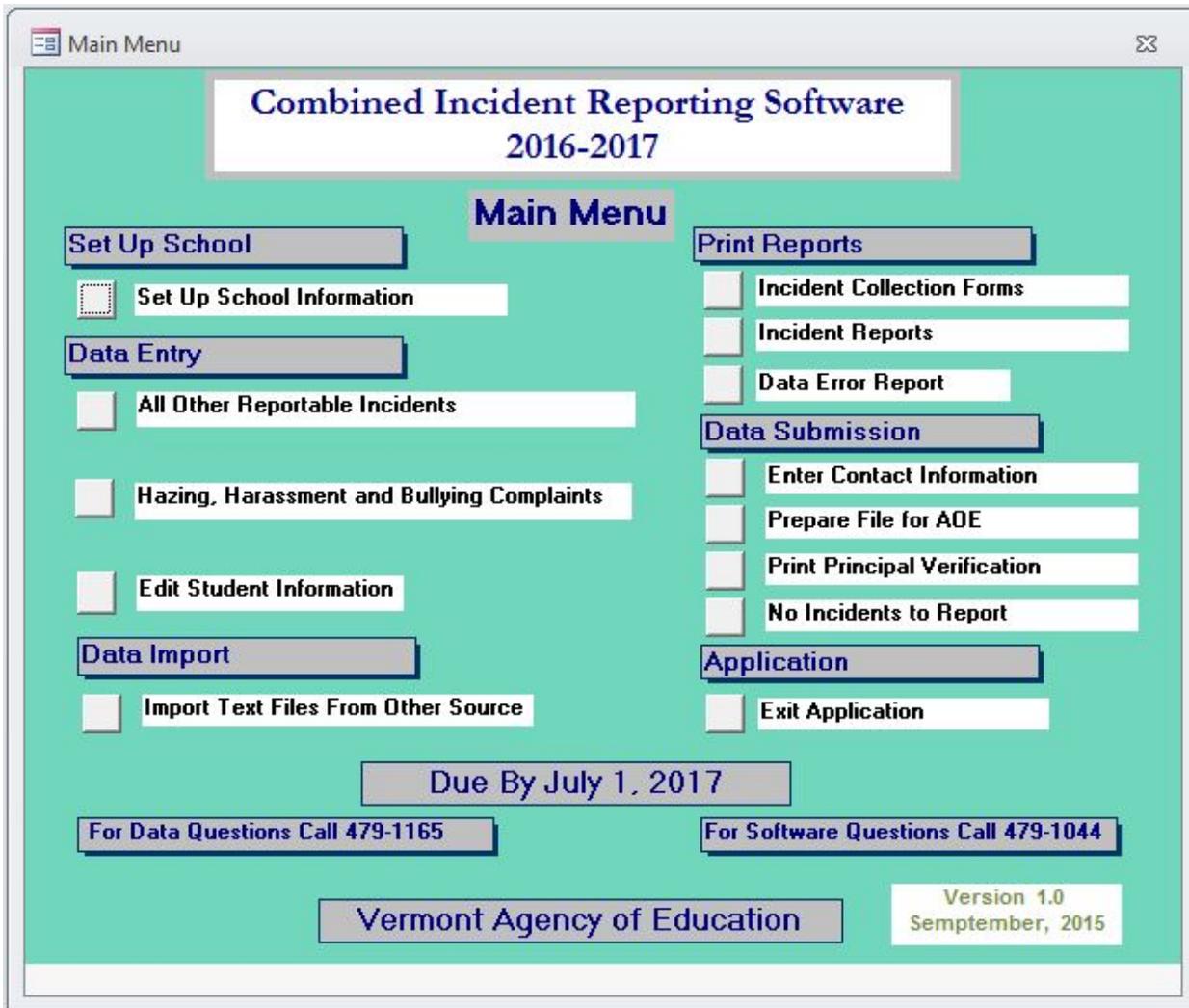
The database is located in the CIRS1617 folder in your C: drive unless you specified differently. You will find the folder by double-clicking on the My Computer icon and double clicking on the C: drive. Look for the folder named CIRS1617. There is one Access file called CIRS_1617.mdb in this folder. It is what was created by unzipping the file above. Double-click on the file to open.

Due Date

Submit completed data no later than **July 1, 2017** to:

IT: Data Management and Analysis Team
Vermont Agency of Education
219 North Main Street, Suite 402
Barre, VT 05641

MAIN MENU OPTIONS



**Combined Incident Reporting Software
2016-2017**

Main Menu

Set Up School

- Set Up School Information

Data Entry

- All Other Reportable Incidents
- Hazing, Harassment and Bullying Complaints
- Edit Student Information

Data Import

- Import Text Files From Other Source

Print Reports

- Incident Collection Forms
- Incident Reports
- Data Error Report

Data Submission

- Enter Contact Information
- Prepare File for ADE
- Print Principal Verification
- No Incidents to Report

Application

- Exit Application

Due By July 1, 2017

For Data Questions Call 479-1165 **For Software Questions Call 479-1044**

Vermont Agency of Education **Version 1.0
September, 2015**

Set Up School

Set Up School Information

This button will open up a form where you will enter information about your school. You must set up your school information to proceed.

Data Entry

All Other Reportable Incidents

This form is for entering information regarding incidents and the related disciplinary actions that have occurred at your school this year. Do not use this form for any hazing, harassment, or bullying.

Hazing, Harassment or Bullying Complaints

Use this form for entering all the information necessary regarding any incidents of hazing, harassment, or bullying that occurred at your school this year.

Edit Student Information

Use this form to update student information at any time. Changes made here will correspond to the appropriate fields and tables in the database.

Data Import

Import Text Files From Other Source

Select this form if you choose to import text files that have been exported from another application into the Access database. Before importing data, please read the CIRS 2015 Specifications.xls file located on the AOE website.

Print Reports

Incident Collection Forms

Clicking this button offers a selection of forms corresponding to the two data entry forms described above. They may be used to gather information from various locations/people and then returned to a central place/person for data entry.

Incident Reports

Click this button to gain access to a series of reports about the incident information you have entered into the database.

Data Error Reports

Select this option to see a report of any missing or incorrect data that is found in your application and whether or not its correction is critical to your submission of information to the Agency.

Data Submission

Enter Contact Information

Please enter the name of the person that AOE will contact if there are any questions regarding your information on this form.

Prepare File for AOE

This button opens up a form which will run a series of checks will be run on all your data. Once your tables pass the verification process you will be instructed to proceed by browsing for a directing to export the report files.

Print Principal Verification Page

This page must be printed, signed by your principal and superintendent, and submitted with your exported files.

No Incidents to Report

This page would be printed, signed by your principal and superintendent, and submitted in the instance that you have no incidents to report.

Application

Exit Application

Click here to exit the application.

PROGRAM SECTIONS

Set Up School Information

Check to Set Up	School ID	School Name
<input type="checkbox"/>	PS001	ACADEMY SCHOOL
<input type="checkbox"/>	PS002	ADDISON CENTRAL SCHOOL
<input type="checkbox"/>	PS007	ALBANY COMMUNITY SCHOOL
<input type="checkbox"/>	PS008	ALBERT BRIDGE SCH (W/WIND)

Select your school by checking it above.
Select your lowest and highest grades in the boxes below.
Click the Set Up School button to prepare the application for your data entry.

Lowest Grade: Highest Grade:

Set Up School **Return to Main Menu**

Before you can enter data you must set the application up for your school. Scroll through the list of schools provided and place a check in the box next to your school. Enter the upper and lower grade information, then click on the “Set Up School” button. This will set up the tables necessary for you to enter your information. Return to the Main Menu when finished.

Data Entry Forms

Buttons

“?” - opens a window showing phone numbers to call if you have questions about the data to be entered in the form.

“Return to Main Menu” -- closes the form and returns to the main menu.

“Search For Incident by:”

Type - enter an incident type to find incidents with the same type. Use the blue arrows to navigate through the records with the same date. To return to the full set of incidents click the “Show All Incidents” button.

Date - enter an incident date to find incidents with the same date. Use the blue arrows to navigate through the records with the same date. To return to the full set of incidents click the “Show All Incidents” button.

Number - enter an incident number to find incidents with the same number. Use the blue arrows to navigate through the records with the same date. To return to the full set of incidents click the "Show All Incidents" button.

"Enter New Incident" – allows you to start a new incident record. Similar buttons are found on the offender, action, and victim windows.

"←" and "→" -- for navigating through the incidents, offenders and actions you have entered. Similar buttons are found on the offender, action, and victim windows.

"Delete this ..." – delete buttons allow you to delete an incident, offender, action, or victim.

Tabs

Offender tab allows you to enter information about the offender(s) and action(s) involved in the incident.

Victim tab allow you to enter information about the victim, if any, involved in the incident

Glossary tab provides access to definitions of many of the terms used in this collection.

You need to enter the incident information, and then proceed to the information about the offender(s) involved, including the disciplinary action(s) taken. Lastly, enter the victim information, if any.

All Other Reportable Incidents

Incident Information

Enter information for each field. The Time, Location, Weapon and Drug dropdown boxes provide an “Unknown –Other-Needs Description” option if a particular piece of information is unknown. You will need to enter a description in the “Other” box.

Indicate whether or not the incident was a violence-related incident. If the incident was violence-related, answer the following question on if the principal consulted with law enforcement to determine if the incident was categorized as a criminal offense or violence-related incident.

Offender Information

Enter the offenders: Last Name, First Name, Date of Birth, Gender, Race, and Grade. An offender ID will be automatically assigned to each offender. This will insure confidentiality when the data is exported.

Next, select a type of offender and what type of injury the offender experienced as a result of the incident. Also indicate if the offending student is on an IEP. If, yes, you will need to indicate the Disability of the student and ELL status.

Each offender must have at least one Action Taken as a consequence of the incident. Please note that there is a “No Action Taken” and “Other” options if either applies to a particular incident. If the action began and ended on the same date enter that date as both the “Date Action Began” and “Date Action Ended”. Note: For “No Action Taken”, enter the date the decision was made to not take action.

You may enter as many offenders for a single incident as necessary. For instance, a fight with five students is a single incident with five offenders.

Victim Information

If there were no victims in a particular incident, click the check box for there are no victims. Otherwise, provide the requested victim information. Enter the victim information including: Last Name, First Name, Date of Birth, Gender, Race, Grade, Type of Victim and the type of Victim Injury if any were sustained in the incident. A Victim ID will be automatically assigned to each victim. This will insure confidentiality when the data is exported. Should “Did this victim opt for school choice as a result of this incident?” appear please check the box if appropriate.

Offender Victim Glossary

Look Up Student: You have entered 0 offender(s) for this incident. Offend ID:

Last Name: First Name: Middle Name: DOB: Gender: Grade: Type of Offender:

Injury to Offender: Was offender on/entitled to benefits of IEP at time of incident? Disability: Is the student an English Language Learner?

Race/Ethnicity: Hispanic or Latino American Indian/Alaskan Native Asian
 Black or African American White Hawaiian or Other Pacific Islander

Action Taken You have entered 0 action(s) for offender.

Action Began: Action Ended:
 Seculsion: Restraint:

Print Incident

There is a button on the top of the incident that allows you to print the incident. If you determine that the incident is part of a pattern of incidents that is now considered Bullying, you can print out this information to aid the processes of adding it as a Bullying incident in the Hazing, Harassment and Bullying Complaints section.

Hazing, Harassment or Bullying Complaints

Hazing, Harassment and Bullying Complaints

PS001 Incident Number: 16380

Reporter's Initials: Date:

Incident:
 Category:
 Location: Desc if Location is 'Other':
 Time: Desc if Time is 'Other':
 Weapon: Desc if Weapon is 'Other':
 Drug: Desc if Drug is 'Other':

Has the designated employee concluded that hazing, harassment or bullying took place?

Offender Victim Glossary

Look Up Student: You have entered 0 offender(s) for this incident. Offend ID:

Last Name: First Name: Middle Name: DOB: Gender: Grade: Type of Offender:

Injury to Offender: Was offender on/entitled to benefits of IEP at time of incident? Disability: Is the student an English Language Learner?

Race/Ethnicity: Hispanic or Latino American Indian/Alaskan Native Asian
 Black or African American White Hawaiian or Other Pacific Islander

Action Taken You have entered 0 action(s) for offender.

Action Began: Action Ended:
 Seculsion: Restraint:

Incident Information

As with the previous incident form, please enter information for each field. The Time, Location, Weapon and Drug dropdown boxes provide an “Unknown –Other-Needs Description” option if a particular piece of information is unknown, you will need to enter a description in the “Other” box.

Please note that for Hazing and Harassment incidents you must also indicate the category of hazing or harassment (e.g., race-related, gender-related, etc.), which is not required for bullying.

Offender Information

Enter the offenders: Last Name, First Name, Date of Birth, Gender, Race, and Grade. An offender ID will be automatically assigned to each offender. This will insure confidentiality when the data is exported.

Next, select a type of offender and what type of injury the offender experienced as a result of the incident. Also, indicate if the offending student is on an IEP. If, yes, you will need to indicate the Disability of the student and the ELL status.

Each offender must have at least one Action Taken as a consequence of the incident. Please note that there is a “No Action Taken” and “Other” options if either applies to a particular incident. If the action began and ended on the same date enter that date as both the “Date Action Began” and “Date Action Ended”. Note: For “No Action Taken”, enter the date the decision was made to not take action.

You may enter as many offenders for a single incident as necessary.

Victim Information

For Hazing, Harassment and Bullying incidents you must enter victim information. Enter the victim information including: Last Name, First Name, Date of Birth, Gender, Grade, Race, Type of Victim and the type of Victim Injury if any were sustained in the incident. A Victim ID will be automatically assigned to each victim. This will insure confidentiality when the data is exported.

Offender | Victim | Glossary

Look Up Student: You have entered 0 offender(s) for this incident. Offend ID:

Last Name: First Name: Middle Name: DOB: Gender: Grade: Type of Offender:

Injury to Offender: Was offender on/entitled to benefits of IEP at time of incident? Disability: Is the student an English Language Learner?

Race/Ethnicity: Hispanic or Latino American Indian/Alaskan Native Asian
 Black or African American White Hawaiian or Other Pacific Islander

Action Taken You have entered 0 action(s) for offender.

Action Began:
 Action Ended:
 Seclusion:
 Restraint:

Data Import

Import Data from Comma Delimited Text File

Import Comma Delimited Text File

You can import your comma delimited text files directly into this database. Please refer to the documentation for the import specifications. You can type the full file name including drive and directory below. (Example: C:\DirectoryName\FileName). You can also use the browse button to find your file and it will automatically be entered.



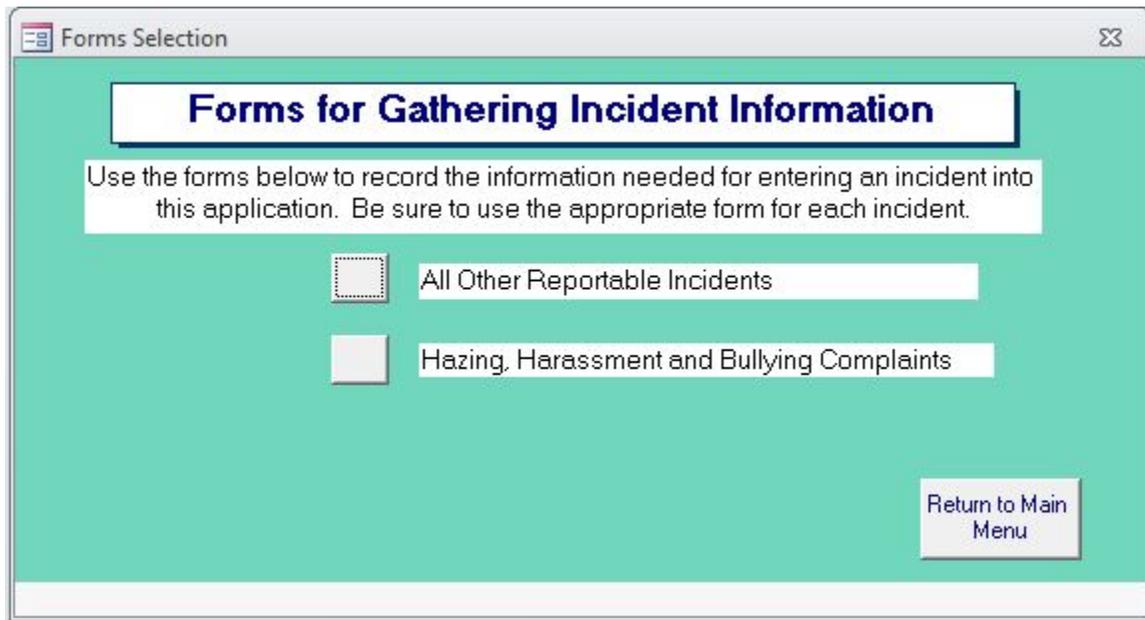
Select the type of file you are importing:

Enter or search for a file name to import:

Importing Data into the CIRS program will overwrite any data already saved in the program. If you need help importing data, please refer to the CIRS 2016 Specifications.xls Excel file located on the AOE website. You may also want to contact your Tech Support to help with this issue.

Print Reports

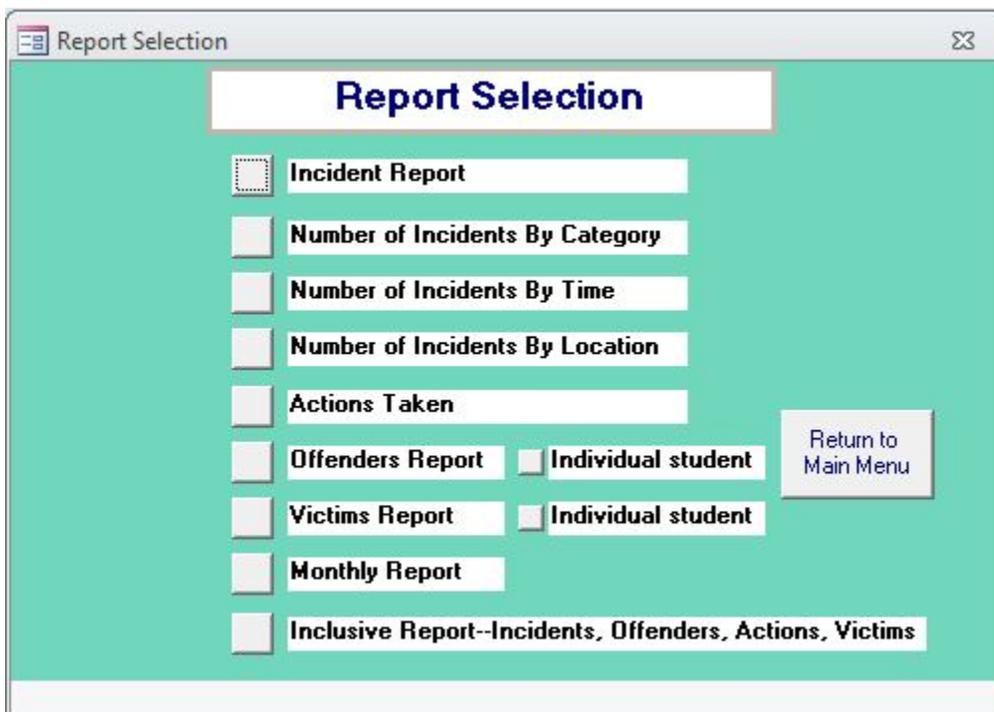
Incident Collection Forms



The screenshot shows a window titled "Forms Selection" with a light green background. At the top, there is a header box with the text "Forms for Gathering Incident Information". Below this, a white box contains the instruction: "Use the forms below to record the information needed for entering an incident into this application. Be sure to use the appropriate form for each incident." There are two radio button options: "All Other Reportable Incidents" and "Hazing, Harassment and Bullying Complaints". A "Return to Main Menu" button is located in the bottom right corner.

Click the appropriate button to select the type of incident information form you are interested in printing.

Incident Reports



The screenshot shows a window titled "Report Selection" with a light green background. At the top, there is a header box with the text "Report Selection". Below this, there are several radio button options: "Incident Report", "Number of Incidents By Category", "Number of Incidents By Time", "Number of Incidents By Location", "Actions Taken", "Offenders Report", "Victims Report", "Monthly Report", and "Inclusive Report--Incidents, Offenders, Actions, Victims". The "Offenders Report" and "Victims Report" options each have a sub-option for "Individual student". A "Return to Main Menu" button is located on the right side of the window.

Click the appropriate button to select the type of report you are interested in printing. These reports tell you about the incident data you have entered into CIRS.

Data Error Report

Combined Incident Reporting Software Error Report		
Incident Number and Type	Description	Critical?
0	Please open Contact form and enter School Contact Email.	Yes
0	Please open Contact form and enter School Contact Phone Number.	Yes
0	Please open Contact form and enter School Contact Name.	Yes

The Error Report tells you which data are missing and whether you need to enter the data before submitting to the AOE.

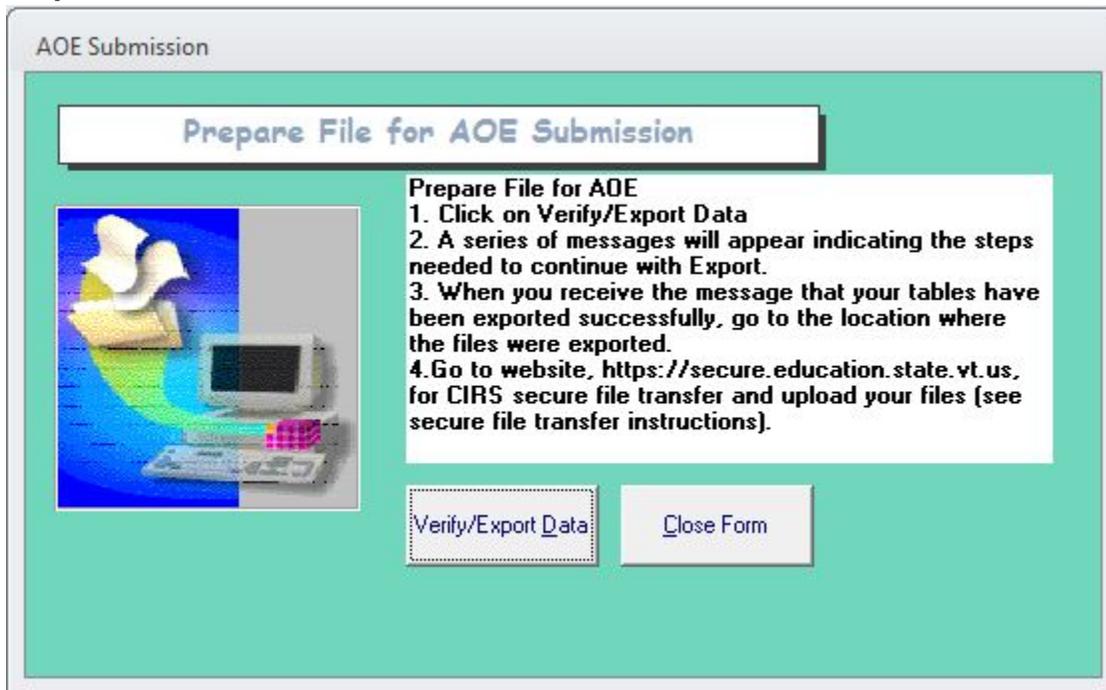
DATA SUBMISSION

Contact Information

The screenshot shows a web browser window titled 'frm_Contact'. The main heading is 'Contact Information'. Below the heading is a text box with the instruction: 'Please enter your name and telephone number below. We will use this information to contact you should we have any questions regarding your data.' To the right of this text box is a button labeled 'Return to Main Menu'. Below the instruction are three input fields: 'Contact_Name', 'Contact_Phone', and 'Contact_Email'. Below these is another text box with the instruction: 'Please enter any necessary information for contacting somebody during the summer when school is not in session.' Below this are several more input fields: 'Summer_Contact', 'Designated Employee1', 'Designated Employee Phone', 'Designated Employee_Email', 'Designated Employee2', 'Designated Employee2 Phone', and 'Designated Employee2_Email'.

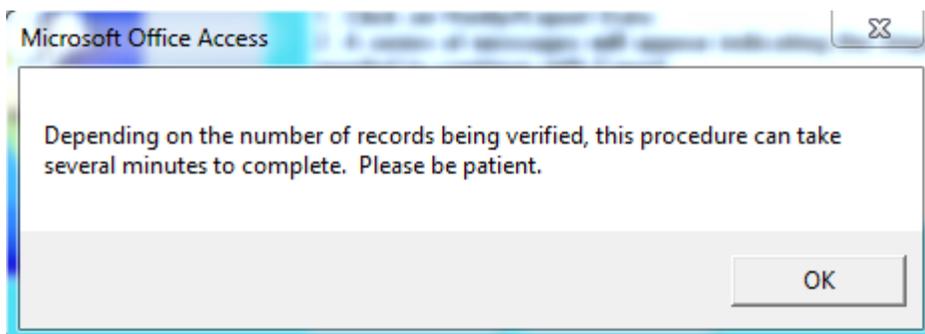
Enter your information so we know whom to contact with questions about this data collection.

Prepare File for AOE

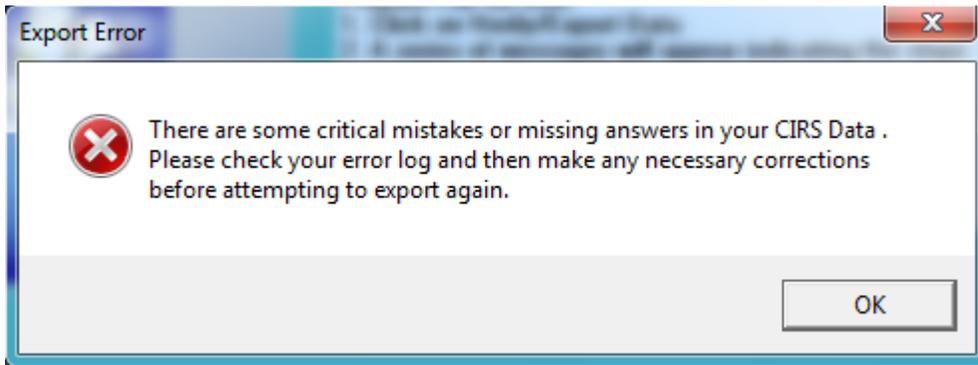


Click the "Verify/Export Data" button to check your data and export the data files to send to AOE.

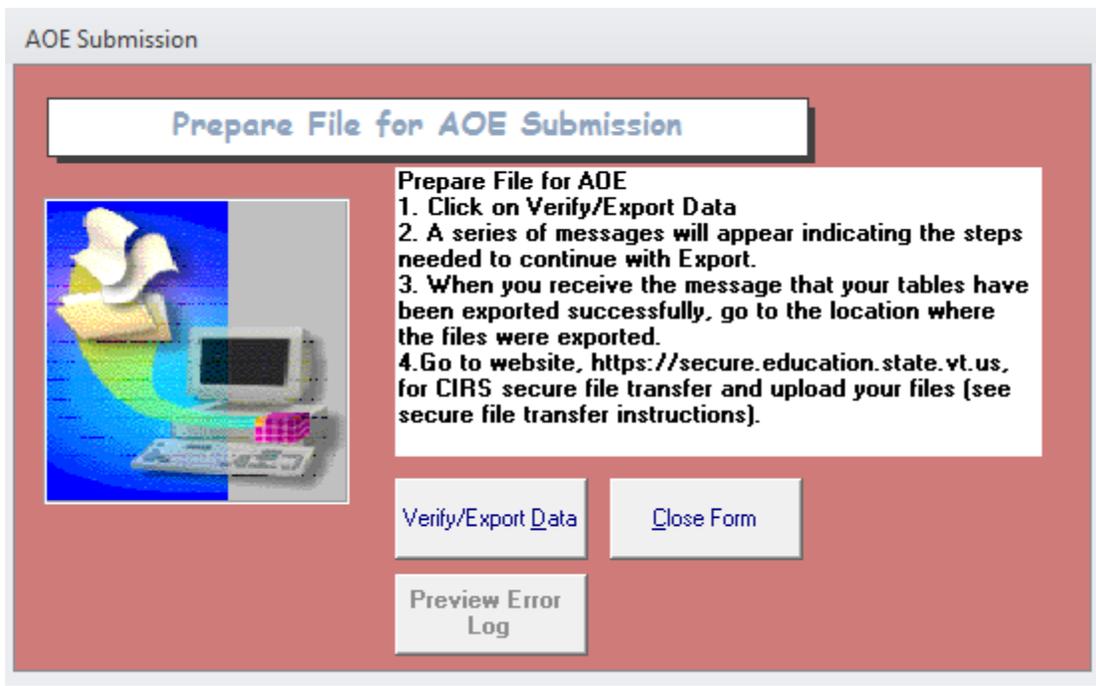
Before exporting the data files (for AOE submission) the program will run the data through a series of edit checks.



If the program finds a problem with some of the data entered, it will not export the file and you will see the message below.

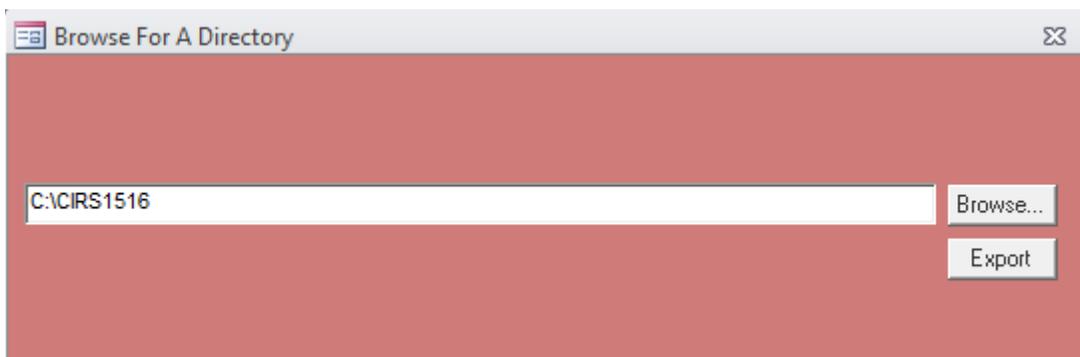


If you receive the above error, click OK and the following screen will appear.

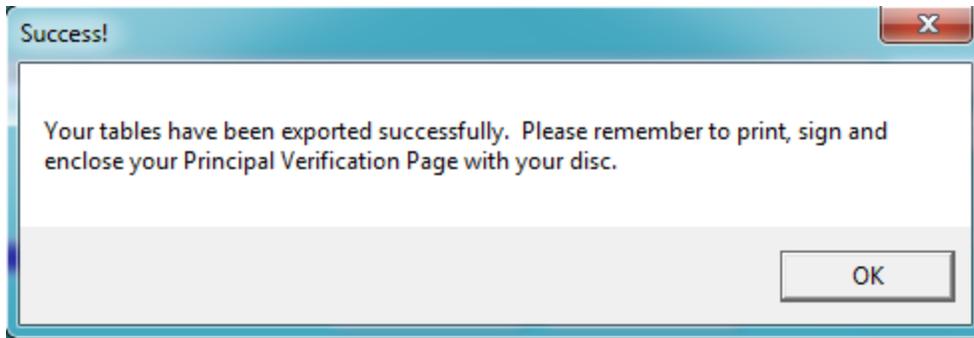


Click the "Preview Error Log" button to preview a detailed report of the problems found in the data. You may print the report from the preview screen. Please correct the critical data and try exporting again.

If there are no errors found, you will be prompted to Browse for a directory.



We have set it to export to C:\CIRS1516. Click the Export button.



Five export files have been created and are located in the CIRS1516 folder, unless you have specified differently. We will not be accepting data submissions this year via email, due to information identifying students in the files. We will have a secure online method for submission, but the instructions for submitting data this way will be released closer to the due date for the data collection. NOTE: You must mail your signed Principal Verification Page to the Agency for all submission options.

Congratulations, you have successfully entered your incident data for 2015-2016! Submit completed data no later than July 1, 2016 to:

IT: Data Management and Analysis Team
Vermont Agency of Education
219 North Main Street, Suite 402
Barre, VT 05641

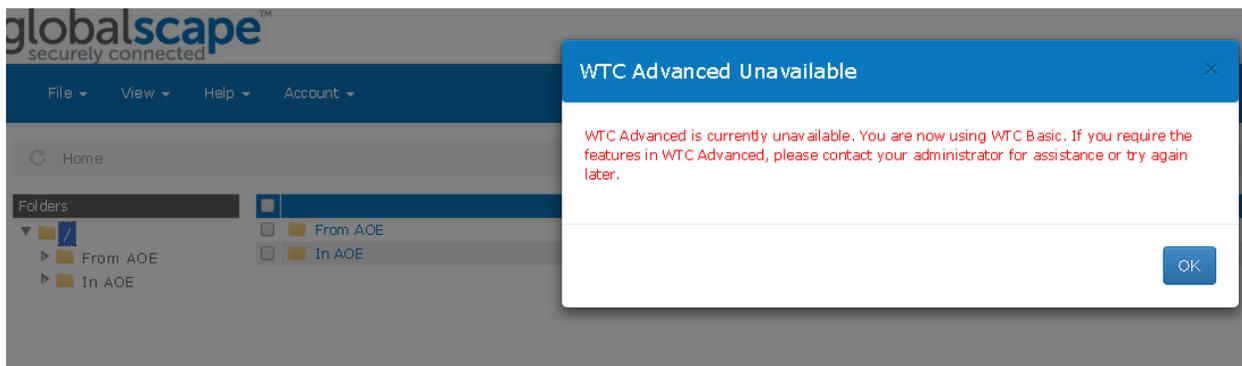
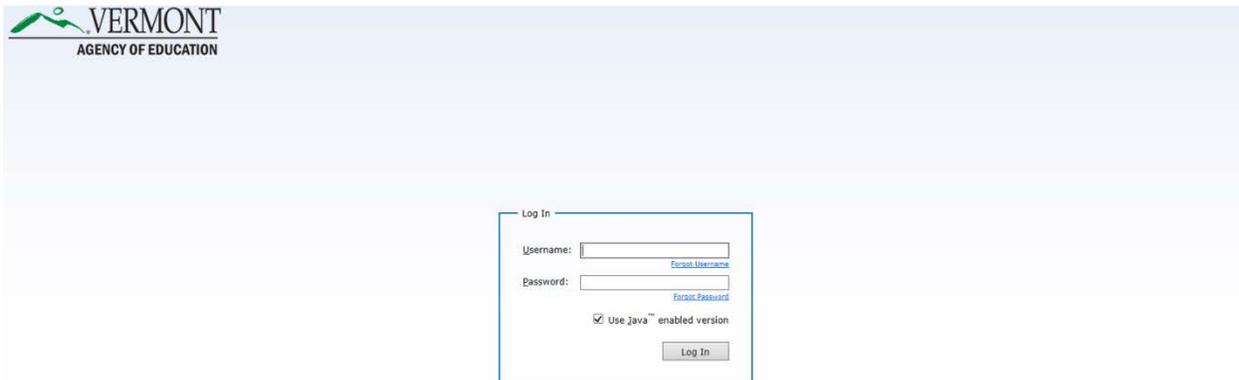
EFT INSTRUCTIONS

The use of this EFT will replace email or disk based submission that this data collection has been using for the past several years. **Please do not submit this data by email as it now contains identifiable student information.** You will receive a separate email with your username and password for submitting this data

You are now ready to go the EFT website.

To Upload

1. Go to the [Globalscape Secure EFT](#) website.
2. Enter your username and password.

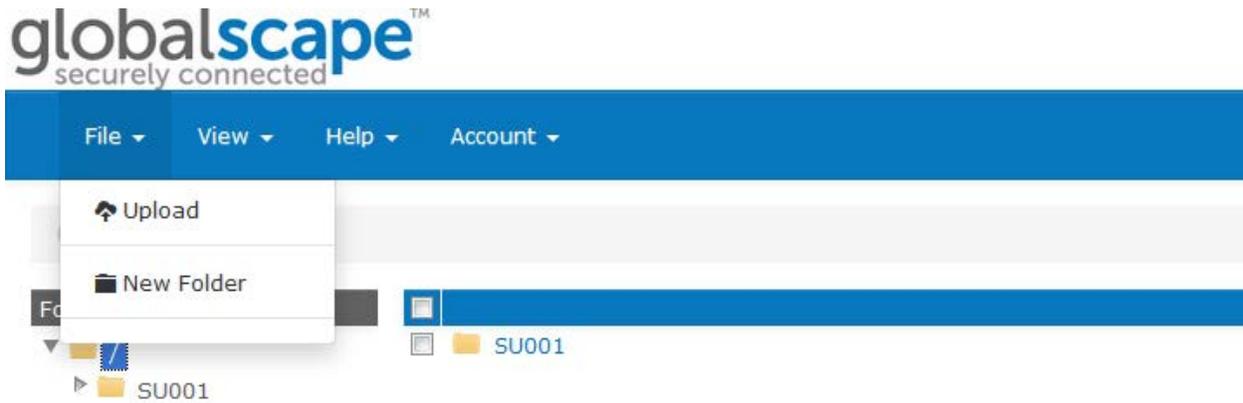


3. Double click into the To AOE folder.

4. Select the upload button.



Or click on File then Upload.

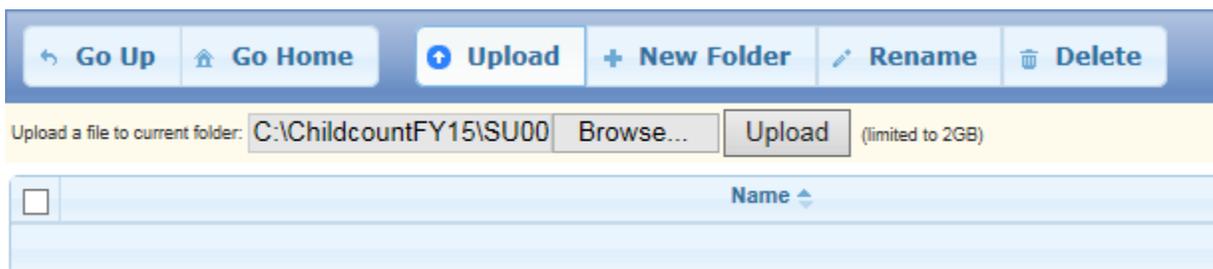


5. Click browse



6. Select your file. Please note you will have to upload each file individually.

7. Select your file and click "Upload" and repeat for the remaining files.



If you are not using a file from the Access application, your upload will not be successful. If you have any technical issues please call our Helpdesk at 802-479-1044.