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VADIR ASSIST
VADIR Data Collection Tool, Version 1.3

Users Guide



VADIR ASSIST Data Collection Tool, Version 1.3 Instruction Manual

Main Screen:

- (1) Your school district will come pre-loaded with the system. If for some reason the school district needs to be modified, enter the school district name in the top box and click the save button next to the box. (Shown below).

Any School District

District Wide

All Categories

All Incidents in all categories are displayed

Date	Incident Category	School	Incident #
01/22/07	Intimidation, Harassment, Menacing, or Bullying Behavior and No Ph	Any Middle School	1000003
01/22/07	Intimidation, Harassment, Menacing, or Bullying Behavior and No Ph	Any Middle School	1000002
01/26/07	Other Disruptive Incidents	Any Middle School	800004
01/26/07	Other Disruptive Incidents	Any Middle School	800007
01/26/07	Other Disruptive Incidents	Any Middle School	800005
01/26/07	Other Disruptive Incidents	Any Middle School	800006
02/01/2007	Weapons Possession Only	Any High School	1700006
02/01/2007	Weapons Possession Only	Any High School	1700005
02/05/07	Minor Altercations (Assaults)	Any Middle School	900006
02/06/07	Minor Altercations (Assaults)	Any Middle School	900010
02/07/2007	Asson	Elementary School 2	500003
02/13/07	Other Disruptive Incidents	Any Middle School	2100014
02/15/07	Other Disruptive Incidents	Any Middle School	2100015
02/16/07	Other Disruptive Incidents	Any Middle School	2100012
02/16/07	Other Disruptive Incidents	Any Middle School	2100011

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- (2) The next box contains a drop down list of all schools in your school district. If a school needs to be added to enter an incident, the school listing is maintained on the first screen of the incident information. The entry 'District Wide' comes pre-loaded with the system and may not be altered or deleted in the school maintenance routine.



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Main Screen (Continued):

- (3) The next box contains a drop down listing of all incident categories. The incident categories come pre-loaded with the system. The category names are those found on the NYS VADIR website. The category names may not be altered in this system.
- (4) This box contains the category definition for the selected category above. The category definitions come pre-loaded with the system. The category descriptions are those found on the NYS VADIR website. The category descriptions may not be altered in this system.
- (5) The incidents grid contains all incidents meeting the above criteria, selected with the school listing drop down and the incident category drop down. When the system first starts up, the default is 'All Categories' and your default school.

From this screen, you may:

- Add New Incident
- Modify the Highlighted Incident
- Delete the Highlighted Incident
- Print Individual Incident
- Run State Summary Report for the Current School Term
- Run Reports
- View System Documents
- Maintain School Terms
- End the system



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Add New Incident:

*** Use the tab key to move from field to field**

- (1) Enter the name of the person entering the report. The date will default to the current date. You may change the date if necessary.
- (2) Enter the name of the person reporting the incident.
- (3) Select the school name from the drop down list of schools in your district. If your school does not appear, click on the **Maintain** button to add your school.
- (4) Enter a full description of the incident, as it was reported.
- (5) Select the category pertaining to this incident from the drop down list. If the incident involves multiple categories, one category choice is determined by the building official(s)/police handling the matter.

The Incident Categories come preloaded. The category names and descriptions are those found on the NYS VADIR website. The category names and descriptions may not be altered in this system.

If the incident involved intimidation, harassment menacing or bullying of students or staff that was reported to the school principle or other school administrator responsible for student discipline by any source, such as a staff member, student, parent or other concerned citizen, and the incident was not reported in Category 10 and did not result in a disciplinary action listed in the summary form (Columns j-o) then select the last category **Intimidation, Harassment, Menacing or Bullying Behavior not Reported** for the incident.

- (6) The category definition for the selected category is summarized in this box.
- (7) You must select either that the incident occurred with a weapon or without a weapon.
- (8) You may choose to indicate that the incident involved Alcohol or Drugs.



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Add New Incident (Continued):

*** Use the tab key to move from field to field**

- (9) You may choose to indicate that the incident occurred on school transportation.
- (10) You must enter the date and time of the incident.
- (11) You must enter a brief description as to the location of the incident.
- (12) You must select whether the incident occurred on school property or at a school sponsored function off school grounds.
- (13) You must select whether the incident occurred during regular school hours or before or after regular school hours.
- (14) You may choose to indicate that the incident was gang related.
- (15) You may choose to indicate that the incident was bias related.

Once all of the above information has been entered, click the **Save and Continue** button to save this information and continue on to the next screen – Victims.

You may also elect at this time to click the **Return** button and return to the previous screen and resume entering the remainder of the incident information at another time.



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Add New Incident - Victims:

***Use the tab key to move from field to field**

The victim screen contains three separate victim areas, correlating to the three types of victims that can be reported per incident. The top box is used for victims who are students enrolled in your district. The second box is used for victims who are school personnel, and the third box contains all other victims that cannot be categorized as one of the other two types.

For each victim area, click **Add Victim Info** and enter all of the information that you are prompted for. Click the **Save** button when you are finished, and the victim will appear in the appropriate grid.

Click the **Mod Victim Info** button to modify the highlighted information. Click the **Save** button when finished.

Click the **Del Victim Info** button to delete the highlighted information.

When all of the victim information has been entered, click the **Continue** button to continue on to the next screen – Offenders.

You may also click the **Return** button to return to the previous screen.



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Add New Incident - Offenders:

***Use the tab key to move from field to field**

The offenders are divided into three categories, same as the victims. This screen contains the first two categories: Enrolled students and School personnel.

For each offender area, click **Add Offender** and enter all of the information that you are prompted for. Click the **Save** button when you are finished, and the offender will appear in the appropriate grid.

Click the **Mod Offender** button to modify the highlighted information. Click the **Save** button when finished.

Click the **Del Offender** button to delete the highlighted information.

When the offender information has been entered for the categories on this screen, click the **Continue** button to continue on to the next screen.

You may also click the **Return** button to return to the previous screen.



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Add New Incident – Offenders - Others:

***Use the tab key to move from field to field**

The top of this screen is for you to enter Offenders that cannot be categorized as either enrolled students or school personnel. You maintain this grid as you do with the grids found on the previous screen. Please refer to the previous page for directions.

The second section of this screen must be filled out if the incident involved a weapon. Enter the correct quantity in the appropriate box or boxes. If another firearm or weapon not in the list was used, enter the quantity and specify the other firearm or weapon. Click the **Save** button when all of the information has been entered.

In the final section of this screen, enter all disciplinary actions taken if the incident involved the use of a firearm. Click the **Save** button when all of the information has been entered.

You may click the **Return** button to return to the previous screen.



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Modify Highlighted Incident:

To view or change any of the information associated with an entered incident, highlight the incident and click the **Modify Incident** button.

You will be able to go from screen to screen, same as when you entered the incident. However, all previously entered information will now also be displayed.

Change or enter any information necessary, and click the **Save** button on the screen to save those changes.

Delete Highlighted Incident:

To delete an incident, highlight the incident and click the **Delete Incident** button. You will be asked to verify the deletion. Once verified, the incident will be deleted from the system and in turn, removed from the grid on the main screen.

Print Individual Incident

Click the **Print Incident Report** button to generate a Violent and Disruptive Incident Report (VADIR) Form for the highlighted incident.

Generate State Summary Report for the Current School Term

Click the **State Report** button to generate the State Summary Report for the selected school in the drop down list, or district wide, for the current school term.



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Run Reports:

You may generate a listing of incidents, from those entered in the system, that pertain to any combination of entered values.

Click on the **Reports** button to view the screen below:

Reporting Module

School Name:

Category of Incident:

Referred By:

With Weapon W/out Weapon

Involving Alcohol and Drugs Gang related
 On School Transportation Bias related

Date and Time of Incident:

Location of Incident:

Location On school property At school-sponsored function off school grounds

Time During regular school hours Before or after regular school hours, or on a day when school is not in session

Victim Offender Both

Name - Enrolled Students	Grade:	Age:	Student ID:	Punishment for Offender <input type="button" value="x"/> <input type="button" value="x"/> <input type="button" value="x"/>
Name - School Personnel	Position:		Employee ID:	
Name - Other	Position:		Age (if student):	

Handguns Rifles/Shotguns Other firearms Knives Chemical or Biological Agents Other Weapons

As a result of bringing a firearm to or possessing a firearm at a public school:
 Suspended for one year from the date of suspension
 Suspension shortened to less than one year
 Transferred to an alternative education program

Enter any combination of available parameters and click the **Generate Report** button.

A brief summary of any incident containing all entered parameters will now appear on the screen. Click the **printer** button, located in the top menu bar, to print the report. Click the **Close** button, to close the report and return to the above screen.



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View System Documents:

Several documents pertaining to VADIR have been included with the system:

- Glossary of Terms used in Reporting Violent and Disruptive Incidents
- A blank Violent and Disruptive Incident Report (VADIR) form
- Directions for completing the Summary of Violent & Disruptive Incidents form
- System Manual

Click the Documents item found on the top menu bar. Click on the document you wish to view. These documents will be opened in Microsoft Word when selected, as read only. You may not save any changes to them.

Maintain School Terms

Click the School Terms item found on the top menu bar. A panel will appear on the screen contain a listing of entered school terms, along with the ability to make one of the terms the current school term. Highlight the school term that you wish to make the current one, check the current term box below the grid, and click the **Save Info** button.

Click the **Add Term** button to add a new school term. Once the begin and end dates have been entered, click the **Save Info** button.

To modify a school term, make the necessary changes to the highlighted term and click the **Save Info** button.

Click the **Close** button to close the School Terms panel.

The incident listing, on the main screen, will pertain to not only the selected school and incident category, but also the current school term.

End the System:

Click the **End** button to Exit the system.