Attachment

Guidance for EVVRS Data Verification and HIB-ITP Data Certification

Once your agency's EVVRS and HIB-ITP data is officially verified by the chief school administrator or charter school lead person, please follow the steps below to submit your data:

EVVRS

1. Go to the EVVRS Welcome Page at http://homeroom.state.nj.us/EVVRS.htm

2. Click **EVVRS Admin for Deleting Incidents and Data Submission**.

3. Click **Login to System**.

4. Enter your account information to display the Main Menu.
   District-level EVVRS access is required to complete the official data verification procedure. For login issues, please contact your district's Homeroom Administrator (HA). Each district's HA establishes school and district-level user accounts for staff that require access to the EVVRS.

5. From the Main Menu, click **Year-end Finalize,** then **Proceed to Year-end Finalize** to display the *Official Data Submission* page. If the **Incomplete Incident Alert** page appears, follow the instructions below in red.

6. Enter the first and last name of the individual verifying for your agency.

7. Click **Finalize EVVRS**.

8. You will be directed to the *Confirmation* page. IMPORTANT: You MUST print this page for your records.

9. Click **Back to Menu**.

10. Log off from the *Main Page*.

If the Incomplete Incident Alert page appears, print the page or record the incident numbers. Follow the instructions below correct incomplete incidents:

1) Return to the EVVRS Welcome Page at http://homeroom.state.nj.us/EVVRS.htm.

2) Click **EVVRS Data Collection and Modification** and log in.

3) Click **Modify Data**, modify the incident(s) identified as incomplete.

4) Follow steps 1-6 above to finish the data verification process.

Each agency is responsible to check that its EVVRS submission is complete and accurate prior to verification by cross-referencing EVVRS data with other relevant documents. Guidance documents to assist you titled "Recommendations for Data Confirmation and Verification" and "Frequently Asked Questions for Data Verification" (FAQs) can be found on the EVVRS Welcome page under *Quick Access* at http://homeroom.state.nj.us/EVVRS.htm.

HIB-ITP

1. Go to the DOE Homeroom page at http://homeroom.state.nj.us/.

2. Click HIB-ITP.

3. Enter your account information to display the Main Menu.
   District-level EVVRS access is required to complete the official data certification procedure. For login issues, please contact your district's Homeroom Administrator (HA). Each district's HA establishes school and district-level user accounts for staff that require access to the EVVRS.

4. From the Main Menu, click on **Certification of HIB-ITP Data**.

5. Enter the first and last name of the person certifying for your agency.

6. Select a position title from the drop-down box that most closely matches your job title. If you do not see a position title that closely matches your job title, select "Other" from the drop-down box. Type your job title in the space provided.

7. Select January 1 -June 30 (Report Period #2) and click **Submit Data**.

8. On the Confirmation of Submission page click **Print** for a hard copy of this confirmation.
   IMPORTANT: You MUST print this page for your records.

9. Click **Back to Main Menu** to return to the Main Menu or click **Logout** to exit the system.

Please contact EVVRS Support at evvrs@doe.state.nj.us with any questions.

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