

Utah Incident Management Quick Entry Guide

Introduction

This guide provides steps to create discipline incidents for Utah discipline reporting. Incident Management functionality is available for PowerSchool 6.0.1.0 and later.

Incidents that occur on school grounds must be created at the school level, and incidents that occur on district grounds must be created at the district level. Incident types, as well as incident codes and subcodes, must be set up at the district level prior to creating discipline incidents. Detailed setup and code values are available in the *Utah State Reporting Guide* on [PowerSource](#). For instructions on how to automatically load Incident Management codes and set up the appropriate permissions, see article [61715](#) on PowerSource.

Rules for Defining Incidents

Use the following rules when defining discipline incidents using Incident Management.

| |
|--|
| Incident Type |
| State reportable incidents must be associated with the incident type UT State Reporting . |
| Offender |
| At least one offender must be defined for each incident. Multiple offenders per incident are allowed. |
| Behavior |
| At least one behavior must be defined for each offender. Multiple behaviors are allowed per offender, however one of the behaviors must be the primary behavior. There may be multiple primary behaviors per incident, but there must be only one primary behavior per offender. Note: After you create a behavior, you must drag the behavior to the participant to associate the two elements. After the behavior is associated with the participant, it also remains under the Incident Elements heading. |
| Action |
| At least one action must be associated with each primary behavior. Even if no action is taken, it is necessary to choose the code indicating that no action was taken. Note: After you create an action in response to a behavior, you must drag the action to the behavior to associate the two elements. After the action is associated with the behavior, it no longer appears under the Incident Elements heading. |

| |
|---|
| Object |
| <p>At least one object must be associated with each offender. Objects are used to define the weapon used by an offender. If no weapon is involved then choose the code indicating that no weapon was involved.</p> <p>Note: After you create an object, you must drag the object to the participant to associate the two elements. After the object is associated with the participant, it also remains under the Incident Elements heading.</p> |
| Victim |
| <p>It is not necessary to define victims to report an incident, but they should be defined if possible.</p> |
| Witness |
| <p>Witnesses are not reported.</p> |
| Reporter |
| <p>Reporters are not reported.</p> |
| Attribute |
| <p>Incident attributes are mandatory for incidents to be reported, and must be defined for the incident.</p> <p>Participant attributes are mandatory for incidents to be reported, and must be defined for participants, especially students.</p> |

How to Define the Incident Description

Use the steps below to populate the Incident Description portion of an incident. See the *Appendix of the Utah State Reporting Guide* for code values.

1. Log into the school or district associated with the incident.
2. Navigate to Start Page > Special Functions > Incident Management > Create New Incident.
3. Choose a school from the School pop-up menu. This option is only available if the incident is created at the district.
4. Choose **UT State Reporting** from the Incident Type pop-up menu.
5. Populate the Incident Date and Time based on when the incident occurred.
6. Choose the time frame from the Time Frame pop-up menu. This field is optional.
7. Populate the Title. This field is optional.

8. Populate the Description.
9. Choose the appropriate value from the Location pop-up menu. This field is optional.
10. Click **Submit Incident** to save the changes.

How to Add Participants

Use the steps below to populate the Participants portion of an incident. See the *Appendix* of the *Utah State Reporting Guide* for code values.

Use this first set of steps to add a student or staff member who is already defined in PowerSchool.

1. On the Incident List page, click the ID or title of the incident you'd like to edit.
2. Click the **Plus (+)** button next to Participants. The Search for Student, Staff, or Other Participants dialog appears.
3. Enter criteria for the search and click **Search**. The Results section is populated with matching participants.
4. Highlight the appropriate participant in the search results.
5. Click **Add**.
6. Click the **Plus (+)** button next to Attributes.
7. Choose the appropriate participant attribute from the Attributes pop-up menu. This field is required if the information is known. Otherwise, click the **Minus (-)** button to remove the Attributes pop-up menu.

Note: The participant attribute "Also Victim" should only be assigned to participants who are both an offender and a victim.

8. Based on the participant attribute code, a subcode pop-up menu may appear. Choose the appropriate participant attribute subcode from the pop-up menu.
9. Choose a role from the Select Role(s) pop-up menu. Define at least one offender per incident. Victims must be defined, if applicable, but are optional.
10. Click **Add Participant Attributes**.

Use this second set of steps to add a participant who is not defined in PowerSchool.

1. On the Incident List page, click the ID or title of the incident you'd like to edit.
2. Click the **Plus (+)** button next to Participants. The Search for Student, Staff, or Other Participants dialog appears.
3. Click **Create Other**.
4. Populate the First, Middle, Last names and gender fields.
5. Click **Add**.
6. Click the **Plus (+)** button next to Attributes.

7. Choose the appropriate participant attribute from the Attributes pop-up menu. This field is required if the information is known. Otherwise, click the **Minus (-)** button to remove the Attributes pop-up menu.
Note: The participant attribute “Also Victim” should only be assigned to participants who are both an offender and a victim.
8. Based on the participant attribute code, a subcode pop-up menu may appear. Choose the appropriate participant attribute subcode from the pop-up menu.
9. Choose a role from the Select Role(s) pop-up menu. Assign at least one offender per incident. Victims must be defined, if applicable, but are optional. In order to assign more than one role, click the **Plus (+)** button next to Select Role(s) again.
10. Click **Add Participant Attributes**.
11. Click **Submit Incident** to save the changes.

How to Add Behaviors

Use the steps below to add behaviors to the incident. See the *Appendix* of the *Utah State Reporting Guide* for code values.

1. On the Incident List page, click the ID or title of the incident you'd like to edit.
2. Click the **Plus (+)** button next to Incident Elements.
3. Choose **Add Behavior** from the pop-up menu.
4. Choose the behavior performed by the offender from the pop-up menu.
5. Based on the behavior code, a subcode pop-up menu appears. Choose the appropriate behavior subcode from the pop-up menu.
6. Select the **Primary Behavior** checkbox to indicate if this is the primary behavior for the incident.
7. Click **Add Behavior**. The behavior appears under the Incident Elements heading.
8. Click and drag the behavior to the appropriate offender. The behavior appears under the name of the offender and also remains listed under Incident Elements.
9. Click **Submit Incident** to save the changes.

How to Add Actions

Use the steps below to add actions to the incident. See the *Appendix* of the *Utah State Reporting Guide* for code values.

1. Click the **Plus (+)** button next to Incident Elements.
2. Choose **Add Action** from the pop-up menu. At least one action must be defined per offender in the incident.

3. Choose the appropriate action code from the pop-up menu. If no action was taken, choose “No Action Taken.”
4. Based on the action code, a subcode pop-up menu may appear. Choose the appropriate action subcode from the pop-up menu.
5. Populate the Action Date Range for reference. This field is optional.
6. Choose the appropriate Duration Code for the duration of the disciplinary action from the pop-up menu.
7. Populate the Assigned Duration field regarding the duration of the disciplinary action. This field is reported if Action Duration is blank.
8. Populate the Actual Duration field regarding the actual duration of the action.
9. Choose **Yes** or **No** from the pop-up menu for each of the action attributes.
10. Click **Add Action**. The action appears under the Incident Elements heading.
11. Click and drag the action to the appropriate behavior, which should be listed under the name of an offender. The action appears under the behavior and is no longer listed under the Incident Elements heading. If the action appears to be associated with the participant, delete the action, recreate it, and associate it to the behavior.
12. Click **Submit Incident** to save the changes.

How to Add Objects

Use the steps below to add behaviors to the incident. See the *Appendix* of the *Utah State Reporting Guide* for code values.

1. On the Incident List page, click the ID or title of the incident you’d like to edit.
2. Click the **Plus (+)** button next to Incident Elements.
3. Choose **Add Object** from the pop-up menu.
4. Choose the weapon used by the offender from the pop-up menu. If the offender used no weapon, choose “No Weapon.”
Note: Define each weapon once. It is not necessary to create the weapon for the student and for the incident.
5. Click **Add Object**. The object appears under the Incident Elements heading.
6. Click and drag the object to the appropriate offender. The object appears under the name of the offender and also remains listed under Incident Elements.
7. Click **Submit Incident** to save the changes.

How to Add Attributes

Use the steps below to add attributes to the incident. See the *Appendix* of the *Utah State Reporting Guide* for code values.

1. Click the **Plus (+)** button next to Incident Elements.
2. Choose **Add Attribute** from the pop-up menu.
3. Select the applicable attribute checkboxes, if applicable. These attributes must be defined for the incident, if applicable, and as a participant attribute for the offender.
4. Click **Add Attributes**. Each attribute appears under the Incident Elements heading.
5. Click **Submit Incident** to save the changes.

How to View Incidents

To view incidents for a student, navigate to Start Page > Student Selection > Incidents.

To view incidents for a specific school, do the following:

1. Navigate to Start Page > Special Functions > Incident Management.
2. Select the **Incident Type** checkbox.
3. Choose **UT State Reporting** from the pop-up menu.
4. Click **Search**. The Incident List page displays all incidents for this school associated with the UT State Reporting incident type.