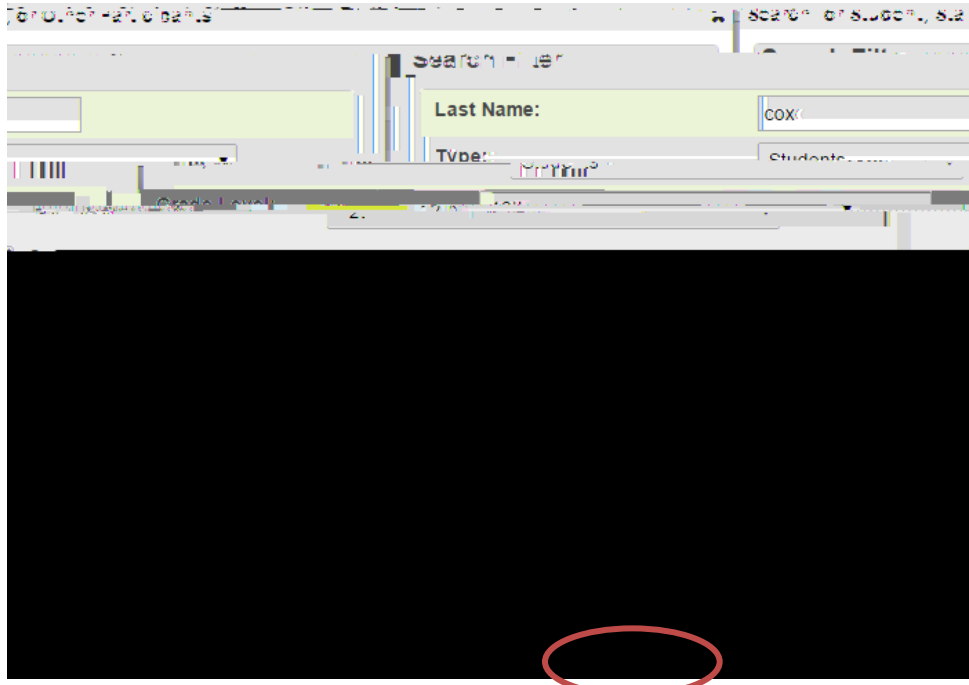




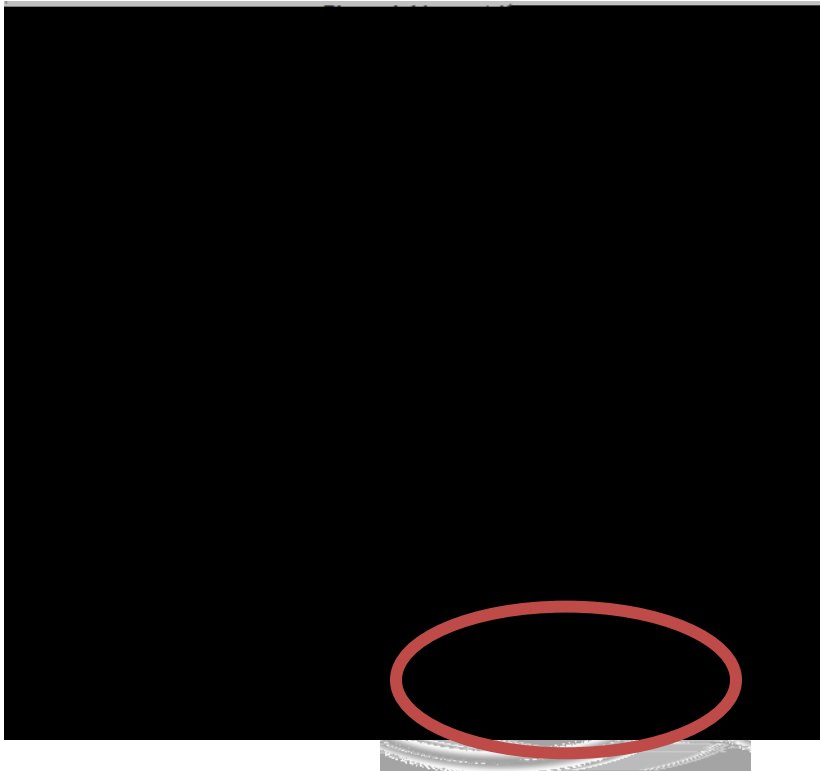
To add a participant to an incident, start by clicking the green plus located at the top right of the Participants section.

After you click the green plus

After you have found the correct participant, highlight his or her name in the Search Results box and click the Add button.

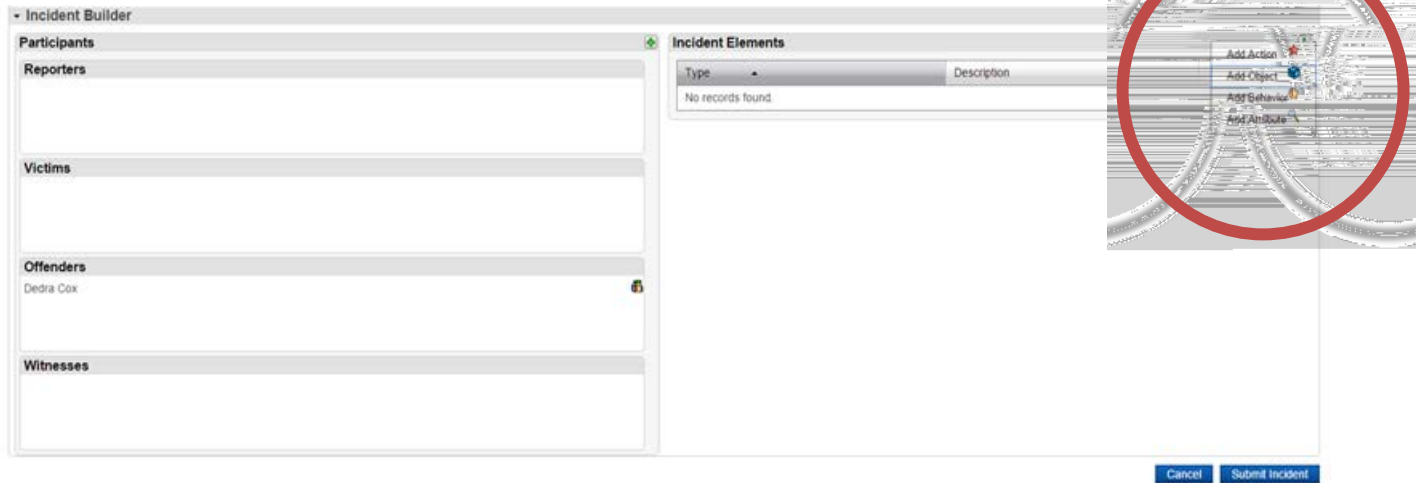


You must select the Role of attribute. Then Click Add Participant Attributes.



Three components of incidents may be added and edited in the Incident Elements section: 1) Behavior Codes, 2) Action Codes, and 3) Object Codes.

Click on the green plus sign on the right to see a dropdown containing these three elements. Then click on add Behavior.

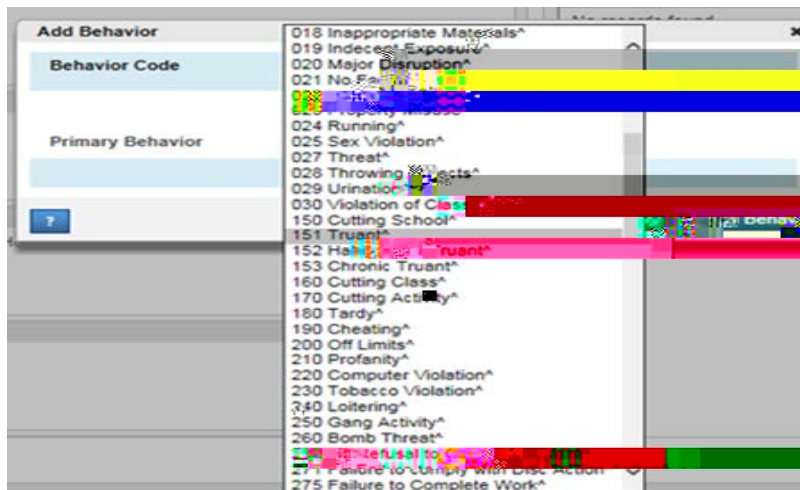


All elements including behavior and objects must be associated with the participant (student) in the incident.

Behavior Code must be dragged and dropped on top of the participant's name. The Action must be dragged and dropped on the top of the Behavior.

The following pages provide more details.

Select 151 Truant behavior from the dropdown menu.



Adding Behavior Code Comment

Click Add Behavior

Each truancy entry must have an Action Code, Action Date Range, and Duration Code.

Select the Action Code Intervention Plan.

View of Intervention Plan Added to Incident Elements.

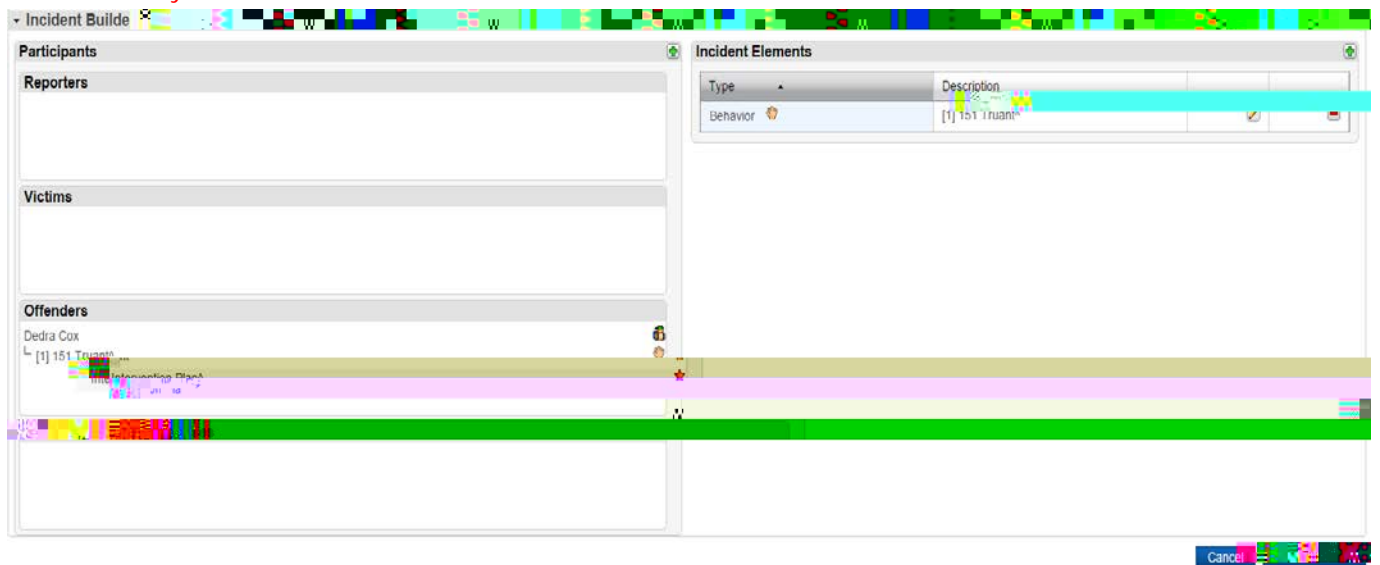
After a Behavior has been assigned to an incident, drag and drop the behavior and action on top of the offender's name to report that behavior for that individual. The behavior and action appears under the name of the offender and also remains listed under Incident Elements. (Please note that the behavior must be dragged and dropped on the participant name and the action must be dragged and dropped on the behavior). The screen shot below is the correct coding for incidents.

Offender Name

Behavior (must be dragged and dropped on Participants name)

Action (must be dragged and dropped on the behavior)

All incidents must be coded this way to ensure that the behaviors line up properly in the South Carolina Incident Query.



If the student continues to be truant and reaches the level of Habitual Truant, please review the additional steps below:

(Note: All Truancy incidents should be coded on one incident)

Select the green plus sign located in the Incident Elements to add the 152 Habitual Truant behavi (ab)2.3(it)-3()PTd(n-406

Incident with Habitual Truant added to the Incident Elements.

The Behavior must be dragged and dropped on top of the offender's name to add this behavior to the participant. The Action must be dropped on top of the behavior.

Click on the green plus sign on the right to add another Action Code to the incident.

When coding the 152 Habitual Truant Code, districts can select additional options: i.e. Referred to Alternative School Program, Referral, or Family Court Referral.

Reminder:

Family Court Referral is selected in the incident below:

Click Add Action

Add Action

Action Code Family Court Referral^

Action Code Comment If the intervention plan is not successful and further inquiry by school officials fails to cause the truant student and/or parent(s) or guardian(s) to comply with the written intervention plan or if the student and/or parent(s) or guardian(s) re-offends, the student is considered an "habitual" if the student accumulates two or more additional unlawful absences, the student is considered an "habitual" 110 characters left

Action Date Range

| Begin Date | End Date |
|------------|-----------------------|
| 7/22/2015 | 8/3/2015 (MM/DD/YYYY) |

Action Taken Detail

Actual Resolution Date 7/22/2015 (MM/DD/YYYY)

Duration Code

512 characters left

Assigned Duration **Actual Duration**

Duration Notes

Action Change Reason

Action Change Code No codes have been configured.

512 characters left

Cancel Add Action

View of Incident with Habitual Truant and Family Court Referral added to the participant.

Reminder: Behavior Code must be dragged and dropped on the top of the participant's name. The Action Code must be dragged and dropped on the top of the behavior.

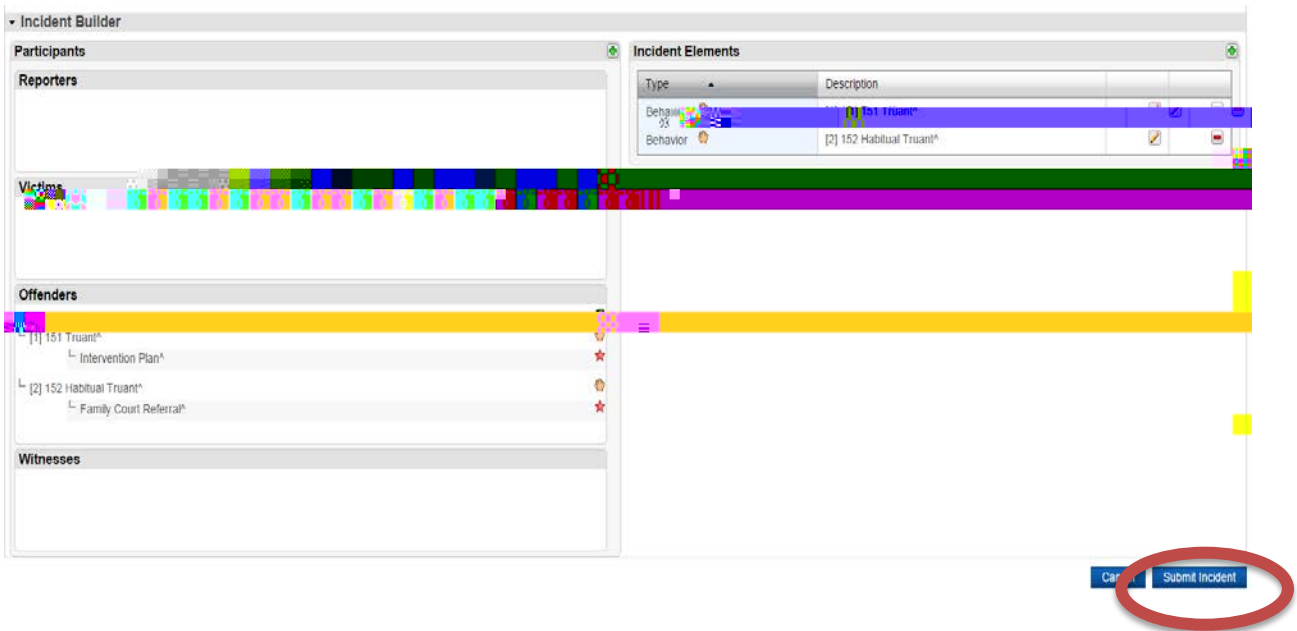
Offender Name

Behavior (must be dragged and dropped on Participants name)

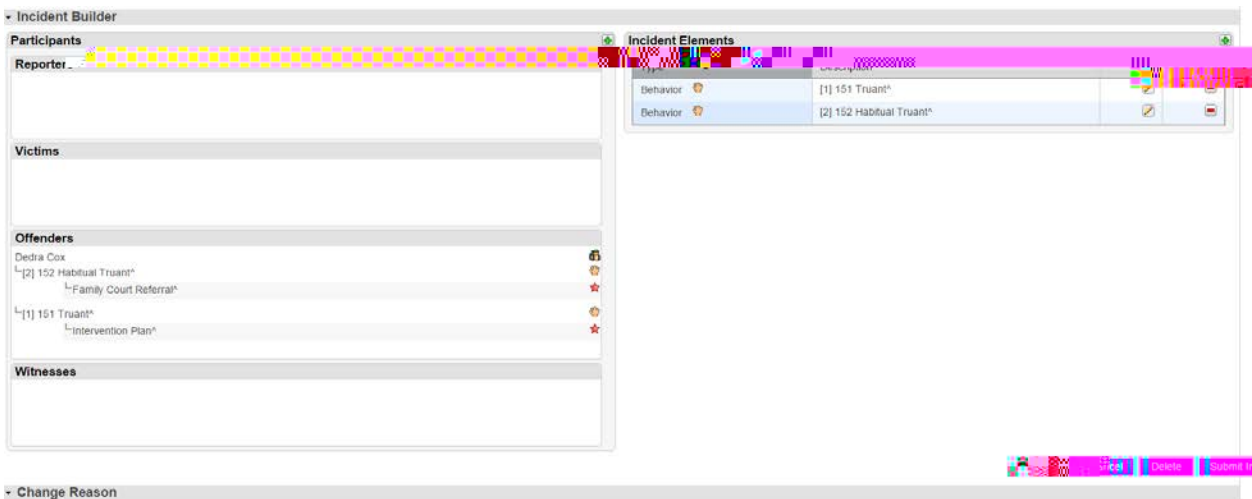
Action (must be dragged and dropped on the behavior)

Additional Behavior (must be dragged and dropped on Participants name)

Action(must be dragged and dropped on the behavior.



View of Incident once submitted.



Click on the green plus sign on the right

