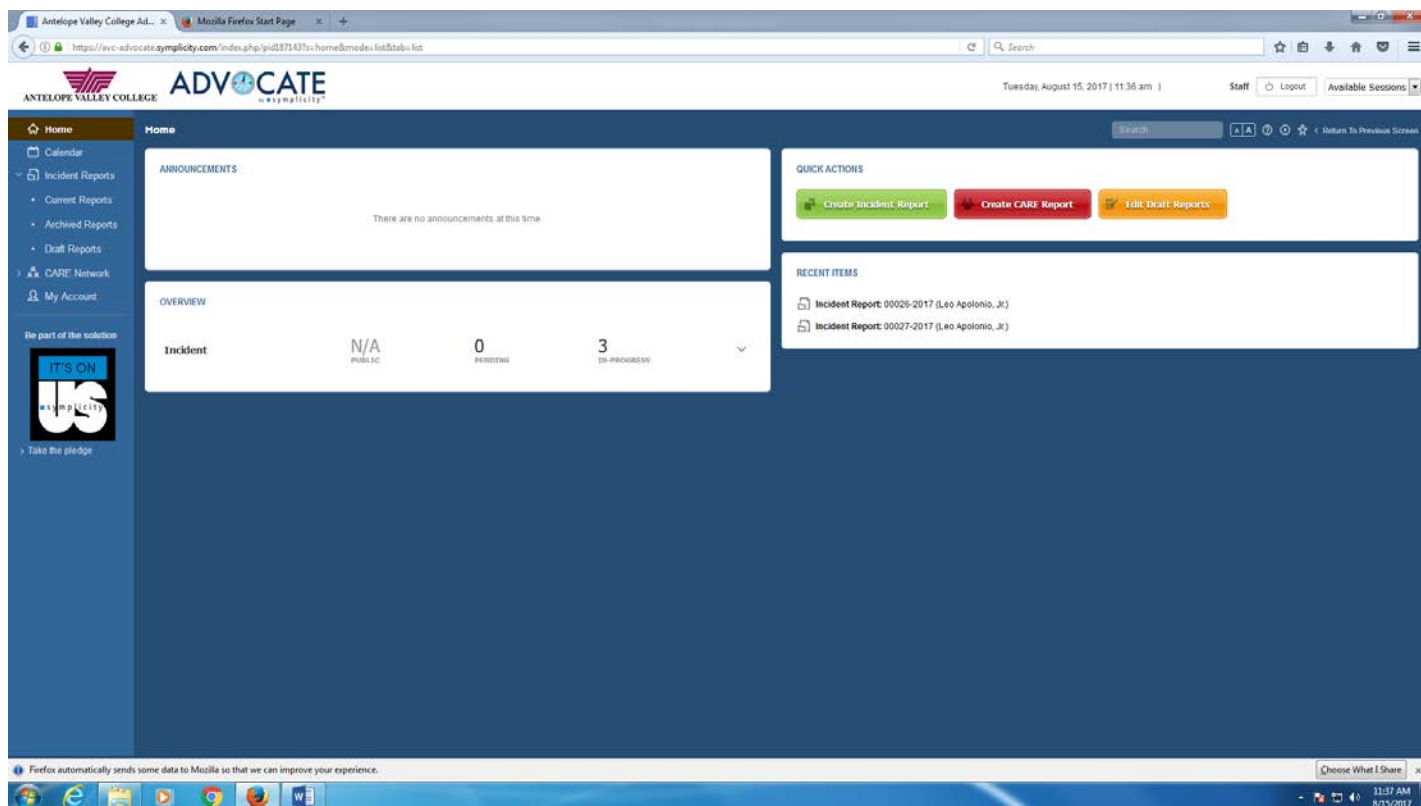


## How do I submit an incident report?

1. Log in to Advocate
2. From your home screen, large red button labeled Create CARE Report for students in crisis.



3. You are now creating a new CARE Report. The report is divided into sections. The first section is called CareNetwork Report with the status. The Second section is called Type of Behaviors with list that you can check off depending on the behavior of the student.

### TYPE OF BEHAVIORS

Report Type(s)\*

Please select the type of situation described in this report.

- ☐ Other Behaviors
- ☐ Physical Behaviors
- ☐ Emotional Behaviors
- ☐ Academic Behaviors

- a. If you selected Other Behaviors: In the drop-down menu select the behaviors that applies to the individual.

### Other Behaviors

Please select only the behaviors that apply to this individual.

[select] [Clear]

[select]

- Makes direct threats
- Makes veiled threats
- Stalking
- Inappropriate interest in weapons
- Other

- b. If you selected Physical Behaviors: In the drop-down menu select the behaviors that applies to the individual.

Physical Behaviors

Please select only the behaviors that apply to this individual.

[select]

[select]

Dramatic change in energy levels (either way)

Worrisome changes in hygiene or appearance

Frequent state of intoxication (alcohol or drugs)

Self-mutilation (noticeable cuts or burns)

Other

- c. If you selected Emotional Behaviors: In the drop-down menu select the behavior that applies to the individual.

Emotional Behaviors

Please select only the behaviors that apply to this individual.

[select]

[select]

Inappropriate emotional outbursts (unprovoked anger/aggression, hostility or sobbing)

Exaggerated personality traits (more withdrawn or animated than usual)

Expressions of hopelessness, fear or worthlessness

Direct statements indication distress

Suicidal remarks

Impulsiveness

Paranoid behavior

Other

Academic Behaviors

- d. If you selected Academic Behaviors: In the drop-down menu select the behavior that applies to the individual.

Academic Behaviors

Please select only the behaviors that apply to this individual.

[select]

[select]

Deterioration in quality of work

Repeated absences from class or work coupled with signs of distress

Disorganized or erratic performance or behavior

Person sending frequent, lengthy, "ranting" or threatening types of emails to faculty member

Disturbed writing

Other

When was behavior first observed?

You may give approximate time (i.e., last week, about a month ago, etc.)

- e. Lastly, please provide when the behavior was observed and the duration of the behavior.

When was behavior first observed?

You may give approximate time (i.e., last week, about a month ago, etc.)

Last night at about 8:25pm

Duration of behavior

One time Incident

On-going

Parties Involved

4. Proceed to the next section: Parties Involved.

- a. Students Involved: this is a search box. Type in a student's last name or student ID and Advocate will show you all students who match the information you typed. Select the correct student and Advocate will add that person to the list of involved students. Continue putting in students until all involved students are listed. If you make a mistake you can click the X button to the left of a student's name to remove him or her from the list.

Parties Involved

Students Involved\*

Please list all students involved in this situation.

herna

Alas Hernandez, Jose ( - ) (900251931)	
Alvarez Hernandez, Angela ( - ) (900092728)	
Alvarez Hernandez, Brenda ( - ) (900176112)	
Aragon, Isabel ( - ) (900297857)	
Arechiga Hernandez, Julio ( - ) (900174296)	
Ariza, Hernando ( - ) (900058482)	
Arreola-Hernandez, Dulce ( - ) (900272950)	
Arroyo Hernandez, Pedro ( - ) (900235988)	
Audelo, Cesar ( - ) (900073571)	
Avendano Hernandez, Francisco ( - ) (900273601)	

Other Involved Individual(s)

- b. Other Individuals Involved: this is a text box. Type in the names of any involved individuals who are not Antelope Valley College students.
- c. Student Witness(es): this is a search box, identical to the Students Involved field. Witnesses are students who you are confident were not involved in the behavior, but who have information relating to the report you are submitting.
- d. Other Witness(es): this field is a text box, just like Other Individuals Involved.

5. Continue to the next section: Descriptive Information.

- a. In the Description box, please provide as much information as possible about the situation.

Descriptive Information

Description\*

Please provide as much information as possible about this situation.

On Tuesday at 8:25pm, during lecture TestStudent Hernandez was in class and began making outbursts how they hated life and why they had to be here.

- b. Attach documents/Upload: You have the option to upload any additional documents you have about the situation.

- c. Steps taken by you: In this section please provide the steps you have taken about this situation.

### Steps taken by you

Please describe any action you may have taken to address the concerning behavior and how the individual responded to your attempts.

I spoke with both Dr. Vines and Dr. Zimmerman about the student.

6. Go on to the next section: Time and Location

- a. Date/Time of Incident (required field): click on the calendar icon and you can select the date of the incident. The hour, minute, and AM or PM are selected from the three drop-down menus to the right of the calendar icon.

### Time and Location

Date/Time of Incident

Please provide the approximate time that this situation occurred.

2017-08-29 08:25 pm Clear

- b. Location of incident: Please select the correct building from the pick list. This will cause the incident report to refresh with all of the possible rooms for the building you picked.

Health Science

Health Science

Health Science - Quad

Health Science

Learning Center

Health Science

Lecture Hall

Health Science

Liberal Studies 1

Health Science

Liberal Studies 2

Health Science

Library

Health Science

Library Quad

Health Science

Marauder Field House - Home

Health Science

Marauder Field House - Visitors

Health Science

Marauder Stadium - Home Side

Health Science

Marauder Stadium - Visitors Side

Health Science

Math/Engineering

Health Science

North Athletic Field

Health Science

Health Science

Health Science

concerning behavior and how the individual responded to your attempts.

Clear

- c. Room: Please select the room number from the pick list.

### Location

Where did this occur?

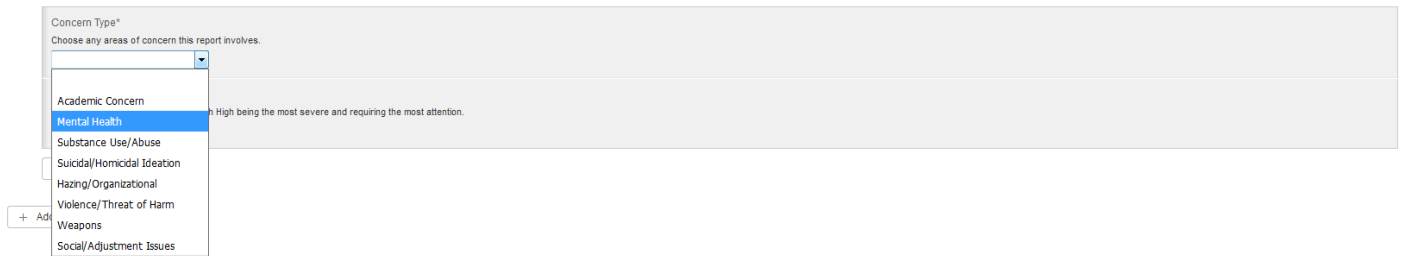
Health Science

Room

113 ▼

- d. Additional Information: Fill this field out if you need to be more specific (for example, if the incident took place in the east stairway of the Business and Education building, you would provide that information.)

7. Continue to the next section: Areas of Concern, if there are any areas of concern stemming from the situation, click on the +Add Area Of Concern. Once you have done that a box will come up.
- a. Concern Type: select the areas of concern in the drop-down menu.



The screenshot shows a form section titled 'Concern Type\*' with the instruction 'Choose any areas of concern this report involves.' Below this is a dropdown menu that is open, displaying a list of concern types: Academic Concern, Mental Health (highlighted in blue), Substance Use/Abuse, Suicidal/Homicidal Ideation, Hazing/Organizational, Violence/Threat of Harm, Weapons, and Social/Adjustment Issues. To the left of the dropdown is a '+ Add' button. To the right of the dropdown is a note: 'High being the most severe and requiring the most attention.'

- b. Concern Severity: select the level of severity of the report. The highest level is the most severe and requires attention right away.



The screenshot shows a form section titled 'Concern Severity\*' with the instruction 'Assess the severity of the report, with High being the most severe and requiring the most attention.' Below this are three radio buttons: High, Medium (selected), and Low. At the bottom of the section is a button labeled 'Remove Area Of Concern'.

8. Continue to the next section: Services Required.
- a. Mental Health Services: select yes or no.
- b. Student Hospitalized: select yes or no.

#### Services Received

Please indicate services the student is currently, if known.

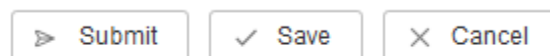
##### Mental Health Services

☒ Yes ☐ No

##### Student Hospitalized

☐ Yes ☒ No

9. You've now completed the report. There are 3 buttons at the bottom of the form: Submit, Save, and Cancel.



The screenshot shows three buttons at the bottom of the form: 'Submit' (with a right-pointing triangle icon), 'Save' (with a checkmark icon), and 'Cancel' (with an 'X' icon).

- a. Submit: turns in the report and you will no longer be able to edit it.
- b. Save: saves the report as a draft that you can return to and edit further later. Only you can see your drafts reports.
- c. Cancel: quits the reports without submitting or saving it. All of your work will be lost if you press the Cancel button.

10. When you press the Submit button Advocate will check to make sure you filled out all of the required fields.

If you have missed a required field an error message will be generated.

**Errors detected - please see below:**

- Report Type(s) is required.
- Students Involved is required.

11. To view the report(s) that you submitted, click on Care Network then click on CARE reports.

The screenshot shows the Advocate system interface for Antelope Valley College. The top header includes the Advocate logo and the text "ANTelope VALLEY COLLEGE". The sidebar on the left contains navigation options, with "CARE Network" and "CARE Reports" highlighted. The main content area displays a table of CARE Reports. The table has columns for Actions, Case #, Status, Date/Time of Issue, Report Type, Assigned To, Student(s) of Concern, Area(s) of Concern, and Last Modified. The table lists 11 items, with the first 10 visible. The first item is Case # C00012-2017, Status Pending, Date/Time of Issue September 28, 2017 12:45 pm, Report Type Emotional Behaviors, Assigned To N/A, Student(s) of Concern Chaffin, Amy Rebecca, Area(s) of Concern None, and Last Modified 3 days ago. The second item is Case # C00011-2017, Status Pending, Date/Time of Issue -, Report Type Emotional Behaviors, Assigned To N/A, Student(s) of Concern Jara, Daniel Alejandro, Area(s) of Concern None, and Last Modified 3 days ago. The third item is Case # C00010-2017, Status Pending, Date/Time of Issue September 26, 2017 1:15 pm, Report Type Physical Behaviors, Emotional Behaviors, Assigned To N/A, Student(s) of Concern McCarthy, Kaitlin Howell, Area(s) of Concern None, and Last Modified 4 days ago. The fourth item is Case # C00009-2017, Status Pending, Date/Time of Issue September 27, 2017 12:00 am, Report Type Emotional Behaviors, Assigned To N/A, Student(s) of Concern Lopez, Jason Kenneth, Area(s) of Concern None, and Last Modified 4 days ago. The fifth item is Case # C00004-2017, Status Resolved, Date/Time of Issue August 21, 2017 12:15 pm, Report Type Emotional Behaviors, Assigned To N/A, Student(s) of Concern Mayberry, Tamera Ramiesha, Area(s) of Concern None, and Last Modified 5 days ago. The sixth item is Case # C00006-2017, Status Processing, Date/Time of Issue August 30, 2017 12:20 pm, Report Type Other Behaviors, Emotional Behaviors, Assigned To N/A, Student(s) of Concern Jackson, Robert, Area(s) of Concern Mental Health, and Last Modified 2 weeks ago. The seventh item is Case # C00007-2017, Status Monitored, Date/Time of Issue September 11, 2017 2:35 pm, Report Type Emotional Behaviors, Assigned To N/A, Student(s) of Concern Fleming, Kristen Taylor, Area(s) of Concern Mental Health, and Last Modified 2 weeks ago. The eighth item is Case # C00008-2017, Status Pending, Date/Time of Issue September 12, 2017 10:15 am, Report Type Other Behaviors, Academic Behaviors, Assigned To N/A, Student(s) of Concern Khan, Tabir Siddique, Area(s) of Concern None, and Last Modified 2 weeks ago. The ninth item is Case # C00005-2017, Status Pending, Date/Time of Issue September 5, 2017 8:00 pm, Report Type Physical Behaviors, Academic Behaviors, Assigned To N/A, Student(s) of Concern Arroyo, Keshi, Area(s) of Concern None, and Last Modified 3 weeks ago. The tenth item is Case # C00003-2017, Status Processing, Date/Time of Issue August 31, 2017 8:25 am, Report Type Emotional Behaviors, Assigned To N/A, Student(s) of Concern Ghosegun, Melissa Toullope, Area(s) of Concern Social Adjustment Issues, and Last Modified about a month ago. The eleventh item is Case # C00002-2017, Status Processing, Date/Time of Issue August 30, 2017 3:50 pm, Report Type Emotional Behaviors, Assigned To N/A, Student(s) of Concern Omasteta, Dulce M, Area(s) of Concern Mental Health, and Last Modified about a month ago.