

Az SAFE – Data Entry Process

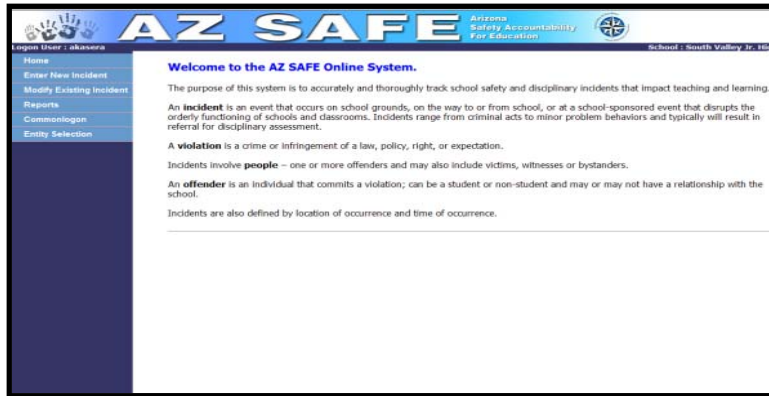
The screenshot shows the 'COMMON LOGON' page for the Arizona Department of Education. At the top left is the department logo. The page title is 'COMMON LOGON'. Below the title, it says 'The gateway to secure data transactions and information'. There are input fields for 'Username:' and 'Password:', followed by a 'Continue >>' button. Below the login fields, there is a list of links and notices: 'Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.', 'We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.', 'If you have lost your password [Click here](#).' Below these are links for 'ADE Acceptable Use Policy', 'ADE Support Center at (802) 542-7379 if you are in the Phoenix area (866) 577-8636 or E-mail info@ade.az.gov. Or [Click here](#) for more information.', and 'Check the [HQS Bulletin Board](#) for the latest news and information.' At the bottom, there is a copyright notice: 'Copyright © 2002-2006 Arizona Department of Education, Management Information Services, All Rights Reserved.'

1. Log in to Common Logon using your Username and Password.

The screenshot shows the 'COMMON LOGON' page after logging in. The page title is 'COMMON LOGON'. Below the title, it says 'The gateway to secure data transactions and information'. Below this is the 'Common Logon Application Menu'. The menu items are: 'Academic Achievement Reports', 'ADE FormBuilder Maintenance', 'AZ Licensure / Adequate Yearly Progress (AYP)', 'AZSAFE', 'Charter Estimated Counts', 'Enterprise', 'Grants Management', 'LEA Calendar', 'LEA Profile', 'SGLRS', 'Safe and Drug-Free Schools Report', 'SAAS ID Number Search', 'SasOnline', 'Student Detail Data Interchange', 'Student Detail Transaction History', 'Title I School Status', and 'Transportation Routes'. At the bottom of the menu, there are links for 'Change Profile' and 'Logout'. At the very bottom, there is a copyright notice: 'Copyright © 2002-2006 Arizona Department of Education, Management Information Services, All Rights Reserved.'

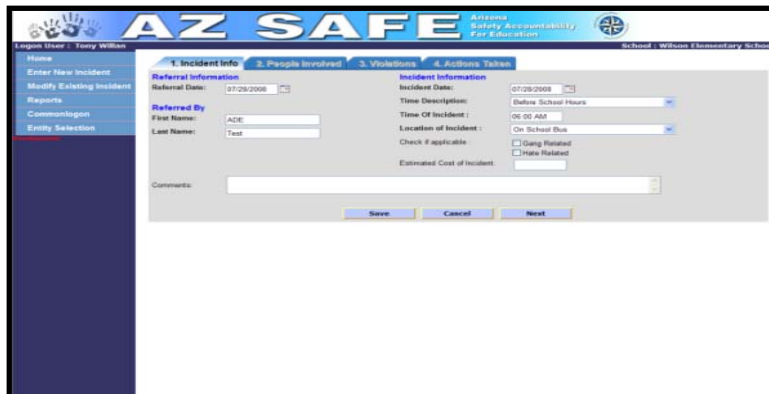
2. Select 'Az SAFE' from the Common Logon Application Menu.

Az SAFE – Data Entry Process



The screenshot shows the 'AZ SAFE' Home Page. The header includes the 'AZ SAFE' logo and the tagline 'Arizona Safety Accountability For Education'. A left-hand navigation menu lists: Home, Enter New Incident, Modify Existing Incident, Reports, Commentlogon, and Entity Selection. The main content area is titled 'Welcome to the AZ SAFE Online System.' and contains introductory text about the system's purpose and definitions of incidents, violations, and offenders.

3. System displays the 'Az SAFE' Home Page.
4. Select 'Enter New Incident' button from the left-hand navigation area.



The screenshot shows the 'Incident Info' tab of the data entry form. The left-hand navigation menu is the same as the previous screen. The main content area has tabs for '1. Incident Info', '2. People Involved', '3. Violations', and '4. Action Taken'. The 'Incident Info' tab is active, showing fields for 'Referral Date' (07/29/2008), 'Referral By' (First Name: ADE, Last Name: Test), 'Incident Date' (07/29/2008), 'Time Description' (Before School Hours), 'Time Of Incident' (06:00 AM), 'Location of Incident' (On School Bus), 'Check if applicable' (Gang Related, Hate Related), and 'Estimated Cost of Incident'. There is a 'Comments' text area and 'Save', 'Cancel', and 'Next' buttons at the bottom.

5. System displays the 'Incident Info' tab.
6. Enter incident data information in data entry fields.
7. Select 'Next' to save and go to the next tab.

Az SAFE – Data Entry Process

Logon User: Tony Wilson

AZ SAFE Arizona Safety Accountability For Education

School: Wilson Elementary School

Details of Incident # 603

Incident Info | **People Involved** | Violations | Actions Taken

☐ Student verified in SAIS
☐ Student not verified in SAIS
☐ Non-Student

Role in Incident: Offender

SAIS ID: [Search]

First Name: [Text Box]
 Middle Name: [Text Box]
 Last Name: [Text Box]
 Suffix: [Text Box]
 DOB: [Text Box]
 Gender: [Text Box]

Student ID: [Text Box]
 Race/Ethnicity: [Text Box]
 Grade: [Text Box]
 Date Enrolled: [Text Box]

Check if applicable:

☐ SPED Student

☐ Disability as defined by Office of Civil Rights 504

☐ ELL Student

Check if applicable: ☐ Injuries Sustained

Save Add Another Person Next

8. System displays the 'People Involved' tab.

9. There are four different ways to enter the people involved. See 9(A), 9(B), 9(C), and 9(D) below.

Logon User: 4406

AZ SAFE Arizona Safety Accountability For Education

School: Rio Vista Elementary School

Details of Incident # 5827

1. Incident Info | **2. People Involved** | 3. Violations | 4. Actions Taken

Add Person(s) to Incident # 5827

☐ Student verified in SAIS
☐ Student not verified in SAIS
☐ Non-Student

Role in Incident: Offender

SAIS ID: 21749056 [Search]

Student ID: [Text Box]

First Name: [Text Box]
 Middle Name: [Text Box]
 Last Name: [Text Box]
 Suffix: [Text Box]
 DOB: [Text Box]
 Gender: [Text Box]

Race/Ethnicity: [Text Box]
 Grade: [Text Box]
 Date Enrolled: [Text Box]

SPED Student: [Text Box] SPED Code: [Text Box]
 Disability: [Text Box] ELL: No

Check if applicable:

☐ Disability as defined by Office of Civil Rights 504

Check if applicable: ☐ Injuries Sustained

Save Cancel Add Another Person Next

9(A).

- Select 'Student Verified in SAIS'.
- Select student's role in the incident.
- Enter student's SAIS ID and press enter.
- System populates student's details on the screen.
- Select and enter injury information, if applicable.

Az SAFE – Data Entry Process

The first screenshot shows the 'Details of Incident #5827' page. The '1. Incident Info' tab is active. Under 'Add Person(s) to Incident #5827', the 'Student verified in SAIS' radio button is selected. The 'Role in incident' dropdown is set to 'Offender'. The 'SAIS ID' field is empty, and the 'Search' button is highlighted. The 'Student ID' field is also empty. Below these fields are input boxes for First Name, Middle Name, Last Name, Suffix, DOB, SPED Student, and Gender. There are also checkboxes for 'Disability as defined by Office of Civil Rights 504' and 'Injuries Sustained'. At the bottom are 'Save', 'Cancel', 'Add Another Person', and 'Next' buttons.

The second screenshot shows the 'Search Student' window. It has three tabs: 'By School Student ID', 'By SAIS ID', and 'By Student Info'. The 'By Student Info' tab is active. It contains input fields for First Name (Evangeline), Last Name (Dandridge), and DOB (03/30/2001). A 'Search' button is at the bottom. Below the search fields is a table with the following data:

SAIS ID	School Student ID	Last Name	First Name	Middle Name	Suffix	DOB	Gender
21746186	CASE1720	Dandridge	Evangeline			3/30/2001	F

The third screenshot shows the 'Details of Incident #5827' page again, but now the 'SAIS ID' field is populated with '21746186' and the 'Student ID' field is populated with 'CASE1720'. The 'Search' button is still highlighted.

9(B).

- Select 'Student Verified in SAIS'.
- Select student's role in the incident.
- Select SAIS ID 'Search' button.

iv. Search student's SAIS ID by Student's Name and Date of Birth or by School Student ID.

- Enter Student's SAIS ID and press enter.
- System populates student's details on the screen.
- Select and enter injury information, if applicable.

Az SAFE – Data Entry Process

Logon User : 4406

AZ SAFE Arizona Safety Accountability for Education
School : Rio Vista Elementary School

Home
Enter New Incident
Modify Existing Incident
Reports
SMS File Upload
SMS File Status
Entry Selection
Common Logon

Details of Incident #5827

1. Incident Info 2. People Involved 3. Violations 4. Actions Taken

Add Person(s) to Incident #5827

☐ Student verified in SAIS
☐ Student not verified in SAIS
☐ Non-Student

Role in incident: Offender

Student ID:
First Name: Susan
Middle Name:
Last Name: Waters
Suffix:
DOB:
Gender: Female
Additional info:

Check if applicable: ☐ Injuries Sustained

Save Cancel Add Another Person Next

9(C).

- Select 'Student not verified in SAIS'.
- Select student's role in the incident.
- Enter Student's name and other details.
- Select and enter injury information, if applicable.

Logon User : 4406

AZ SAFE Arizona Safety Accountability for Education
School : Rio Vista Elementary School

Home
Enter New Incident
Modify Existing Incident
Reports
SMS File Upload
SMS File Status
Entry Selection
Common Logon

Details of Incident #5827

1. Incident Info 2. People Involved 3. Violations 4. Actions Taken

Add Person(s) to Incident #5827

☐ Student verified in SAIS
☐ Student not verified in SAIS
☐ Non-Student

Role in incident: Offender

First Name:
Middle Name:
Last Name:
Suffix:
DOB:
Gender:
Additional info:

Relation to school: -- Please Select a Relation to School --

Administrator
Cafeteria Staff
Inactive Student
JPO
Maintenance Staff
Nurse or other Health Care Professional
Office Staff
Other
Other Student
Parent/Guardian
School Counselor
Security Staff
Social Worker
SRO
Student Teacher
Substitute Teacher
Teacher
Teacher's Aide
Transportation Staff
Trespasser
Vendor
Visitor

Check if applicable: ☐ Injuries Sustained

Save Cancel Add Another Person Next

Below is the list of people involved in the incident:

SAIS ID	School Student ID	First Name	Last Name	Role
21749055	AA111	Alma	Kelly	Offender
21749195	CASE1720	Evangeline	Dandridge	Offender
0		Susan	Waters	Offender

9(D).

- Select 'Non Student'.
- Select person's role in the incident and relation to the school from the dropdown menus.
- Enter person's name and other details.
- Select and enter injury information, if applicable.

Az SAFE – Data Entry Process

Logon User : 4406 School : Rio Vista Elementary School

Home
Enter New Incident
Modify Existing Incident
Reports
SMS File Upload
SMS File Status
Entity Selection
Common Logon

Details of Incident #5827

1. Incident Info 2. People Involved 3. Violations 4. Actions Taken

Add Person(s) to Incident #5827

☐ Student verified in SAIS
☐ Student not verified in SAIS
☐ Non-Student

Role in Incident: Offender

First Name:
Middle Name:
Last Name:
Suffix:
DOB:
Gender:
Additional info:
Check if applicable: ☐ Injuries Sustained

Relation to school: -- Please Select a Relation to School --

Save Cancel Add Another Person Next

Below is the list of people involved in the incident:

SAIS ID	School StudentID	First Name	Last Name	Role in Incident
21749055	AA111	Alma1	Kelly1	Offender
21749195	CASE1720	Evangeline	Dandridge	Offender
0		Susan	Walters	Offender

10. Select 'Add Another Person' button, if there were more people involved in the incident.
11. Repeat Steps 9 & 10 until all people involved in the incident are entered.
12. Select 'Next' button to save and go to the next tab.

Logon User : 4406 School : Rio Vista Elementary School

Home
Enter New Incident
Modify Existing Incident
Reports
SMS File Upload
SMS File Status
Entity Selection
Common Logon

AZ SAFE Arizona Safety Accountability For Education

Details of Incident #5827

1. Incident Info 2. People Involved 3. Violations 4. Actions Taken

Add Violation:

Select Offender(s):
Alma1 Kelly1 (AA111)
Evangeline Dandridge (CASE1720)
Susan Walters

Primary Violation:
Select a violation category:
-- Please Select a Violation Category --

Save Cancel Add Another Violation Next

13. System displays the 'Violation' tab.
14. There are two different ways to enter the violations. See 14(A) and 14(B) below.

Az SAFE – Data Entry Process

Logon User : 4400

Home
Enter New Incident
Modify Existing Incident
Reports
SMS File Upload
SMS File Status
Entity Selection
Common Logon

AZ SAFE Arizona Safety Accountability For Education
School : Rio Vista Elementary School

Details of Incident #5827

1. Incident Info 2. People Involved 3. Violations 4. Actions Taken

Add violation:

Select Offender(s):
Alma1 Kelly1 (AA111)
Evangeline Dandridge (CASE1720)
Susan Walters

Primary Violation:
☒ Primary Violation

Select a violation category:
Alcohol, Tobacco and Other Drugs

Select a violation:
Tobacco Violation

Check if applicable:
☒ Possession, Distribution, or Intent to Sell or Distribute

Definition of Tobacco Violation
Tobacco: The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §30-798.03)

Save Cancel Add Another Violation Next

Save Data on screen and Clear Screen for another en

14(A).

- Select an offender from the list of Offenders then select a violation committed by that offender.
- Select 'Primary Violation' checkbox if the violation is considered primary.

Logon User : 4400

Home
Enter New Incident
Modify Existing Incident
Reports
SMS File Upload
SMS File Status
Entity Selection
Common Logon

AZ SAFE Arizona Safety Accountability For Education
School : Rio Vista Elementary School

Details of Incident #5827

1. Incident Info 2. People Involved 3. Violations 4. Actions Taken

Add violation:

Select Offender(s):
Alma1 Kelly1 (AA111)
Evangeline Dandridge (CASE1720)
Susan Walters

Primary Violation:
☒ Primary Violation

Select a violation category:
Aggression

Select a violation:
Fighting

Definition of Fighting
Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe Drug-Free Schools Uniform Management Information and Reporting System guidelines - new 10/05) Verbal confrontation alone does not constitute fighting.

Save Cancel Add Another Violation Next

Violation(s) to the selected incident:

Incident Violation ID Violation Name
5021 Tobacco Violation

SAIS ID	First Name	Middle Name	Last Name	School Student ID
21749056	Alma1		Kelly1	AA111

Save Data on screen and Clear Screen for another en

14(B).

- Select multiple offenders from the list of offenders then select the common violation committed by the offenders.
- Select 'Primary Violation' checkbox if the violation is considered primary.

Az SAFE – Data Entry Process

Logon User : 4406

AZ SAFE Arizona Safety Accountability For Education

School : Rio Vista Elementary School

Details of Incident #5827

1. Incident Info 2. People Involved 3. Violations 4. Actions Taken

Add violation:

Select Offender(s): Almat Kelly1 (AA111)
Evangeline Dandridge (CASE1720)
Susan Walters

Primary Violation: ☐

Select a violation category: Technology, Improper Use Of

Select a violation: Telecommunication Device

Save Cancel Add Another Violation Next

Violation(s) to the selected incident:

Incident Violation ID	Violation Name	Primary Violation
0021	Tobacco Violation	<input type="checkbox"/>
0022	Fighting	<input type="checkbox"/>

15. Select 'Add Another Violation' button, if there are other violations committed by the offender(s) during the Incident.
16. Repeat Steps 14 & 15 until all violations that occurred during the incident are entered.
17. Select 'Next' button to save and go to the next tab.

Logon User : 4406

AZ SAFE Arizona Safety Accountability For Education

School : Rio Vista Elementary School

Details of Incident #5827

1. Incident Info 2. People Involved 3. Violations 4. Actions Taken

Add Action:

Select Violation: Tobacco Violation
Fighting
Telecommunication Device

(* Indicates Primary Violation)

Select Offender(s): Almat Kelly1 (AA111)
All Offenders: Almat Kelly1 (AA111)
Evangeline Dandridge (CASE1720)
Susan Walters

Action Taken: Actions completed in one day: Confiscation of Contraband

Date Action Decided: 04/09/2009

Action Status: ☐ Completed

Additional Comments:

Definition of Confiscation of Contraband: Action

Save Cancel Add Another Action Exit

18. System displays the 'Action Taken' tab.
19. There are two different ways to enter the actions taken. See 19(A) and 19(B) below.

Az SAFE – Data Entry Process

Details of Incident #5827

1. Incident Info 2. People Involved 3. Violations 4. Actions Taken

③ Add Action to Offender(s).
Add Action to Victim

Add Action

Select Violation: Tobacco Violation
Fighting Telecommunication Device

(*) Indicates Primary Violation

Select Offender(s): Aimee Kelly (AAT11) All Offenders: Aimee Kelly (AAT11)
Evangeline Dandridge (CASE1720)
Susan Walters

Action Taken: Behavior Intervention Groups: Other Group

Intervention Groups: Other Group Info: Behavior:

Date Action Decided: 04-09-2009

Assigned Start Date:

Assigned End Date:

Action Review Date:

Action Status: ☒ Completed

Additional Comments: non-enrolling program

④ Definition of Behavior Intervention Groups: Other Group Action

Save Cancel Add Another Action Exit

19(A).

- Select a violation from the list of violations.
- Select only one offender who committed that violation.
- Select an action from the list of actions.
- Enter other action details.

Details of Incident #5827

1. Incident Info 2. People Involved 3. Violations 4. Actions Taken

③ Add Action to Offender(s).
Add Action to Victim

Add Action

Select Violation: Tobacco Violation
Fighting Telecommunication Device

(*) Indicates Primary Violation

Select Offender(s): Please Select Offender(s) All Offenders: Aimee Kelly (AAT11)
Evangeline Dandridge (CASE1720)
Susan Walters

Action Taken: Out of School Suspension - Short Term without Services

Date Action Decided: 04-09-2009

Assigned Start Date:

Assigned End Date:

Number of Days Suspended:

Action Status: ☒ Completed

Additional Comments:

④ Definition of Out of School Suspension - Short Term without Services Action

Save Cancel Add Another Action Exit

19(B).

- Select multiple violations from the list of violations.
- Select all offenders who committed the violations.
- Select an action from the list of actions.
- Enter other action details.

Az SAFE – Data Entry Process

Home
Enter New Incident
Modify Existing Incident
Reports
SMS File Upload
SMS File Status
Entity Selection
Common Logon

Details of Incident #5827

1. Incident Info 2. People Involved 3. Violations 4. Actions Taken

④ Add Action to Offender(s)
Add Action to Victim

Add Action

Select Violation: Tobacco Violation
Fighting
Telecommunication Device

Select Offender(s): [Please Select Offender(s)]
Alma1 Kelly1 (AA111)
Evangeline Dandridge (CASE1720)
Susan Walters

All Offenders: Alma1 Kelly1 (AA111)
Evangeline Dandridge (CASE1720)
Susan Walters

Action Taken: Out of School Suspension - Short Term without Services

[V] Definition of Out of School Suspension - Short Term without Services: Action

Save Cancel Add Another Action Exit

Action(s) to the selected incident

Action Taken	Violation	Date Action Decided	First Name	Last Name	ID	Status
Behavior Intervention Group: Other	Tobacco Violation	4/9/2009	Alma1	Kelly1	AA111	Incomplete
Out of School Suspension - Short Term without Services	Fighting	4/9/2009	Alma1	Kelly1	AA111	Incomplete
Out of School Suspension - Short Term without Services	Fighting	4/9/2009	Evangeline	Dandridge	CASE1720	Incomplete
Out of School Suspension - Short Term without Services	Telecommunication Device	4/9/2009	Susan	Walters		Incomplete

Save Data on screen and exit to Main Menu

20. Select 'Add Another Action' button if there were other actions taken.
21. Repeat Steps 19 & 20 until all actions taken for the incident are entered.
22. Select 'Exit' button to save and go to the main menu.