



# Nebraska ADVISER Discipline

April 2019  
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# Overview



- ▶ JMC is releasing a second series of ADVISER videos in 2019.
- ▶ These videos will be short and will cover topics such as
  - Start Year
  - Mid Year
  - Year End
  - Near Real Time vs. Batch Processing
  - Near Real Time
  - Nebraska Miscellaneous
  - Error Correction
  - Discipline
  - ADVISER: 2019–2020 and beyond

# ADVISER Discipline



**What makes a discipline record state reportable?**

**Not all discipline records get reported to the state.**

**To be state reportable, must have:**

- 1. State Reportable Problem Behavior (denoted with asterisk)**
- 2. State Reportable Action (denoted with asterisk)**
- 3. Incident ID assigned**

# ADVISER Discipline



What makes a discipline record state reportable?

The discipline record fields required vary slightly based on the Problem Behavior and the number and types of Actions for each incident, but here is a list of the fields that are always required for a state-reportable record:

- ▶ Incident Date
- ▶ Incident Time
- ▶ Incident Number
- ▶ Problem Behavior
- ▶ Weapons (where appropriate)
- ▶ Gun Free Violation
- ▶ Action 1 (action 2 is not state reportable at this time)
- ▶ Discipline Action Date (also known as Discipline Date)
- ▶ Removal Length (required, zero allowable)
- ▶ Unilateral Removal (optional but should be reported as appropriate for SPED students)
- ▶ Expulsion Modified to Less Than 1 Year (optional, but mandatory where Weapons is reported as 02 Handgun, 05 Other Firearm, or 08 Rifle/Shotgun)
- ▶ Alternative Placement (optional, but mandatory where Weapons is reported as 02 Handgun, 05 Other Firearm, or 08 Rifle/Shotgun)

# ADVISER Discipline



The following is an example of a record that requires recoding.  
Here is the ISS record prior to re-coding:

Incident Date:	9/13/2017
Incident Time:	13:58
Incident Number:	
Incident Reporter:	
Incident Location:	Not Specified
Incident Location Detail:	
Problem Behavior:	Fighting
Weapon Type:	Not Specified
Gun Free School Violation:	<input type="checkbox"/>
Action 1:	In-School Suspension
Action 2:	Not Specified
Removal Length:	0
Discipline Action Date:	
Unilateral Removal:	Not Applicable
Expulsion Modified To < 1 Year:	<input type="checkbox"/>
Alternative Placement:	<input type="checkbox"/>

Incident Number not specified

Problem Behavior is not EdFi (no asterisk)

Action 1 is not EdFi (no asterisk)

Removal Length not specified (required for all suspensions or expulsions)

Discipline Action Date (Removal Date) not specified

# ADVISER Discipline



Here is the ISS record after re-coding:

<b>Incident Date:</b>	9/13/2017
<b>Incident Time:</b>	13:58
<b>Incident Number:</b>	15
<b>Incident Reporter:</b>	
<b>Incident Location:</b>	Not Specified ▼
<b>Incident Location Detail:</b>	
<b>Problem Behavior:</b>	*Physical Attack or Fight ▼
<b>Weapon Type:</b>	Not Specified ▼
<b>Gun Free School Violation:</b>	<input type="checkbox"/>
<b>Action 1:</b>	*In School Suspension ▼
<b>Action 2:</b>	Not Specified ▼
<b>Removal Length:</b>	1
<b>Discipline Action Date:</b>	
<b>Unilateral Removal:</b>	Not Applicable ▼
<b>Expulsion Modified To &lt; 1 Year:</b>	<input type="checkbox"/>
<b>Alternative Placement:</b>	<input type="checkbox"/>

# ADVISER Discipline



## How do Incident Numbers (Incident IDs) work?

Incident IDs are automatically assigned when the record gets saved if the record is state reportable.

The Incident ID will automatically get created as the next unused Incident ID. (if last one was 10, new one will be 11)

If 2 or more students have discipline records from the same incident (perpetrators, not victims), they should be assigned the same Incident ID.

Once you have created the discipline record for the first student tied to the incident, you may then select the Incident ID by number and date in the Incident drop down list for the other students

# ADVISER Discipline



## How do Incident Numbers (Incident IDs) work?

Name: Aaseth, Jennifer Anne      Grade: 10      Birth Date: 01/01/03 (16)

**Add New** \* indicates inclusion in state reported discipline data.

**Update** **Cancel** Incidents:

Incident Date: 4/10/2019

Incident Time: 15:42

Incident Number:  ← Leave blank initially

Incident Reporter:

Incident Location: Not Specified

Incident Location Detail:

Problem Behavior: \*Physical Attack or Fight

Weapon Type: Not Specified

Gun Free School Violation:

Referral to Law Enforcement:

School Related Arrest Indicator:

Action 1: \*In School Suspension

Action 2: Not Specified

Removal Length: 0.5

Discipline Action Date: 4/10/2019

Unilateral Removal: Not Applicable

Expulsion Modified To < 1 Year:

Alternative Placement:

Comment 1: Jennifer and Ashley were fighting in the hallway.

Incident IDs are automatically assigned when the record gets saved if the record is state reportable.

Entering *Jennifer's* record first. The Incident ID will automatically get created as the next unused Incident ID after the record is saved (Update button)



# ADVISER Discipline



## How do Incident Numbers (Incident IDs) work?

Name: Aaseth, Jennifer Anne      Grade: 10      Birth Date: 01/01/03 (16)

**Add New** \* indicates inclusion in state reported discipline data.      **Edit**      **Delete**      **Print**

Incident Date: 4/10/2019  
Incident Time: 15:42  
Incident Number: 1  
Incident Reporter:   
Incident Location: Not Specified ▼  
Incident Location Detail:   
Problem Behavior: \*Physical Attack or Fight ▼  
Weapon Type: Not Specified ▼  
Gun Free School Violation:   
Referral to Law Enforcement:   
School Related Arrest Indicator:   
Action 1: \*In School Suspension ▼  
Action 2: Not Specified ▼  
Removal Length: 0.5  
Discipline Action Date: 4/10/2019  
Unilateral Removal: Not Applicable ▼  
Expulsion Modified To < 1 Year:   
Alternative Placement:   
Comment 1: Jennifer and Ashley were fighting in the hallway.

*Jennifer's* record has been saved, and an Incident Number of "1" has been automatically assigned (record is state reportable).

# ADVISER Discipline



## How do Incident Numbers (Incident IDs) work?

t Name: Lorry, Ashley      Grade: 10      Birth Date: 01/01/03 (16)

\* indicates inclusion in state reported discipline data.

Send Email    Email Primary Contact    Email Advisor

Email To:   
Reply To:

Incidents:   
Incident Date: 1 04/10/19 15:42  
Incident Time: 16:00  
Incident Number:   
Incident Reporter:   
Incident Location: Not Specified   
Incident Location Detail:   
Problem Behavior: Not Specified   
Weapon Type: Not Specified   
Gun Free School Violation:   
Referral to Law Enforcement:   
School Related Arrest Indicator:   
Action 1: Not Specified   
Action 2: Not Specified   
Removal Length:   
Discipline Action Date:    
Unilateral Removal: Not Applicable   
Expulsion Modified To < 1 Year:   
Alternative Placement:   
Comment 1:

When adding *Ashley's* discipline record, you may select the Incident from the Incidents drop down list.

This ties the two students to the incident.

# ADVISER Discipline



## Submitting Discipline Data via Ed-Fi (ADVISER)

Use Nebraska – ADVISER – Batch Processes,  
Discipline tab

### ADVISER Batch Processes

Tables | General | Students | Parents | Grades | **Discipline** | Programs | Transcripts | Post Graduate

Building: 109 - JMC Demo School ▼

ADVISER Update Discipline Prescan    ADVISER Update Discipline

### Prior Related Updates

02/20/2019 14:11:06 PM	LEAsTableFromAPI	by: JMCADMIN	Record Count: 444	Error count: 0
02/20/2019 13:24:15 PM	LEAsTableFromAPI	by: JMCADMIN	Record Count: 444	Error count: 0
08/16/2018 15:51:18 PM	EdFiCoursesTableFromAPI	by: JMCADMIN	Record Count: 641	Error count: 0
08/16/2018 15:49:00 PM	EdFiCoursesTableFromAPI	by: JMCADMIN	Record Count: 641	Error count: 0
08/16/2018 14:36:41 PM	AcademicSubjectsTableFromAPI	by: JMCADMIN	Record Count: 47	Error count: 0
08/16/2018 14:35:34 PM	AcademicSubjectsTableFromAPI	by: JMCADMIN	Record Count: 47	Error count: 0
08/16/2018 14:27:28 PM	LEAsTableFromAPI	by: JMCADMIN	Record Count: 438	Error count: 0
08/16/2018 14:27:17 PM	SchoolsTableFromAPI	by: JMCADMIN	Record Count: 1267	Error count: 0

1. Select the **Building** (each building reports separately).
2. **Prescan** button (optional) allows you to look at potential records without actually sending the data
3. To send all incidents, student discipline incident associations, and discipline actions, click the **ADVISER Update Discipline** button

# ADVISER Discipline



For more information about JMC's Discipline module for Nebraska, please refer to:

[http://jmcinc.com/uploads/files/NextGen\\_DisciplineNE.pdf](http://jmcinc.com/uploads/files/NextGen_DisciplineNE.pdf)

In particular, please refer to Appendix D of this document, titled “Recoding Discipline Data for ADVISER Reporting”

The process of “recoding” is what administrators do in order to make the record “state reportable”

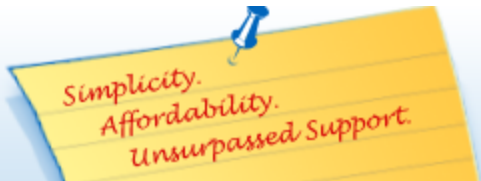
# NE ADVISER Resources

- ▶ <https://www.education.ne.gov/dataservices/adviser-resources/#1533221816265-b51e789f-abfc>

# JMC Resources



- ▶ [http://jmcinc.com/state\\_reporting](http://jmcinc.com/state_reporting)
- ▶ Documentation Updates
  - ▶ Nebraska State Reporting (PDF)
  - ▶ Instructional Videos Series
  - ▶ Sign up for free web-based training
  - ▶ All will be updated on ongoing basis



**CURRENT BUILD DATE:**

NextGen: 1/11/19

- [Download / Update Software Resources](#)
- [Secretary / Office Professionals](#)
- [Technology Professionals](#)
- [Administrators](#)
- [Teachers](#)
- [State Reporting](#)
- [Food Service Professionals](#)
- [Health Professionals](#)
- [Prospective Clients](#)
- [Contact Us](#)
- [Office Supplies](#)
- [Upcoming Events](#)

## STATE REPORTING

All State Reporting resources are available for you on this page. Please click on the tab that contains the state reporting information you need.

- [Minnesota](#)
- [Wisconsin](#)
- [Nebraska](#)
- [Iowa](#)
- [Other States](#)

JMC prides itself on keeping up-to-date on all Nebraska state reporting requirements. JMC ties all of the necessary data together in the JMC database so you can more easily fulfill your state reporting requirements.

### ADVISER Video Series

ADVISER Start Year	PDF 2/19/2019	Video 2/19/2019
ADVISER Near Real Time vs. Batch	PDF 2/19/2019	Video 2/19/2019
ADVISER Near Real Time	PDF 2/19/2019	Video 2/19/2019

### DOCUMENTATION

Nebraska State Reporting	Updated 1/4/2019
Discipline NE	12/13/2017
Attendance NE	Updated 4/24/2018

### RECENT PRESENTATIONS

ADVISER Updates for 18-19 from Regional Summer Conference 7.24.18	<a href="#">PowerPoint</a>
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### News

There are a lot of changes happening with state reporting. Please refer to the appropriate tab at right for your state for information about documentation updates, deadlines, and related news.

# Questions?

- ▶ Feel free to contact us:
- ▶ JMC Technical Support
  - ▶ Talk with Us: 800-524-8182
  - ▶ Website: <http://www.jmcinc.com>
  - ▶ Support Tickets:  
<http://tickets.jmcinc.com/>
  - ▶ Email: [Support@jmcinc.com](mailto:Support@jmcinc.com)