

Non-HIB Criteria Incidents & HIB Reporting Forms & Requirements

Below is a brief summary of the updated reporting requirements. This applies to ALL INCIDENT REPORTS that may be preliminarily determined to not meet HIB Investigation Criteria as well as potential HIB Investigations.

1. All Reports must be documented on the new NJDOE FORM 338 (see below) within 2 days of the verbal/written notification
 - a. Families/Caregivers: https://www.nj.gov/education/safety/sandp/hib/docs/HIB_Incident_Form_ForFamilies.pdf
 - b. Designated Local Educational Agency/School (LEA) Personnel: https://www.nj.gov/education/safety/sandp/hib/docs/HIB_Incident_Form_ForLEAs.pdf
2. Genesis Incident Case #
 - a. Case # format should appear as follows:
school code-date the incident was verbally reported-000(for example...777-090722-000)
 - b. The ABC will determine the last 3 digits of the case# in the order that they are received
3. Form 338 must be transmitted electronically for all cases, signed, and uploaded into Genesis at the completion of all investigations
4. NON-HIB Criteria Reporting:
 - a. Electronic notification of the preliminary determination must be forwarded to the Superintendent and ABC, within 2 days of the verbal/written report
 - b. If the principal preliminarily determines that the alleged incident did occur and does not meet the HIB investigation criteria, the report:
 - i. Must be kept on file at the school for year-end reporting
 - ii. Shall not be included in any student record, unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or federal law
5. HIB Criteria Investigation Report:
 - a. Principal will forward Form 338 to the ABS within 2 days of the verbal/written report
 - b. ABS will begin the HIB Investigation Form
<https://docs.google.com/document/d/1v9Bk7Iu62Fh55ahrd-VefxfdoIbUF6avo32PMRNxwhE/edit#heading=h.cpa287qikdfu>
 - c. The ABS will conduct the HIB investigation in accordance with the HIB Investigation timeline
https://docs.google.com/document/d/1x_EWIXj37emUuWu_K9kUel1TYNd3cBi8ytj_Do3fjE/edit

* LINKS to Form 338, Incident/HIB Timeline, ABS & District's ABC contact information must be posted on each school's website