

## **ANONYMITY**

Anonymity of all students is a top priority. Students need to be able to trust that they will not be found out by their peers for reporting critical situations and behaviors. Students will use a reporting solution when they feel safe from being identified and can easily share information that will protect themselves or their peers. Any user can sanitize report narrative content. This is to protect reporters who may have unintentionally self-identified. In some cases, attachments may include inappropriate images or videos, typically of minors. These attachments may be moderated by those who have been granted permission by the user.

## **TEAMING UP WITH LAW ENFORCEMENT**

Law enforcement is an essential part of the P3 Campus model. They provide immediate dispatch to time-sensitive reports, while also monitoring reports around the clock. The collaboration between law enforcement and school admin allows for prompt, thorough, and appropriate interventions.

## **MENTAL HEALTH FOCUS**

P3 Campus allows for students to report a wide range of concerns, including mental health issues, so these can be caught early and given appropriate attention. By intervening early in a young person's life, the more serious issues that arise from all mental health concerns can be addressed and prevented.

## **PROMOTION**

Promotional materials are all available in the P3 Campus Resource Portal. These materials include posters, videos, and other miscellaneous materials designed to engage students and foster a more proactive school culture. They should be distributed regularly and widely. Should your school choose to customize existing promotional material, we are happy to accommodate. We offer the option to co-brand P3 Campus along with your particular school or district's program. Should your school want to create new material, the P3 Campus Resource Portal includes graphic specifications as well as typefaces and icons for consistent imagery.

## **DISTRICT/SCHOOL-OWNED DEVICES**

Making reports to P3 Campus should be doable for all of your students, regardless of whether they personally own a device (smart phone, tablet, or computer) to do so. All school/district-owned devices to which students have access should prominently display either the P3 Campus mobile app or P3Campus.com. While the interfaces of both the app and the web form are identical, there are technical differences on the back end, differences which require us to make two important stipulations. Failure to adhere to the following guidelines could, and likely will, compromise the anonymity of a reporter.

- Individually assigned devices: When students are assigned a particular device, such as a tablet or laptop, the P3 Campus app should be prominently displayed. The P3 Campus app operates with a local, temporary cookie that times out each night at 12am. After midnight, a student will have to log in anew with his or her selected 4-digit password.

- Communal-access devices: When devices are offered freely to any student, the P3 Campus app should not be used. Because the security time out only occurs at 12am, students could have access to a report made by another student using the same device earlier that day. Instead, the link to P3Campus.com should be displayed prominently. The functionality and accessibility of the web form is no different than that of the app.

## **NO PAYING CASH REWARDS**

Cash rewards are antithetical to the ideals of P3 Campus and we recommend not offering them in the school environment. Students should report to improve their school culture and safety. Offering rewards can send the wrong message for why to report and can hinder the positive change in school culture.

## **TRAINING**

Training is mandatory at all levels.

- User training: Users have the greatest role in the utilization of P3 Campus technology. They manage recipient contact administrators and feature customization, in addition to managing reports. They should be fluent in all the features of the technology. The P3 Campus package offers both live, interactive training webinars as well as a series of go-at-your-own-pace training videos. You can register for a training webinar at P3Campus.com/Webinars. If you cannot attend one of the scheduled webinars, you may also request one for a different time.
- Recipient contact admin training: These individuals are responsible for managing recipient contacts within their school, as well as managing reports. Our complete video series will address permissions, functions, managing reports, and managing recipient contacts.
- Recipient contact training: Those who receive and manage reports in P3 Campus are expected to understand their role in the system of communication as well as how to navigate and utilize the technology. Because recipients have fewer permissions and functions in the P3 Campus technology, the training videos (as opposed to the interactive webinars) provide ample instruction. Support is always available, however, if any questions or issues arise.
- Teacher training: While teachers will not need to be trained on the backend functionality of the P3 Campus technology, they should be familiar with P3 Campus's purpose and how to report, so as to be advocates and models for its use. Your school can decide how best to parlay this information to teachers.
- Student training: The P3 Campus Resource Portal includes a student training PPT and video. These outline what and how to report. There is also a training guide for teachers, which is designed to help teachers generate fruitful classroom discussion surrounding why to report. This guide lists ideas for activities and demonstrations to accompany the training and discussion.

## **ASSIGNING RECIPIENT CONTACTS (SEE P3C.COMMUNICATIONMODEL.PDF)**

P3 Campus is optimally utilized when an intervention team is as multifaceted as the students themselves. This means members from school administration to law enforcement to mental health services should be selected as recipients to address needs appropriately, based on a team member's expertise and function. Because many reports will not be regarding concerns criminal in nature, special attention should be paid to non-law enforcement interventions.

## **UPLOADING STUDENT FILES**

When a report comes in about a subject who is clearly identified (e.g. a first and last name is offered), district admin is responsible for uploading that student's information file to the 'Attachments' tab. This ensures all possibly pertinent information is readily available to all recipients.

## **“TAGGING” STUDENT/SUBJECT**

In addition to uploading student information files, district admin is also responsible for “tagging” that student (filing his or her student ID number under the 'Disposition' tab and/or adding the student's name to the keyword watch list). This allows that multiple reports concerning a particular student are quickly retrievable and that behavioral or managerial trends are readily observed.

## **24/7 MONITORING**

The majority of the reports come into P3 Campus after school hours; therefore, the need for 24/7 monitoring is crucial. When students know they are able to report any concerning situation or behavior at any hour of the day or night, they develop a sense of the tool as an integral and ubiquitous part of life. Additionally, round-the-clock monitoring prevents the most serious of threats, with law enforcement at the ready to respond to time-sensitive reports. 24/7 monitoring is nonnegotiable. We recommend partnering with law enforcement to offer this, utilizing the pre-existing dispatch infrastructure. This not only strengthens the ties between schools and law enforcement, but it also ensures the most rapid dispatch in time-sensitive situations and comes at no additional cost. If this is not the best model for your program, P3 Campus offers the option to have 24/7 monitoring by an external communications center. This service is available for an affordable monthly fee.

## **PROBABLE CAUSE AND REASONABLE SUSPICION**

Revealing to a student upon intervention that he or she was the subject of an anonymous report may offer an easy explanation but should never be done. It undermines anonymous reporting and may create animosity toward the act.

## **2-WAY DIALOGUE**

The purpose of the 2-way dialogue feature is to obtain more information from a reporter, beyond their initial report. This is not only useful but also provides the reporter with a sense of someone taking the time to address his or her concern. When students feel like they are being listened to, they are more likely to find the service useful and thus use it again. For this reason, it is important for the person engaging in 2-way dialogue with the reporter to offer compassion in the process of gathering additional information.

## **BACK-END CUSTOMIZATION**

Users can and should customize certain aspects of P3 Campus technology in order to increase its efficacy. Such customizations include event/concern types, recipient notification settings, canned responses, the keyword watch list, and receipt messages. Where and how to do this is covered in both the webinar training and training videos.

## **‘DISPOSITION’ TAB AND FORUM**

The disposition tab is the hub of P3 Campus technology. It is the main tool for communication and collaboration between the multidisciplinary intervention team. All recipients are able and expected to file dispositions for any action they take on the report. You can think of the disposition tab as something like a chat box or a group text message. It is where everyone goes to see what has been done, who has done it, and what to do next. While by default law enforcement will address any report concerning violent or time-sensitive matters, non-violent and non-immediate concerns should be handled by administrators and mental health professionals. In any case, recipients should use the disposition forum to coordinate efforts and determine the appropriate actor(s).

## **ASSESSMENTS**

Whenever a threat or suicide assessment has been performed on a student who is the subject of a report, the outcome of the assessment must be documented in P3 Campus under the ‘Disposition’ tab. This ensures that anyone closing the report is aware of the outcomes and does not close prematurely or erroneously.

## **CLOSING A REPORT**

Closing a report should be thoughtful and deliberate. You can only close a report once at least one action/outcome has been selected.

## **CHECKING FOR MULTIPLE UNFOUNDED**

It is normal for the investigation of a report to yield no significant findings. In this case, you would select ‘Unfounded’ in the ‘Disposition’ tab under ‘Actions Taken/Outcomes.’ However, attention should be paid to regularly scanning for multiple reports marked ‘Unfounded’ for the same subject. For example, if a student has multiple unfounded reports filed on him or her regarding depression, perhaps more in-depth investigation is needed.

## **TRACKING TRENDS AND DATA**

Knowing what (and how frequently) concerns or threats exist in your school is key to prevention. P3 Campus offers a range of tools to collect data, which can lead to the development of a more effective, targeted violence prevention strategy.

## **CUSTOMER SERVICE**

P3’s team of customer care professionals offers around-the-clock assistance, from the initial implementation to any subsequent troubleshooting. Our support team holds the needs and feedback of each individual client as top priority. Additionally, P3 utilizes a Tier 1 data center with unparalleled availability and capacity, ensuring you’re never scrambling for an answer or underutilizing a massively powerful tool. P3 Campus’ support team offers use of screen captures to best address your issues. We also offer a FAQs page and an extensive online video library to have at your ready to walk you through any issues that may arise. You can reach support through the P3 Campus report manager, by e-mail at [support@andersoft.com](mailto:support@andersoft.com), or by phone at (936) 569-0447.