1. Scan your tip queue for new or updated tips.

Report ID 108 ⬍	Event ⬍	Source ⬍	Status ⬍
● 5005-M176	Eating Disorder	Mobile	Open
● 5005-M175	Cyberbullying	Mobile	Open
✔ 5005-H159	Test Report	In-House	Open

New (red dot) → ● 5005-M176
Updated (yellow dot) → ● 5005-M175
Read (green check) → ✔ 5005-H159

2. Click on the tip you would like to view in detail.

3. Read the tip narrative and review any attachments or two-way dialog on the Main tab. Pay attention to any keyword alerts or name match alerts.

Main Tab → Main | Dialog 💬 | Attachments 💬 | Deliver To | Disposition 💬 | Notes

Name Match Alert →

Alert - Possible Match   ?

The following tips contain one or more of the same **Suspect Names**:
5005-M25   Runaway

[Load Tips with the Suspect Name 'jesse rojas']

If there is a name match alert, it's a good idea to click to load other tips containing that name. Inspecting tips with matching names can help connect the dots.

Content   Translate 🗎 | Edit ✎

School
Jefferson High School, Flowers, Texas
Narrative
I think my friend might have ran away from home. He hasn't been happy and his mom just texted me to ask me if I have seen him. I didn't want to worry his mom so all I said was no. I just found out he is not at school today either.
Description of Concern/Event
Concern/Event Types: Runaway
What time and date did the event occur to th recollection? this morning
Person Involved
First Name: Jesse
Last Name: Rojas

Tip Narrative →

Scroll down to view any attachments or two-way dialog.

Report ID 108 ⬍	Event ⬍	Source ⬍	Status ⬍
✔ 5005-W23	Runaway	Web	Open

4. Review any in-progress notes on the tip in the Disposition tab. Correspond with other tip managers and/or log any actions you take by typing in the in-progress notes section and clicking 'Submit Notes.'

Main | Dialog 💬 | Attachments 💬 | Deliver To | **Disposition** 💬 ← Disposition Tab

Disposition / In-Progress Notes	Stat Date	2017/01/12

Jason Martinez, FPD Officer   2017/01/12 09:49 AM
I accessed his class schedule and am en route to his current class to investigate.

Jason Martinez, FPD Officer   2017/01/12 09:54 AM
I have located the student and the bottle containing vodka. Student is now in the SRO headquarters.

Michelle Anderson, School Counselor   2017/01/12 09:55 AM
Student's parents have been contacted, and they are coming up to the school shortly.

Lisa Drysdale, District Staff   2017/01/12 10:00 AM
Student ID: 773628
Student record attached

What's been done with this tip so far →

Enter In-Progress Notes

Communicate with other tip managers and log your actions on the tip by typing here.

[Submit Notes]

P3 campus

5. Once investigation/intervention on a tip has reached a reasonable conclusion and all actions have been logged in the Team Communication section, document Actions-Taken and Outcomes in the Disposition tab.

Disposition Tab → **Disposition** 💬 | Map | Misc | Query

Team Communication →

Details | Recovered | Dispo Table

t Date [   ]

2016/11/15 04:24 PM

2016/11/16 09:30 AM ✕

to stop by and talk to
...onship. I will follow up

window and click

Actions Taken/Outcome

☐ Prevention
☐ Counseling
☐ Parents Notified
☐ School Disciplinary Action
☐ Citation
☐ Restorative Practices
☐ Arrest
☐ Continuing to Monitor Situation
☐ Not Enough Information
☐ Unfounded
☐ Prank / Spam
☐ Hospitalization

Check any and all that apply. Try to avoid using the "Other" option to keep data standardized.

There's more to complete. Scroll down.

Open | Eating Disorder

Misc | Query

Details | Recovered | Dispo Table

Assessment

☐ Suicide Assessment Completed (If applicable)
Suicide Assessment Outcome
[   ]

☐ Threat Assessment Completed (If applicable)
Threat Assessment Outcome
[   ]

Check box and include assessment outcome if applicable.

Trends

☐ Bullying Involved

Scroll down and check any applicable trends.

Save Dispo

Print ▾

Query
Define
Run
Show All

Filters
2 Unread
50 Open
Last Updated
More...

Access
View Only

Click here to **SAVE** when you've completed documentation.

6. Change the tip's status to either "Awaiting Review" (if you want your MDT's feedback before closing) or "Closed" and click the 'Save Dispo' button one more time.

Report Manager   **Andersoft ISD**   Settings ▾   Menu ▾

Report ID	P3 ID	Other ID	Case ID	Status	Event Type	
5005-W16	976939			Open ▾	Eating Disorder ▾	🔍

Main | Dialog | Attachments 💬 | Deliver To | **Disposition** 💬 | Map | Misc | Query

Save Dispo   **SAVE**

Click and change status of tip.