Prevent Harassment or Discrimination (PHD)

Setup in Infinite Campus

\*Confirm your IC instance is at least updated to **Campus**.**2503.6**

1. Create a New Behavior Event Category Named Investigation
   1. In the Menu, expand System Settings
   2. Click on Core Attribute/Dictionary A screenshot of a computer

      AI-generated content may be incorrect.
   3. Scroll down to Behavior and expand
   4. Expand Behavior Event Category
   5. Click to open Dictionary A screenshot of a computer

      AI-generated content may be incorrect.
   6. Click ‘Add Row’ to add a new Behavior Event Category. A screenshot of a computer

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   7. Fill in Code, using the next number in sequence. For most schools this will be number 4.
   8. Enter Name ‘Investigation’
   9. Sequence, Value and Standard Code are not needed and can be left blank
   10. Save your changes and you will now have a Behavior Event Category labeled ‘Investigation’.

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AI-generated content may be incorrect.

1. Create a New Behavior Resolution Category Named Investigation
   1. Still in the Core Attribute/Dictionary, now click to expand the Behavior Resolution Category.
   2. Click to open Dictionary
   3. Click ‘Add Row’ to add a new Behavior Resolution Category A screenshot of a computer

      AI-generated content may be incorrect.
   4. Fill in Code, using the next number in sequence. For most schools this will be number 4.
   5. Enter Name ‘Investigation’
   6. Sequence, Value and Standard Code are not needed and can be left blank
   7. Save your changes and you will now have a Behavior Resolution Category labeled ‘Investigation’. A screenshot of a computer

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2. Create a New Behavior Type for Investigation
   1. In the Menu, expand Behavior Office
   2. **Under Settings, click on ‘Event Type Setup’  
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   3. **Click on New**
   4. **Fill out all required fields using the example below** A screenshot of a computer

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**\*\***PHD Colorado report logic says: pull this event IF the state event code mapping is 00 and the event classification is Harassment. You can name the event and resolution anything you want - it will be district defined. **The only requirement is DO NOT map to a state code.**

1. Create a New Resolution Event Type for Investigation Incidents
   1. In the Menu, expand Behavior Office
   2. **Under Settings, click on ‘Resolution Type Setup’**
   3. **Click on New**
   4. **Fill out all required fields using the example below** A screenshot of a computer

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Entering PHD Data in Infinite Campus for an Investigation

1. **Creating a new Investigation Event**
   1. In the Menu, expand Behavior Office
   2. **Under Behavior Management, click on Behavior Management** **A screenshot of a computer

      AI-generated content may be incorrect.**
   3. **Click New**
   4. **Fill in the highlighted fields**
   5. Click Add Event/Participant A screenshot of a behavior management

      AI-generated content may be incorrect.
   6. **Select Event Type ‘Investigation’**
   7. **Add Participant** A screenshot of a computer

      AI-generated content may be incorrect.
   8. Once you hit save, it will open another screen for you to enter additional information about the participant and type of harassment. A screenshot of a computer

      AI-generated content may be incorrect.
   9. If there is no Harassment type, then select 99: No Bias.
   10. If there is more than one Harassment type, click the ‘Add’ at the bottom of the Participant(s) Details section. This will expand into another selection where a second Harassment Type dropdown can be filled in. Repeat for as many applicable Harassment Types for the Investigation Event.
   11. Save Event
2. **Adding a Resolution**
   1. **Click on Add Resolution** A screenshot of a computer

      AI-generated content may be incorrect.
   2. **Select Resolution Type “Investigation”**
   3. **Fill in start and end dates to calculate investigation duration**
   4. **Attach Resolution to the student**
   5. **Save** A screenshot of a computer

      AI-generated content may be incorrect.

**\*\*Note the example below for coding the duration of the investigation. \*\***

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AI-generated content may be incorrect.

How to Run a PHD Report

1. To run a PHD report
   1. In the Menu, expand Reporting
   2. Under CO Data Pipeline, Click on Prevent Harassment and Discrimination A screenshot of a computer

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   3. Fill in the required fields

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AI-generated content may be incorrect.