

Protocol for FYI Information Only Cases

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University Housing may receive reports which are determined not to be violations of the Code of Conduct or the Community Guide. To track such cases, the incident needs to be entered into Advocate and designated as FYI Information Only.

Only Area and Senior Coordinators may designate a case as FYI.

Step One: Create the Case

- Read through the report in its entirety at least once
- Review the report again, this time looking for potential violations of the Code of Conduct
- NOTE: do not hesitate to consult with the Senior Coordinator for Student Conduct or the Senior Coordinator for Staff Development and Student Conduct if the report is ambiguous or there is some uncertainty as to which regulations may have been violated

Step Two: Designate the Incident or an Individual Student as FYI Information Only

- Designate the incident type as FYI Information Only in Advocate(**see Appendix I**)
 - Choose the appropriate FYI type (housing or conduct)
 - If no further action is required close the case (**see Appendix II**)
- If there are multiple students involved in the incident and you are moving forward with some but not all of the students:
 - Process incident (see *Receiving a Report Protocol*)
 - For the student(s) who you will not be moving forward with conduct charges:
 - Click on the hyperlink for their child case
 - Click "Edit"
 - Click on "no" for Clery reporting (**see Appendix III**)
 - Change the Incident Type to "FYI" (or leave as CA-RA Report)
 - Choose the appropriate FYI type (housing or conduct)
 - Click "Submit"
 - Click again on the student's child case
 - Click on "Other Actions" on the right side of the screen
 - Click "Close Case"
 - Scroll to the bottom and choose "Incident Complete"
 - Click "Submit"

Appendix I: Editing Incident to FYI in Advocate

Next to Incident type, search for “FYI” and select.

Incident Report Information

Incident Type*

Please select the type of incident you wish to report.

A screenshot of a web form showing a dropdown menu for 'Incident Type'. The menu is open, displaying four options: 'CA-RA Incident Report', 'Conduct Regulation Violation', 'University Housing Community Guide Violation', and 'FYI'. The 'FYI' option is highlighted in blue. The dropdown is titled 'Please select the type of incident you wish to report.'

Referral Information

Referred*

Next, a “FYI-Type” field will appear. The list should produce “FYI-Conduct” and “FYI-Housing”. Within the drop-down, select the appropriate “FYI-Type”.

FYI - Type

Please select the appropriate FYI type

A screenshot of a web form showing a dropdown menu for 'FYI - Type'. The menu is open, displaying two options: 'FYI - Conduct' and 'FYI - Housing'. Both options are highlighted in blue. The dropdown is titled 'Please select the appropriate FYI type'. To the right of the dropdown, a list of other options is visible: 'EEO', 'Not Enrolled', 'Grad', 'RAP', and 'BARC'.

Referral Information

Referred*

Appendix II: Closing FYI Incident in Advocate

On the “Core Information” tab of the incident report, click on “Other Actions”.

💡 Use "Other Actions" for additional options.

Incident

In the drop-down, select "Close Incident".

The screenshot shows the 'Incident' form with the following details:

IR#	00007-001-2015
Status	Accused

The 'Other Actions' dropdown menu is open, showing the following options:

- Forward Report
- Print Report
- Promote to CARE Report
- Promote to Fire Report
- Send Letter
- Request Another Meeting
- Close Incident

Within the "Incident Summary" note the FYI-Type.

NOTE: As seen below, note if there is a hold on the student's account due to FYI status

The 'Incident Summary' text area contains the following text:

FYI-EQQ
FYI-Not Enrolled -HOLD
FYI-Grad - HOLD
FYI- RAP
FYI-BARC

Below the text area is a 'Check Spelling' button.

If no further action is required, select "Incident Complete", then click "Submit".

The 'Closed Type*' section shows two radio button options:

Closed Flagged Incident Complete

Below this are four buttons:

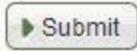
If there is a hold on a student's account, select "Closed Flagged", more selections will appear, select "FYI". Click "Submit".

Closed Type*

Closed Flagged Incident Complete

Closed Flagged Type

Late Sanction(s)
 No Appointment
 FYI

 Submit

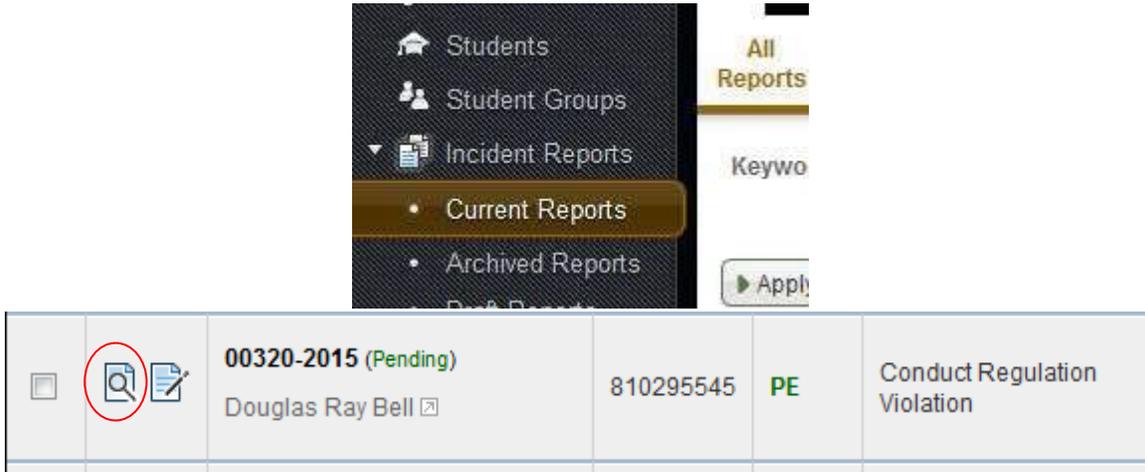
 Save

 Archive

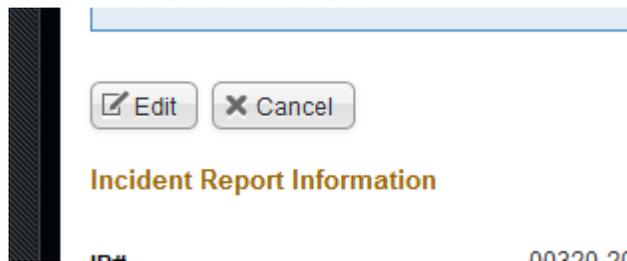
 Cancel

Appendix III: Clery Reporting

Once a case ready to be changed to FYI status, under the “Current Reports,” search for the student(s) incident report. Click on the magnifying glass to review the incident report.



Click “Edit” to update any information within the individual student’s incident report.
Note: The Clery information will be edited and updated within the individual “Child Case”. The Clery information will not be capture at the “Parent Case” level.



If you are closing a case or student’s child case as FYI and not applying any conduct charges, you will report “NO” for Clery charges.

Clery Charges?*

Yes No