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

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”.

Appendix II: Closing FYI Incident in Advocate

On the “Core Information” tab of the incident report, click on “Other Actions”.
In the drop-down, select “Close Incident”.

Within the “Incident Summary” notate the FYI-Type. 

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

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

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