

LSIS 2.0

CPP
DataTool
Operations Manual



CPPDataTool

Table of Contents

Introduction

- System Overview
- Installation and Running the Application
- Software Requirements
- Hardware Requirements
- Users

Index Form

CPP School Profile

- Parts of the CPP School Profile Form
 - Menu Bar and Header
 - Tabbed Forms
 - Basic School Profile Form
 - Enrollment Profile Form
 - Personnel Profile Form
 - CPP Committee Members
 - CPP Availability
- Validating and Saving
- Exporting the CPP School Profile

The Intake Sheet

- Parts of the Intake Sheet Form
- Menu Bar and Header
- Top Group
- Action Buttons
- Adding an Intake Sheet
 - Victim Form
 - Complainant Form
 - Respondent Form
 - Details of the Case Form
 - Action Taken Form
 - Recommendations
 - Others
- Saving an Intake Sheet
- Intake Sheet Data Table
- Updating an Intake Sheet
- Deleting an Intake Sheet
- Searching the Data Table
- Exporting the Intake Sheet



Introduction



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CPP Data Tool

System Overview

What is CPP Data Tool?

- CPP Data Tool is a data gathering tool and generator used by schools for CPP school profile and intake sheet

CPP Data Tool User

- refers to the school head or his/her authorized representative preferably the CPP coordinator or guidance counselor/designate
- The CPP Data Tool User has the obligation to complete the required information in the CPP Data Tool which includes School Profile and Intake Sheets to be exported and submitted to the Division Level LSA

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Software Requirements

1. Operating System
 - Windows 7, 8, 8.1, 10 (Preferably 64-bit)
2. .NET Framework
 - Version 4.5 or later
 - Most Windows 8, 8.1, 10 have built-in .NET framework
 - If application requires the necessary .NET Framework, update your windows operating system.
3. File Size
 - 4MB only

Software Solutions Development

1. The application was developed using VB .NET through MS Visual Studio 2013
2. MS Access was used for its database environment
3. MS Excel is used to view the exported CSV file format

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Hardware Requirements

- | | |
|-------------------------|---|
| 1. Laptop or Desktop PC | - Running Windows OS |
| 2. Processor | - Dual Core or Higher |
| 3. RAM | - 1GB or Higher |
| 4. Video Card | - 512 or Higher |
| 5. Display Resolution | - 1360 x 768 (or higher) |
| 6. Connectivity | - No internet required. Stand alone application |

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Users

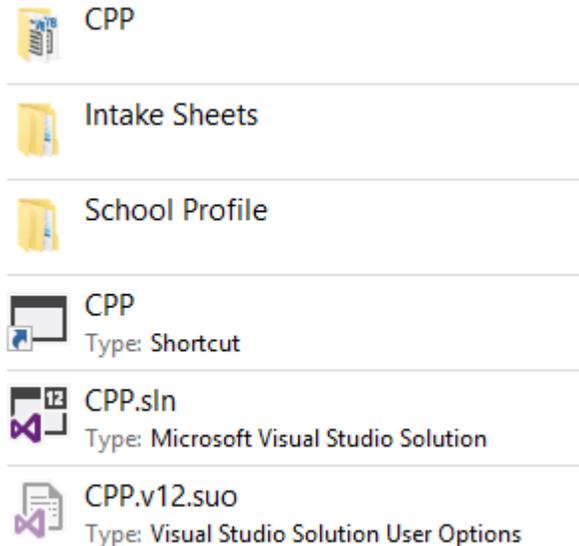
School's Guidance Counselor or Designate

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Installation and Running the Application

Stand Alone

1. Unzip the file in drive C:
2. Check if the extracted file have the following files and directories:



3. Double click the **CPP Shortcut** file to run the application

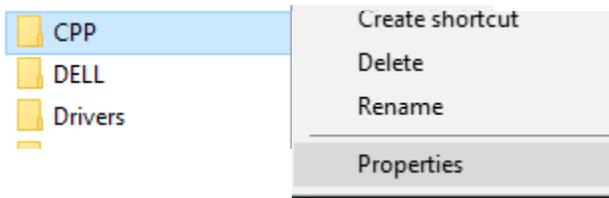


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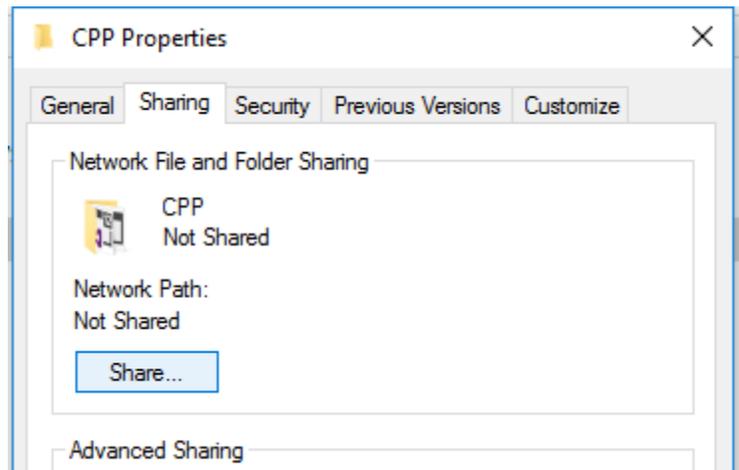
Installation and Running the Application

Network File Sharing

1. Unzip the file in drive C:
2. Right Click on the extracted CPP folder and select properties.



3. Go to Sharing tab and click on the **Share..** button

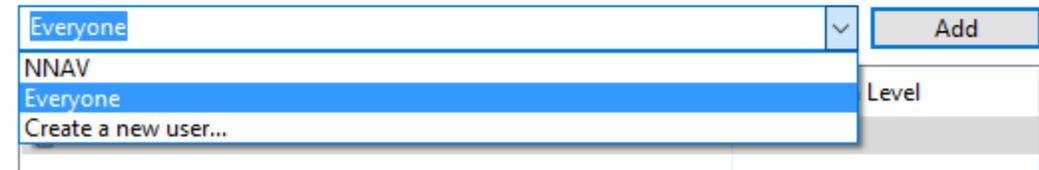


4. Then, add Everyone from the dropdown menu

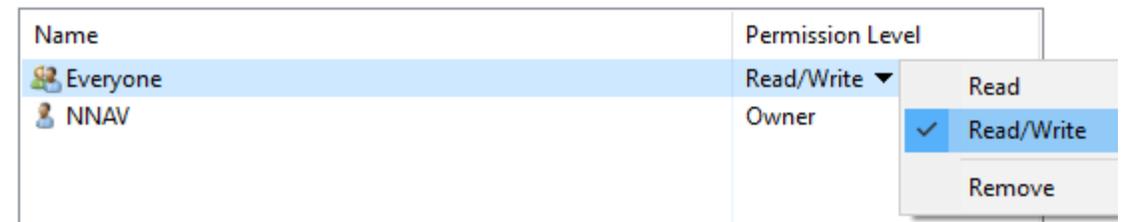


Choose people to share with

Type a name and then click Add, or click the arrow to find someone.



5. Set the permission level of everyone to **Read/Write**. Then click **Share**.



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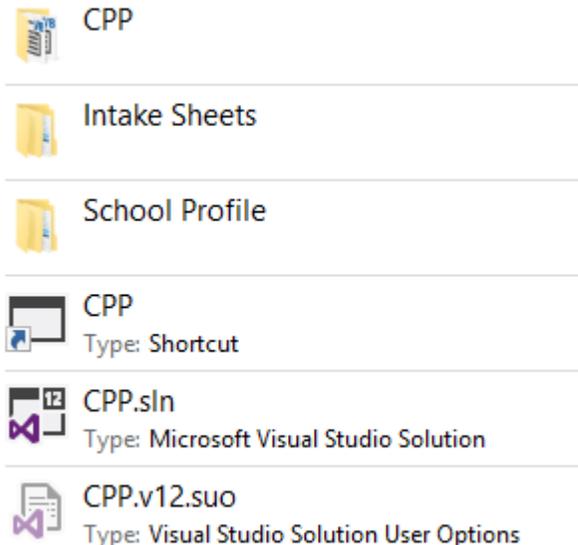
Installation and Running the Application

Network File Sharing

6. In the Network, open the Computer Name of the Host PC and look for the **CPP** shared folder



7. Open the CPP shared folder and check if the folder have the following files and directories:



8. Double click the **CPP Shortcut** file to run the application from a network.





Getting Started

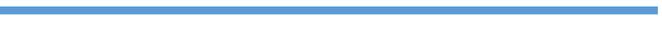


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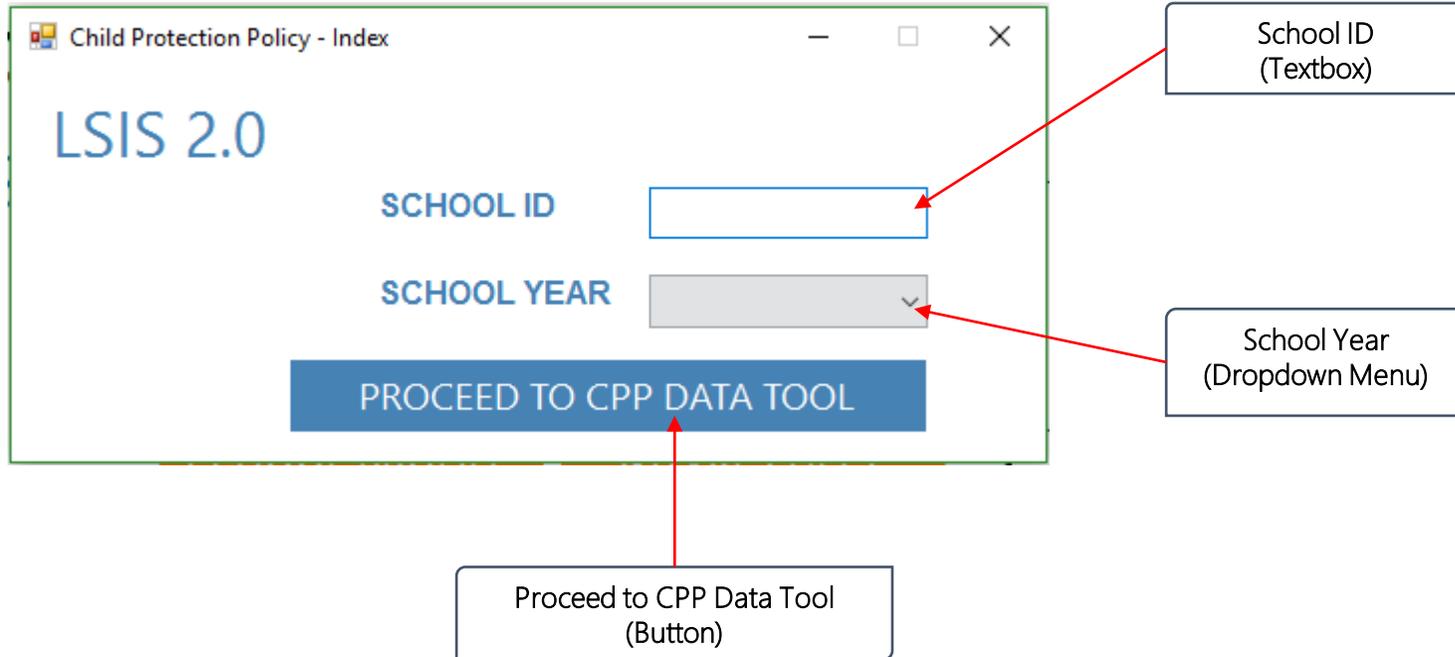
Index Form



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Index Form



STEP 1.

- Enter the **School ID** of the School in the textbox provided.
- Make sure to type the correct School ID
- Required

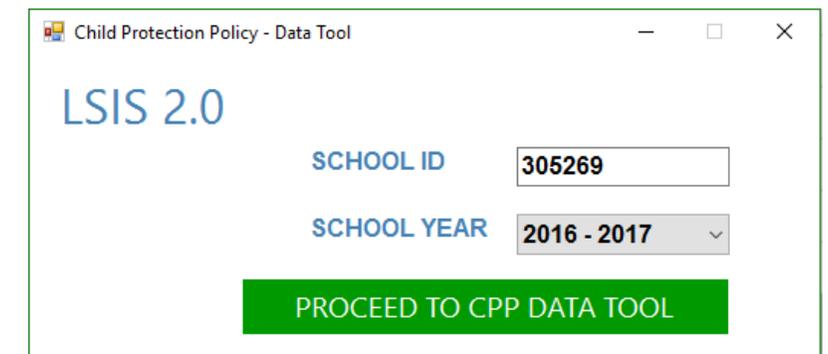
STEP 2.

- Select 1 school year from the **School Year** dropdown menu
- Required

STEP 3.

- Click the **Proceed to CPP Data Tool** button to proceed to CPP School Profile form.

Sample Input





CPP School Profile Form



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Parts of the CPP School Profile Form

The screenshot shows a web application window titled "Child Protection Policy - Data Tool". The interface includes a menu bar with "Intake Sheet" and "Export" options. The header section displays "CPP - SCHOOL PROFILE" and "Updated Last:" with a timestamp. Below the header, there are input fields for "School Year" (2016 - 2017) and "School ID" (305269). A "validate" button (green) and a "save" button (blue) are positioned to the right of these fields. A "Next" button is located below the main form area. The main form area is divided into tabs: "I. Basic School Profile", "II. Enrollment Profile", "III. Personnel Profile", "IV. CPP Committee Members", and "V. CPP Availability". The "Basic School Profile" tab is active, showing a form with the following fields: "School Year" (2016 - 2017), "School ID" (305269), "School Name", "Address / Contact Number", "Classification" (dropdown), "Levels Offered" (checkboxes for Kindergarten, Elementary, Secondary, Senior High School), "Name of Schoolhead", and "Name of Guidance Counselor / Designate". A "Progress 100%" indicator is shown below the form. At the bottom, a "Data Table" is visible with the following columns: "Last Date Updated", "School Year", "School Name", "School Address", "Schoolhead", "Guidance Designate", "Bullying Policy", and "Child Abuse Policy".

Menu Bar

Header

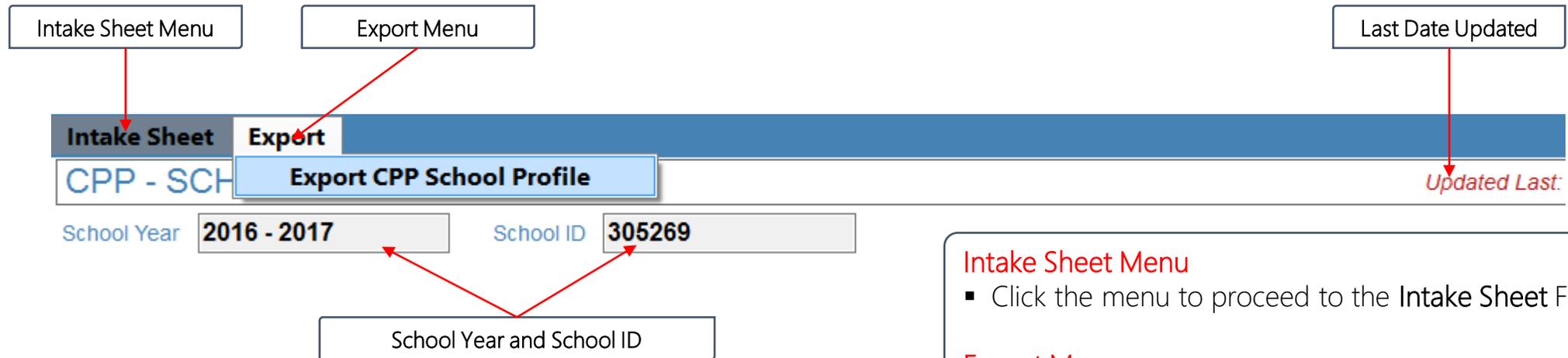
Tabbed Forms

Progress Bar

Action Buttons

| Last Date Updated | School Year | School Name | School Address | Schoolhead | Guidance Designate | Bullying Policy | Child Abuse Policy |
|-------------------|-------------|-------------|----------------|------------|--------------------|-----------------|--------------------|
| | | | | | | | |

Menu Bar and Header



Intake Sheet Menu

- Click the menu to proceed to the **Intake Sheet Form**

Export Menu

- Allows you to export CPP School Profile information to **CSV** file format
- Exported file will be used when uploading CPP School Profile in the **LSIS**

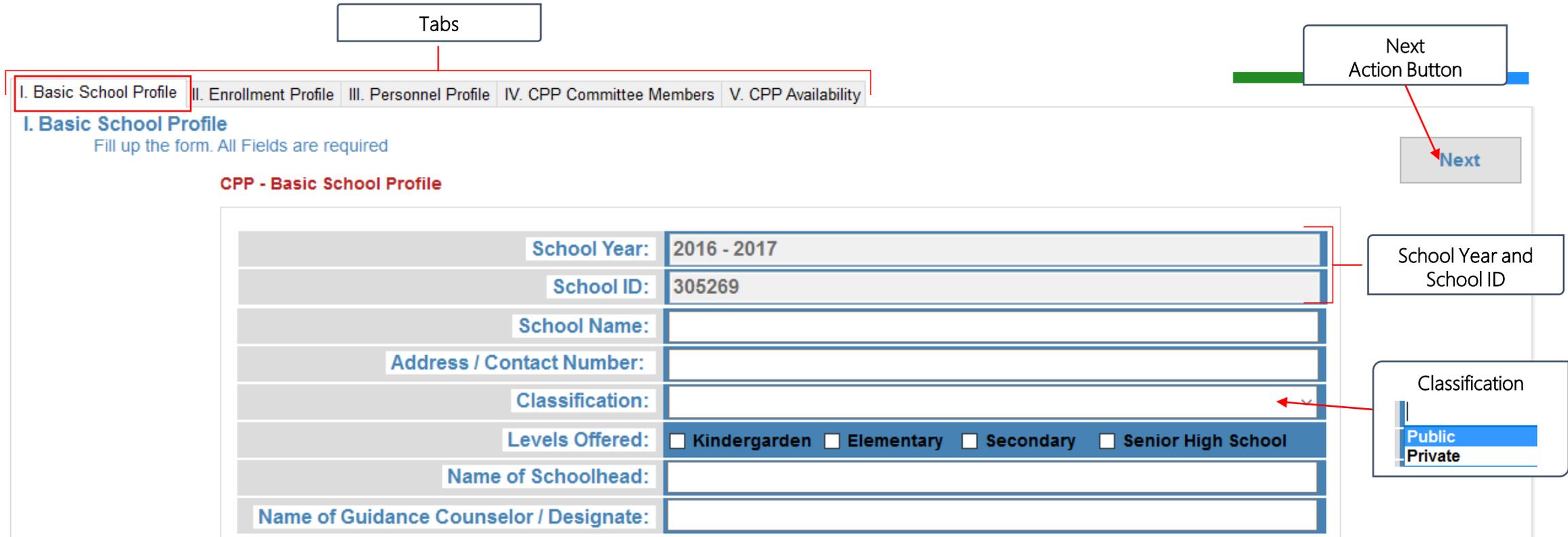
Last Date Updated

- Indicates the date the CPP School Profile was last updated

School Year and School ID

- Reflects the entries from the **Index From**

Tabbed Forms – Basic School Profile Form



Step 1

- Make sure you are in the Basic School Profile Tab under **Tabs**

Step 2

- Make sure the **School Year and School ID** is the same as the entries from the **Index Form**

Step 3

- Supply correct entries.

Step 4

- Make sure to supply the correct entries. **All fields are required.**
- Observe that the **progress bar** should have increased by 20%

Step 5

- When done, click the **Next** action button to go to the next form (Enrollment Form)

Tabbed Forms – Basic School Profile Form

Sample Basic School Profile Entries

Intake Sheet
Export

CPP - SCHOOL PROFILE
Updated Last:

School Year

School ID

validate
save

I. Basic School Profile
II. Enrollment Profile
III. Personnel Profile
IV. CPP Committee Members
V. CPP Availability

I. Basic School Profile

Fill up the form. All Fields are required

Next

CPP - Basic School Profile

| | |
|---|--|
| School Year: | 2016 - 2017 |
| School ID: | 305269 |
| School Name: | Baguio City High School - Main |
| Address / Contact Number: | Gov. Pack Road Cor. Harrison Road / 074 444 - 2645 |
| Classification: | Public ▼ |
| Levels Offered: | <input type="checkbox"/> Kindergarden <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input checked="" type="checkbox"/> Senior High School |
| Name of Schoolhead: | Romulo M. Flora (Principal IV) |
| Name of Guidance Counselor / Designate: | Gruidance Designate |

Progress 20%

Tabbed Forms – Enrollment Profile Form

I. Basic School Profile **II. Enrollment Profile** III. Personnel Profile IV. CPP Committee Members V. CPP Availability

II. Enrollment Profile (Gender by Level)
 Indicate the number of enrollment by Gender and by Grade Level. Make sure to indicate the correct levels offered in basic school profile.
Don't leave an item as blank. Put "0" instead.

Kinder / Elementary

| | Grade Level | Male | Female |
|------------|-------------|------|--------|
| Kinder | 0 | | |
| | 1 | | |
| | 2 | | |
| Elementary | 3 | | |
| | 4 | | |
| | 5 | | |
| | 6 | | |

Secondary / Senior High School

| | Grade Level | Male | Female |
|--------------------------------|-------------|------|--------|
| Secondary (Junior High School) | 7 | | |
| | 8 | | |
| | 9 | | |
| Secondary (Senior High School) | 10 | | |
| | 11 | | |
| | 12 | | |

Prev Action Button Next Action Button

Prev Next

Step 1

- By default, textboxes are disabled.
- To enable desired textboxes, make sure to check the correct levels offered in the Basic School Profile form

Step 2

- Indicate the number of enrollment by Gender and by Grade level on the textboxes provided.
- Don't leave an item as blank. Put "0" instead

Step 3

- Click the **Prev** action button to go to Basic School Profile to double check inputs for levels offered.

Step 4

- When done, progress bar should have increased by 20% value.

Step 5

- Click the **Next** action button to go to the next form (Personnel Profile)

Tabbed Forms – Enrollment Profile Form

Sample Enrollment Profile Entries

Intake Sheet
Export

CPP - SCHOOL PROFILE
Updated Last:

School Year

School ID

validate
save

I. Basic School Profile
II. Enrollment Profile
III. Personnel Profile
IV. CPP Committee Members
V. CPP Availability

II. Enrollment Profile (Gender by Level)

Indicate the number of enrollment by Gender and by Grade Level. Make sure to indicate the correct levels offered in basic school profile.
Don't leave an item as blank. Put "0" instead.

Kinder / Elementary

| Grade Level | Male | Female |
|-------------|------|--------|
| 0 | | |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |

Secondary / Senior High School

| Grade Level | Male | Female |
|-------------|------|--------|
| 7 | 200 | 200 |
| 8 | 190 | 190 |
| 9 | 180 | 180 |
| 10 | 170 | 170 |
| 11 | 150 | 150 |
| 12 | 50 | 50 |

Prev
Next

Progress 40%

Tabbed Forms – Personnel Profile Form

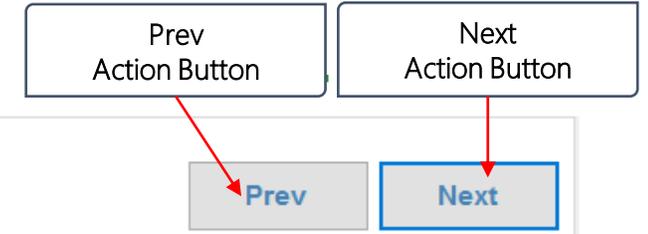
I. Basic School Profile | II. Enrollment Profile | **III. Personnel Profile** | IV. CPP Committee Members | V. CPP Availability

III. Personnel Profile (Gender by Type)

Indicate the number of personnel by Gender and by Type. *Don't leave an item as blank. Put "0" instead.*

Personnel

| Type | Male | Female |
|--------------|----------------------|----------------------|
| Teaching | <input type="text"/> | <input type="text"/> |
| Non-teaching | <input type="text"/> | <input type="text"/> |
| Others | <input type="text"/> | <input type="text"/> |



Step 1

- Indicate the number of personnel by Gender and by Type on the textboxes provided.
- Don't leave an item as blank. Put "0" instead

Step 2

- Click the **Prev** action button to go to Enrollment Profile.

Step 3

- When done, progress bar should have increased by 20%.

Step 4

- Click the **Next** action button to go to the next form (CPP Committee Members)

Tabbed Forms – Personnel Profile Form

Sample Personnel Profile Entries

Intake Sheet
Export

CPP - SCHOOL PROFILE
Updated Last:

School Year
School ID

validate
save

I. Basic School Profile
II. Enrollment Profile
III. Personnel Profile
IV. CPP Committee Members
V. CPP Availability

III. Personnel Profile (Gender by Type)

Indicate the number of personnel by Gender and by Type. *Don't leave an item as blank. Put "0" instead.*

Personnel

| Type | Male | Female |
|--------------|------|--------|
| Teaching | 50 | 75 |
| Non-teaching | 60 | 40 |
| Others | 5 | 5 |

Prev
Next

Progress 60%

Tabbed Forms – CPP Committee Members Form

I. Basic School Profile II. Enrollment Profile III. Personnel Profile **IV. CPP Committee Members** V. CPP Availability

IV. CPP Committee Members

List the six (6) Committee Members of the CPP. *Don't leave an item as blank. Put N/A instead.*

Secondary / Senior High School

| No. | Name | Contact Number | Email Address | Position |
|-----|------|----------------|---------------|----------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

Prev Action Button Next Action Button

Prev Next

Step 1

- Enter ALL six (6) CPP Committee Members

Step 2

- Don't leave an item as blank/empty. Put 'N/A' instead.

Step 3

- Click the **Prev** action button to go to Personnel Profile

Step 4

- When done, progress bar should have increased by 20%.

Step 5

- Click the **Next** action button to go to the next form (CPP Availability)

Tabbed Forms – CPP Committee Members Form

Sample CPP Committee Members Entries

Intake Sheet
Export

CPP - SCHOOL PROFILE
Updated Last:

School Year **2016 - 2017**

School ID **305269**

validate

save

I. Basic School Profile
II. Enrollment Profile
III. Personnel Profile
IV. CPP Committee Members
V. CPP Availability

IV. CPP Committee Members

List the six (6) Committee Members of the CPP. *Don't leave an item as blank. Put N/A instead.*

Prev
Next

Secondary / Senior High School

| No. | Name | Contact Number | Email Address | Position |
|-----|------------------------|----------------|--------------------|--------------------|
| 1 | Romulo M. Flora | +639xxxxxxxxx | email@deped.gov.ph | School Head |
| 2 | Guidance Designate | +639xxxxxxxxx | email@deped.gov.ph | Guidance Counselor |
| 3 | Faculty Representative | +639xxxxxxxxx | email@deped.gov.ph | Faculty Rep |
| 4 | PTA Representative | +639xxxxxxxxx | email@gmail.com | PTA Rep |
| 5 | SSC Representative | +639xxxxxxxxx | email@gmail.com | SSC Rep |
| 6 | BCPC Representative | +639xxxxxxxxx | email@gmail.com | BCPC Rep |

Progress **60%**

Tabbed Forms – CPP Availability Form

I. Basic School Profile II. Enrollment Profile III. Personnel Profile IV. CPP Committee Members **V. CPP Availability**

V. CPP Availability

Indicate if there is an available policy on Bullying and Child Abuse being implemented in the school.

Availability

| Type | Availability |
|-------------|----------------------|
| Bullying | <input type="text"/> |
| Child Abuse | <input type="text"/> |



Step 1

- Choose 'Available' or 'Not-available' from the dropdown menu for both bullying and child abuse

Step 2

- Don't leave an item as blank/empty

Step 3

- Click the **Prev** action button to go to CPP Committee Members

Step 4

- When done, progress bar should have increased by 20%.

Step 5

- Next** action button is inactive.

Tabbed Forms – CPP Availability Form

Sample CPP Availability Entries

Intake Sheet Export

CPP - SCHOOL PROFILE Updated Last:

School Year School ID

validate save

I. Basic School Profile II. Enrollment Profile III. Personnel Profile IV. CPP Committee Members V. CPP Availability

V. CPP Availability
Indicate if there is an available policy on Bullying and Child Abuse being implemented in the school.

Prev Next

Availability

| Type | Availability |
|-------------|--------------|
| Bullying | Available |
| Child Abuse | Available |

Progress 100%



Validating and Saving



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Validating and Saving CPP School Profile

Sample CPP Availability Entries

Intake Sheet **Export**

CPP - SCHOOL PROFILE Updated Last:

School Year School ID

validate **save**

I. Basic School Profile II. Enrollment Profile III. Personnel Profile IV. CPP Committee Members V. CPP Availability

V. CPP Availability
Indicate if there is an available policy on Bullying and Child Abuse being implemented in the school.

Prev **Next**

Availability

| Type | Availability |
|-------------|--------------|
| Bullying | Available |
| Child Abuse | Available |

Progress 100%

Validating and Saving CPP School Profile

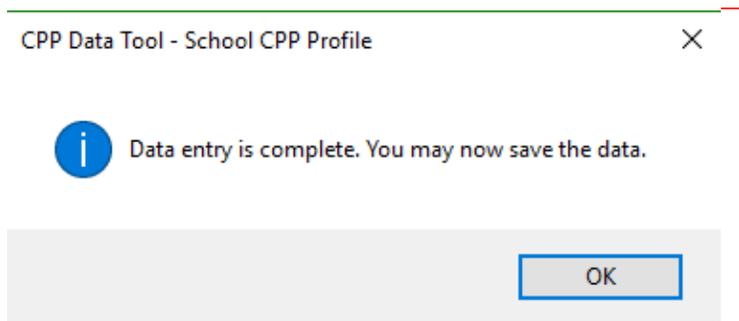


Step 1

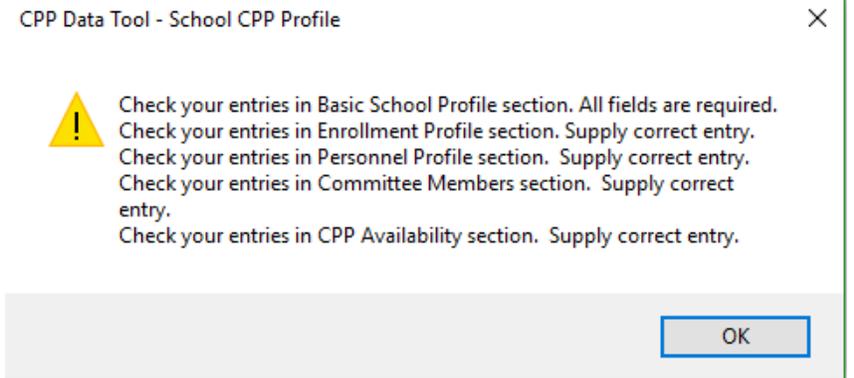
- When done filling up ALL the CPP forms, click on the **Validate** button

Step 2

- A message box indicates if the CPP School Profile forms are complete or not.



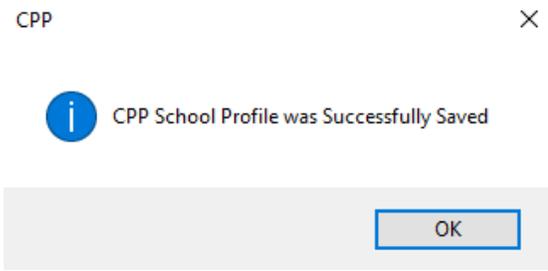
Complete



Incomplete

Step 3

- Click the **Save** button to save all data entries.
- Save button will be enabled only if data entries are complete after validation.



Step 4

- When done, basic information is reflected at the **Data Table**.

| Last Date Updated | School Year | School Name | School Address | Schoolhead | Guidance Designate | Bullying Policy | Child Abuse Policy |
|---------------------|-------------|--------------------------------|--|--------------------------------|--------------------|-----------------|--------------------|
| 22/02/2017 11:55 AM | 2016 - 2017 | Baguio City High School - Main | Gov. Pack Road Cor. Harrison Road / 074 444 - 2645 | Romulo M. Flora (Principal IV) | Guidance Designate | 1 | 1 |



Exporting CPP School Profile



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Exporting CPP School Profile

Intake Sheet

Export

CPP - SCH

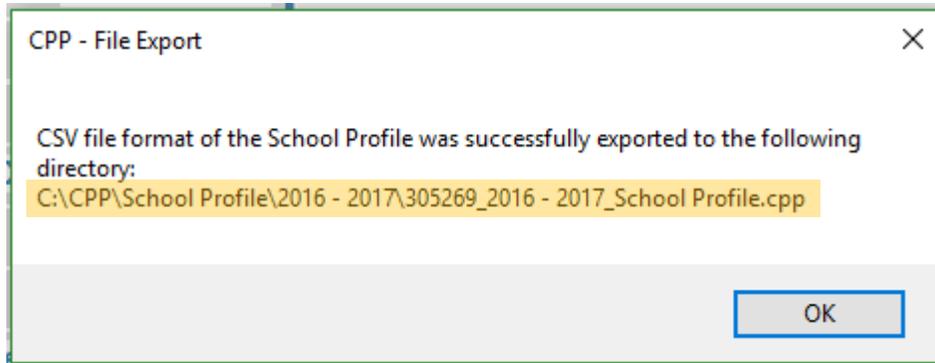
Export CPP School Profile

Step 1

- From the **Menu bar**, click on the **Export Menu** and choose **Export CPP School Profile**

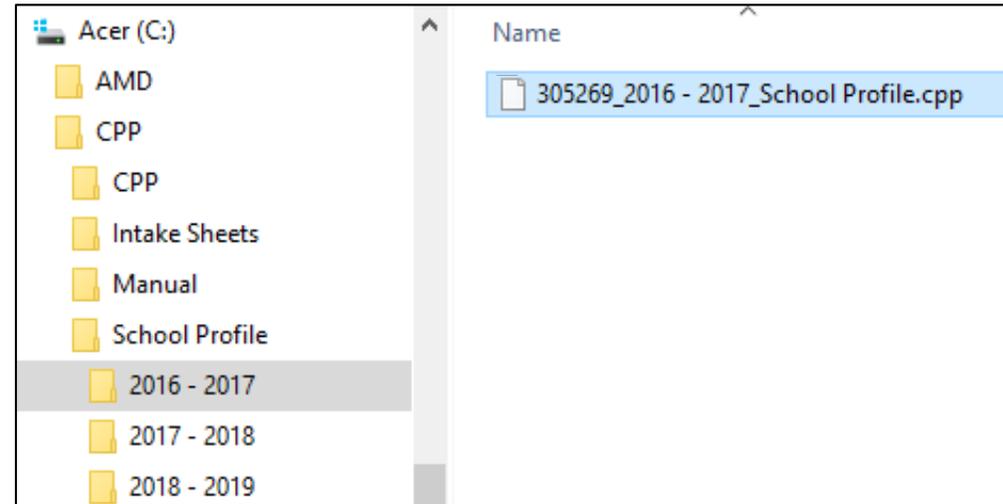
Step 2

- A message will be displayed to affirm the file export



Step 3

- Check the exported file on the location specified on the message box



Step 4

- This will be the file to be uploaded in the LSIS to update the CPP School Profile.
- ALL Schools are expected to submit the latest exported CPP School Profile to their respective Division Offices.



CPP Intake Sheet Form



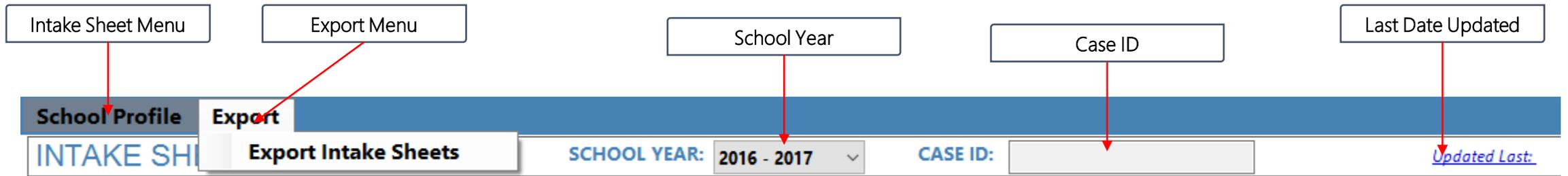
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Parts of the CPP Intake Sheet Form

The screenshot shows the 'Child Protection Policy - Data Tool' interface. The main window title is 'Child Protection Policy - Data Tool'. The interface is divided into several sections:

- Menu Bar:** Located at the top, containing 'School Profile' and 'Export' tabs.
- Header:** Contains the title 'INTAKE SHEET', 'SCHOOL YEAR: 2016 - 2017', and 'CASE ID: [input field]'. A link for 'Updated Last:' is also present.
- Top Group:** Includes input fields for 'School Year: 2016 - 2017', 'School ID: 305269', 'Incident Type: [dropdown]', and 'Date Filed: (dd/mm/yyyy) [input field]'. Action buttons 'Add', 'Update', 'save', and 'Cancel' are located here.
- Tabbed Forms:** A set of tabs at the bottom of the form area: 'Victim', 'Complainant', 'Respondent', 'Details of the Case', 'Action Taken', 'Recommendations', and 'Others'. The 'Victim' tab is active, showing fields for 'Name', 'Birthdate: 00/00/0000', 'Sex: [dropdown]', 'Grade: [dropdown]', 'Section: [input field]', and 'Adviser: [input field]'. Below this are sections for 'Parents / Guardian' with checkboxes for 'Mother', 'Father', and 'Other Guardian', each with fields for 'Name', 'Age: 0', 'Occupation', 'Contact #:', and 'Address'.
- Action Buttons:** A group of buttons including 'Prev', 'Next', 'Progress 100%', 'Search Category: [dropdown]', 'Search Text: [input field]', and a 'del' button.
- Progress Bar And Search:** A horizontal progress bar showing 'Progress 100%' and a search area with a 'del' button.
- Data Table:** A table with columns: 'CASEID', 'Type', 'Victim', 'Respondent', 'Respondent', 'Respondent', and 'BP'. The table body is currently empty.

Menu Bar and Header



School Profile Menu

- Click the menu to proceed to the **School Profile** Form

Export Menu

- Allows you to export CPP Intake Sheet information to **CSV** file format
- Exported file will be used when uploading CPP Intake Sheets in the **LSIS**

School Year

- Reflects the entries from the **Index From** school year.

Case ID

- Every intake sheet has its own unique Case ID. When adding a case, the Case ID is empty. Case ID will have its value after saving the Intake Sheet.
- The Case ID is a combination of [School ID] – [School Year] – [Sequential Number]

Last Date Updated

- Indicates the date the CPP Intake Sheet was last updated

Top Group

The screenshot shows a form with the following fields and callouts:

- School Year and School ID** (callout box) points to:
 - School Year:** 2016 - 2017
 - School ID:** 305269
- Incident Type:** A dropdown menu with a callout box showing options: **Bullying** and **Child Abuse**.
- Date Filed:** A text field with a callout box labeled **Date Filed** and the format *(dd/mm/yyyy)*.

Step 1

- Check if the **School Year and School ID** reflects the entries from the **Index From**

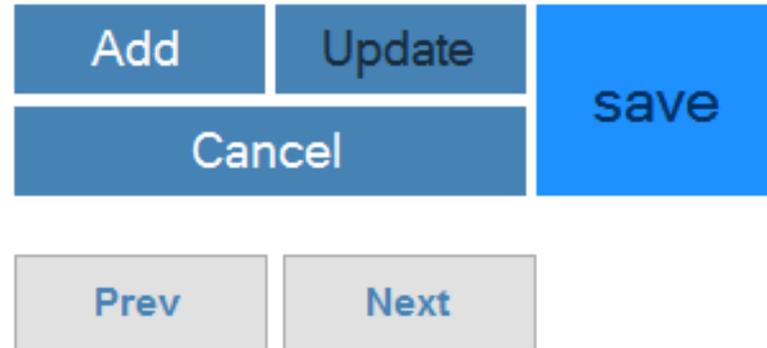
Step 2

- Select one from the dropdown menu for **Incident Type** of either **Bullying** or **Child Abuse**
- By default, the incident type is **Disabled**.
- Incident Type will be enabled when **Adding** or **Updating** a case

Step 3

- Indicate the date of filing of the case
- Follow the correct format **(dd/mm/yyyy)**

Action Buttons



Add Button

- Button used to **Add** a new intake sheet. Enabled by default

Update Button

- Button used to **Edit** or **Update** existing intake sheet. Disabled by default. Will be enabled if an Intake Sheet or Case has been selected from the Data table

Cancel Button

- Button used to **Cancel** adding or updating an intake sheet. Enabled by default.

Save Button

- Button used to **Save** adding or updating an intake sheet. Disabled by default. Will be enabled after clicking Add or Update buttons.

Prev and Next Buttons

- Button used to navigate the intake sheet forms.

Adding an Intake Sheet

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Adding an Intake Sheet – Add Button

The screenshot shows the 'Child Protection Policy - Data Tool' interface. At the top, there are tabs for 'School Profile' and 'Export'. The main heading is 'INTAKE SHEET'. Below this, there are several input fields: 'SCHOOL YEAR: 2016 - 2017', 'CASE ID:', 'School Year: 2016 - 2017', 'Incident Type:', 'School ID: 305269', and 'Date Filed:'. A red box highlights the 'Add' button, which is part of a group of buttons including 'Update', 'save', and 'Cancel'. To the right of these buttons is an 'Activity Tracer' section. Below the buttons, there are 'Prev' and 'Next' buttons, a 'Progress 100%' indicator, and a 'Search Category' and 'Search Text' section. At the bottom, there is a table with columns: 'CASEID', 'Type', 'Victim', 'Respondent', 'Respondent', 'Respondent', and 'BP'. The table is currently empty.

Adding an Intake Sheet

Step 1

- Click the Add Button 
- Notice that the Incident Type under the Top Group will be enabled. Incident Type:

Step 2

- Select an Incident Type. (e.g. Bullying) Incident Type:
- Observe that all other data entry fields are enabled.

Step 3

- Enter the Date Filed. (e.g. 14/02/2017) Date Filed:
- Follow the correct date format. (dd/mm/yyyy) (dd/mm/yyyy)
- Date filed should not be greater than the current date.

Step 4

- Complete the values on the different Tabbed Forms

Adding an Intake Sheet – Tab Forms

Child Protection Policy - Data Tool
- □ ×

School Profile Export

INTAKE SHEET
SCHOOL YEAR: 2016 - 2017
CASE ID:
[Updated Last.](#)

School Year: Incident Type:

School ID: Date Filed:

Add Update save

Cancel

Activity Tracer: ...

Prev Next

Progress 100%

Search Category: Search Text: del

| CASEID | Type | Victim | Respondent | Respondent | Respondent | BP |
|--------|------|--------|------------|------------|------------|----|
| | | | | | | |

Victim
Complainant
Respondent
Details of the Case
Action Taken
Recommendations
Others

A. Victim

Name:

Birthdate: Sex:

Grade: Section: Adviser:

Parents / Guardian

Mother

Name: Age:

Occupation: Contact #:

Address:

Father

Name: Age:

Occupation: Contact #:

Address:

Other Guardian

Name: Age:

Occupation: Contact #:

Address:

Adding an Intake Sheet

Victim Profile

Victim
 Complainant
 Respondent
 Details of the Case
 Action Taken
 Recommendations
 Others

A. Victim

Name:

Birthdate: / / Sex:

Grade: Section: Adviser:

Parents / Guardian

Mother

Name: Age:

Occupation: Contact #:

Address:

Father

Name: Age:

Occupation: Contact #:

Address:

Other Guardian

Name: Age:

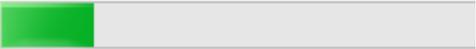
Occupation: Contact #:

Address:

Step 1

- Enter the necessary information under Victim Profile Form
- All Fields are Required

Step 2

- When done entering the victim information, notice that the progress bar should have increased by 10%. **Progress 10%** 

Step 3

- Choose one or more parents/guardian of the victim. At least one (1) guardian is required. (e.g. Mother)
- By default all victim guardians are disabled.

Mother

Name: Age:

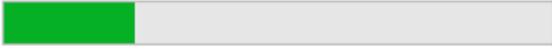
Occupation: Contact #:

Address:

Step 4

- Enter the necessary information under Victim Guardian Profile
- All Fields are Required

Step 5

- When done entering victim guardian information, notice that the progress bar should have increased by 5%. **Progress 15%** 

Step 6

- Click the **Next** action button to go to the next form (Complainant Form)

Adding an Intake Sheet

Complainant Profile

| | | | | | | |
|--------|--------------------|------------|---------------------|--------------|-----------------|--------|
| Victim | Complainant | Respondent | Details of the Case | Action Taken | Recommendations | Others |
|--------|--------------------|------------|---------------------|--------------|-----------------|--------|

B. Complainant

Name:

Relationship to Victim: Contact #:

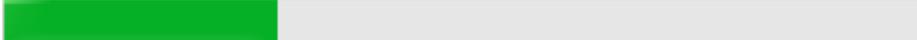
Address:

Step 1

- Enter the necessary information under Complainant Profile Form
- All Fields are Required

Step 2

- When done entering the complainant information, notice that the progress bar should have increased by 15%.

Progress 30% 

Step 3

- Click the **Next** action button to go to the next form (Respondent Form)

Adding an Intake Sheet

Respondent Profile – If respondent is a Student

Victim Complainant **Respondent** Details of the Case Action Taken Recommendations Others

C. Respondent C-2. If Respondent is a Student Respondent Type

C-2. Respondent is a Student

Name:

Birthdate: / / Sex:

Grade: Section: Adviser:

Parents / Guardian

Mother

Name: Age:

Occupation: Contact #:

Address:

Father

Name: Age:

Occupation: Contact #:

Address:

Other Guardian

Name: Age:

Occupation: Contact #:

Address:

Step 1

- Check if the Incident Type is Bullying

Step 2

- Check that the respondent type should be C-2 (Respondent is a student)

C. Respondent C-2. If Respondent is a Student

C-1. If Respondent is a School Personnel

C-2. If Respondent is a Student

C-3. If Respondent is NOT as Student or a School

Step 3

- Do the same thing just like in the Victim Profile
- All Fields are Required

Step 4

- When done entering the respondent information, notice that the progress bar should have increased by 15%.



Step 5

- Click the **Next** action button to go to the next form (Details of the Case)

Adding an Intake Sheet

Respondent Profile – If respondent is a School Personnel

Victim Complainant **Respondent** Details of the Case Action Taken Recommendations Others

C. Respondent C-1. If Respondent is a School Personnel Respondent Type

C-1. Respondent is a School Personnel

Name:

Birthdate: / / Sex:

Position: Contact #:

Address:

Step 1

- Check if the Incident Type is Child Abuse

Step 2

- Check that the respondent type should be C-1 (Respondent is a School Personnel)

C. Respondent C-1. If Respondent is a School Personnel

C-1. If Respondent is a School Personnel

C-2. If Respondent is a Student

C-3. If Respondent is NOT as Student or a School

Step 3

- Enter the necessary information under Respondent Profile Form
- All Fields are Required

Step 4

- When done entering the respondent information, notice that the progress bar should have increased by 15%.



Step 5

- Click the **Next** action button to go to the next form (Details of the Case)

Adding an Intake Sheet

Respondent Profile

– If respondent is **NOT** a Student or a School Personnel

Victim Complainant **Respondent** Details of the Case Action Taken Recommendations Others

C. Respondent C-3. If Respondent is NOT as Student or a Schc ▾ Respondent Type

C-3. Respondent is NOT a Student or School Personnel

Name:

Birthdate: / / Sex:

Relationship to Victim: Contact #:

Address:

Step 1

- Check if the Incident Type is either Bullying or Child Abuse

Step 2

- Check that the respondent type should be C-3 (Respondent is NOT a Student or a School Personnel)

C. Respondent C-3. If Respondent is NOT as Student or a Schc ▾

C-1. If Respondent is a School Personnel

C-2. If Respondent is a Student

C-3. If Respondent is NOT as Student or a School

Step 3

- Enter the necessary information under Respondent Profile Form
- All Fields are Required

Step 4

- When done entering the respondent information, notice that the progress bar should have increased by 15%.

Progress 45%



Step 5

- Click the **Next** action button to go to the next form (Details of the Case)

Adding an Intake Sheet

Details of the Case – for Bullying

Victim Complainant Respondent **Details of the Case** Action Taken Recommendations Others

II. Details of the Case

Place of Incident:

Nature of Bullying

Physical Social Cyber Bullying Gender-Based Retaliation

Naration of Facts:

Step 1

- Check if the Incident Type is **Bullying**

Step 2

- Enter the necessary information under Details of the Case Form
- All Fields are Required

Step 3

- Indicate at least one (1) nature of bullying.

Step 4

- When done entering the details of the case information, notice that the progress bar should have increased by **15%**.

Progress **60%**



Step 5

- Click the **Next** action button to go to the next form (Action Taken Form)

Adding an Intake Sheet

Details of the Case – for Child Abuse

Victim Complainant Respondent **Details of the Case** Action Taken Recommendations Others

II. Details of the Case

Place of Incident:

Nature of Abuse

Physical Sexual Verbal / Psychological

Narration of Facts:

Step 1

- Check if the Incident Type is Child Abuse

Step 2

- Enter the necessary information under Details of the Case Form
- All Fields are Required

Step 3

- Indicate at least one (1) nature of abuse.

Step 4

- When done entering the details of the case information, notice that the progress bar should have increased by 15%.

Progress 60%



Step 5

- Click the **Next** action button to go to the next form (Action Taken Form)

Adding an Intake Sheet

Action Taken Form

Victim Complainant Respondent Details of the Case **Action Taken** Recommendations Others

III. Action Taken

If possible use this format: **[Date] - Action Details**

Step 1

- Enter the necessary information under Action Taken Form
- All Fields are Required

Step 2

- If possible use the following format, **[Date] – Action Details**, for better readability.

Step 3

- When done entering the action taken information, notice that the progress bar should have increased by **15%**.

Progress **75%**



Step 5

- Click the **Next** action button to go to the next form (Recommendation Form)

Adding an Intake Sheet

Recommendations

Victim Complainant Respondent Details of the Case Action Taken **Recommendations** Others

IV. Recommendations



Status:

Step 1

- Enter the necessary information under Recommendations Form
- All Fields are Required

Step 2

- When done entering the recommendations information, notice that the progress bar should have increased by 15%.

Progress 90%



Step 5

- Click the **Next** action button to go to the next form (Others Form)

Adding an Intake Sheet

Others

| | | | | | | |
|--------|-------------|------------|---------------------|--------------|-----------------|--------|
| Victim | Complainant | Respondent | Details of the Case | Action Taken | Recommendations | Others |
|--------|-------------|------------|---------------------|--------------|-----------------|--------|

Prepared by:

Name:

Designation:

Date:

Step 1

- Enter the necessary information under Recommendations Form
- All Fields are Required

Step 2

- When done entering the recommendations information, notice that the progress bar should have increased by **10%**.

Progress **100%**



Step 3

- Click the **Save** action button to save the intake sheet.

Saving an Intake Sheet

CPP

DataTool

Saving an Intake Sheet – Save Button

The screenshot shows the 'Child Protection Policy - Data Tool' window. The main header is 'School Profile' with a sub-tab 'Export'. Below this is the 'INTAKE SHEET' section. At the top right of this section, there is a 'SCHOOL YEAR:' dropdown set to '2016 - 2017' and a 'CASE ID:' field. A 'save' button is highlighted with a red box. To its left are 'Add' and 'Update' buttons, and below them is a 'Cancel' button. To the right of the 'save' button is an 'Activity Tracer:' field. Below the buttons are 'Prev' and 'Next' buttons, a 'Progress 100%' indicator, and a search section with 'Search Category:' and 'Search Text:' fields. At the bottom right is a table with columns: CASEID, Type, Victim, Respondent, Respondent, Respondent, and BP. The table content is mostly greyed out.

School Profile **Export**

INTAKE SHEET **SCHOOL YEAR:** 2016 - 2017 **CASE ID:** [Updated Last.](#)

School Year: 2016 - 2017 Incident Type: Activity Tracer:
School ID: 305269 Date Filed:

Victim **Complainant** Respondent Details of the Case Action Taken Recommendations Others

A. Victim

Name:
Birthdate: 00/00/0000 Sex:
Grade: Section: Adviser:

Parents / Guardian

Mother

Name: Age: 0
Occupation: Contact #:
Address:

Father

Name: Age: 0
Occupation: Contact #:
Address:

Other Guardian

Name: Age: 0
Occupation: Contact #:
Address:

Prev Next

Progress 100%

Search Category: Search Text:

| CASEID | Type | Victim | Respondent | Respondent | Respondent | BP |
|--------|------|--------|------------|------------|------------|----|
| | | | | | | |

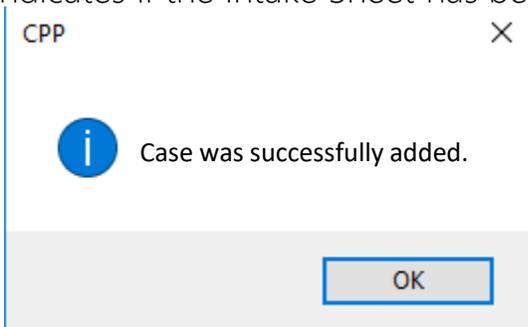
Saving an Intake Sheet

Step 1

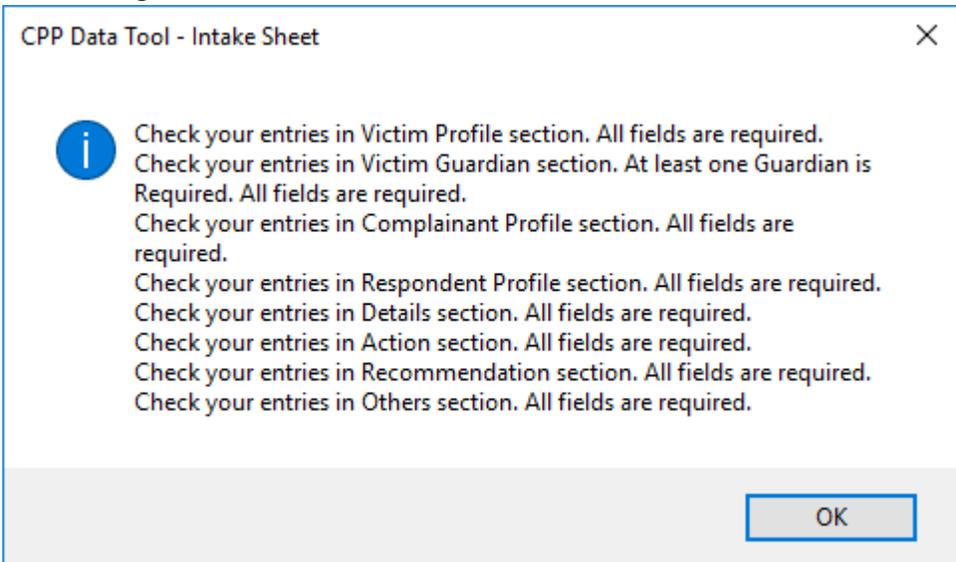
- Click the Save Button 

Step 2

- A message box indicates if the Intake Sheet has been saved successfully.



- Incase the data for the Intake Sheet is incomplete, a prompt indicating which form should be checked.



Step 3

- Check if the Saved Intake Sheet is added into the Data Table.

Newly Added Record

| | CASEID | Type | Victim | | Respondent | Respondent |
|---|---------------------------|-------------|------------------|---|----------------|-----------------|
| ▶ | 305269 - 2016 - 2017 - 83 | Bullying | Victim Name 11 | M | | Bully Student |
| | 305269 - 2016 - 2017 - 76 | Bullying | Victim Name 5 | M | | Bully Student 5 |
| | 305269 - 2016 - 2017 - 82 | Bullying | Victim Name 1111 | M | | Bully Student 1 |
| | 305269 - 2016 - 2017 - 80 | Child Abuse | Victim Name 9 | M | | |
| | 305269 - 2016 - 2017 - 81 | Child Abuse | Victim Name 10 | M | | |
| | 305269 - 2016 - 2017 - 79 | Child Abuse | Victim Name 8 | F | Teacher Name 3 | |
| | 305269 - 2016 - 2017 - 78 | Child Abuse | Victim Name 7 | F | Teacher Name 1 | |
| | 305269 - 2016 - 2017 - 77 | Child Abuse | Victim Name 6 | M | Teacher Name 1 | |
| | 305269 - 2016 - 2017 - 75 | Bullying | Victim Name 4 | M | | Bully Student 4 |
| | 305269 - 2016 - 2017 - 74 | Bullying | Victim Name 3 | F | | Bully Student 3 |
| | 305269 - 2016 - 2017 - 73 | Bullying | Victim Name 2 | F | | Bully Student 2 |



Intake Sheet Data Table



CPP
DataTool

Intake Sheet Data Table

Child Protection Policy - Data Tool
_ □ ×

School Profile
Export

INTAKE SHEET

SCHOOL YEAR: 2016 - 2017

CASE ID: 305269 - 2016 - 2017 - 83

Updated Last: 22/02/2017 9:35:14 PM

School Year: 2016 - 2017 Incident Type: Bullying

School ID: 305269 Date Filed: 14/02/2017
(dd/mm/yyyy)

Add
Update

Cancel
save

Activity Tracer:
Viewing Case Information

Victim
Complainant
Respondent
Details of the Case
Action Taken
Recommendations
Others

C. Respondent

C-2. If Respondent is a Student C-2. If Respondent is a Student

C-2. Respondent is a Student

Name: Bully Student

Birthdate: 02/02/2005 Sex: M

Grade: 7 Section: B Adviser: Adviser 1

Parents / Guardian

Mother

Name: Guardian Bully Age: 45

Occupation: Business Woman Contact #: +639123456789

Address: Baguio City

Father

Name: Age: 0

Occupation: Contact #:

Address:

Other Guardian

Name: Age: 0

Occupation: Contact #:

Address:

Prev
Next

Progress 100%

Search Category: Search Text: del

| | CASEID | Type | Victim | Respondent | Respondent |
|---|---------------------------|-------------|------------------|------------|-----------------|
| ▶ | 305269 - 2016 - 2017 - 83 | Bullying | Victim Name 11 | M | Bully Student |
| | 305269 - 2016 - 2017 - 76 | Bullying | Victim Name 5 | M | Bully Student 5 |
| | 305269 - 2016 - 2017 - 82 | Bullying | Victim Name 1111 | M | Bully Student 1 |
| | 305269 - 2016 - 2017 - 80 | Child Abuse | Victim Name 9 | M | |
| | 305269 - 2016 - 2017 - 81 | Child Abuse | Victim Name 10 | M | |
| | 305269 - 2016 - 2017 - 79 | Child Abuse | Victim Name 8 | F | Teacher Name 3 |
| | 305269 - 2016 - 2017 - 78 | Child Abuse | Victim Name 7 | F | Teacher Name 1 |
| | 305269 - 2016 - 2017 - 77 | Child Abuse | Victim Name 6 | M | Teacher Name 1 |
| | 305269 - 2016 - 2017 - 75 | Bullying | Victim Name 4 | M | Bully Student 4 |
| | 305269 - 2016 - 2017 - 74 | Bullying | Victim Name 3 | F | Bully Student 3 |
| | 305269 - 2016 - 2017 - 73 | Bullying | Victim Name 2 | F | Bully Student 2 |

Intake Sheet Data Table

| | CASEID | Type | Victim | | Respondent | Respondent |
|---|---------------------------|-------------|------------------|---|----------------|-----------------|
| ▶ | 305269 - 2016 - 2017 - 83 | Bullying | Victim Name 11 | M | | Bully Student |
| | 305269 - 2016 - 2017 - 76 | Bullying | Victim Name 5 | M | | Bully Student 5 |
| | 305269 - 2016 - 2017 - 82 | Bullying | Victim Name 1111 | M | | Bully Student 1 |
| | 305269 - 2016 - 2017 - 80 | Child Abuse | Victim Name 9 | M | | |
| | 305269 - 2016 - 2017 - 81 | Child Abuse | Victim Name 10 | M | | |
| | 305269 - 2016 - 2017 - 79 | Child Abuse | Victim Name 8 | F | Teacher Name 3 | |
| | 305269 - 2016 - 2017 - 78 | Child Abuse | Victim Name 7 | F | Teacher Name 1 | |
| | 305269 - 2016 - 2017 - 77 | Child Abuse | Victim Name 6 | M | Teacher Name 1 | |
| | 305269 - 2016 - 2017 - 75 | Bullying | Victim Name 4 | M | | Bully Student 4 |
| | 305269 - 2016 - 2017 - 74 | Bullying | Victim Name 3 | F | | Bully Student 3 |
| | 305269 - 2016 - 2017 - 73 | Bullying | Victim Name 2 | F | | Bully Student 2 |

The Intake Sheet Data Table displays all saved intake sheets in tabular form.

The data table is used primarily to **view** and to **update** existing intake sheets.

Viewing an Intake Sheet

Step 1

- Click on a certain intake sheet record in the data table.

Step 2

- Notice that ALL the information is being reflected in the different tabbed forms in the intake sheet.
- Information at this point is only **Read-only**.



Updating an Intake Sheet



CPP
DataTool

Updating an Intake Sheet

Child Protection Policy - Data Tool
— □ ×

School Profile Export

INTAKE SHEET

SCHOOL YEAR: **2016 - 2017**

CASE ID: **305269 - 2016 - 2017 - 83**

Updated Last: 22/02/2017 9:35:14 PM

School Year:

Incident Type:

School ID:

Date Filed:
(dd/mm/yyyy)

Add
Update
save

Cancel

Activity Tracer:
 Viewing Case Information

Victim
Complainant
Respondent
Details of the Case
Action Taken
Recommendations
Others

C. Respondent

C-2. If Respondent is a Student

C-2. Respondent is a Student

Name:

Birthdate:

Sex:

Grade:

Section:

Adviser:

Parents / Guardian

Mother

Name:

Occupation:

Age:

Contact #:

Address:

Father

Name:

Occupation:

Age:

Contact #:

Address:

Other Guardian

Name:

Occupation:

Age:

Contact #:

Address:

Prev
Next

Progress **100%**

Search Category: Search Text:

del

| | CASEID | Type | Victim | Respondent | Respondent |
|---|---------------------------|-------------|------------------|------------|-----------------|
| ▶ | 305269 - 2016 - 2017 - 83 | Bullying | Victim Name 11 | M | Bully Student |
| | 305269 - 2016 - 2017 - 76 | Bullying | Victim Name 5 | M | Bully Student 5 |
| | 305269 - 2016 - 2017 - 82 | Bullying | Victim Name 1111 | M | Bully Student 1 |
| | 305269 - 2016 - 2017 - 80 | Child Abuse | Victim Name 9 | M | |
| | 305269 - 2016 - 2017 - 81 | Child Abuse | Victim Name 10 | M | |
| | 305269 - 2016 - 2017 - 79 | Child Abuse | Victim Name 8 | F | Teacher Name 3 |
| | 305269 - 2016 - 2017 - 78 | Child Abuse | Victim Name 7 | F | Teacher Name 1 |
| | 305269 - 2016 - 2017 - 77 | Child Abuse | Victim Name 6 | M | Teacher Name 1 |
| | 305269 - 2016 - 2017 - 75 | Bullying | Victim Name 4 | M | Bully Student 4 |
| | 305269 - 2016 - 2017 - 74 | Bullying | Victim Name 3 | F | Bully Student 3 |
| | 305269 - 2016 - 2017 - 73 | Bullying | Victim Name 2 | F | Bully Student 2 |

Updating an Intake Sheet

Step 1

- Click on a certain intake sheet record in the data table.
- Notice that the Update Action button is now enabled.

A blue rectangular button with the word "Update" in white text.

Step 2

- Click the Update Action Button
- Notice that tabbed forms data entry fields are now enabled

Step 3

- Do the same thing just like in Adding an Intake Sheet

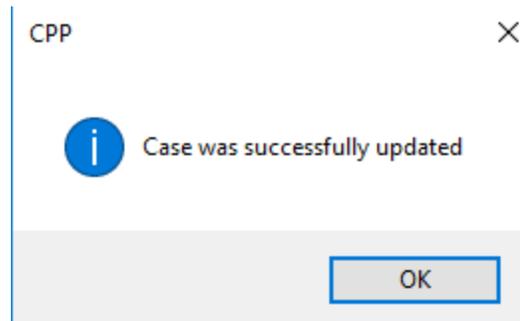
Step 4

- When done updating the information, click on the Save button.

A blue rectangular button with the word "save" in white text.

Step 5

- A message box indicates if the Intake Sheet has been saved successfully.



Step 6

- Check if the Saved Intake Sheet is updated in the Data Table.

Deleting an Intake Sheet

CPP

DataTool

Deleting an Intake Sheet

Child Protection Policy - Data Tool
_ □ ×

School Profile
Export

INTAKE SHEET

SCHOOL YEAR: 2016 - 2017

CASE ID: 305269 - 2016 - 2017 - 83

Updated Last: 22/02/2017 9:35:14 PM

School Year:

School ID:

Incident Type:

Date Filed:

Add
Update
save

Activity Tracer:
 Viewing Case Information

Cancel

Victim
Complainant
Respondent
Details of the Case
Action Taken
Recommendations
Others

C. Respondent
C-2. If Respondent is a Student

C-2. Respondent is a Student

Name:

Birthdate: Sex:

Grade: Section: Adviser:

Parents / Guardian

Mother

Name: Age:

Occupation: Contact #:

Address:

Father

Name: Age:

Occupation: Contact #:

Address:

Other Guardian

Name: Age:

Occupation: Contact #:

Address:

Prev
Next

Progress 100%

Search Category: Search Text:

| | CASEID | Type | Victim | Respondent | Respondent |
|---|---------------------------|-------------|------------------|------------|-----------------|
| ▶ | 305269 - 2016 - 2017 - 83 | Bullying | Victim Name 11 | M | Bully Student |
| | 305269 - 2016 - 2017 - 76 | Bullying | Victim Name 5 | M | Bully Student 5 |
| | 305269 - 2016 - 2017 - 82 | Bullying | Victim Name 1111 | M | Bully Student 1 |
| | 305269 - 2016 - 2017 - 80 | Child Abuse | Victim Name 9 | M | |
| | 305269 - 2016 - 2017 - 81 | Child Abuse | Victim Name 10 | M | |
| | 305269 - 2016 - 2017 - 79 | Child Abuse | Victim Name 8 | F | Teacher Name 3 |
| | 305269 - 2016 - 2017 - 78 | Child Abuse | Victim Name 7 | F | Teacher Name 1 |
| | 305269 - 2016 - 2017 - 77 | Child Abuse | Victim Name 6 | M | Teacher Name 1 |
| | 305269 - 2016 - 2017 - 75 | Bullying | Victim Name 4 | M | Bully Student 4 |
| | 305269 - 2016 - 2017 - 74 | Bullying | Victim Name 3 | F | Bully Student 3 |
| | 305269 - 2016 - 2017 - 73 | Bullying | Victim Name 2 | F | Bully Student 2 |

del

Deleting an Intake Sheet

Step 1

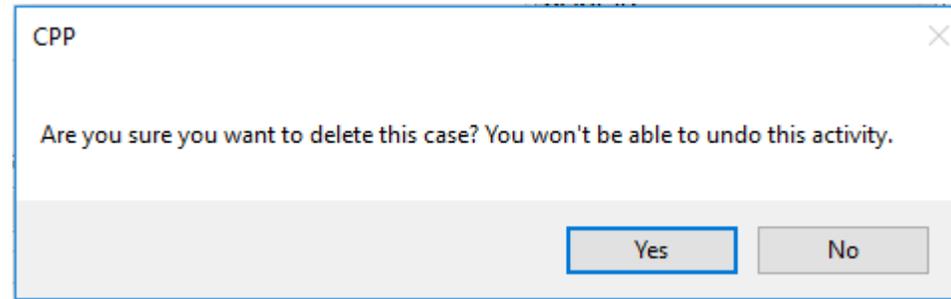
- Click on a certain intake sheet record in the data table.

Step 2

- Click the Del Action Button 

Step 3

- A message box is displayed to confirm the deletion of the record.



Step 4

- Click **Yes** to delete the intake sheet record.
- Be careful, this action cannot be undone.

Step 5

- Check if the deleted Intake Sheet is removed from the **Data Table**



Searching the Data Table



CPP

DataTool

Deleting an Intake Sheet

School Profile
Export

INTAKE SHEET
Updated Last: 22/02/2017 9:35:14 PM

SCHOOL YEAR: **2016 - 2017**

CASE ID: **305269 - 2016 - 2017 - 83**

Activity Tracer:
Viewing Case Information

School Year: Incident Type:

School ID: Date Filed:

Add Update save

Cancel

Victim Complainant Respondent Details of the Case Action Taken Recommendations Others

C. Respondent C-2. If Respondent is a Student

C-2. Respondent is a Student

Name: Sex:

Birthdate: Grade: Section: Adviser:

Parents / Guardian

Mother

Name: Age:

Occupation: Contact #:

Address:

Father

Name: Age:

Occupation: Contact #:

Address:

Other Guardian

Name: Age:

Occupation: Contact #:

Address:

Prev Next

Progress **100%**

Search Category: Search Text:

del

| CASEID | Type | Victim | Respondent | Respondent |
|-----------------------------|-------------|------------------|------------|-----------------|
| ▶ 305269 - 2016 - 2017 - 83 | Bullying | Victim Name 11 | M | Bully Student |
| 305269 - 2016 - 2017 - 76 | Bullying | Victim Name 5 | M | Bully Student 5 |
| 305269 - 2016 - 2017 - 82 | Bullying | Victim Name 1111 | M | Bully Student 1 |
| 305269 - 2016 - 2017 - 80 | Child Abuse | Victim Name 9 | M | |
| 305269 - 2016 - 2017 - 81 | Child Abuse | Victim Name 10 | M | |
| 305269 - 2016 - 2017 - 79 | Child Abuse | Victim Name 8 | F | Teacher Name 3 |
| 305269 - 2016 - 2017 - 78 | Child Abuse | Victim Name 7 | F | Teacher Name 1 |
| 305269 - 2016 - 2017 - 77 | Child Abuse | Victim Name 6 | M | Teacher Name 1 |
| 305269 - 2016 - 2017 - 75 | Bullying | Victim Name 4 | M | Bully Student 4 |
| 305269 - 2016 - 2017 - 74 | Bullying | Victim Name 3 | F | Bully Student 3 |
| 305269 - 2016 - 2017 - 73 | Bullying | Victim Name 2 | F | Bully Student 2 |

Searching the Data Table

Search Category:

Search Text:

CASEID

▼

- CASEID
- INCIDENT_TYPE
- VICTIM_NAME
- VICTIM_SEX
- VICTIM_GRADELEVEL

| Type | Victim | | Respondent |
|----------|------------------|---|------------|
| Bullying | Victim Name 11 | M | |
| Bullying | Victim Name 5 | M | |
| Bullying | Victim Name 1111 | M | |

Records in the Intake Sheet Data Table can be searched according to Case ID, Incident Type, Victim Name, Victim Sex, or Victim Grade Level

Viewing an Intake Sheet

Step 1

- Choose a search category. By default, search category is via Case ID

Step 2

- Enter a keyword on the Search Text provided.

Exporting the CPP Intake Sheet

CPP
DataTool

Exporting CPP Intake Sheet

Child Protection Policy - Data Tool
- □ ×

School Profile
Export

INTAKE SHEET
Export Intake Sheets
SCHOOL YEAR: 2016 - 2017
CASE ID:
Updated Last: 22/02/2017 9:35:14 PM

School Year:

School ID:

Incident Type:

Date Filed:

Add **Update** **save**

Cancel

Activity Tracer:
Viewing Case Information

Victim
Complainant
Respondent
Details of the Case
Action Taken
Recommendations
Others

C. Respondent C-2. If Respondent is a Student

C-2. Respondent is a Student

Name:

Birthdate: Sex:

Grade: Section: Adviser:

Parents / Guardian

Mother

Name: Age:

Occupation: Contact #:

Address:

Father

Name: Age:

Occupation: Contact #:

Address:

Other Guardian

Name: Age:

Occupation: Contact #:

Address:

Prev **Next**

Progress **100%**

Search Category: Search Text: **del**

| | CASEID | Type | Victim | | Respondent | Respondent |
|---|---------------------------|-------------|------------------|---|----------------|-----------------|
| ▶ | 305269 - 2016 - 2017 - 83 | Bullying | Victim Name 11 | M | | Bully Student |
| | 305269 - 2016 - 2017 - 76 | Bullying | Victim Name 5 | M | | Bully Student 5 |
| | 305269 - 2016 - 2017 - 82 | Bullying | Victim Name 1111 | M | | Bully Student 1 |
| | 305269 - 2016 - 2017 - 80 | Child Abuse | Victim Name 9 | M | | |
| | 305269 - 2016 - 2017 - 81 | Child Abuse | Victim Name 10 | M | | |
| | 305269 - 2016 - 2017 - 79 | Child Abuse | Victim Name 8 | F | Teacher Name 3 | |
| | 305269 - 2016 - 2017 - 78 | Child Abuse | Victim Name 7 | F | Teacher Name 1 | |
| | 305269 - 2016 - 2017 - 77 | Child Abuse | Victim Name 6 | M | Teacher Name 1 | |
| | 305269 - 2016 - 2017 - 75 | Bullying | Victim Name 4 | M | | Bully Student 4 |
| | 305269 - 2016 - 2017 - 74 | Bullying | Victim Name 3 | F | | Bully Student 3 |
| | 305269 - 2016 - 2017 - 73 | Bullying | Victim Name 2 | F | | Bully Student 2 |

Exporting CPP Intake Sheet

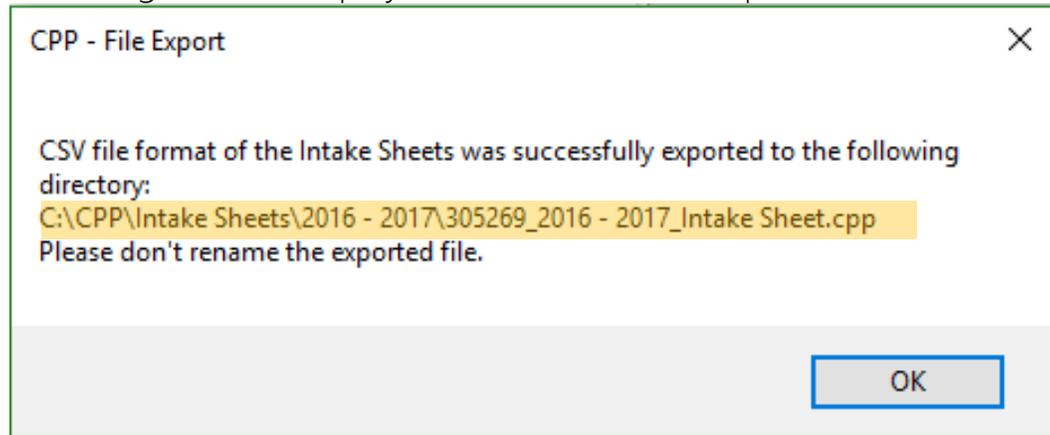


Step 1

- From the **Menu bar**, click on the **Export Menu** and choose **Export Intake Sheets**

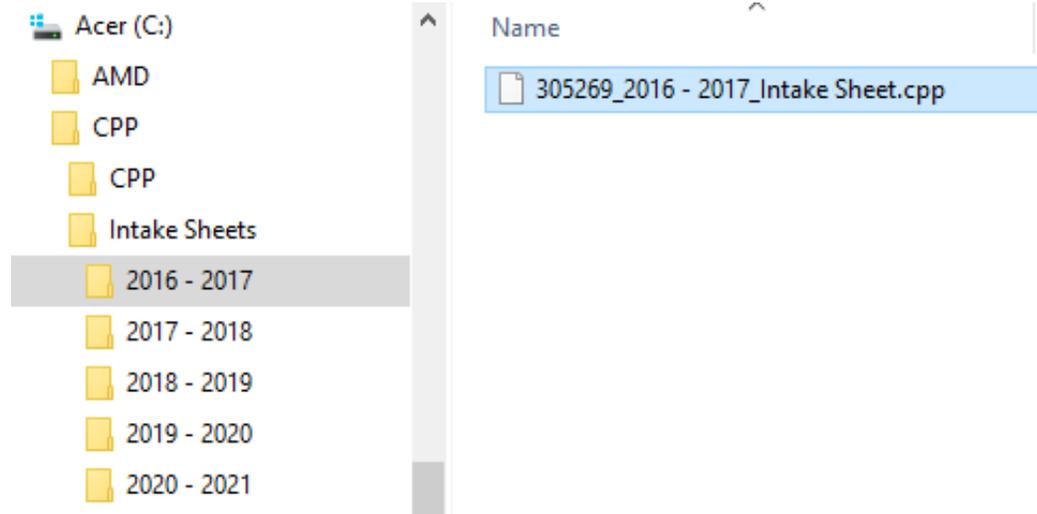
Step 2

- A message will be displayed to affirm the file export



Step 3

- Check the exported file on the location specified on the message box



Step 4

- This will be the file to be uploaded in the LSIS to update the CPP Intake Sheet of a certain school.
- ALL Schools are expected to submit the latest exported CPP Intake Sheets to their respective Division Offices.