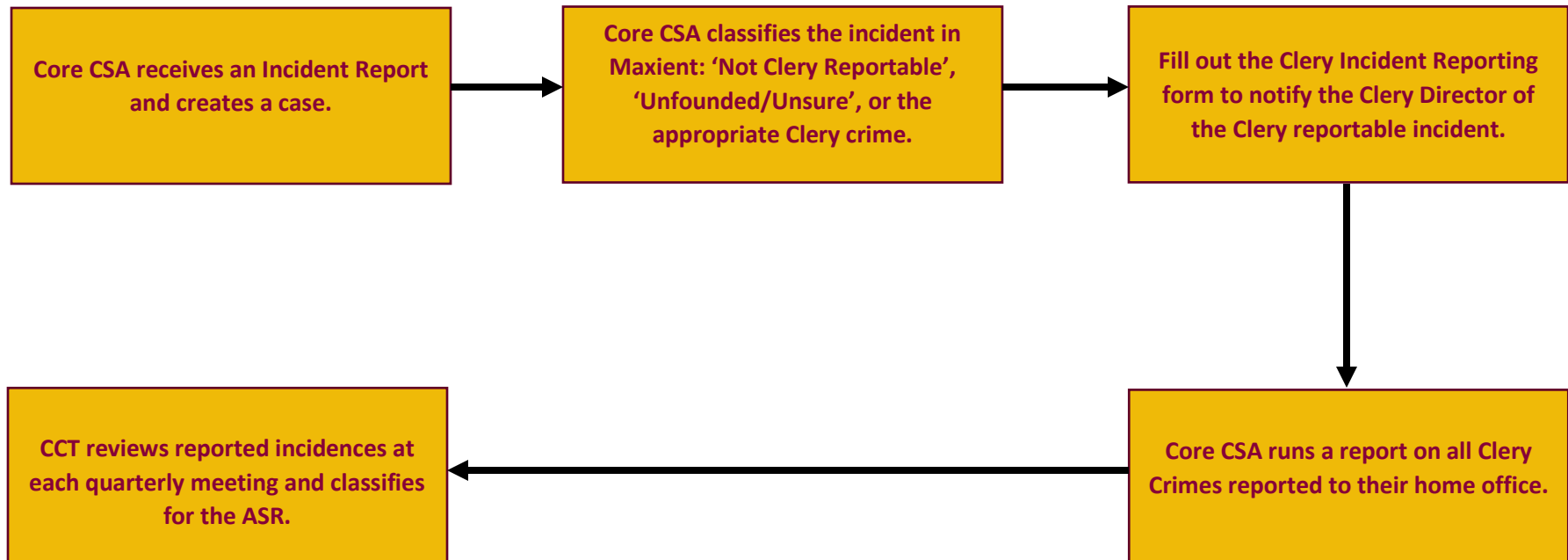
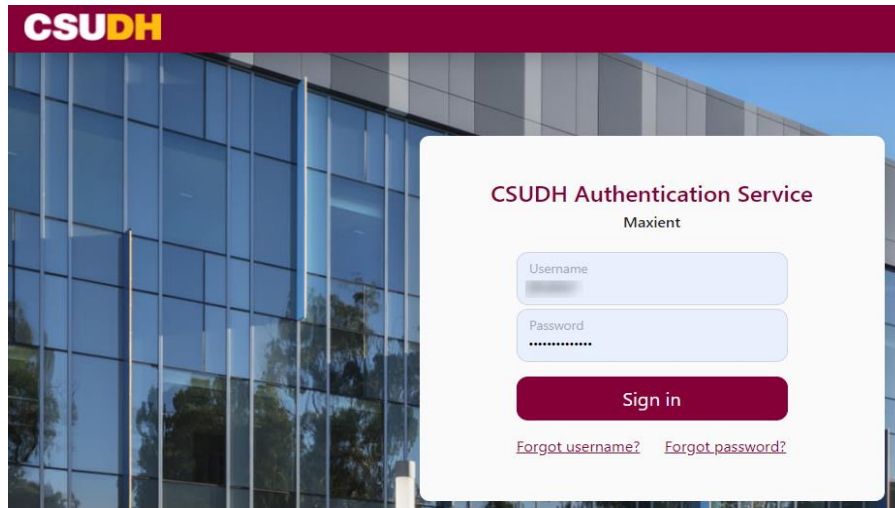


### Core CSA Reporting



# Cose CSA Maxient Users – Clery Classification

1. Log into Maxient at: [www.cm.maxient.com/csudh](http://www.cm.maxient.com/csudh).



2. Core CSA receives an Incident Report in Maxient and selects 'Create New Case' under 'Action'.

Today's Schedule (0) Unheard Cases (4) Overdue Cases (0) **Pending IRs (1)** CRFs in Progress (0) Letters in Progress (0) Tasks (0)

Show 100 entries Search:

IR ID	Incident Date	Submitted Date	Form Used, Nature, and Location	Involved Persons	Submitted By	Action
1386	2021-07-23 12:00 AM	2021-07-23 11:25:14 am	Student Conduct Incident Referral Form <b>Alcohol Violation</b> Levermore Hall 014	Fake Kid Test Subject	Brian Glick	<ul style="list-style-type: none"><li>✓ Create New Case</li><li>Edit</li><li>Discard</li><li>Forward to:</li><li>Merge with IR for case:</li><li>Move into EFC</li></ul>

Showing 1 to 1 of 1 entries

The information contained on these pages is privileged and confidential information intended solely for the individual or entity who has accessed it for official purposes and by lawful means. Any dissemination, distribution, or communication in error, please immediately notify us by telephone at 516-877-3940, and return the original message to us via the U.S. Postal Service to Student Conduct & Community Standards, Adelphi University, One South Av

3. Click "Go", and follow all of the typical steps for case creation.



+ Edit announcements

- Incoming Reports
- Create New Case
- Complete CRF
- Update Existing Case
- Find Case
- Find Priors / History
- Letters
- Analytics
- Administrative
- Manage users
- Manage groups
- Manage charges
- Manage sanctions

Welcome J. K. Rowling!

IR ID	Incident Date	Submitted Date	Form Used, Nature, and Location	Involved Persons	Submitted By	Action
701	2018-10-29	2018-10-30 3:35:48 pm	Incident Reporting Form <b>Police Report</b> Tucker House	Michael Scott		Create New Case <input type="button" value="Go"/>
700	2018-10-29	2018-10-30 3:35:13 pm	Incident Reporting Form <b>General Conduct Report</b> Tucker House	Michael Scott James Halpert		<input type="button" value="Go"/>
699	2018-10-29	2018-10-30 3:32:54 pm	Incident Reporting Form <b>Residence Life Report</b> Tucker House	Michael Scott		<input type="button" value="Go"/>

4. While creating the case, select the appropriate 'Clery Reportability' value and provide a description for the Clery crime in the 'Clery Rationale' data field. Refer to the link to see summarized definitions of criminal offenses when classifying and reporting such crimes pursuant to the Jeanne Clery Act ([Clery Crimes](#)). If not Clery Reportable, provide a reason to why the crime was not Clery Reportable under 'Clery Rationale'.

### Clery Reportability

Click here to select one or more Clery categories ...

### Clery Rationale

Provide a rationale for your Clery notation, if desired.

### Clery Reportability

- Click here to select one or more Clery categories ...
- Not Clery Reportable
  - Unfounded
  - DISCIPLINARY ACTIONS**
  - DISCIPLINARY ACTIONS: Illegal weapons possession
  - DISCIPLINARY ACTIONS: Drug law violations
  - DISCIPLINARY ACTIONS: Liquor law violations

### Clery Rationale

Student was underage drinking in campus apartments.

5. Click 'Add to Data Base'.

Add to database

## Submitting the Clery Incident Reporting Form

Clery Incidents need to be reported immediately so the Clery Director can determine the next steps, such as a timely warning.

1. Report the Clery crime or possible Clery crime received in your home office to the Clery Director using the [Clery Incident Reporting Form](#).



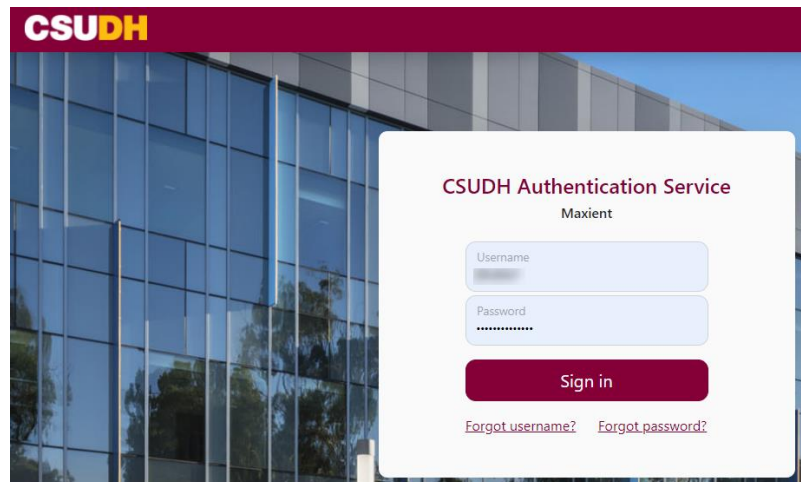
### Clery Incident Reporting Form

By filling out this form, you are notifying the Clery Director of an incident that may be defined as a crime under the Jean Clery Act.

To report an emergency, please call the CSUDH Police Department by dialing (310) 243-3333 or 911. The police department's non-emergency number is (310) 243-3639.

Submissions to this form may not be reviewed outside of normal business hours.

2. Access the Clery Reporting Form using your campus network log in.



2. Fill out the Background Information section. Contains the reporter's name, contact information, incident classification, date of the incident, and the location of the incident. Do your best to classify the type of [Clery Crime](#) under the Incident Classification.

**Background Information**

You are currently authenticated as Janki Bhakta. [Not you?](#)

Your Name:

[Learn more](#)

Your Phone Number:

[Learn more](#)

Your Email Address:

[Learn more](#)

Incident Classification (Required):

[Learn more](#)

Date of Incident (Required):

[Learn more](#)

Location of Incident (Required):

[Learn more](#)

If other please specify:

3. Fill out the Involved Parties section. Contains providing information on individuals involved in the crime. Be sure to include the alleged respondent, or person committing the alleged crime. Include witnesses or victims/survivors' information. Lastly, do not include your information in the involved party's section. To add more than one party, please click 'Add Another Party'.

**Involved Parties**

In this section, please provide information about the witness(es), victim(s), and perpetrator(s).

You may include additional information at the end of this form (i.e., a description or any identifying information that you have).

**If you are submitting this information as a reporting party, please do not include yourself in the section below.**

Name	Organization/Affiliation	Select Role	Student/Employee ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone number	Email address	Physical Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

[Add another party](#)

4. Provide a detailed description of the incident that took place. Be as detailed as possible.

### Description of Incident

Please describe the incident in as much detail as possible. (Required)

5. Include any supporting documents you may have on the incident.

Photos, video, email, and other supporting documents may be attached below. 5GB maximum total size.

**Attachments require time to upload, so please be patient after submitting this form.**

Choose files to upload Choose Files

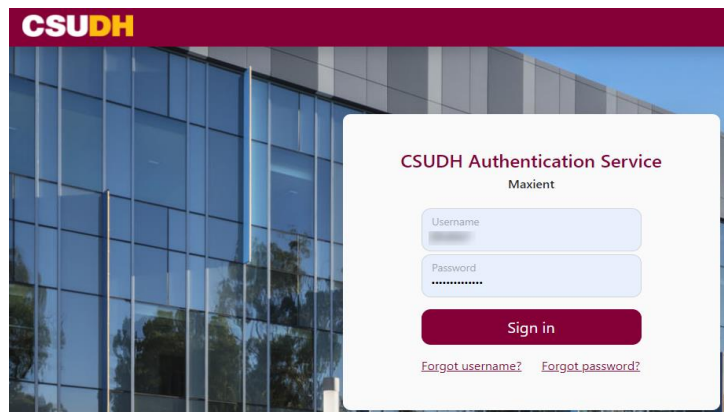
6. Submit Clery incident report once completed. You may also email yourself a copy of the report.

Email me a copy of this report

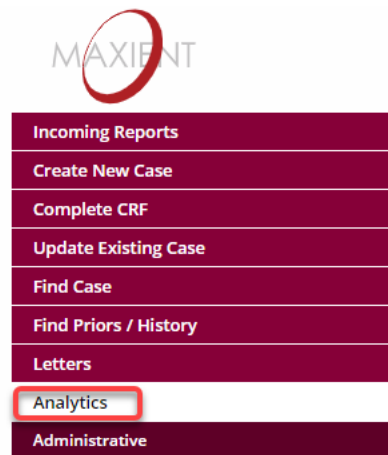
**Submit report**

## Maxient Users – Report 86

1. Log into Maxient at: [www.cm.maxient.com/csudh](http://www.cm.maxient.com/csudh).



2. Select 'Analytics' to the far right.



3. Under the Analytics tab, select 'Report 86 - Clery Crosscheck'.

## Analytics

### Pre-coded Analytics

Choose your report

4. Select the appropriate date range.

Choose a date range or provide one

5. Limit the results to case types in your office. Example: Residential Conduct

Limit results to the following case types

6. Limit the results to your home office. Example: University Housing/Residential Life

Limit results to the following home office values

University Housing/Residential Life

7. Click 'Run this Report'.

Run this report

8. The results of Report 86 – Clery Crosscheck will reflect as shown below. Report will identify Clery Reportability and Clery Rationale for the CCT's quarterly meeting to classify the Clery Crimes for the ASR.

**DESCRIPTION:** Clery Crosscheck Report for cases  
**DATES:** INCIDENT DATE between August 20, 2019 and August 19, 2020  
**CASE TYPES:** Title IX - Employee or Title IX - Student  
**HOME OFFICES:** Office of Equity & Inclusion  
**RESULTS:** 9  
**RESTRICTIONS:** This report ignores case access restrictions.

CSV Excel Filter Results Column visibility

Showing 1 to 9 of 9 entries Search:

File ID	Name	Incident Date	Reported Date	Incident Location	Incident Location Specific	Assigned To	Referred By	Report Number	Charges	Home Office	Age at Incident	Clery Reportability	Clery Rationale	Clery Reportability Last Updated
		2019-08-20	2019-08-20	Loker Student Union	Rose Black Resource Center and multiple	Deputy Title IX Officer/Deputy DHR Administrator	Student Affairs		Reported Sexual Harassment	Office of Equity & Inclusion	21	Not Clery Reportable		
		2019-08-24	2019-07-24	Off campus	Her workplace	Title IX Officer/DHR Administrator	Student		Reported Sexual Harassment	Office of Equity & Inclusion	25	Not Clery Reportable		