

Appendix E

Michigan State University
Counseling Center Sexual Assault Program
Steps after Disclosure/Report

Steps taken when a Sexual Assault Crisis Intervention advocate receives a disclosure/report of relationship violence or sexual assault over the **MSU 24-Hour Sexual Assault Crisis Line or Program Office Landline**:

- Provide crisis intervention and emotional support
- Assess need for safety planning and ensure physical safety of caller
- Inform caller that all Sexual Assault Program Services are confidential (we are not mandatory reporters to the police or university)
- Provide resources for medical care and forensic evidence collection
- Provide information about Michigan Crime Victims' Rights
- Provide options for reporting to the appropriate law enforcement department
- Provide information about reporting to MSU Office of Institutional Equity
- Provide information for campus and community resources
- Information about MSU Sexual Assault Program services and help make connection through:
 - Providing program contact information
 - Obtaining victim's contact information and promptly relaying information to Advocacy Coordinator for follow up*
- When disclosure received for domestic, dating or relationship violence make appropriate referral to MSU Safe Place or End Violent Encounters (EVE)

Steps taken when a Sexual Assault Crisis Intervention advocate receives a disclosure/report of relationship violence or sexual assault through **Medical Advocacy at Sparrow Sexual Assault Nurse Examiner Unit**

- Provide crisis intervention and emotional support
- Inform patient that MSU Sexual Assault Program Services are confidential (we are not mandatory reporters to the police or university)
- Explain the process of the medical exam and forensic evidence collection
- Provide patient with resource packet with campus and community resource information
- Provide information about reporting to the appropriate law enforcement department
- Assess need for safety planning
- Contact law enforcement if patient wishes to report, and provide support during police interview
- Provide information about reporting to MSU Office of Institutional Equity
- Provide information for campus and community resources

- When disclosure received for domestic, dating or relationship violence make appropriate referral to MSU Safe Place or End Violent Encounters (EVE)
- Provide follow-up with patient within 72 hours, if requested

Steps taken when an individual discloses/reports of relationship violence or sexual assault after walking into the Sexual Assault Program Office

- Provide crisis intervention and emotional support
- Inform patient that MSU Sexual Assault Program Services are confidential (we are not mandatory reporters to the police or university)
- Provide brief overview of the Sexual Assault Program Services
- Assess need for safety planning
- Explain options for medical care and forensic evidence collection process
- Provide information for reporting to the appropriate law enforcement department
- Contact law enforcement if patient wishes to report, and provide support during police interview
- Provide information about reporting to MSU Office of Institutional Equity
- Provide information for campus and community resources
- When disclosure received for domestic, dating or relationship violence will make appropriate referral to MSU Safe Place or End Violent Encounters (EVE)
- Schedule future appointments for advocacy or counseling as needed