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 the 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

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• 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