

# **2024 Public Description of Work for Action Collaborative on Preventing Sexual Harassment in Higher Education**

## **University of Kansas**

### **Intake Checklist**

#### **Relevant Rubric Area(s):**

1. Response: Improved Policies
2. Response: Trauma-Informed Practices
3. Response: Improved Communication and Increased Transparency

#### **Description of Work:**

[https://civilrights.ku.edu/sites/civilrights/files/files/Intake%20Checklist%20\(4\).pdf](https://civilrights.ku.edu/sites/civilrights/files/files/Intake%20Checklist%20(4).pdf)

Our Director of Intake and Outreach, Ash Wilson, developed this Intake Checklist for Office of Civil Rights and Title IX (OCRTIX) staff members to use when conducting intakes following reports of discrimination, harassment, sexual violence, or related retaliation.

The purpose of the checklist is to provide consistency in our intake process, regardless which OCRTIX staff member conducts the intake meeting (NASEM's Response: Improved Policies); to ensure that the staff member convers all the pertinent policy pieces (NASEM's Response: Improved Communication and Increased Transparency), including different options on how to proceed with the report (NASEM's Response: Improved Policies); and to instill trauma-informed practices from a complainant's initial meeting (NASEM's Response: Trauma-Informed Practices). Completing this document also helps protect the Office and staff member in the event of an appeal or concerns about whether information was provided (NASEM's Response: Improved Communication and Increased Transparency). The Intake Checklist also reminds OCRTIX staff members to ask about immediate support measures as well as the long-term goal of the complainant through this process (NASEM's Response: Improved Policies). Lastly, an abbreviated Intake Checklist will live on a newly renovated website for the campus community to view (NASEM's Response: Improved Communication and Increased Transparency), a link to which will be incorporated in the initial outreach letter to complainants (NASEM's Response: Trauma-Informed Practices).

Ash based this form on OCRTIX policies (linked at the end of the document) and Office intake practices, which had not been documented. To gain this knowledge, they observed various staff members conducting intakes, as well as various intake types (faculty, staff, students, harassment, discrimination, and sexual violence cases). They also consulted with various positions within the Office to ensure their roles were accurately represented. They consulted various acts (Title IX, Civil Rights Laws, Clery, and VAWA) to create a holistic approach to the Intake Checklist. Lastly, they invited others from the Office to shadow intakes using this model and form to seek feedback and conduct training for use. They provided a quick checklist on the front page for staff members to follow along through the conversation as well as a thorough explanation of each step for newer staff members.

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This checklist was new to KU OCRTIX, they created it in March 2024. This checklist is complete and currently being used for all OCRTIX intake meetings. Most intakes are pre-scheduled, resulting in the intake being performed by Ash or others highly familiar with intakes. However, this checklist is able to be used for walk-ins by any staff in the office, regardless of their role. All staff are trained in using the intake document.

OCRTIX has a new Intake Specialist starting in June 2024. We are not promoting from within the Office, so this person will provide a fresh perspective on the intake process. We welcome their thoughts and edits on the checklist.

After KU's policies are updated per the 2024 Title IX Regulations, the checklist will be reviewed and updated as necessary and appropriate.

Informal and internal evaluation is currently being conducted with the staff shadowing intakes and providing thoughts and feedback to Ash on the effectiveness and what to alter. Additionally, Ash has received positive feedback from complainants. Throughout the process, the complainants state the process is easy to understand and that they feel heard and supported through the process.

This is not posted online yet. It is currently only used internally. It is based on the following policies: *Discrimination Complaint Resolution Process* (<https://policy.ku.edu/IOA/discrimination-complaint-resolution>), *Sexual Harassment* policy (<https://policy.ku.edu/civil-rights/sexual-harassment>), *Nondiscrimination, Equal Opportunity, and Affirmative Action* policy (<https://policy.ku.edu/IOA/nondiscrimination>), and *Title IX Resolution Process* (<https://policy.ku.edu/civil-rights/title-ix-resolution-process>)

**Website for further information (if applicable):** <https://civilrights.ku.edu/>

**Point of Contact Name:** Lauren Jones McKown, J.D.

**Email Address for Point of Contact:** [Lauren\\_McKown@ku.edu](mailto:Lauren_McKown@ku.edu)