

### Title IX Report Lifecycle

The Title IX module of Advocate provides unique workflow options to help track and respond to Title IX related issues that may fall outside of the student conduct process. This guide will provide a basic overview of workflow options including Title IX Actions and will highlight system settings to help configure the system to meet your campus needs.

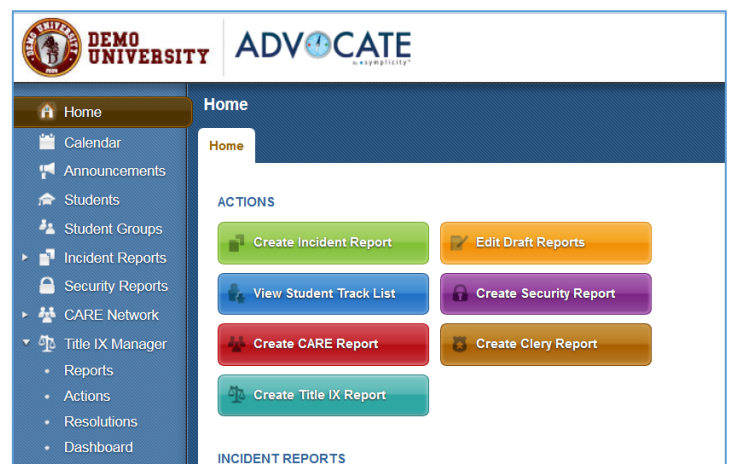
### Collecting Title IX Reports

Title IX Reports can be created through 3 different methods:

- Title IX Reports can be entered by a user who is logged in to Advocate;
- CARE Reports and Incident Reports can be promoted to create Title IX Reports; and
- Title IX Reports can be collected through a public reporting process.

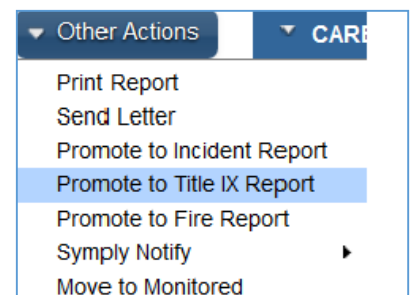
### Internally Created Reports

1. To create a report as a user who is logged in to Advocate, through the Home Page you can select the teal “Create Title IX Report” button on the home page.
2. Complete the form and click on:
  - a. “Submit” to take you to the list of Title IX Reports.
  - b. “Save” to take you to a read-only version of the new Title IX Report to begin processing.



### Promoted Reports

1. To create a Title IX Report from an Incident Report or a CARE Report, you can select the option to “Promote to Title IX Report” from the “Other Actions” and “Actions” menus in each type of record respectively.
2. When escalating a report from either area, there are some System Settings that you can put into place to help map the information in the fields of the originating report into the fields held within your Title IX Report form in addition to any other report editing you feel is appropriate.



Settings associated with this process can be found in:

- System Settings>Title IX Reports>Escalation>Setting #2: Incident Report to Title IX Escalation Map;

- System Settings>Title IX Reports>Escalation>Setting #3: Include Notes and Documents From Originating Report; and
- System Settings>System Modules>Security Report>Setting #5: CARE Report to Title IX Report Escalation Map.

*NOTE: Please see the "CARE-IR Escalation" document for further details.*

3. Complete the form and click on:
  - a. "Submit" to take you to the list of Title IX Reports.
  - b. "Save" to take you to a read-only version of the new Title IX Report to begin processing.

## Public Title IX Reports

1. Your Advocate system supports the collection of public reports through a public facing webpage or through the student interface if either is enabled on your campus.
  - a. The address for your institution's public Title IX Report is your institution's Advocate URL/titleix\_report (i.e. [https://schoolname-advocate.simplicity.com/titleix\\_report](https://schoolname-advocate.simplicity.com/titleix_report))

System Settings to enable the Title IX Public Report can be found in System Settings>Title IX Reports>Public Reporting>Setting #1: Enable Public Report Module.

The form that will be used as your public report form can be found in "Forms" underneath the "Tools" option in the left hand navigational menu. The form is called "Title IX Report - Public Report Form."

2. The reporter in either case will fill out the report form and will click "Submit" to have the report entered into Title IX for processing.
3. Once a Title IX Report has been entered through the public reporting option, the reviewer will have the option to "Accept & Review" the report or to "Archive" the report. When the option to "Accept & Review" is selected, you can then edit the report to prepare it for processing. The choice to "Archive" the Report will move it into the archives where it will be available in the Archived tab of your Title IX Reports.

Reports that were generated through the Title IX Public Report will have the icon  by the Title IX Report number.

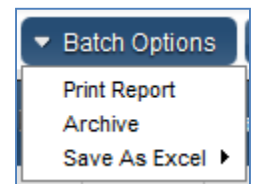
## Processing a Title IX Report

To begin work with your Title IX Reports, you can select the “Reports” option under “Title IX Manager” in the left hand navigational menu. You will begin with a view of “All” reports, and can select from the other tabs to view reports based on their status or phase; where they are in your overall workflow. Here is a quick overview of the tabs at the top of the screen:

The screenshot shows the Advocate Title IX Reports interface. On the left is a navigation menu with options like Home, Calendar, Announcements, Students, Student Groups, Incident Reports, Security Reports, CARE Network, and Title IX Manager. The 'Reports' section is selected under Title IX Manager. The main area shows a 'Reports' tab with sub-tabs: All, Public, Pending, Complaint Intake, Review Panel, Investigating, Decision, Appeal, Closed, and Archived. Below these are search filters for Keywords, Assignment, and Search. A table lists reports with columns: Actions, Report # and Students/Student Groups, Reported By, Assigned To, Location of Incident, and Created. The table shows five reports, including 'T00029-2015 (Pending)', 'T00028-2015 (Processing)', 'T00028-001-2015 (Complaint Intake)', 'T00028-002-2015 (Decision)', and 'T00027-2015 (Processing)'.

Actions	Report # and Students/Student Groups	Reported By	Assigned To	Location of Incident	Created
	T00029-2015 (Pending) Test Student		Jed Bartlett	Biology Lab	July 27, 2015, 2:40 pm
	T00028-2015 (Processing) 1 student, 1 student group		Ashley Marie McNamara	Everglades Hall	July 27, 2015, 1:41 pm
	T00028-001-2015 (Complaint Intake) Athletics		N/A	Everglades Hall	July 27, 2015, 1:56 pm
	T00028-002-2015 (Decision) Perfect Test Student		Ashley Marie McNamara	Everglades Hall	July 27, 2015, 1:56 pm
	T00027-2015 (Processing) 1 student		Jed Bartlett	Biology Lab	July 27, 2015, 12:29 pm

- **Public:** The “Public” tab will hold all reports that have come in through the public reporting processes that have not yet been reviewed or archived.
- **Pending:** The “Pending” status tab will show all reports that have entered the Title IX Module through an internal report submission or have been escalated from another reporting module in Advocate that have not yet been processed.
- **Complaint Intake:** One of the phases in Title IX Report processing. This would be used to track progress of your information gathering on the initial report.
- **Review Panel:** One of the phases in Title IX Report processing. This would be used to track progress if your process involves use of a panel or group of reviewers.
- **Investigating:** One of the phases in Title IX Report processing. This would be used to track the progress of your investigation of the report.
- **Decision:** This phase is designed as one of the final phases in Title IX Report processing. It is concluded with a Case Decision where determinations of violation and Resolutions can be entered.
- **Appeal:** This tab shows Title IX reports where an appeal has been entered and a decision is in progress.
- **Closed:** This tab shows Title IX reports that have been closed.
- **Archived:** The ability to move a report to the ‘Archives’ and to change the status to “Archived” can be done at any time in your workflow. The option will be available as a Possible Next Step for any new Public Reports and will be available in the main Title IX Reports menu as a “Batch Option.”



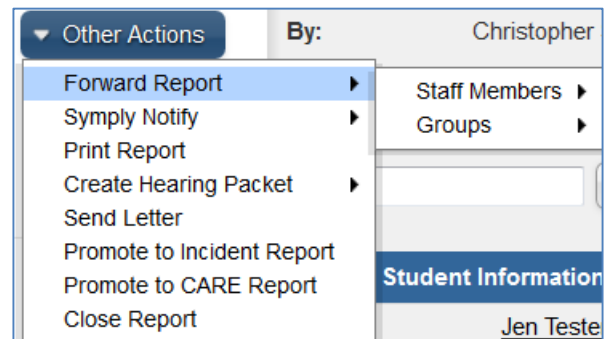
- **Advanced Search:** “Advanced Search” is a searching tool available to search your Title IX Reports through more advanced filters such as Title IX Report flags.

While the various actions that will impact the status of the report can be completed in any order based on your workflow, the report status will reflect the status of the action that applies to the tab that is the furthest to the right within the workflow status options.

### Forwarding a Report

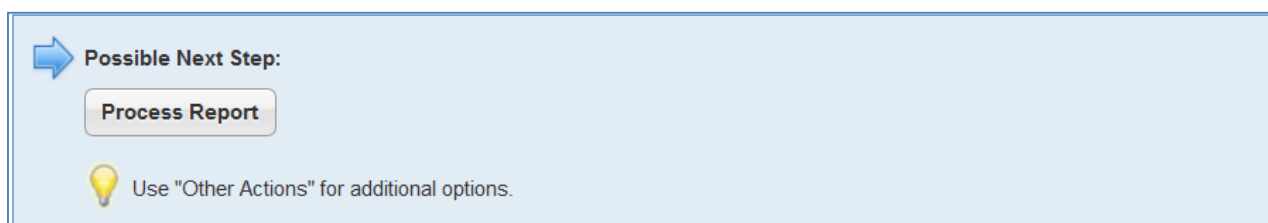
Title IX Manager allows for Title IX Reports to be assigned to multiple individuals, user groups, or a combination of the two throughout processing of the report. A report can also be reassigned at any time during processing. Once a report is forwarded, an email notification will be sent to the assignee, provided the associated system message, the “Title IX Report Forward Notification,” is enabled. To forward a report, you have the following options:

1. Staff and/or Groups can be initially be assigned to cases upon report submission through Rules (Tools>Rules> “New Title IX Report Submitted”).
2. On the Core Information tab for the report, use of the Other Actions>Forward Report>Staff Members/Groups
3. Staff and/or Groups can be assigned to cases upon the report being modified through Rules (Tools>Rules> “Title IX Report Modified”).



### Processing Options

To select a report to begin processing, choose the “view” icon (🔍) under the “Actions” column, just to the left of the Title IX Report Number. The report will open, and in addition to reviewing the details of the report you will see some Possible Next Steps that will include “Process Report.” You can also select from options in the “Other Actions” dropdown menu. As you work with your Title IX Report, the Possible Next Step options will update based on actions you have taken.





This will create an individual case for each respondent, whether there are 1, 10, or 100 students, employees, or student groups involved. Each will have a unique case number related to the primary report number. This number is created by assigning a consecutive number to each person or group involved and interjecting this number between the two parts of the parent report. For

instance, T02354-2009 will have T02354-001-2009 and T02354-002-2009 assigned individual case numbers for the two respondents.

### Report Phases

Once the child case(s) is created, the status of the report changes to “Pre-Investigation.” Staff may then begin any of the report phases depending on their institution’s process. Phases are different statuses of the report that allow users to monitor the progress of the case and make decisions at each step, recording each decision and allowing the user to determine how the case may or may not proceed. Phases are unique to Title IX cases and provide a great deal of flexibility in processing, documenting, and tracking these reports. Phases allow the institution to track all actions, meetings, decisions for each phase of their process, meeting the need to track everything at each step for OCR compliance.


**Possible Next Steps:**



 Use "Other Actions" for additional options.

Given the flexibility in workflow, it is important to take note of the progress arrows above the Possible Next Steps box. The “green” arrow will show a status or phase that has been completed. The “blue” arrow will show the current status or phase. The “gray” arrow will show a status or phase that has not been used/yet reached.

☒ Pre-Investigation
 ☐ Complaint Intake
 ☒ Review Panel
 ☒ Investigation
 ☐ Decision
 ☐ Appeal
 ☐ Closed


 Case has been moved to Investigation phase.

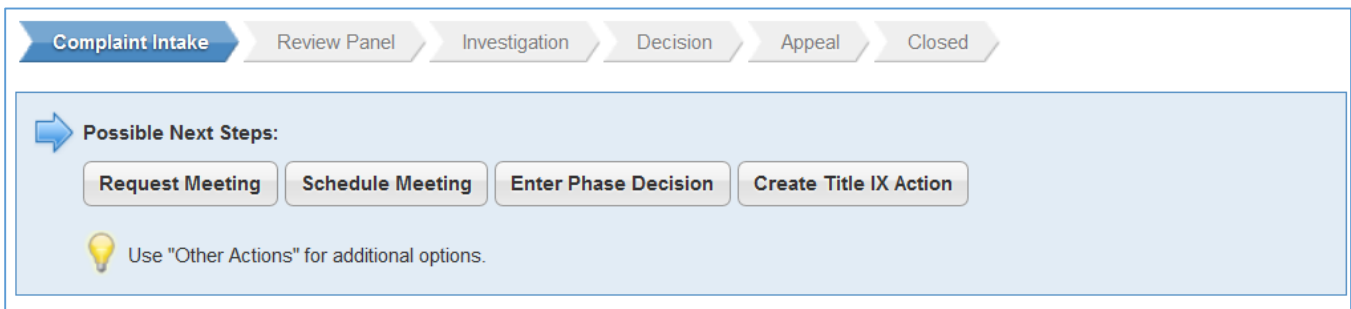

**Possible Next Steps:**


 Use "Other Actions" for additional options.

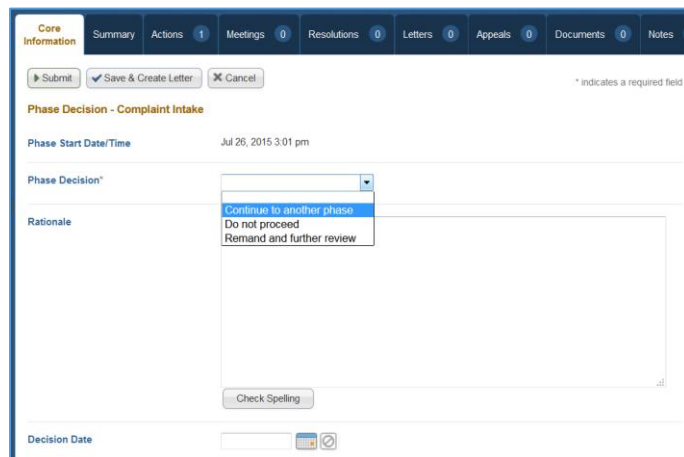
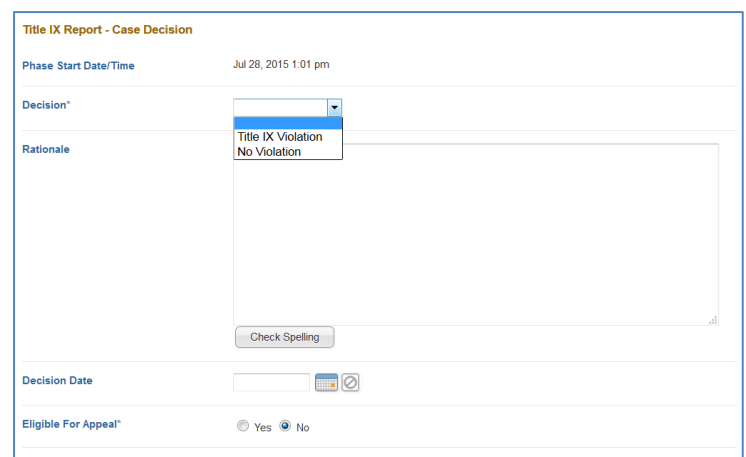
In the example shown above, the case has completed the Pre-Investigation and Review Panel phases, is currently in the Investigation phase, and has not yet done the Complaint Intake, Decision, Appeal, or Closed phases/statuses.



At each phase users will have additional possible next steps, one of which is “Enter Phase Decision.” As the report is processed and users decide when and how the case shall proceed, use of the “Enter Phase Decision” button allows the user to end one phase and move onto another. Each of the phases (Complaint Intake, Investigation, and Review Panel) has their own form that can be edited so that users can provide information about the end of that phase and a choice to move to another.



The Investigation and Complaint Intake phases serve for recording actions taken while investigating the Title IX report. The Review Panel phase is meant to serve as the phase for recording actions of panels or hearing boards that are determining Title IX claims. The Decision phase allows users to record the outcome of the case itself and whether or not the case may be appealed.

*\*Please note that a user can choose any of these phases when processing a case and after making that Phase Decision, choose any other phase. The exception to this is that when you choose “Begin Decision.” Once you choose that phase, you cannot choose any of the other phases and will be making the Case Decision. The report can then continue toward any appeal processes or case closure.*

### Meetings

During the various phases of processing the Title IX Report, you have the ability to schedule meetings, as well as request meetings (if you have the “Use ‘Request Meeting’ model” system setting set to “on.” On the Core Information tab, you may see a “Schedule Meeting” or “Request Meeting” button, which will take you to the Meeting form. Additionally, from the Meetings tab, you will see “Schedule New Meeting” and “Send Meeting Request” buttons that can be used to create meetings.

The screenshot shows the 'Meetings' tab selected in a navigation bar. The tab has a count of 0. Below the navigation bar, there is a search section with a 'Keywords' input field, an 'Apply Search' button, a 'Save Defaults' button, and a 'More Filters' button. Below the search section, it says 'No Records Found.' At the bottom, there are two buttons: 'Schedule New Meeting' and 'Send Meeting Request'.

When taken to the Meeting form, you will enter the date/time of the meeting, meeting location, attendees, etc. Note that when scheduling the meeting, you are able to schedule with multiple persons for the same meeting. This is especially helpful when you are attempting to set up a hearing that includes complainants, respondents, witnesses, etc. You are also able to capture data related to advisors that might be attending as well.

The screenshot shows the 'Meeting Information' form. At the top, there are buttons: 'Submit', 'Save & Create Letter', 'Save', 'Save As Draft', and 'Cancel'. A note on the right says '\* indicates a required field'. The form has several sections:
 

- Meeting Type\***: A dropdown menu with 'Review Panel' selected.
- Attending Student(s)**: A section with two sub-sections:
  - Respondents**: A list with one item, 'Mary Falcone () (395749)', which is checked.
  - Complainants**: A list with one item, 'John Norton () (810203)', which is checked.
- Attending Staff**: A section with a dropdown menu labeled '[select by group]'. Below it is a search box with 'search here' and a list of staff members:
  - Anmol Pradhan
  - Anmol magnificent
  - Ariana Grande
  - Barney Barney (checked)
  - Bill Nye
 At the bottom of the list, it says '1 of 107 selected [show selected] [show all]'.
- Other Attendee(s)**: A text input field with 'Officer Joe Smith' entered.
- Conduct Advisor: Name**: A text input field with 'Bob Jones' entered.
- Conduct Advisor: Relationship**: A text input field with 'Advisor to Complainant' entered.

When a meeting has been created, you can also reschedule it, request another meeting, or schedule another meeting by using the Possible Next Steps box from the meeting itself. Use of the Other Actions dropdown menu can provide meeting scheduling and rescheduling choices as well.

## Title IX Actions

During each phase of processing the report, users may also add Title IX Actions, which allow you to track your efforts and plan your response to a Title IX Report. Similar to assigning sanctions to a student or employee as the result of an incident report, adding Title IX Actions is a way to identify follow up for the individuals(s) involved (respondents and complainants).

To add actions for follow up, select the “Create Title IX Action” option under Next Possible Steps.

The Title IX Action form will guide you in the collection of the following information:

1. Identify the “Student” or “Employee” with whom you want to associate the Title IX Action. If the report contains multiple individuals, you can identify the person with whom to associate the Action.
2. Enter the “Action Type.” This list is customizable in the Picklist entitled “Title IX Action: Action Type.”  
*\*NOTE: the system has provided a default list of these actions to assist you.*
3. If your Title IX Action has multiple steps, “Checklist Items” can be added to populate the steps associated with the action. You can “Import from Checklist Template” or “Manually Create New Checklist.” Creating Checklist Templates will be reviewed later.
4. “Action Date/Time” allows you to enter a date and time associated with the Action to assist in tracking your response efforts.
5. “Assigned to Staff” allows you to assign to any applicable staff user(s).



6. "Assigned to Group(s)" allows you to any applicable group(s). You may assign and action to multiple staff and/or groups concurrently.
7. If there are additional notes about the Action, it can be entered in the "Comments" section.
8. In the "Action Status", users are able to identify the status of the action. This list is customizable in the Picklist called "Title IX Action: Action Status."
9. "Completed" will allow you to note whether or not the action is complete.

When you have finished updating the Action, you have the options to "Submit," "Save," and "Save As Draft," as well as two additional options where you can "Save & Request/Schedule Meeting" or "Save & Create Letter."

1. When opting to meet with the student or employee through "Save & Request Meeting" or "Save & Schedule Meeting," you will be taken to a screen to put in the parameters of the meeting. Your System Settings will determine whether or not you will be inputting meeting request parameters or setting an actual meeting time for the individual. You can then choose to "Save" or "Submit" in addition to "Save & Create Letter."

When requesting a meeting with a person involved, the individual is sent a request with a meeting deadline. Once that person responds and a meeting is established, that meeting can be scheduled in Advocate. By using the Enhanced Meeting Module, the request can result in the individual scheduling the meeting via online availability form, sent via a link embedded in the letter.

If scheduling a meeting with the student or employee, users will formally input a meeting date and time to convey to the individual. In either case, once a meeting has been scheduled, it will sync over to the users' calendars if using our calendar sync features.

Setting associated with our various meeting features can be found in System Settings>Title IX Reports>Meetings.

2. When choosing to "Save & Create Letter" from the Title IX Action form or through the meeting form, you will then have the option to select a letter template to create a letter to send to the person involved.

You can continue to add Title IX Actions through the same process from the Title IX Report Core tab or in the Title IX Actions tab by selecting the option to "Add New Title IX Action" as needed.

### Title IX Action Templates

When adding a Title IX Action to a Title IX Report, the Action may have multiple steps as a part of a particular action based on your campus processes. To add a checklist of steps to your Title IX Action, you can choose between the options to “Import from Checklist Template” or “Manually Create New Checklist.”

To set up a checklist to draw from (import) into an Action, navigate to the menu item “Title IX Actions” and the tab “Title IX Action Checklist Templates.” Select “Add New Checklist Template” to add a checklist. Give the list a name in the “Checklist Name” field and then add “Checklist Items” to populate the list. To add additional items, select “Add Checklist Item” for each new list component. “Submit” or “Save” upon completion. When in your Title IX Action, look for the “Choose a checklist template to import” within the “Checklist Items” field of the Title IX Action to have your template imported into the Action.

When manually adding a checklist, click on the “Manually Create New Checklist” box in the “Checklist Items” section of your Title IX Action. The form will refresh and you are able to manually add checklist items associated with the Title IX Action. To add additional items, select “Add Checklist Item” for each new list component.

### Title IX Actions List

The Title IX Actions list is a workload tool that allows you to track the current status of all follow up particular students or all active cases. By assigning a Title IX Action to specific users and/or groups, you are able to take advantage of System Messages to automatically notify assigned users and groups of the Title IX Action being added and assigned as well as give users the ability track actions that are assigned to them in the “Title IX Actions” menu. Using the filter form, Title IX Actions can be filtered by assignee, student, action type, completion status, etc.

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Title IX Action Checklist Templates

Keywords

Apply Search

Save Defaults

More Filters

Batch Options

Items 1-20 of 53

Showing 20

Jump 1

next >

<div><div></div><div></div></div>	Actions	Report #	Student(s)/Student Group(s)	Action Type	Action Date/Time	Completed	Assigned To	Last Modified	Draft
<div><div></div><div></div></div>	<div><div></div><div></div></div>	T00001-001-2015	<div><div></div><div>Perfect Test Student</div><div><div>32</div><div>2</div></div></div>	Referral for No Contact Order	Jul 15, 2015 8:00 am	No		July 15, 2015, 10:03 am	No
<div><div></div><div></div></div>	<div><div></div><div></div></div>	T00004-001-2015	<div><div></div><div>Perfect Test Student</div><div><div>32</div><div>2</div></div></div>	Contact with Respondent	Jul 17, 2015 10:00 am	No		July 15, 2015, 11:02 am	No
<div><div></div><div></div></div>	<div><div></div><div></div></div>	T00004-001-2015	<div><div></div><div>Perfect Test Student</div><div><div>32</div><div>2</div></div></div>	Referral for No Contact Order	Jul 15, 2015 8:00 am	Yes		July 15, 2015, 11:02 am	No

### Resolving Title IX Actions

Title IX Actions associated with a Title IX Report can be marked as complete in several ways:

- They can be marked as complete when entered into the Advocate if no action is required or if the action has already taken place;
- An individual Title IX Action can be marked complete with the Title IX Actions tab of a Title IX Report by choosing to view the Title IX Action and selecting the button to “Mark As Complete”;
- You can mark several Title IX Actions in a single report as complete from the list on the Title IX Actions tab by marking the boxes next to several Title IX Actions and choosing “Mark as Complete” from “Batch Options”; and by Selecting Title IX Actions from the left navigational menu will open up a list of all Title IX Actions. You can once again use the Batch Option > Mark as Complete (as referenced above) to complete Title IX Actions from multiple reports.

## Resolutions

After entering the case result for the “Decision” phase, users can choose to add Resolutions. Resolutions are similar to Sanctions in the Incident Report process and can serve as outcomes for a Title IX violation. Resolutions can be added to either the Complainant or Respondent in the case to track all outcomes for each student involved in the case.

The screenshot displays the Advocate system's 'Resolutions' interface. At the top, a navigation bar shows various case management tabs: Core Information, Summary, Actions (1), Meetings (1), Resolutions (1), Letters (2), Appeals (0), Documents (0), and Notes. Below this bar are three action buttons: 'Submit', 'Save & Create Letter', and 'Cancel'. The main content area is titled 'Resolution #1' and is divided into several sections. The 'Student' section includes 'Accused/Respondents' with a radio button selected for 'Perfect Student (Andersson Hall - 100) (1234)' and 'Victims/Complainants' with a radio button for 'Bea Teststudent () (8765)'. The 'Resolution' section features a dropdown menu currently set to 'Expulsion'. The 'Resolution Detail' section is a large text area for additional information. A small note on the right states '\* indicates a required field'.

Similar to Title IX Actions, a list of Resolutions can also be seen on the left navigation menu under Title IX Manager>Resolutions.

## Appeals

When a Title IX Report’s decision is marked as “Eligible for Appeal,” the appeal process can be applied to the case. Advocate allows staff to manually enter an appeal into the system or the student(s) involved can submit their own appeal via an appeal link provided in their decision letter. The appeal link(s) can be generated through the “Send Letter” other action and using a “Title IX Report Decision” letter template with the appeal link merge field [appeal\_link] allowing you to notify complainant(s) and the respondent of the case outcomes at the same time. An appeal can be entered by both the respondent and the complainant(s) for the same Title IX report, and decisions can be made on each individually.

## Resetting the Appeal Timeline

Once the original decision letter is sent with an appeal link, the appeal window identified in the settings begins counting down the number of days until the appeal link will become inactive. Students or Employees following the appeal link after the number of days identified in the window will receive an error message indicating that the appeal can no longer be submitted and will not be given a form to enter their appeal. If an appeal timeline needs to be reset because of administrative necessity, in order to enable appeal entry by the student/employee past the appeal window, staff must do the following:

1. Because the appeal link will only work at the decision phase of the case, if the case is still in the status of Pending Resolution, the staff member may edit and resend the decision letter, making any applicable amendments prior to sending the letter.
2. The original decision letter must then be deleted, otherwise the appeal window from this original decision letter will continue to be honored. To delete the letter, view the send letter and select the Delete button.
3. Alternatively, or if the above criteria are not met, the staff member may enter the appeal on behalf of the individual via the Student/Employee Appeal button.

## Editing Submitted Appeals

Users can edit appeals that have been entered in to the system by clicking on the appeals tab at the top of an Title IX report, then on the view or edit icon next to the appeal that they would like to view/modify. Users can edit the appeal forms so that fields appear only on the internal appeal forms (for example: appeal accepted/denied, appeal hearing scheduled, appeal officer, etc). In this way you can track additional information about the appeal process.

Core Information	Summary 1	Meetings 0	Sanctions 0	Letters 4	Appeals 2	Documents 0	Notes 0
Batch Options Items 1-2 of 2 Showing 20							
Actions	Appeal #	Appeal Type	Appealed On	Appeal Decision On	Appeal Decision Outcome		
 	1	DOS	December 4, 2011	December 4, 2011	Appeal: Decision Overturned		
 	2	Victim	December 4, 2011	December 4, 2011	Appeal: Decision Sustained		
Items 1-2 of 2 Showing 20							

## Entering an Appeal Decision


Once an appeal is submitted and any additional information has been added to it, you can use the workflow buttons to enter your decision. The workflow buttons appear on the Core Tab, as with other workflow buttons, but they also appear when you are viewing an appeal in the system. You can edit the language of the appeal options under System Settings > Localizations. You can edit the Administrative Action: Appeal Decision Modified and Administrative Action: Appeal Decision Upheld / Overturned subforms in order to properly collect the information you need about appealed cases.

The original decision information will be retained for each appeal so users may delete responsible findings and sanctions that have been modified or overturned.

Users may mark their appeal decision as appealable and a student/employee or victim may appeal the case again (if appropriate). The type must be different from the previously submitted appeal for a respondent and complainant(s) to be able to appeal an incident that has already been appealed.

## Removing Appeal Decisions and/or Appeals

Deleting Appeals or Appeal Decisions works chronologically backwards in your system starting with the most recent action and going one step at a time. For example, if there are two appeals associated with a Title IX report with decisions on both, you must start by deleting the most recent decision on Appeal #2, then delete Appeal #2 (the student/employee's appeal information), before being able to edit/delete Appeal #1's Decision or Appeal #1 itself. The delete action will first delete the appeal decision only and repeating the action would delete the appeal itself. The steps below outline how to edit delete the most recent decision or appeal.

To delete an appeal decision, first click on the appeal tab of the Title IX report. Choose the most recent appeal, if there is more than one, by clicking the edit () icon associated with it. At the top of the appeal decision edit screen you will see a Delete Button appear. Click "Delete" and a pop up will confirm that you would like to delete the appeal decision. The Appeal itself will remain, and the case will return to the Appeal Decision stage in the workflow where you can re-enter the decision with the changes that are needed.

To delete an appeal completely, it needs to be the most recent appeal and you will have to clear any decisions on that appeal per the steps above first. Once the decision is deleted, click the edit icon associated with the appeal and again the delete button will show at the top of the screen. A pop-up will display confirming that you would like to purge the appeal. Clicking yes will remove the appeal completely from the case file and your system.