

Sexual Assault Program Business Process

EAPC/HCP/FASNA

SA Prevention
Response Prog. Mgr

Direct Access V9
Workforce Monitoring
Health & Safety

Involved Non-Members?

(1a)
**Verify Persnnl
Invlvd/Witnesd -
Add Non-Empl**

- Name
- Address
- Personal Details
- Extra Details

(1b) Incident

Add = Incident #
Date

Incident Type <select>:

- SA - Restricted
- SA - Unrestricted

Check if applicable:

- Recurrence?
- Investigated?

NotePad:
Date & Subject
Case Notes

(2) Notification

Date Reported
Reported to EmplID (CO/
other)
Reported By EmplID
(EAPC)
Date Recorded

(3) Description

Description of Incident

- Forensic Information
- Medical Information

(4) People

EmplID/NonEmplID

Roles <select>

- Victim
- Alleged Offender

Under Inf. Of Drugs?

Drug Class

- Alcohol
- Drugs Rx
- Drugs Ill

Comments

Generate Form <select>

- SA - Restricted
- SA - Unrestricted

(5) Preventative

Seq #1

Types (Hazard tbl):

- Restricted SA
- Unrestricted SA

Category <select>

- Referral
- Services

Resp ID <EmplID/NonEmpld>

Status <select options>

Action Comments

Completion Dates

Estimated
Actual

(6)
Generate Form

Save to desktop or network

CG 1754
Form

Attachment

(7)
ACTION REQUEST PAGE
Category: Sexual Assault
Action: Incident Report
Comments

Completed

Date Closed

Auto Purged
3 yrs from:
**Actual Date
and Status =
Completed.**