

**MONTHLY CASE MANAGEMENT GROUP (CMG) MEETING NOTES
FOR THE SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM**

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Privacy Advisory

The information collected on this form is for the purpose of documenting the meeting activities of the Sexual Assault Prevention and Response monthly Case Management Group (CMG), which ensures adult sexual assault victim safety and facilitates victim access to restorative services, retaliation reporter referrals, and tracking of Unrestricted Reports and retaliation related to Unrestricted Reports, in accordance with 10 U.S.C. 136, and DoD Instruction 6495.02, volume 1. The information will be maintained and safeguarded in the Defense Sexual Assault Incident Response Database (DSAID); information about DSAID, including other records maintained and its safeguarding features, may be found in the Privacy Act system of records notice DHRA 06 DoD, available at <https://dpcl.d.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DHRA-06-DoD.pdf>.

NOTE: ONLY ONE FORM IS COMPLETED FOR EACH MONTHLY CASE MANAGEMENT GROUP (CMG) MEETING. This form incorporates the majority of the documentation requirements for meeting minutes, which are entered into the Defense Sexual Assault Incident Database (DSAID). However, you are still required to complete in DSAID: "Meeting Date", "Meeting Occurrence", "Report Type," "Case List," and the location the installation the meeting was held. **The "Case List" is especially important because it will allow DSAID to link the case(s) to the form.** The DSAID "General Meeting Notes" feature will remain available for any additional needed documentation.

NOTE: This form captures all the requirements in DoDI 6495.02, volume 1, "Sexual Assault Prevention and Response: Program Procedures," and DoDI 6495.02, volume 3, "Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases". **The information in the form will only be shared with those who have an official need to know or as required by law.**

1. CASE MANAGEMENT GROUP (CMG) CHAIR RESPONSIBILITIES

A. I, (CMG Chair Rank and Full Name) _____ (Installation Commander, or Deputy Installation Commander) at the following Installation or location (name, city, state/country) _____

confirm that I personally executed the following activities in my role as CMG Chair, as indicated below during the Monthly SAPR CMG Meeting.

CMG CHAIR INTIALS: I, as the CMG Chair: (indicate yes, no, N/A, where applicable)

- _____ (1) Chaired the monthly CMG to review individual, Unrestricted Reports of adult sexual assault cases and retaliation reports, facilitated monthly victim updates, and directed efforts to address system coordination, subject accountability as appropriate, case disposition documentation as applicable, and victims' access to quality services.
- _____ (2) Ensured that all required attendees listed in DoDI 6495.02, Vol1, Encl 9, attended and have received the required (based on their assignment) mandatory SAPR training.
- _____ (3) Required that the Sexual Assault Response Coordinators (SARCs) and SAPR Victim Advocates (VAs) actively participate in each CMG meeting by presenting appropriate verbal updates (while preserving both protected communications and victim confidentiality), providing recommendations, and identifying areas for leadership oversight and potential intervention, including safety issues.
- _____ (4) If there were no cases to discuss this month, ensured the CMG met to ensure training, processes, and procedures were completed for system coordination. (If there are no cases – indicate "yes", If there are cases – indicate "N/A")
- _____ (5) Did not delegate the responsibility to chair the monthly CMG.
- _____ (6) Monitored victim progress and recovery, while working to protect victim privacy, limiting victim names and case detail information to those with an official need to know.
- _____ (7) Identified installation personnel who have been trained and are able to perform a safety assessment of each victim (Restricted and Unrestricted reports) and required them to become part of the CMG and attend every monthly meeting.
- _____ (8) Ensured each victim received a safety assessment as soon as possible.
- _____ (9) Initiated a multi-disciplinary High-Risk Response Team (HRRT) immediately if a victim was assessed to be in a high-risk situation.
_____ (9.a) Confirmed that a multi-disciplinary HRRT was immediately convened when the victim was assessed to be in a high-risk situation.
- _____ (10) Confirmed with the CMG Co-Chair that safety assessments were also done for Restricted Reports, even though they are not discussed at the CMGs. The CMG Co-Chair will confirm with the relevant personnel on a monthly basis and relay the confirmation at the CMG.

SUGGESTED LANGUAGE TO PROTECT RESTRICTED NATURE OF REPORT: CMG Chair: "Were safety assessments completed for all Restricted and Unrestricted Reports?" CMG Co-Chair: "Yes, I confirm that safety assessments were completed for all Restricted and Unrestricted Reports." No Personally Identifiable Information (PII) is given, and individual Restricted Reports are NOT discussed.

If CMG Co-Chair replies, "No, the safety assessments were not done for all Restricted and Unrestricted reports," then the CMG Co-Chair will explain why the safety assessments were not conducted, including any known challenges to performing the safety assessments on the Restricted Report cases. This will be completed WITHOUT any PII and without discussing any specific Restricted Report case or Restricted Report victim. The Restricted and Unrestricted reports safety assessment issues will be resolved, and the CMG Co-Chair will confirm it with the CMG Chair BEFORE the next CMG Meeting, again WITHOUT discussing any specific Restricted Report case or Restricted Report victim.

- _____ (11) Requested each commander give affirmation that he or she personally provided each victim under their command a monthly update of her/his case within 72 hours of the LAST CMG (Not delegable by the victim's commander, even if the victim's commander is a General Officer (GO) or Flag Officer (FO).
- _____ (12) Ensured the Installation SARC served as CMG Co-Chair.
- _____ (13) Confirmed the CMG Co-Chair responsibilities are not delegated.
- _____ (14) Confirmed effective and timely coordination and collaboration among CMG members, e.g., CMG Chair: "Were there any challenges to effective and timely coordination and collaboration among CMG members?"
- _____ (15) Confirmed with the relevant SARC(s) that the military criminal investigative organization (MCIO) agent(s) assigned to the adult sexual assault investigations of Unrestricted Reports notified the SARC(s) as soon as possible after investigations were initiated, in order to identify any process challenges.

DS Aid and CASE DOCUMENTATION:

- _____ (16) Confirmed with the CMG Co-Chair that all Unrestricted Reports were entered into DSAID within required time parameters (different timeframes, whether they are cases initiated by a victim-signed DD Form 2910 or sexual assault investigation initiated by an MCIO). Additionally, confirmed with the CMG Co-Chair that:
 - _____ (16.a.) Only the SARC (or SAPR VA, if specifically authorized) enter information into DSAID.
 - _____ (16.b.) All reports of sexual assaults filed through a DD Form 2910 are entered into DSAID within 48 hours of the report of sexual assault. In deployed locations, such as areas of combat that have internet connectivity issues, the time frame is extended to 96 hours.
 - _____ (16.c.) All reports of Retaliation filed through a DD Form 2910-2 are entered into DSAID within 48 hours of the report of retaliation. In deployed locations, such as areas of combat that have internet connectivity issues, the time frame is extended to 96 hours.
 - _____ (16.d.) Confirmed inclusion of missing MCIO cases in DSAID as well as reconciliation of any identified DSAID errors.
- _____ (17) Confirmed with the appropriate Staff Judge Advocate any final disposition reports were submitted to DSAID Legal Officers per Service guidelines.
- _____ (18) Ensured each CMG member who is involved with and working on a specific case was asked to provide a verbal case update, without PII, that respected victim confidentiality and privileged communications.
- _____ (19) Confirmed case dispositions, including non-judicial punishment proceedings, were communicated to the sexual assault victim, to the extent authorized by law, within 2 business days of the final disposition decision.
- _____ (20) Ensured that commander(s) of accused Service member(s) expeditiously provide to the appropriate MCIO, in writing, all case disposition data, to include any administrative, nonjudicial or judicial actions taken, stemming from the sexual assault investigation.
- _____ (21) Ensured MCIOs provided case management information to the CMG, including the SARC, during "Open with Limited Information" case discussions, when applicable. (Such information is provided by the MCIO for the SARC to update DSAID case information; SARCs do not brief on any cases for which there is no corresponding DD Form 2910 electing an Unrestricted Report. The SARCs do not disclose any information provided by the victim(s) electing a Restricted Report, since that information is confidential.)
- _____ (22) Monitored the timely transfer of sexual assault victim information between SARCs and SAPR VAs, in the event of change of duty station (victim/SARC/SAPR VA) or employment status (SARC/SAPR VA), to ensure continuity of SAPR services for victims, when appropriate.

EXPEDITED TRANSFERS:

- _____ (23) Do any victims have pending Expedited Transfers requests, approved Expedited Transfers, or denied Expedited Transfer requests? *(if "yes" then continue to the questions below)*
 - _____ (23.a.) Reviewed the status of each Expedited Transfer request and reasons for denial of request, as appropriate.
 - _____ (23.b.) Tracked the number of days between the approval date of a victim's request for Expedited Transfer and the date the victim physically departs the losing station (PCS), or the date the victim changes duty assignment location (PCA).
 - _____ (23.c.) Confirmed that all approved Expedited Transfer moves taking longer than 30 calendar days have documented circumstances for the delay in the CMG minutes and reviewed the circumstances of the delay.
 - _____ (23.d.) Directed an HRRT to be initiated when circumstances indicate that the transfer delay appreciably increases risk of harm to the victim.
 - _____ (23.e.) When the victim has transferred to another installation, confirmed with the CMG Co-Chair at the gaining location whether: a) the victim's case management was transferred to the gaining location to be reviewed at that monthly CMG, or b) if there is a reason that the CMG at the losing location should keep the case management.
 - _____ (23.f.) If the case management moved to the new installation, requested that this losing CMG Co-Chair confirm with the gaining CMG Co-Chair that the victim's case is on that installation's CMG agenda.

MPOs AND CPOs:

- _____ (24) Do any victims have any current Military Protective Orders (MPO) or Civilian Protective Orders (CPO)? *(if "yes" then continue to the questions below)*
 - _____ (24.a.) Required the SARCs and Commanders to inform the CMG of the existence of any MPOs/CPOs and to detail the requirements outlined in MPOs/CPOs for each case.
 - _____ (24.b.) Confirmed that the MPO was distributed to all the parties listed in the DD Form 2873, "Military Protection Order (MPO)":
 - _____ (24.b.1.) The subject
 - _____ (24.b.2.) The victim
 - _____ (24.c.) Confirmed that the MPO was recorded and/or entered:
 - _____ (24.c.1.) Into the subject's military local personnel file.
 - _____ (24.c.2.) Into the "National Crime Information Center" (NCIC) by Installation Law Enforcement.
 - _____ (24.d.) Confirmed the appropriate SARC advised each victim with an MPO that MPOs are not enforceable off-base by civilian law enforcement.
 - _____ (24.e.) After protective order documentation is presented at the CMG from the SARC or the SAPR VA, the CMG Chair confirmed that the DoD law enforcement agents at the CMG will document the information provided in their investigative case file, to include documentation for Reserve Component personnel in title 10 status.

RETALIATION:

- _____ (25) Asked CMG members at each meeting if the victim, victim's family members, witnesses, bystanders who intervened, SARCs and SAPR VAs, responders, or other parties to the incident (e.g. the victim's roommate, friend, or co-worker who could be perceived as supporting the victim) have allegations of retaliation (reprisal, coercion, ostracism, maltreatment, and witness intimidation) reported through DD Form 2910-2, and if they consented on the DD Form 2910-2 to having their retaliation report discussed in the CMG meeting.
- _____ (26) Were allegations initially brought to the attention of the CMG Chair during the monthly SAPR CMG meeting? If so, then the CMG Chair (as a commander who receives a retaliation report filed with a DD Form 2910-2) confirmed that he or she:
 - _____ (26.a.) Immediately referred the matter to the appropriate MCIO and did not attempt to assess the credibility of the retaliation report.
 - _____ (26.b.) Notified the SARC or SAPR VA of the retaliation allegation for the purpose of discussing DD Form 2910-2 with the person alleging the retaliation (because persons may report allegations to multiple sources outside the SAPR Program, e.g., retaliation as hazing through the MEO program or directly with their commander).

- _____ (26.c.) Confirmed with the assigned SARC that the retaliation report reviewed has a signed corresponding DD Form 2910-2 and DSAID entry.
- _____ (26.d.) Confirmed with the assigned SARC that the retaliation reporter documented on the DD Form 2910-2 their election to consent to have the status of the IG DoD reprisal report discussed at the monthly SAPR CMG meetings.
- _____ (27) Ensured all Retaliation DD Form 2910-2 reports involving the victim, victim's family members, witnesses, bystanders (who intervened), SARCs and SAPR VAs, responders, or other individuals associated with the sexual assault, who have consented to have their retaliation report discussed in the CMG meeting, remain on the CMG agenda for status updates, until their retaliation allegations have been appropriately addressed and the retaliation reporter is notified of the outcome or until the reporter rescinds his or her consent to discuss the retaliation at the CMG.
- _____ (28) If the commander of the retaliation reporter is the alleged retaliator, the CMG Chair confirmed that the next senior commander in the retaliation reporter's chain of command will attend the monthly CMG meeting.
- _____ (29) Notified the first GO/FO in the chain of command when:
 - _____ (29.a.) A DD Form 2910-2 is filed by a retaliation reporter and again when that retaliation is resolved and no longer on the CMG agenda. The notification needs to highlight when:
 - _____ (29.a.1.) The retaliation is reported against someone in the reporter's chain of command or supervisory chain.
 - _____ (29.a.2.) The suspect of the sexual assault allegation is the rater, reporting senior, or reviewing officer of the individual filing the DD Form 2910 (unrestricted report).
 - _____ (29.b.) A HRRT is stood up for a sexual assault victim who also reported retaliation, and when the HRRT is dissolved.

30. ADDITIONAL NOTES (Use the field below to document any additional notes or identified problem areas that require resolution.)

1.A. SIGNATURE OF CMG CHAIR

1.B. DATE (YYYYMMDD)

2. CO-CHAIR RESPONSIBILITIES (please initial to confirm)

- _____ (1) Confirmed that all sexual assaults (reported through a DD Form 2910) and Retaliation (reported through a DD Form 2910-2) are entered into DSAID within 48 hours of the report of sexual assault (96 hours in deployed locations or locations with limited connectivity).
- _____ (2) Annotated the CMG meeting minutes to reflect notification when CMG Chair is the subjects for Sexual Assault or Retaliation. Ensured the SARC who took the DD Form 2910-2 report contacted that GO/FO to elevate the retaliation claim if the CMG Chair is the subject of the sexual assault or the retaliation, so that the oversight of the retaliation allegation will be elevated to the GO/FO in the CMG Chair's chain of command.(Only the oversight of that particular retaliation allegation is elevated, not the responsibility for running the entire CMG meeting.)
- _____ (3) Confirmed with the assigned SARC/SAPR VA that their victim was advised by the issuing official that MPOs are not enforceable off-base by civilian law enforcement.

2.A. SIGNATURE OF CO-CHAIR

2.B. DATE (YYYYMMDD)
