



DEPARTMENT OF DEFENSE SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE



Case Management Group Meeting: Prep Checklist for SAPR Victim Advocates (VA)

Please use this checklist to prepare for monthly SAPR Case Management Group (CMG) meetings.

- This checklist is not meant to be all-inclusive, but rather as a reminder of general CMG policy requirements in DoDI 6495.02, Volume 1, Enclosure 9.
- There is a detailed checklist for each CMG member (e.g. healthcare, Staff Judge Advocate). All CMG Prep Checklists are located on www.sapr.mil/toolkit.

SAPR VAs present verbal updates during the monthly CMG meetings for the Unrestricted Report or retaliation report being reviewed without disclosing protected communications or violating the victim's or retaliation reporter's right to confidentiality, as follows:

- Discuss any identified challenges or concerns with coordination of victim care to ensure recovery and the return the warfighter to a readiness status.
- Discuss any identified challenges or concerns with coordination of victim care to ensure recovery for other members of the military community (e.g., military spouses).
- Confirm the victim was informed of available resources, including eligibility for convalescent leave and the Catch a Serial Offender (CATCH) Program.
- Confirm a safety assessment was conducted on all those who filed a Restricted Report, Unrestricted Report, or retaliation report.
 - Confirm an additional safety assessment was completed when a new safety concern arose or an existing safety concern escalated;
 - The victim experiences a second sexual assault while in the Service;
 - The victim filed a retaliation report associated with an Unrestricted Report; or
 - The victim requested assistance with obtaining a Military Protective Order (MPO) or Civilian Protective Order (CPO).
- Notify the CMG Chair of:
 - Any safety issues, including the status of a High-Risk Response Team (HRRT) and MPO/CPO.
 - Confirm the victim was explained the jurisdictional limitations of the MPO/CPO.
 - Indicate whether there were any violations of the MPO/CPO, including any off-base violations of the MPO.
 - Note the presence of any safety factors that may require HRRT attention or follow up without violating victim confidentiality.
 - Any retaliation reported in the SAPR Program.
 - Ask the SARC to request the status of retaliation reported directly to the DoD Inspector General once every three months until closed.
 - If the victim requested an Expedited Transfer (ET), status of the ET request and, if the request was approved, status of the permanent change of assignment (PCA) or permanent change of station (PCS) move, including if it will occur within the targeted 30-day timeframe.
 - Any issues with accessing needed services (e.g., difficulty in booking mental health appointments).
 - Any challenges implementing recommendations in the "Victim's Commander's Package."
- Raise any other relevant issues related to victim care.**

For more information, please visit sapr.mil/toolkit.

For confidential victim assistance, call or visit the DoD Safe Helpline at 877-995-5247 or safehelpline.org.