

# Title IX/SaVE Act Prevention & Training Checklist



## Checklist Overview

We all know that training on sexual misconduct is required by law. But, what laws apply and what mandates and recommendations do they create? How often do we have to train? Who has to receive training? What content is required? Are all employees covered? All students, too? There are differences between policy, training, education, awareness and prevention requirements, right? Aren't some requirements annual, and some ongoing? Which are which? The fact is, there are over 40 different mandates and recommendations when you cull all the relevant documents. Is this beginning to sound overwhelming?

If you are wondering what you are required to train on, you could pour over all the OCR Dear Colleague Letters and Guidance on Title IX, read the Campus SaVE Act, digest the latest OCR decision letters from campuses that have been investigated, and compile all of that into a handy chart. Or, you could let the experts from ATIXA do it for you.

## A Necessary Tool for your Campus/School

The ATIXA Title IX/SaVE Act Prevention & Training Checklist **is now available**. It offers detailed and timely guidance to answer all of your questions. Developed by our team of experts led by Daniel C. Swinton, J.D., Ed.D, this chart is an invaluable resource addressing frequency, audience, content, type timing and dosage, for all training, prevention, education, awareness and policy mandates and recommendations related to sexual violence, sexual harassment, dating violence, domestic violence and stalking.

ATIXA's Title IX/SaVE Act Prevention & Training Checklist is a life-saver and time-saver that distills all the new and existing requirements into a single, detailed and copiously researched chart that will help institutions examine current policies and procedures and develop a comprehensive training plan for faculty, staff and students.

We know how valuable this tool is for your campus. That's why we've made it possible for you to get it for free\*.

## Training Content Checklist Design

The Title IX/SaVE Act Prevention & Training Checklist is a one-page, 11" x 17" printed poster. Purchasers also receive an electronic copy of the 11" x 17" checklist that can be distributed to relevant campus officials.

- ✓ = Required explicitly by OCR and/or DOJ in the April 4, 2011 DCL and/or in other major Resolution Agreements and letters (e.g.: U. of Montana, Yale, Xavier, Eastern Michigan, Notre Dame College)
- ✚ = Either implied as necessary elements in various OCR Resolution Agreements, and/or recommended by ATIXA
- ◆ = Required by Campus SaVE Act (2013 VAWA Reauthorization)

The checklist covers the following Trainee Populations:

- Title IX Compliance Officers
- First Responders
- Responsible Employees
- Faculty & Staff
- Students

In what way (how) should these populations receive training:

- In person
- Online
- Mandatory

When/how often is training required for each trainee population:

WHO	
HOW	In person
	Online
	Mandatory
WHEN	Orientation
	Annually
	Class Registration for returning students
	Residence Life Orientation for on-campus students
	Student-athlete Orientation: Student-athletes & coaches
	Re-training

- Orientation
- Annually
- Class Registration for Returning Students
- Residence Life Orientation for On-campus Students
- Student-athlete Orientation: Student-athletes & Coaches
- Re-training

What training content areas should be covered for each population:

- Oversight and Resources
- Identifying and Reporting Sexual Harassment
- Investigating: Responding to and Rendering Findings on Complaints
- Remedies
- Consent, Substance Abuse and Bystanders
- Assessment
- Hearing Board Training
- Appeal Officer Training
- Coordinator Training
- Domestic Violence, Dating Violence, Sexual Violence, Stalking

The basis of each training as required/recommended by:

- Title IX-based guidance from OCR and/or DOJ in the April 2011 Dear Colleague Letter as well as major Resolution Agreements and letters (e.g.: University of Montana, Yale University, Xavier University, Eastern Michigan University, Notre Dame College)
- Necessary elements in various OCR Resolution Agreements
- Recommended by ATIXA
- The Campus SaVE Act (2013) - VAWA Reauthorization

## Cost & Purchasing

Non-members can purchase the ATIXA Title IX/SaVE Act Prevention & Training Checklist directly from ATIXA for \$249. This cost includes the 11" x 17" one-page, laminated poster, shipment directly to your campus and an electronic copy of the poster.

Information on purchasing can be found at <http://atixa.org/resources/training-checklist/>.

## Get this Resource for Free!\*

**JOIN ATIXA TODAY AND GET THE TITLE IX/SAVE ACT PREVENTION & TRAINING CHECKLIST (A \$249 VALUE) AS A FREE GIFT!** For a limited time only, with any new ATIXA membership purchased between Thursday, November 7th, 2013 and April 15th, 2014, you will receive this valuable resource for FREE in both electronic and laminated poster versions!\*

*\*Applies to new ATIXA memberships only. Not available for membership renewals. Membership promotion cannot be applied to memberships purchased before Thursday, November 7th, 2013 or after April 15th, 2014.*

## Current ATIXA Members

The ATIXA Title IX/SaVE Act Prevention & Training Checklist (8 ½" x 14", electronic version) can be found in the Title IX Resource Library of the Members-only section of our website. **It's free for you too**, but you are welcome to purchase the laminated poster 11" x 17" version at 15% discounted rates. Log-in to your membership area today and begin using this valuable resource!

## More Information on This Resource from ATIXA

Contact Marianne Price, ATIXA Director of Educational Programs, at [marianne@atixa.org](mailto:marianne@atixa.org) or (610) 644-7858 for additional information on the Title IX/SaVE Act Prevention & Training Checklist and how you can have this valuable resource for your campus/school.