

SOBI Care Team Investigation Process Flowchart

Investigation Responsibilities are Designated by Color: **Executive Committee** Campus Team Member(s)

SOBI Care Team Referral Is Received

- Executive Committee preliminarily assesses level of risk, follows up with reporter, conducts triage, and/or immediately forwards the referral to another office (e.g., DOS, HR) to be handled through their procedures, as appropriate.
- If it is an imminent situation or threat, Executive Committee immediately contacts the Collin College Police Department (**972.578.5555**) and/or Emergency Services (**911**) to respond.
- Once the situation has stabilized and/or if the Executive Committee decides the referral needs additional investigation, a case is opened in the SOBI Care Team Database and assigned to the appropriate Campus Team member(s).

Investigation

- Campus Team member(s) conducts the investigation and gathers additional information based upon the preliminary level of risk assigned by the Executive Committee.
- Campus Team member(s) reports back to the Executive Committee with findings and recommendations, including where the Campus Team member(s) believes the student of concern falls on the *SOBI Care Team Threat Assessment Decision Tree*, and whether additional intervention is needed.
- The entire SOBI Committee, including Ex Officio Members, will be updated and consulted as necessary.
- Campus Team member(s) is responsible for fully documenting in the SOBI Care Team Database every step taken and all information received.

Discussion of Investigation and Recommendations

- Executive Committee discusses the Campus Team member(s)'s recommendations and either: 1. approves the Campus Team member(s) to close out the case; or 2. requests the Campus Team member(s) conducts additional investigation and/or intervention.
- If additional investigation and/or intervention is required, the Executive Committee works with the Campus Team member(s) to: 1. provide additional intervention, referrals, and/or assistance to the student of concern and/or reporter; and/or 2. develop and implement a case management and monitoring plan.

Additional Investigation and/or Intervention

- If appropriate, the Campus Team member(s) provides additional intervention, referrals, and/or assistance to the student of concern and/or reporter.
- If appropriate, the Campus Team member(s) implements the approved case management and monitoring plan.
- The entire SOBI Care Team, including Ex Officio Members, will be updated and consulted as necessary.
- Campus Team member(s) is responsible for fully documenting in the SOBI Care Team Database every step taken and all information received.

Case Follow-up and Close-out

- Campus Team member(s) continues to manage and monitor the case, and periodically updates the Executive Committee on the status of the case.
- The entire SOBI Care Team, including Ex Officio Members, will be updated and consulted as necessary.
- Once the Campus Team member(s) and Executive Committee agree there is no need for further case management and/or monitoring, the Executive Committee approves the Campus Team member(s) to close out the case.
- Campus Team member(s) is responsible for fully documenting in the SOBI Care Team Database every step taken, all information received, and when the case is closed.