

Welcome, all!

Week 6

Today, you will...

- Learn what an informed referral and responsible party is
- Learn about the process for making a high support referral
- Reflect on today's learning

Today's class prepares you to...

- Recognize signs of high support situations and know the steps needed to make an informed referral for a student
- Know how to submit reports through the Office of Institutional Equity (OIE) and Student Support and Accountability (SSA)

What is an informed referral?



"When any student strives to achieve a goal, whether it is academic success, overcoming a personal obstacle, or achieving a new skill, the effort will most certainly entail the use of special resources." - Newton and Ender, *Students Helping Students*

Cluster Discussion:

- When you think about connecting your students to a resource, what examples come to mind for you?
- What situations feel more urgent, and thus require quick action and attention?



Content Warning

When talking about heavier topics like high support referrals (which could deal with situations such as discrimination, sexual assault, etc.), please take care of yourself. If you need to leave the space, please do so. We will work with you to create an alternative method for ensuring you have the knowledge needed related to informed referrals.

How do you know if a referral is needed?

We've learned a lot of skills this semester. Here are some considerations that may help you know if you need to make a referral:

- Listen carefully
- Ask open-ended questions
- Know your limits
- Seek consultation (K-State First, OIE, Care, SSA)
- Remember your duty to interrupt

Cluster Discussion:

- What other actions can you take to identify if a student needs a referral?
- What direct or indirect signs might a student give that indicates they need support?

How do you make the referral itself?

What's the difference between reporting to OIE or SSA?

- You are required to report instances of discrimination, sexual harassment, and assault. This is reported through the Office of Institutional Equity (OIE) through an [OIE report form](#) and might connect students with the Center for Advocacy, Response, and Education (CARE)
- You are encouraged to report general concerns (such as changes in student behavior, excessive absences, etc.) to Student Support and Accountability (SSA) in the [Student of Concern form](#).

What information do you share in the reports?

- Detailed summary of what you know - the more specific, the better
- Specific people and locations involved
- If you don't know specifics, still report what you do know

What happens after a referral to OIE or SSA?

- **Time is important in these situations.** Inform the student that you will be filing a report within the next business day and they should receive emails/connections from other offices within that time frame.
- Student receives a follow up email from the appropriate office. They have the choice in if or how they engage with the services provided. If they don't tell you what happens next personally, you will likely not know the outcome.
- Tell your K-State First supervisor: "A student confided information to me that required me to submit an Office of Institutional Equity report" or "One of my students exhibited behavior that caused me to submit a student of concern through Student Support and Accountability.")
- How can you support the student and yourself after reporting?
 - Some ideas: Check in with your student 1-on-1; talk with KSF supervisor for support; seek resources for your own well-being; know that you have done what you can and will likely not hear more afterwards unless shared by the student.

Cluster Discussion:

- What other ways can we follow up with students following an OIE or SSA report?
- What about this process feels unclear or confusing? **You can share these in this week's reflection!**

CARE Resources

- Assistance with academic support
- Crisis intervention and safety planning
- Mental health assistance (Healing Fund)
- Legal advocacy and assistance
- Referrals on and off-campus
- Information on victim's rights

Checking in

In clusters, discuss the following questions:

- How comfortable do you feel in navigating this process for your future students?
- How are you going to take care of yourself after navigating a high support referral – or even after today's lesson?

Reflect on today's learning

Instructions

- Navigate to Canvas, and open the Week 6 Reflection.
- Today's reflection tasks are:
 - Reflect on the following questions:
 - After today's session, describe your process for making an informed referral. What would you be looking for to know if you should make a referral? If you need to make a referral, what are the steps would you take?
 - What support might you want from your K-State First team (your cluster or supervisors) in situations like these?
- Your FERPA training was due 04/22 (standard training) - **if you haven't done this yet, Friday April 26 at 5:00 pm is an absolute deadline.** You cannot serve as an LA without this training documented through the university!
- Double check that you have responded to any feedback on previous reflections!
- Remember: next week, you will be submitting your signed LA agreement that contains your notes on page 9 that you discussed with your faculty member!

See you all next week!