If a colleague or student notifies you about recent or past sexual assault, incident related to dating/domestic violence, or stalking, please follow the steps below to provide a supportive response and fulfill your responsible employee reporting requirements under CSU EO 1095.

When should I notify the Title IX Office?
- A colleague tells you that they’re experiencing unwanted sexual advances in your workplace
- A student reports that they’re experiencing domestic violence at home
- A coworker says that they have PTSD from a past sexual assault
- If you’re unsure – give the Title IX Office a call and ask!

How should I respond to a disclosure?
1. “Are you safe right now?” Determine if there is an imminent threat of future harm. If there is a threat, call the CSUDH Police Department by dialing ext. 3333 or 911.
2. “Thank you for telling me about this.” Thank them for confiding in you, support their decisions, and empathize with their experience.
3. “Here are some resources available to you.” Let them know about the resources and options available to them or help them access the csudh.edu/gei for a full list.
4. “As an employee at CSUDH, I’m required to notify the Title IX Office about what you’ve shared with me. After I notify them, they’ll reach out and provide you with information about your resources and options. You can choose whether you’d like to meet with the Title IX Office or not.” Fulfill your responsible employee reporting requirements by notifying the Title IX Office when you find out about sexual misconduct, dating/domestic violence, and stalking by filling out the online form at csudh.edu/gei/make-report or calling (310) 243-1025. In response, someone from the Title IX Office will reach out via phone or email to consult with you about our next steps and provide resources and options.

How should you notify the Title IX Office about a disclosure?
You can notify the Title IX Office however you are comfortable doing so – you even may schedule a meeting to talk about your options before providing identifying information. Please call the Title IX Office at (310) 243-1025 to schedule an appointment. To fill out the online form, visit csudh.edu/gei/make-report or download the iToro App to access the form from your smartphone.

What resources are available?
1. CSUDH Title IX Office: (310) 243-1025 or csudh.edu/gei/make-report
   To notify the University about discrimination or harassment, provide resources, and discuss options (for students and employees).
2. CSUDH Center for Advocacy, Prevention and Empowerment (CAPE) Advocate: (310) 242-2567 or csudh.edu/CAPE to schedule an appointment
   To access confidential support and advocacy (for students and employees).
3. CSUDH Police Department: (310) 243-3333 or 911
4. CSUDH Employee Assistance Program, Life Matters: (310) 243-3769 or 1-800-634-6433
   To access confidential supportive resources (for employees).
5. CSUDH Student Psychological Services: (310) 243-3818 or csudh.edu/sps
   To access free, confidential therapy (for students).
6. Off campus advocacy and support