

SART Reference Guide

Agency	Phone Number
Adult Protective Services (APS) Division of Department of Health and Human Services Definition of Vulnerable Adult	Phone (855) 444-3911 Fax (616) 977-1158
Ascension St. Mary's	Washington Ave. Hospital Phone (989) 907-8200 Towne Centre Phone (989) 497-3200
Central Dispatch	Non-Emergency Number (989) 797-4580
Children's Advocacy Center (CAC) Program of the CAN Council	Phone (989) 752-7226 Fax (989) 752-2777
Children's Protective Services (CPS) Division of Department of Health and Human Services	Phone (855) 444-3911 Fax (616) 977-1158
Covenant Emergency Care Center	Phone: (989) 583-6521
Innerlink	Phone/Intake (989) 753-3431
Local Social Services	Phone 2-1-1
Medical Examiner's Office Coordinator (ME) MIFSM	Office Phone (989) 341-5077
National Center for Missing and Exploited Children	Phone (800) 843-5678
National Human Trafficking Hotline	Phone (888) 373-7888
National Suicide Prevention Lifeline	Phone (800) 273-8255 (TALK) Text 741741
Post Exposure Prophylaxis <i>Occupational exposures to HIV, hepatitis B, and C.</i>	PEP Hotline: (888) 448-4911
Saginaw County Community Mental Health Authority 24-Hour Emergency/Crisis Services	Phone: (989) 792-9732 Toll-free (800) 233-0022 Hearing Impaired (989) 797-3460
Sexual Assault Center Sexual Assault Response Team (SART) Program of Child and Family Services	Office Phone (989) 790-7500 24-Hour Crisis Line (989) 790-9118
Underground Railroad, Inc.	Crisis Line (989) 755-0411 Crisis Text Line (989) 770-8892 Toll-free (888) 399-8385

RESPONDING TO SEXUAL ABUSE AND SEX-TRAFFICKING

LAW ENFORCEMENT: ACUTE CASES

ACUTE: THE MOST RECENT INCIDENT OF ABUSE OCCURRED WITHIN THE LAST 120 HOURS		
Victim 13 and under (non-menses)	Victim ages 13-17 (or started menses)	Victim 18 and older
Law enforcement and CPS coordinate and contact the Children's Advocacy Center (989)752-7226 to discuss need and location for a forensic interview and/or medical exam.	Law enforcement and CPS coordinate and refer or transport victim to the emergency room of their choice.	Arrange for the victim to be transferred to the emergency department of their choice for a medical exam.
At the completion of the exam, you may be notified to retrieve the sexual assault forensic kit and clothing from the hospital or Children's Advocacy Center.	At the completion of the exam, you may be notified to retrieve the sexual assault forensic kit and clothing from the hospital.	Inform the triage nurse that the victim needs a SANE exam. (For further information see section titled Emergency Departments)
Report to Child Protective Services (CPS) at (855) 444-3911 , in accordance with the Michigan Child Protection Law.	If appropriate, consult agency procedures for scheduling CAC interview.	At the completion of the exam, you may be notified to retrieve the sexual assault forensic kit and clothing from the hospital.

LAW ENFORCEMENT: NON-ACUTE CASES

NON-ACUTE: THE MOST RECENT INCIDENT OF ABUSE OCCURRED MORE THAN 120 HOURS PRIOR TO REPORT		
Victim 13 and under (non-menses)	Victim ages 13-17 (or started menses)	Victim 18 and older
Law enforcement and CPS coordinate and contact the Children's Advocacy Center (989)752-7226 to discuss need and location for a forensic interview and/or medical exam.	Report to Child Protective Services (CPS) at (855) 444-3911 , in accordance with the Michigan Child Protection Law.	If no immediate medical care is needed, follow up care can be given from the health department or primary care physician.
A medical exam will be scheduled and conducted at the Children's Advocacy Center at a later date, by determination of the Multi-Disciplinary Team.	Provide resources from the community and Sexual Assault Center for follow up services.	Provide resources from the community and Sexual Assault Center for available follow up services.
Report to Child Protective Services (CPS) at (855) 444-3911 , in accordance with the Michigan Child Protection Law.		

*If questions arise for minors, Children's Advocacy Center staff is available 24 hours a day at **(989) 752-7226**.*

*If questions arise for adults, Sexual Assault Center staff is available 24 hours a day at **(989) 790-9118**.*

CHILDREN AND ADULT PROTECTIVE SERVICES: ACUTE CASES

ACUTE: THE MOST RECENT INCIDENT OF ABUSE OCCURRED WITHIN THE LAST 120 HOURS		
Victim 13 and under (non-menses)	Victim ages 13-17 (or started menses)	Victim 18 and older
Ensure immediate safety of the child.	Ensure immediate safety of the child.	Contact appropriate law enforcement agency.
Law enforcement should be notified to accompany/coordinate at the onset of the investigation. Perpetrator interviews should not be conducted without the coordination of law enforcement.	Law enforcement should be notified to accompany/coordinate at the onset of the investigation. Perpetrator interviews should not be conducted without the coordination of law enforcement.	Provide resources from the community and Sexual Assault Center for follow up services.
Contact Children's Advocacy Center (CAC) (989) 752-7226 . A fact-finding interview may be conducted by CPS if a statement is needed for removal/petition purposes.	Arrange for the victim to be transferred to the emergency department of their choice.	
Arrange for the victim to be transferred to the CAC or emergency department of their choice.		
Do not place responsibility on victim or family to arrange exams, plan should be established before discharge.		

CHILDREN AND ADULT PROTECTIVE SERVICES: NON-ACUTE CASES

NON-ACUTE: THE MOST RECENT INCIDENT OF ABUSE OCCURRED MORE THAN 120 HOURS PRIOR TO REPORT		
Victim 13 and under (non-menses)	Victim ages 13-17 (or started menses)	Victim 18 and older
Law enforcement should be notified to accompany/coordinate at the onset of the investigation. Perpetrator interviews should not be conducted without the coordination of law enforcement.	Law enforcement should be notified to accompany/coordinate at the onset of the investigation. Perpetrator interviews should not be conducted without the coordination of law enforcement.	If no immediate medical care is needed, refer to health department or primary care physician for follow up care.
A forensic interview should be scheduled at the Children's Advocacy Center and coordinated with law enforcement. CPS referral should be faxed directly to the CAC Case Coordinator at (989) 752-2777	If appropriate, consult agency procedures for scheduling CAC interview.	If victim is a vulnerable adult, contact appropriate law enforcement agency.
A medical exam will be scheduled and conducted at the Children's Advocacy Center at a later date, by determination of the Multi-Disciplinary Team.		Provide resources from the community and Sexual Assault Center for available follow up services.

MEDICAL PROFESSIONALS (Primary Care Physicians): ACUTE CASES

ACUTE: THE MOST RECENT INCIDENT OF ABUSE OCCURRED WITHIN THE LAST 120 HOURS		
Victim 13 and under (non-menses)	Victim ages 13-17 (or started menses)	Victim 18 and older
Immediately contact law enforcement agency.	Immediately contact law enforcement agency.	If victim chooses to obtain a forensic exam, ensure that victim has transportation to the emergency department of their choice.
Report to Child Protective Services (CPS) at (855) 444-3911 , in accordance with the Michigan Child Protection Law.	Report to Child Protective Services (CPS) at (855) 444-3911 , in accordance with the Michigan Child Protection Law.	Provide necessary resources from the community and Sexual Assault Center for follow up services.

MEDICAL PROFESSIONALS (Primary Care Physicians): NON-ACUTE CASES

NON-ACUTE: THE MOST RECENT INCIDENT OF ABUSE OCCURRED MORE THAN 120 HOURS PRIOR TO REPORT		
Victim 13 and under (non-menses)	Victim ages 13-17 (or started menses)	Victim 18 and older
Immediately contact law enforcement agency.	Immediately contact law enforcement agency.	Treat any physical conditions present (i.e., UTI or other infections/irritation).
Report to Child Protective Services (CPS) at (855) 444-3911 , in accordance with the Michigan Child Protection Law.	Report to Child Protective Services (CPS) at (855) 444-3911 , in accordance with the Michigan Child Protection Law.	Provide necessary resources from the community and Sexual Assault Center for follow up services.
	Treat any physical conditions present (i.e., UTI or other infections/irritation).	
	Provide necessary resources from the community and Sexual Assault Center for follow up services.	

EMERGENCY ROOM DEPARTMENTS: ACUTE CASES

ACUTE: THE MOST RECENT INCIDENT OF ABUSE OCCURRED WITHIN THE LAST 120 HOURS		
Victim 13 and under (non-menses)	Victim ages 13-17 (or started menses)	Victim 18 and older
Contact appropriate law enforcement agency.	Contact appropriate law enforcement agency.	Refer to hospital policy for contacting law enforcement.
Report to Child Protective Services (CPS) at (855) 444-3911 , in accordance with the Michigan Child Protection Law.	Report to Child Protective Services (CPS) at (855) 444-3911 , in accordance with the Michigan Child Protection Law.	Following victim's consent to exam, contact (989) 790-9118 to activate the Sexual Assault Response Team (SART).
Following victim's consent to exam, contact Children's Advocacy Center (CAC) (989) 752-7226 to request a pediatric SANE. If there is no pediatric SANE available or an exam cannot be coordinated, an emergency room professional should conduct exam. Do not place responsibility on family to arrange exams, plan should be secured before discharge.	Following victim's consent to exam, contact (989) 790-9118 to activate the Sexual Assault Response Team (SART).	If there is no adult/adolescent SANE available, an emergency room professional should conduct exam. Utilize Scripted Encounter form. Do not place responsibility on victim or family to arrange exams, plan should be secured before discharge.
If hospital is conducting exam, contact Sexual Assault Center (989) 790-9118 and request an advocate to be present for the victim and family.	If there is no adult/adolescent SANE available, an emergency room professional should conduct exam. Utilize Scripted Encounter form. Do not place responsibility on victim or family to arrange exams, plan should be secured before discharge.	Consent must be given first and then a sexual assault evidence kit can be completed following the directions provided inside.
Gather information for purpose of a medical diagnosis, treatment, and for collection of forensic evidence.	Consent must be given first and then a sexual assault evidence kit can be completed following the directions provided inside.	The evidence kit should be sealed. The kit can be stored according to storage policy or with patient's consent, turned over to law enforcement.
Consent must be given first and then a sexual assault evidence kit can be completed following the directions provided inside.	The evidence kit should be sealed. The kit can be stored according to storage policy or with patient's consent, turned over to law enforcement.	If no advocate is present, provide resources from the community and Sexual Assault Center for available follow up services.
The evidence kit should be sealed. The kit can be stored according to storage policy or with patient's consent, turned over to law enforcement.	If no advocate is present, provide resources from the community, CAN Council, and Sexual Assault Center for available follow up services.	

EMERGENCY ROOM DEPARTMENTS: NON-ACUTE CASES

NON-ACUTE: THE MOST RECENT INCIDENT OF ABUSE OCCURRED MORE THAN 120 HOURS PRIOR TO REPORT		
Victim 13 and under (non-menses)	Victim ages 13-17 (or started menses)	Victim 18 and older
Immediately contact law enforcement agency.	Immediately contact law enforcement agency.	Do not conduct a sexual assault exam. Treat any physical conditions present. If patient has been held captive or is a victim of sex trafficking refer to the acute case procedures.
Report to Child Protective Services (CPS) at (855) 444-3911 , in accordance with the Michigan Child Protection Law.	Report to Child Protective Services (CPS) at (855) 444-3911 , in accordance with the Michigan Child Protection Law.	Inform patient that they are still able to report to law enforcement.
Do not conduct a sexual assault exam. Treat any physical conditions present. If patient has been held captive or is a victim of sex trafficking refer to the acute case procedures.	Do not conduct a sexual assault exam. Treat any physical conditions present. If patient has been held captive or is a victim of sex trafficking refer to the acute case procedures.	Provide resources from the community and Sexual Assault Center for available follow up services.

Additional information on Mandated Reporting

If you suspect abuse or neglect of a child (person under the age of 18) you must report in one of the following ways.

A. [Online report](#)

OR

B. Verbal report 1(855) 444-3911 and 3200 form completed and sent to Central Intake within 72 hours:

- Or emailed to: MDHHS-CPS-CIGroup@michigan.gov
- Fax: 616-977-1154 | 616-977-1158 | 616-977-8050 | 616-977-8900

If you have any further questions about mandated reporting please visit, https://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119_50648_44443---,00.html