

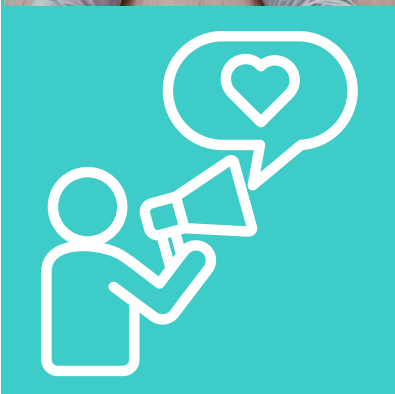
# KASAP SART Workbook



KENTUCKY ASSOCIATION  
OF SEXUAL ASSAULT  
PROGRAMS

*Guided Activities for Team  
Building & Response Excellence*

*A resource for  
Sexual Assault Response Teams*



# Intro



KENTUCKY ASSOCIATION  
OF SEXUAL ASSAULT  
PROGRAMS

**Welcome to the KASAP SART Workbook!**

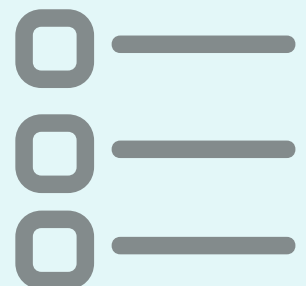
**This resource is designed to help Sexual Assault Response Teams (SARTs) explore and strengthen their practices through guided activities, reflection, and planning.**

***This workbook supplements KASAP's SART Toolkit, which can be found in its entirety at [www.kasap.org/publications](http://www.kasap.org/publications) > SART Toolkit.***

***Together, we can end sexual violence!***

## Contents

- **What is a SART?**
- **Defining Your SART Members**
- **Building Shared Mission & Values**
- **Communication & Information Sharing**
- **Response Protocol & Guidelines for Members**
- **Data, Evaluation & Continuous Improvement**
- **SART Sustainability**
- **Action Plan & Next Steps:**
- **Resources**
- **Contact**



# What is a **SART**?

## THE PURPOSE OF SARTS IS TO PROVIDE A COMPREHENSIVE AND COLLABORATIVE RESPONSE TO SEXUAL ASSAULT

Members includes those who work to coordinate a multidisciplinary and victim-centered response to sexual harm.

This includes emergency medical response during medical-forensic care, and support throughout the criminal-legal system.



**SANEs &  
EMERGENCY  
MEDICAL  
PERSONNEL**



**RAPE CRISIS  
ADVOCATES**



**LAW  
ENFORCEMENT**



**PROSECUTORS/  
DCBS/CAC**



# Defining Your SART Members

## ACTIVITY: WHO IS ON YOUR SART?

List your current team members, their roles, organization, and contact info.

**NAMES**

**ROLES**

**ORG**

## REFLECTION PROMPT:

Who is missing from our team and who should be included?




# Defining Your SART Members

## CHECKLIST:

### ARE THESE ROLES REPRESENTED?

**RAPE CRISIS  
ADVOCATE**

**SANE/  
MEDICAL  
STAFF**

**POLICE**

**PROSECUTORS/  
DCBS/CAC**

**USE THIS SPACE TO IDENTIFY OR CLARIFY  
EACH TEAM MEMBER'S ROLE**

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# Building Shared Mission & Values

## ACTIVITY: TEAM VALUES BRAINSTORM

List the main values that will drive your shared SART mission.

01.

02.

03.

### TEAM VALUES BRAINSTORM WORDBANK:

TRAUMA-INFORMED

SURVIVOR-LED

COMMUNICATION

COLLABORATION

CONFIDENTIALITY

EDUCATION

PROMPT: What are 3 values we want to strengthen?

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# Communication & Information Sharing

## ACTIVITY: SCENARIO EXERCISE

Your SART is contacted about a recent assault involving factors that require additional services (housing, IPO, etc.). What steps would your team take to share information while maintaining confidentiality?

### STEP 1

### STEP 2

## TEAM COMMUNICATION FLOW:

DESCRIBE HOW COMMUNICATION FLOWS ON YOUR TEAM  
FROM FIRST CONTACT TO FOLLOW-UP.

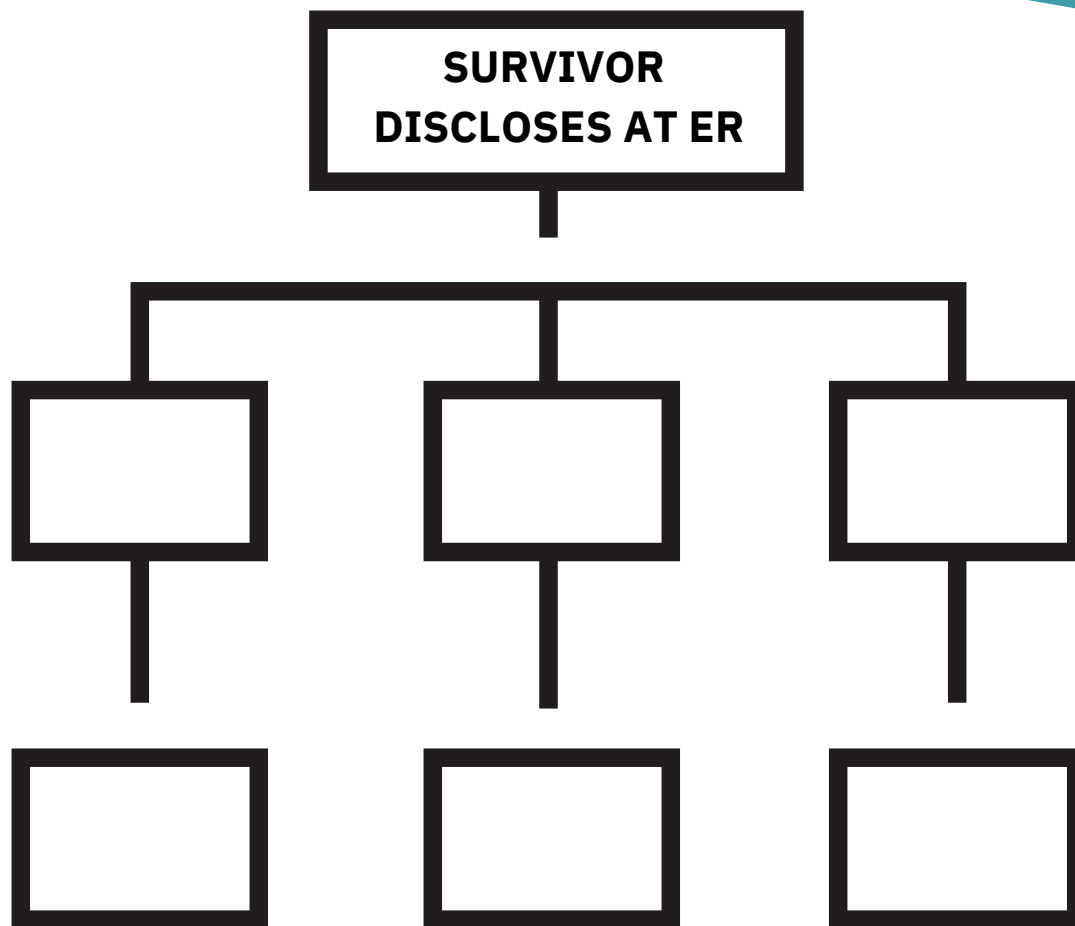
## PRO TIPS:

- DISCUSS REFERRAL PROCESS UP FRONT
- CREATE A TEAM ROI FOR CASES NEEDING REFERRALS

# Response Protocol & Guidelines for Members

## RESPONSE FLOWCHART:

List the step-by-step response after a report of sexual assault in your community:



- Ask open-ended questions
- Explain all available options
- Don't make promises you can't keep
- Avoid judgmental language







# Data, Evaluation & Continuous Improvement

## METRICS TO TRACK: (Regional or by agency)

List the metrics needed to recognize patterns.

#  
OF  
CASES

RESPONSE  
TIMES/  
SANE  
AVAILABLE

ISSUES OR  
SURVIVOR  
FEEDBACK

**PROMPT: WHAT TRENDS OR PATTERNS ARE WE SEEING IN OUR WORK?**

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**SART IMPROVEMENT GOALS:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



# SART Sustainability

**DISCUSSION PROMPT:** What steps are we taking to ensure the long-term effectiveness & sustainability of our SART?

## SUSTAINABILITY FACTORS CHECKLIST:

## SUSTAINABILITY PLANNING WORKSHEET:

1. What resources are essential to sustain our work?

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2. Who are potential champions or partners?

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3. What are our short- and long-term sustainability goals?

○ Short-Term:

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○ Long-Term:

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4. What actions can we take this year to build sustainability?

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# Action Plan & Next Steps

## TOP 3 TAKEAWAYS FROM THIS WORKBOOK:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## COMMITMENT STATEMENT:

“We commit to using this workbook to strengthen our coordinated response and support for survivors.”



## SART ACTION PLAN:

**What? (action)**

**Who?**

**When?**

**Resources?**

**Support Needed?**



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# Check out these **SART Resources!**

**KASAP SART  
TOOLKIT**



**KYHA  
Sexual  
Assault  
Response**



**CHILD  
ADVOCACY  
CENTERS  
MEDICAL  
RESOURCES  
WEBPAGE**



**Your local  
Rape Crisis/  
Sexual Violence  
Resource  
Center**



**KASAP'S  
PRO  
GUIDE**

*“Surviving the systems designed to help should not  
be harder than surviving the harm.”*



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# Contact us!

**KY ASSOCIATION OF SEXUAL ASSAULT PROGRAMS**

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- **SART questions, planning, and support**

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