

Resources for Reporting on Campus

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Resources at CSU


- There are numerous resources available for faculty, staff and students.
- The type of concern you have will dictate which tool to use to report.
- Tools discussed today:
 - Tell Someone
 - Compliance Reporting Hotline
 - Safety Concern/Near Miss

Resources at CSU

If at any point you feel danger is imminent, immediately contact the CSU Police Department by calling 911 or dispatch at 970-491-6425.

Tell Someone

CSU's Strategy



Identification --- Prevention --- Response --- Post Incident

Tell Someone

Office of Support and Safety Assessment

Use this tool for:

- Concerns about someone's mental health and/or safety

Access the tool:

- Call 491-1350 to discuss concerns and make a referral
- Make a referral online at: www.tellsomeone.colostate.edu

Tell Someone




Tell Someone

If you are concerned about the health, well-being or safety of a CSU student or CSU employee, please fill out all possible fields on this form or call (970) 491-1350.

If you believe a person poses an immediate danger to self/others, or there is an imminent threat, call 911 or CSU Police at (970) 491 – 6425. Tell Someone referrals will only be reviewed during normal business hours, Monday - Friday 8 Am to 5 Pm, and may not be immediately reviewed.

Background Information

All reports will be treated with discretion and a reasonable expectation of confidentiality. Information from this form may be shared with appropriate individuals in order to help protect the safety and health of those involved in any incident. **You may remain anonymous when reporting through this form. However, it's very helpful to have your contact information and name in case there is a need to obtain more information** about the situation or clarify information. Every attempt will be made to review and address the concerns you submit on this form, but without adequate information, the university may not be able to respond as effectively. Therefore your **contact information is strongly encouraged.**

Your full name:	<input type="text"/>
Your position/title:	<input type="text"/>
Your phone number:	<input type="text"/>
Your email address:	<input type="text"/>
* Nature of this report:	<input type="text"/>
Urgency of this report:	<input type="text" value="Normal"/>
* Date of incident:	<input type="text"/>  <i>must be formatted YYYY-MM-DD</i>
Time of incident:	<input type="text"/> : <input type="text"/> : <input type="text"/>
* Location of incident:	<input type="text" value="Select an Option"/>
Specific location:	<input type="text"/>

Tell Someone

Person of Concern

This form is designed to help the individual you are concerned about, not to punish them. Please provide identifying information for the person of concern.

<input type="text"/>	====[Select Role]====	ID Number	
DOB or approximate age	Phone number	Email address	Hall/Address

Add another person

Descriptions / Narrative

Examples of concerning behavior include, but are not limited to:

- Threats, gestures, writings or attempts related to suicide or violence
- Harmful to themselves or others
- Self-injurious behavior (i.e. cutting self)
- Alcohol or other substance abuse problems
- Pattern of bizarre behaviors or actions
- Hospitalization for mental health issues or drug/alcohol abuse
- Sudden rapid weight loss or gain
- Poor health due to restrictive eating or concerned this person is struggling with disordered eating
- Disruptive to living learning or working environment

* **Please describe in as much detail as possible the specific incident that occurred.** Avoid using pronouns, i.e., he, she, they, etc. to identify people. Use the person's real name, when known, in your description, otherwise give the name you know the person by. Indicate the specific words, phrases, interactions, or behavior that prompted this report.

[Check Spelling & Preview](#)

Tell Someone

Supporting Documentation

Photos, video, email, and other supporting documents may be attached below. *Maximum 12 megabytes per file*
Attachments require time to upload, so please be patient after you click to submit this report.

No file selected.

One last step ...

*Help us prevent spam reports. Prove you're a human by typing the letters and numbers as you see them in the block to the right. **Capitalization does not matter** but **cookies must be enabled** in your browser for this to work.*



[I can't read it; let's try a different one.](#)

Type it here:

Email me a copy of this report

Tell Someone - Risk/Threat Management

- Intervention strategies
- Case management
- Confrontation
- Mental health services
- Discipline / legal system
- Monitoring
- Expectations
- Community impact assessment and support

Compliance Reporting Hotline

- Reporting mechanisms are available, specific to the type of incident
- When in doubt, call the Hotline
 - If you cannot remember who to call or where to go
 - OR
 - If you suspect fraud or fiscal misconduct
 - If you suspect or have observed violation of laws or policies
- Can call, e-mail, or mail a complaint anonymously
- Protected from retaliation through state statute

Compliance Reporting Hotline

Use this tool for:

- Concerns related to conflicts or violations of CSU policies, or state/federal laws and regulations.

Access the tool:

- Call 855-263-1884
- Report online at: <http://reportinghotline.colostate.edu>
- Mail-In Report: Instructions available at web address above

Compliance Reporting Hotline

COLORADO STATE UNIVERSITY
SYSTEM
Colorado State University • Colorado State University - Pueblo • CSU - Global Campus

Compliance Reporting Hotline (855) 263-1884

HOTLINE LINKS
Home
Online Reporting
Phone Reporting (855) 263-1884
Mail-In Reporting
The CSUS Commitment What is Reportable? How Can I Report a Possible Violation?
Protection From Retaliation Can I Make a Report Anonymously?
What Happens if I Submit a Report? Reporting Directly to the State of Colorado



Welcome

About

Welcome to the Colorado State University System Reporting Hotline.

Emergency Situation:
If you are concerned for the immediate safety of yourself or others, please dial 911.

The CSUS Commitment

The CSU System provides the Compliance Reporting for employees, students, and constituents of all three campuses to report issues, in good faith, regarding compliance with laws, regulations, and policies.

This Reporting Hotline allows anyone to report issues anonymously if they wish to do so. The issues reported will be reviewed by the appropriate officials to determine if further investigation and actions are warranted.

What is Reportable?

The Reporting and Compliance Hotline may be used to report the following types of issues:

- Conflicts of interest or fiscal misconduct by CSU System or employees
- Violations of federal or state law or regulations
- Serious or recurring violations of Board of Governors policy, or applicable institutional policy, in the performance of official duties
- Research or scientific misconduct

Compliance Reporting Hotline

What Happens Next?

- Calls are transcribed to email; emails are received by
 - Internal Audit Director
 - Deputy General Counsel
 - CSU Ombuds
- Triaged to appropriate VP or Director
- Necessary actions are taken
- Report annually to Board of Governors

Safety Concern/Near Miss

Offices of Environmental Health Services and Risk Management & Insurance

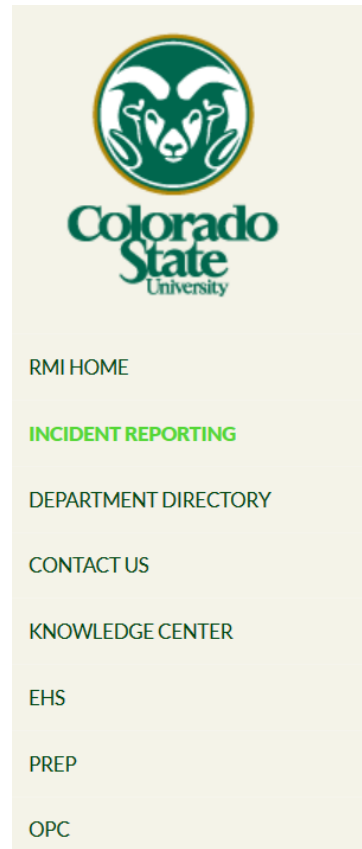
Use this tool for:

- Concerns related to conditions on campus

Access the tool:

- Report online at:
 - <http://rmi.prep.colostate.edu/insurance/incident-reporting>

Safety Concern/Near Miss



INCIDENT REPORTING

[Incident, Injury, Illness, Exposure](#)

[Damage to CSU Property](#)

[Damage to CSU Vehicle](#)

[Safety Concern/Near Miss Reporting](#)

[Damage to Non-CSU Property](#)

[Damage to Non-CSU Vehicle](#)



Safety Concern/Near Miss

 **ORIGAMI RISK**

New Incident Complete Incident or Cancel

If this is an emergency, please call 911 for the appropriate emergency response. Once the emergency is resolved, please enter details on the incident here.

Safety Concern/Near Miss

Is the incident you are reporting related to a safety concern?

Is the incident you are reporting related to a near miss?

Were any of the following materials involved: Hazardous or Regulated Materials, Recombinant DNA, or Select Agents?

Incident Details

When categorizing the Occupational Health Factor(s), please refer to the helpful definitions below.

Animal – involving direct contact or work with an animal

Biological – having to do with biological materials or agents

Chemical/Radiation – involving chemicals or radioactive materials

Environmental – involving an environmental factor such as heat, cold, wet/damp conditions, ice, wind etc.

Physical – involving the physical environment such as equipment, building components, sidewalks, etc.

Protocol/Procedure – having to do with protocols or procedures not being followed

Sharp/Needle - involving direct contact or work with sharp object or needle

Occupational Health Factors involved in incident

- Animal
- Biological
- Chemical/Radiation
- Environmental
- Other
- Physical
- Protocol/Procedure
- Sharp/Needle

Location on CSU Property

Incident Date

Incident Time

Location Description 

Safety Concern or Near Miss Description 

Questions and Contact Information

Josh Alvarez – Office of Support and Safety Assessment

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