



CA SB 493 Section	Statutory Requirement or Relevant Text	How Case Tracker Can Help
66262.5	Definitions	<p>Case Tracker can easily incorporate the institution's definitions when the software is customized.</p> <p>Further, the fine distinctions between the SB 493 definitions and Title IX Regulations definitions can be incorporated specifically into the application of each policy. The correct procedure and its correct definitions are automatically applied based on the facts disclosed.</p>
66281.8	Responsible Employee	<p>Case Tracker is a tool that can be used to receive disclosures through any and all responsible employees designated by the institution under California law.</p>
66281.8(b)(3)	Jurisdiction	<p>Case Tracker automates the proper action for the appropriate, and perhaps different, response to cases that are covered by Title IX, those that are covered by VAWA, and those that may be covered by the wider California law.</p>

66281.8 (3)(C)(ii)	(ii) The institution shall consider and respond to requests for accommodations relating to prior incidents of sexual harassment that could contribute to a hostile educational environment or otherwise interfere with a student's access to education where both individuals are, at the time of the request, subject to the institution's policies.	Case Tracker provides a section that tracks interim measures, accessibility accommodations, and supportive measures, offering institutions specificity in how they track and respond to each and how they share information about these needs.
66281.8 (3)(D)	Confidentiality	Case Tracker assists institutions in tracking requests to not move forward with investigations, and it marks the reason that the request is granted or cannot be granted (for a legal reason). The reasoning is maintained in the file with other material for easy retrieval.

66281.8 (4)(A)(x)	They shall provide a reasonably prompt timeframe for all of the major stages of the complaint process, as well as a process for extending the institution's timelines for good cause only, and shall provide for the prompt communication of that information to the complainant and respondent. The communicated timeline information shall include, but shall not necessarily be limited to, each of the following: (I) The period during which the institution shall conduct any investigation; (II) The date by which the parties shall be notified of the outcome of any investigation; (III) The deadlines and process for parties to appeal, if the institution's grievance procedures include an appeals process.	Case Tracker customizes every step to the timeline used by the institution for each part of the investigation, helping institutions stay on task to the specific timing needs for each part and to the overall timeline for the process. Case Tracker allows for the Coordinator or an investigator to "snooze" or extend a deadline when there is a need (such as during a period of final exams) while documenting and providing the parties with the reason for the delay or approved extensions.
66281.8 (4)(A)(xi)	They shall provide that the institution shall not unreasonably deny a student party's request for an extension of a deadline related to a complaint during periods of examinations or school closures.	Case Tracker makes it easy for a party to write and request a delay, extension or modification. It notes the decision and justification right in the file.

66281.8 (4)(A)(xii)	They shall provide for periodic status updates on the investigation consistent with the timelines referenced in clause (x) to the complainant and respondent.	Case Tracker automates status updates to the parties, keeping them informed as the case progresses, and offering them clarity as to the steps, their roles, and timelines. Updates to the parties occur shortly after the change and, according to the party's option, updates can be shared with an advisor of choice.
66281.8 (4)(A)(xiii)	They shall provide for notice in writing to parties of any extension of a time period granted in the investigation and fact-finding process that would change the prospective timeframes for the major stages of the complaint process, and the reason for that extension.	Case Tracker offers the Coordinator and investigators the opportunity to "snooze" or extend any timeline (such as a period of final exams, scheduling challenges, weather, etc.). Notice of the delay, including a brief explanation, is automatically transmitted to the parties, so they are aware of the status and the updated timeline.
66281.8 (4)(A)(xiv)	They shall provide for written notice to parties of the outcome of the complaint, including whether a policy violation was found to have occurred, the basis for that determination, including factual findings, and any discipline imposed.	Case Tracker makes it easy to provide written notice, simultaneously to all parties and, if they choose, to an advisor of choice. Further, when they log in, they won't just have the notice letter, but they will also have all the correspondence, documents, policies, and procedures in one place where they can quickly review and even submit an appeal.

66281.8 (4)(A)(xvi)	They shall require that student parties receive notice if the institution is conducting a formal investigation. The notice shall include the allegations and the alleged institutional policy violations under review. Any new allegations that arise during the course of the investigation that could subject either party to new or additional sanctions shall be subject to the same notice requirements.	Case Tracker provides this notice and organizes the notice alongside all relevant documents so parties can quickly access what they need and better participate in the process.
66281.8 (4)(A)(xvii) and (xviii)	They shall afford both student parties the opportunity to each have a support person or adviser accompany the student party during any stage of the process. They shall advise student parties of their right to consult with an attorney, at their own expense, at any stage of the process if they wish to do so. An attorney may serve as a support person or adviser pursuant to clause (xvii).	Case Tracker allows for parties to easily add an advisor of choice, confirm that they wish to share information with the advisor pursuant to FERPA, and select what content their advisor receives. Advisors have their own unique login where they can quickly access all relevant policies, procedures, documents, and correspondence so they can assist their respective parties without needing the Coordinator or investigator to email them troves of materials or create a virtual folder for them to manually search through.

66281.8 (4)(A)(xix)	They shall require that student parties receive a notice regarding appropriate counseling resources developed and maintained by the institution for student parties in school misconduct matters involving sexual harassment.	Case Tracker allows for institutions to send students notices of all kinds, including resources available to them, and to create templated notices that automatically are sent (with an opportunity to edit, enhance, or customize) to efficiently provide parties access to all relevant information.
66281.8 (4)(A)(xx)	They shall allow either party to appeal the outcome of the grievance proceeding if the institution has such an appeals process. An institution's grievance procedure may limit the grounds for an appeal, provided that any limitation shall apply equally to all parties and that the nonappealing party shall have an opportunity to respond to the appeal.	Case Tracker is a perfect resource for parties to prepare and submit an appeal as it organizes the policies, procedures, relevant evidence, correspondence, and any other materials in one organized and easily accessed location. Parties can even submit their appeals through Case Tracker.
66281.8 (4)(A)(xxi)	They shall outline the possible interim measures that may be put in place during the pendency of an investigation, the supportive measures that may be provided in the absence of an investigation, and the disciplinary outcomes, remedial measures, and systemic remedies that may follow a final finding of responsibility	Case Tracker provides a section that tracks interim measures, accessibility accommodations, and supportive measures, offering institutions specificity in how they track and respond to each and how they share information about these needs. Case Tracker also provides clear notice of outcomes, interim outcomes, and any remedies that accompany an outcome.

66281.8 (4)(A)(xxiii)	Specific Notice Requirements	Case Tracker provides templates that allow for customized notice elements that make sending a notice a matter of a few clicks, a quick review and edit, and then pressing send.
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