**Instructions for Using the MASIC-4**

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1. **Before administering the MASIC-4 in general:**
2. Read Holtzworth-Munroe, Beck, & Applegate, *The Mediator’s Assessment of Safety Issues and Concerns (MASIC): A Screening Interview for Intimate Partner Violence and Abuse Available in the Public Domain*, Family Court Review, Vol. 48 No. 4, October 2010, 646-662. This articleexplains how and why the MASIC was developed and gives some basic information about the MASIC and its administration.
3. Read over the MASIC-4 and familiarize yourself with it.
4. Practice using the MASIC-4 before using it on mediation parties. The key is to be conversant with the questions.
5. **Before administering the MASIC-4 in a specific case:**
6. Complete research on parties.
7. Prepare party evaluation form for each party (total of 2).
8. Prepare case evaluation form.
9. Determine whether to administer electronically or writing onto paper copy.
10. **Administering the MASIC-4:**
11. ***The MASIC-4 is designed to be given as an interview.*** 
    * Verbally administer the MASIC to each party individually, in person, before conducting negotiations (if possible, interview the female first).
    * Explain the mediation process (opening statement).
    * Elicit the party’s narrative before asking questions.
    * Build rapport.
    * Read the MASIC introduction.
    * Review confidentiality (vs any mandatory reporting duty).
    * Do not apologize for asking the questions.
    * How to respond to questions about what the other party is being asked – endnote v
12. ***Typically complete a party evaluation form for each party.*** Do not share one party’s answers with the other party.
13. ***In an extremely violent and/or dangerous situation, you may decide not to mediate after administering just one party’s party evaluation form.*** In that case, there may not be a need or it may be inappropriate to administer the other party’s party evaluation form.
14. ***Use care and caution in declining or terminating mediation.*** Do not tell the second party that you are declining to mediate or terminating mediation because of what the first party said about him or her.
15. ***The MASIC assesses each parent’s report of victimization.*** The MASIC specifically does not ask questions about the parties’ perpetration of these behaviors. This is to avoid asking parties to provide self-incriminating information, which might be discoverable.
16. ***The MASIC assesses multiple types of IPV/A.*** 
    * psychological abuse;
    * coercive control;
    * threats of severe violence;
    * physical violence and severe physical violence;
    * sexual violence;
    * stalking;
    * injury; and
    * fear
17. ***The MASIC* *includes questions that are relevant for determining levels of IPV/A and potential danger/inappropriateness of mediation.***
    * Section 1 questions (background and information needed to consider lethality)
    * Section 2 questions (behaviorally specific IPV/A)
    * Section 3 questions (other related matters not specifically asked in 1 and 2)
18. ***The MASIC asks a series of behaviorally specific questions about IPV/A and assesses whether or not each of the listed IPV/A behaviors has occurred over two time periods: 1) ever and 2) in the past 12 months.***

When you get to the list of behaviorally specific questions in Section 2:

* + Make sure the parent understands that there will be two related questions for each behavior or issue. For example, the first question is: "Did [the other party] EVER call you names?" This is a YES or NO question, and it refers to conduct that happened whether or not the parties were living together when it happened. The question relates to things that the other party may have done **during a conflict, disagreement, fight, or in anger, or to scare you or hurt you, but NOT while joking around.**
  + If the answer to the first question is NO, then move on to the next question.
  + If the answer to the first question is YES, then the follow-up question is, "Did that happen in the last 12 months?" Again, this refers to the same kind of conduct, and regardless of whether the parties have been living together. The party should respond using YES or NO.

1. ***The MASIC* *also includes a Mediator Case Evaluation (a separate document).***
   * Record each party’s reports of the other party’s abusive or violent behaviors, including lethality factors (use check marks or number of positive responses in each category).
   * Identify who should be identified as victim(s) (this is an objective determination based on party reports) and who, if either, should be identified as the primary victim (this is a subjective determination). In determining the primary victim, looking particularly at the MASIC indicators of threats, coercive control, intimidation, injury, fear, and recent changes to frequency and severity of the behaviors.
   * Record your concerns as the mediator about the parties, considering the violence and abuse reported, and its impact on each party.
   * Determine whether mediation is appropriate:
     1. A party who has been victimized should not be required to mediate.
     2. If mediation is declined or terminated, exercise caution in how you communicate this to the parties.
   * If mediation is appropriate, consider possible accommodation(s) to mediation procedures.