

Counseling and Campus Wellness Procedure	Procedure Number	3.19P
	Effective Date	TBD

1.0 POLICY & PURPOSE

~~Laramie County Community College will provide a full service counseling center with both direct and indirect services to current and prospective students, faculty, administrators, and educational services staff. Consultation services will be provided to the community as appropriate while not diminishing services to the college. Services will be provided on a case by case basis in accordance with ACA guidelines.~~

In accordance with Board Policy 3.19 Counseling and Campus Wellness, the purpose of Counseling and Campus Wellness Procedure is to offer services that provide developmental, preventative, and remedial modes of intervention. This procedure establishes the standard of practice for Counseling and Campus Wellness of Laramie County Community College (LCCC).

2.0 REVISION HISTORY

Adopted on: ~~TBD~~ 11-1-2014

3.0 PERSONS AFFECTED

~~Students and employees are affected by this procedure.~~

All College employees, students, stakeholders and visitors.

4.0 DEFINITIONS

- A. *Care Team*: The Campus Assessment Response multi-disciplinary team responsible for assessing, evaluating and responding to reports of individuals who present disruptive or concerning behavior.
- B. *Client*: Enrolled students that have signed a disclosure statement with an LCCC counselor.
- C. *Counselor*: A Master’s degree in Counseling, Social Work, Psychology, or related equivalent degree (with an emphasis or experience in Student Personnel services of Higher Education). Professional licensure in the State of Wyoming.
- D. *Crisis*: One’s perception or experiencing of an event or situation as an intolerable difficulty that exceeds the person’s current resources and coping mechanisms.
- E. *Imminent Danger*: An immediate threat of substantial harm to self or others.
- F. *No Show*: A student not physically attending a scheduled session and no call, or call made less than one hour prior to scheduled session. ~~Limit of two “no show” sessions.~~
- G. *Non-Client*: Any student who has not completed an Intake and Disclosure Form.

- H. *Session*: 45-50 minutes of group or individual counseling.
- I. *Titanium*: An off-campus, password protected, encrypted data management system where all clinical notes will be housed.
- J. *Welfare Check*: Communication made by counselor or Care Team member in an effort to determine physical and mental well-being. This process would not be considered a counseling session.

5.0 PROCEDURES

A. ~~Modes of Intervention~~

~~Direct and indirect services will be organized into three modes of intervention: developmental, preventative, and remedial. The primary service focus in the Center will be developmental and preventative as opposed to remedial.~~

1) ~~Developmental Counseling Programs~~

~~Developmental interventions are designed to enhance the functioning and potential of healthy students and groups with the aim of helping students benefit from the academic environment. Examples include, but are not limited to: academic advising, individual counseling, group counseling, individual and group career counseling, and presentations.~~

2) ~~Preventative Counseling Programs~~

~~Preventative programs are concerned with identifying and helping students acquire coping skills in anticipation of future problems. Examples include, but are not limited to: academic skills assessment, individual counseling, workshops, and consultation with faculty members.~~

3) ~~Remedial Counseling Programs~~

~~Remedial interventions involve correcting some discrepancy which exists between students' skills and the demands of the college environment. Examples include, but are not limited to: crisis intervention, short term individual counseling to address a lack of social and interpersonal skills, and the early academic intervention program.~~

B. ~~Counseling Services~~

~~The services provided by the Counseling and Advising Center will be organized into five areas: (1) individual and group counseling, (2) academic advising, (3) career counseling, (4) testing services, (5) and outreach programs. Methods for delivery of services include face to face, telephonically, and online services. All methods and practices referred to within these procedures will meet statutory and licensure guidelines.~~

A. *Scope of Practice* - The LCCC counseling office is primarily a short-term solution focused mental health service as well as a bridge to long-term services offered in the community.

- 1) *Counseling services will be free to currently enrolled students. Generally students can be helped in approximately 3 - 6 sessions, however, it is within the discretion of the clinician to determine the appropriate number of sessions needed to support a student. There is a six*

session maximum per student per presenting issue. Students presenting with new issues will require a new and separate intake form and disclosure statement representing a new series of appointments.

B. Policy for No-shows/Cancellations

- 1) If non-clients seeking services do not show up for two sessions they will be moved onto the waiting list in order to provide availability of services to students in need. This is the standardized expectation although, in extreme circumstances, it will be left to the purview of the professional counselors to work with a non-client student in times of critical need.
- 2) Clients who arrive 10 minutes late for their scheduled session will be considered a “no show”. Additionally, clients who do not arrive or call to reschedule a session less than 24 hours in advance will be considered a “no show”. It is very important to both the therapeutic process and the care of all clients within the center that students seeking care maintain their designated appointment time. Students seeking counseling will agree to the terms and conditions of the counseling relationship outlined within the disclosure statement. It is the standard of care that any more than two “no show” appointments will result in the termination process and referral out for sustained care.
- 3) For the purposes of risk management, all no-show appointments will be documented in Titanium
- ~~4) If non-clients seeking services do not show up for two sessions they will be moved onto the waiting list in order to provide availability of services to students in need. This is the standardized expectation although, in extreme circumstances, it will be left to the purview of the professional counselors to work with a non-client student in times of critical need.~~
- ~~5) —~~
- ~~6) For the purposes of risk management, all no-show ~~clients~~ appointments will be documented in Titanium~~

C. Crisis Protocol

- 1) In the event of a campus mental health/medical crisis, the following steps are in place:
 - a. In the event of imminent danger:
 - i. The first person on scene will notify 911 and Campus Safety immediately by telephone.
 - ii. Campus Safety will call the counseling emergency on-call number and the Counseling and Campus Wellness Coordinator.
 - b. No campus employee may transport individuals in imminent or non-imminent situations. Call 911 to arrange transportation.

D. Health Clinic and Wellness

- 1) ~~The Health Clinic~~Coordination of any direct health care services for the general student population, Wellness activity programming, and ~~S~~student ~~H~~health ~~I~~insurance falls within the scope of responsibility of the Counseling and Campus Wellness Coordinator

E. Title IX

- 1) Sexual assault incidents are considered confidential. Counselors who provide counseling services to members of the school community regarding a sexual assault issue are not required by law to report any information about the incident to ~~the~~ LCCC’s Title IX Coordinator without a victim’s permission.

- 2) A student who speaks to a counselor or advocate should understand that if the victim wants to maintain confidentiality, the College will be limited in its ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Counselors and advocates will assist the victim in receiving necessary protection and support. A student who requests confidentiality may choose to file a complaint with the school and/or report the incident to local law enforcement, and thus have the incident fully investigated.

~~1) Individual and Group Counseling~~

~~The Counseling and Advising Center will offer individual counseling, group counseling, and referral services to all enrolled students, faculty, administrators, and educational services staff on a short-term basis. Students needing long-term counseling will be referred to the community's supportive agencies.~~

~~2) Academic Advising~~

~~All students new to LCCC, including transfer students, are required to contact the Counseling and Advising Center prior to enrolling in their first semester. Students are provided initial advising from the Counseling and Advising Center or provided with a referral to a faculty advisor for their selected majors. General Studies majors continue to receive advising from the Counseling and Advising Center. Students who are on Academic Probation or Suspension are also required to meet with counselors prior to enrolling for their next semester.~~

~~3) Career Counseling~~

~~Students wishing to identify educational and career goals will be offered assistance by the counseling staff. Career inventories, which include both traditional paper and pencil and computerized assessments, will be used to evaluate students' vocational interests, values, and needs. Students may also receive these services from the Career Center Coordinator. The Career Center houses resources to assist students with information regarding training requirements, specific degree programs, in-depth occupational information, paths of career advancement, and labor force trends.~~

~~4) Testing Services~~

~~The Testing Center will provide the campus with a variety of academic and skills assessment tests (For example: GED, CLEP, COMPASS, and departmental exams).~~

~~5) Outreach Programs~~

~~Counselors will offer liaison and consultation services to academic divisions and individual faculty members. Outreach services may be extended to off-campus groups and organizations which request presentations.~~

~~C. Costs for Counseling Services~~

~~Counseling services are free to currently enrolled students and college employees.~~

~~D. Counseling Records~~

~~1) Confidentiality~~

~~Counselors will conform to all guidelines established by state or federal statutes. When there is indication of imminent danger to the client or to others, counselors will take reasonable personal action that may involve informing responsible authorities and when necessary, consulting with other professionals.~~

~~2) Ethics~~

~~Counselors are responsible for adhering to the ethical codes of their profession (ACA, APA, etc.).~~

~~3) Storage of Records~~

~~Counselors are responsible for maintaining individual client files. These files should be stored, in a protected and confidential manner, either in the offices of the counselors or in the file room located in the Counseling and Advising Center.~~

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Mitch Gerharter, Coordinator, Counseling and Campus Wellness Judy Hay, Vice President of Student Services	
Approval by President's Cabinet		
Ratified by College Council	Name of College Council Co-chair	
Approval by President (Signature)		