



Brookhaven College
CARE Assessment Team
Standard Operating Procedure

Overview

Brookhaven College is committed to providing a learning environment that is conducive for students to develop their full potential. The College acknowledges that students in mental, physical, or psychological distress may have difficulty learning and offers support to these students. There may be times when the College is required to activate a systematic response to students who may be in crisis or whose mental, emotional, or psychological health condition may directly threaten the safety of the learning environment. Through the creation of the CARE Assessment Team (CARE Team), the College will provide a caring, confidential program of identification, intervention, and response by providing students with the greatest chance for success and the College community with the greatest level of protection.

This document outlines the College's current procedures which do not replace academic based withdrawal or dismissal policies, Student Code of Conduct procedures and does not supersede local, state, and federal regulations. Except where otherwise noted, the procedures in this directive apply to all students.

The College may add, revoke, or modify these procedures at any time without prior notice to the student. The College will attempt to keep these procedures current. However, events may occur when procedural changes are implemented, or enforced, prior to the procedures being revised in written form.

Responsibilities

- Provide referrals for students in mental, physical, or psychological distress.
- Monitor and provide a systematic response to situations involving students whose behavior or mental, emotional, or psychological health condition may be disruptive or harmful to themselves or others in the College community or students who pose a direct threat to themselves or the health and safety of members of the College community.
- Provide a multi-disciplinary panel of medical, psychological, law enforcement, administrative, and support staff professionals to conduct a threat assessment if needed and to classify the generalized risk to the student or the College community.
- Determine intervention tools to address the risk.

Membership

- The Team shall consist of current college employees, representing each employee group.
- The composition of the CARE Team may be adjusted when a member leaves the team. Four team members are required to be present for a team meeting to commence.

Training

Prior to participation on the Team, team members are required to attend Behavior Intervention Team training which includes:

- a. Benefits of a CARE Team,
- b. Standard Operating Procedures of the CARE Team,
- c. Behavior Intervention and Threat Assessment,
- d. The NaBITA© Rubric,
- e. Mandated assessments,
- f. Voluntary or Involuntary leave from academic studies

Training is provided by the Assistant Dean of Student Support Services or a team member who has successfully completed the National Behavior Intervention Team Association (NaBITA)© Best Practices Certification Course.

Records

- Records created by the CARE Team relating to individual students are considered education records and are protected in accordance with the Family Education Rights and Privacy Act (FERPA). Brookhaven College CARE Team records are maintained in the Maxient Database, managed by the Team co-chairs and Team members have limited access to the electronic files.

Internal Communication

- The CARE Team meets in regular (non-emergency) sessions each week, unless otherwise specified.
- Communication (verbal and written) among CARE Team members is confidential and is always respectful of the student.
- The CARE Team recognizes certain members of the College community have legal and ethical limitations on information that may be shared when discussing a student's behavior. (i.e. police officers and counselors)
- The team co-chair or designee will update Team members prior to the weekly meetings of pending cases. Team members are expected to review the information prior to the meeting.
- CARE Team members are encouraged to communicate with each other by email at bhcCareTeam@dcccd.edu or by telephone in emergency situations.
- Availability of Team members is recorded on a shared calendar available in Outlook. CARE Team members will consult the Team calendar in the event an emergency meeting is needed.
- The co-chair(s) are responsible for summarizing and notification of emergency meeting actions.

Referrals

1. Any member of the College community who has concern for the well-being or safety of a student or the College community, or who has reason to believe that a student may pose a direct threat to himself / herself or to the College community, may refer the student to the CARE Team with or without the student's knowledge.
2. If a situation poses imminent danger of any kind, the college police should be notified immediately by dialing 911 or ext. 4290 from any college phone or by calling (972) 860-4290.
3. Referrals may be made by one or more of the following methods:
 - a. via email by completing and submitting an online referral form located on the Brookhaven College web-site,
 - b. via telephone by calling (972) 860-4339,
 - c. in person at the Counseling Center located in the S Building, room S124
 - d. in person at the college Police Department located in the B Building.
4. When a referral is received, the Assistant Dean, Chief of Police, or designee will review the information and determine next steps.
5. The Assistant Dean, Chief of Police, or designee will communicate the status of the referral to the CARE Team via bhcCareTeam@dcccd.edu.

6. Information will be gathered from the referral source and other parties involved. Decisions about who to contact will be made on a case-by-case basis by the Assistant Dean, the Chief of Police, or designee.
7. As information is gathered, it will be recorded electronically and made available to the CARE Team.

Assessment

1. During the weekly meeting, CARE Team members will review referred cases for the week and consider all information to determine the student's level of distress and/or crisis. Team members will determine if the student can safely participate in the education program. This assessment may include:
 - a. Consultation with BHC employee(s) and other students who may have been witness to, or impacted by, specific behaviors of the student.
 - b. Consultation with the referred student to assess the need in requesting recent medical information, psychological evaluations, and/or health records.
 - i. After obtaining a release of information from the student, medical and/or health-related records will be reviewed and secured in the college Health Center. The College Nurse will summarize the information for the team.
 - ii. After obtaining a secured release of information from the student, Psychological Evaluations or other related documentation relating to the mental health of the student will be reviewed and secured by a college Licensed Professional Counselor. The Counselor will summarize the information for the team.
 - iii. If the student declines to authorize the release of information, the student shall immediately be referred to the Vice President of Enrollment Management and Student Services.
2. Members of the CARE Team will use the NaBITA® Threat Assessment Rubric to classify the mental and behavioral health of the student and the risk to the student or to the College community. Using the NaBITA® Threat Assessment Rubric, members will consider:
 - a. Specific behaviors believed to pose a direct threat to the student or to the College community
 - b. Nature, duration, and severity of the risk
 - c. Probability the perceived threat will occur
 - d. Whether modifications can be made to the student's educational program to sufficiently mitigate the risks

3. If the preliminary assessment indicates the student is not a threat to himself / herself or to the College community, Team members may recommend one of the following actions:
 - a. Refer the student to the Counseling Center
 - b. Refer the student to Disability Support Services
 - c. Recommend the student seek appropriate treatment outside of the College environment
 - d. Continue to monitor the situation

4. If the preliminary assessment indicates the student may present a direct threat to herself / himself or to the College community, or if the student has violated the student code of conduct, the student will be directed to the Vice President of Enrollment Management and Student Services (Conduct Officer), the Counseling Center or a College law enforcement official for further assessment.
 - a. After the second level assessment, the College Official conducting the review will present its findings to members of the Team.
 - i. If no additional action is recommended, the student will be notified in writing of the findings.
 - ii. If a recommendation is to proceed with the issuance of mandated mental health assessment, Team members will follow the guidelines as provided in this procedure.

Mandated Mental Health Assessment

1. When the student is mandated to be assessed by a College counselor, the student will receive written notification from the CARE Team informing him / her of the mandated assessment and the notification will include:
 - a. Date, time, and place of the assessment
 - b. Number of mandated assessment sessions
 - c. Consequence of noncompliance
 - d. Contact information for the Counseling Center
 - i. The student is required to attend four (4) assessment sessions.
 - ii. The student is required to sign an Informed Consent Form informing him / her that a summary of the Counselor assessment will be provided to members of the CARE Team.

2. The CARE Team will reconvene following a mandated mental health assessment. Upon reviewing the results of the assessment and other relevant information collected during the assessment process, the CARE Team will:

- a. Terminate the process if the information indicates the student does not pose a direct threat to herself / himself or to the College community.
- b. If it is determined the student is a direct threat to herself / himself or to the College community, the Care Team will forward the case to the Vice President of Enrollment Management and Student Services for further action which may include:
 - i. voluntary/involuntary leave of absence from academic studies
 - ii. withdrawal from academic studies
 - iii. recommendation to pursue professional assistance outside of college parameters
- c. Students in case management by the CARE Team will be notified in writing of the college's final recommendation.