



The Student and Community Counseling Center is a training facility sponsored by the Counseling Psychology and Counselor Education Program in the School of Education. The student counseling provided is under direct supervision of professional faculty and professionals in the field with many years of experience. The counselors are completing a master's degree in counseling at the University of Colorado at Denver and Health Sciences Center. The student counselors are providing services on a semester basis as part of their clinical training experience under the supervision of an experienced mental health professional.

During your intake session, your counselor will ask you several questions about your current life as well as about your physical health, mental health, and family history. Some of the questions, especially those around suicide and trauma, may be stressful to answer. We ask these questions to assess if we need to help with immediate safety concerns and to determine if we have the skills and resources to provide you with the support you need. We respect your right not to answer. All information shared will be safeguarded to insure your privacy with the exceptions of confidentiality described later in this document.

UCD students may elect to be seen by either a student counselor or a licensed clinician. These students may also choose not to be observed by the treatment team or to be videotaped in which case they MUST be seen by a clinician or intern. UCD students are entitled to 10 free sessions during an academic year (starting August 1).

The Center has been established to provide an opportunity for you to discuss issues in your life which may be affecting your work, studies, relationships or family. The counseling offered is supportive and caring. Personal concerns, study issues, and career choices are all appropriate topics for the counseling approach. If you believe that this type of counseling does not suit your needs, referral to other agencies can be arranged.

The counselor assigned to those who are not UCD students will be available to meet with you through the current term. Every effort will be made to provide a new counselor in the following term if you believe it would be helpful. In cases where children are being seen, there may be a change in the student counselor if your child needs continued care.

Limitations of Services:

The Center is not able to provide 24 hour care, therefore the appropriate referrals are given to individuals (such as but not limited to: in-patient detox, acutely suicidal, homicidal, or psychotic) in need of more intensive treatment. In these cases Supervisors will collaborate with the appropriate agencies in order to assure client safety. Some services may be requested that are beyond the scope of our competencies such as forensic assessments, child custody evaluations, or evaluations for disability accommodations. In these cases referrals will be made to other agencies.

Because the Center operates on a semester schedule, immediate treatment cannot be guaranteed if you contact us near the end of a semester. If immediate assignment becomes a problem, we will inform you of alternative agencies that provide similar services so that you are not inconvenienced. If you desire, you will be placed on a waiting list for the following semester. The Center has specific operating hours, and does not provide after hours emergency services. In the event of such an emergency, contact your local mental health center or emergency room, or call the COMITIS Helpline at 303-343-9890 or Denver Health Medical Center at 303-436-6000, or Auraria Psychiatrist at 303- 352-4455.

We hope your association with the Center is helpful. During the semester, you may be asked for your perceptions of the counseling you are receiving. If you have any suggestions or concerns regarding the services we provide, please feel free to telephone the Center office at 303-556-4372.

On rare occasions, the 10 session limit can be extended when there is documented therapeutic necessity approved by the Director. Additional sessions require fees for service of \$10 per session.

Counseling Sessions:

The Student and Community Counseling Center provides counseling services for UCD students and Denver Public School students at \$5 per session up to 10 sessions. Other campus students, campus personnel and the community-at-large may be seen on a sliding scale fee basis. SHOULD YOU BE UNABLE TO KEEP YOUR SCHEDULED APPOINTMENT, PLEASE CONTACT THE CENTER 24 HOURS IN ADVANCE TO AVOID BEING CHARGED \$10 FOR THE SESSION. The Center telephone number is 303-556-4372.

Video recordings, as well as observation through one-way glass, are utilized by students and staff of the Center. Observation and taping are conducted for each counseling session (except those with a Licensed Clinician) and are used for training and research purposes only. Students who have signed confidentiality pledges may observe counseling sessions. Any observation write-ups will focus on counselor skills and will not include specific identifying client information. You may be asked to complete certain evaluative instruments which will be used in research to increase the effectiveness of counseling. All information received on these instruments will be confidential. Participation is optional.

If you are seen both in individual therapy and in couple or family therapy, the same treatment team may see you in both sessions. Regular mid-session breaks and/or intercom calls from the Supervisor will allow team involvement. It is our intent to give you quality service that includes the expertise of both your counselor and the treatment team.

Because this is a graduate training program, matters such as child custody, court testimony, and evaluations are beyond the scope of our mission. It is the Center's policy that our student counselors DO NOT testify in court. It is not in your best interests to be served by the Center if you wish to use our student counselors to testify for you in court. Student counselors are not qualified to serve as "expert witnesses." If you desire therapy, and are in litigation and needing expert testimony, please inform your student counselor in the first session (or as soon as you know), so that an appropriate referral can be made for you.

When the treatment of minors (clients under the age of 15) is requested within the context of individual or family therapy, authorizations for treatment must be obtained by both the minor's parents/guardians with few exceptions. In cases of divorce or separation, if decision-making powers are shared by both parents, then both parents must sign the clinic disclosure form and the consent to treat minors form, either in person or by sending in a notarized copy. If one parent has been granted sole decision-making powers by the courts, a copy of that court decree must be provided. All authorizations to treat minors must be in place by the first counseling session in order for treatment to be provided.

Confidentiality:

In order to protect client confidentiality, we adhere to the following procedures:

- (A) Written, telephone, or personal inquiries about clients will not be acknowledged. The client must sign a Release of Information Form before any information about you will be given to anyone outside the Center. If you are in couple and/ or family therapy, each adult involved in therapy must sign a Release of Information Form before any information is released.
- (B) All records, tapes and/ or other identifying materials are kept in the strictest confidence and are only reviewed by your counselor and the treatment team. Faculty Supervisors, Licensed Clinicians, and students who know you personally and/ or professionally are not allowed to observe your session or review any of your materials.
- (C) IMPORTANT! Colorado state law requires exceptions to confidentiality as follows:
 - 1. Indication by the counselee of intent to physically harm himself or herself or another human being. In such cases the counselor has a duty to warn either (a) the person who is likely to suffer the result of harmful behavior, (b) that person's family, (c) the family of the counselee who intends to harm himself/ herself and/ or (d) the proper authorities.
 - 2. Alleged child or elder abuse, in which case the counselor has a responsibility to notify the appropriate authorities of such allegations.
 - 3. A court order requiring release of information.

The Student Counselor or Licensed Clinician will, whenever possible, share with the counselee the intent to notify relatives or authorities. In cases of threatened homicide or suicide, every effort will be made to resolve the issue before

any other action is taken. In couple and/ or family therapy, it is the counselor's prerogative, upon his/ her professional judgment, to disclose information shared individually in or out of a session.

Consent to Evaluation/Treatment and Consent for Staff Consultation

I hereby apply for evaluation, treatment, or other services offered to me by the UCD. I acknowledge that no guarantees can be made to me as to the results of treatment.

I authorize discreet verbal communication between the UCD Student and Community Counseling Center and the Auraria Health Center. This may include consultation with a psychiatrist should that be necessary in the course of my counseling in order to provide appropriate services and referrals. In the case of a threat or harm to self or others, I understand that my counselor may need to notify other campus officials (Dean of Students, Community Standards and Wellness) on a need to know basis.

Counseling risks and rights

You have the right to terminate therapy and/or get a second opinion at any time. If you chose to terminate therapy, we do request that you discuss your decision with your counselor. We strive to provide the highest quality service at the Center, and encourage feedback. Please feel free to call the Clinic Coordinator at 303-556-4372.

It is important to understand that there may be a potential for emotional strain, stress, and life changes as a result of therapy.

Clients rights

You are entitled to:

- information about the methods of therapy, the duration of therapy, and the fee structure.
- seek a second opinion from another counselor/agency.
- prevent the electronic recording of any part of the session without prior written approval.
- terminate counseling at any time without obligation.
- release any part of your record at any time from your files to any person you designate.
- If the counselor is seeing you as a couple or as a family, all individuals involved in the session must give prior permission for release of information.

The practice of both licensed and unlicensed persons working in the field of psychotherapy is regulated by the Department of Regulatory Agencies. Any complaint about your counselor should be addressed to: Department of Regulatory Agencies, Mental Health Section, 1560 Broadway, Ste. 1350 Denver, CO, 80202, 303.894.7766.

In a professional relationship, sexual intimacy is never appropriate and it is illegal in the state of Colorado. If sexual intimacy occurs, it should be reported to the State Grievance Board.

The information above must be provided to all counselees according to Colorado Law. If you have any questions about this information, please contact the Center office at 303-556-4372 or the Colorado Mental Health Grievance Board.

I have read and understand the above and agreed to participate in counseling.

Client Name (printed) _____

Client Signature _____ Date _____

Client Name (printed) _____

Client Signature _____ Date _____

If the client is a minor:

Name of Minor (printed) _____

Parent or Guardian Name (printed) _____

Parent or Guardian Signature _____ Date _____

Counselor Signature:

Student Counselor Name (printed) _____

Student Counselor Signature _____ Date _____

Or

Licensed Clinician Name (printed) _____

Licensed Clinician Signature _____ Date _____

VIDEOTAPE CONSENT FORM:

I/We the undersigned, give the Center my/our permission to use videotapes of me/us for supervisory purposes only. Supervision includes consultation with members of a treatment team.

Client

Date

Client

Date

ATTENTION:

The Counseling Center will be closed for school breaks and holidays the following days during the 2010 school year:

- SPRING BREAK
- SEMESTER BREAKS (Spring to Summer, Summer to Fall, Fall to Spring)
- INDEPENDENCE DAY
- LABOR DAY

Client

Date

Client

Date