

INFORMATION AND CONSENT FORM

Services Provided

UC San Diego Counseling & Psychological Services (CAPS) offers a variety of individual, couples, joint, and group counseling services provided by psychologists, psychiatrists, clinical social workers, and post-doctoral psychology residents.

Eligibility for evaluation or treatment from CAPS is contingent upon status as an enrolled UCSD student paying the Student Services Fee.

Counseling/psychotherapy can have both risks and benefits. The counseling process may include discussions of your personal challenges and difficulties which can elicit uncomfortable feelings, including but not limited to sadness, guilt, anger and frustration. However, counseling has also been shown to have many benefits. It may lead to better interpersonal relationships, improved academic performance, solution to specific problems, reduction in sense of distress and enhancement of wellbeing. It may lead to personal growth and development, but, there is no assurance of these benefits.

Confidentiality

As required by mental health practice guidelines and current standards of care, we keep records of your counseling. Storage of these paper and electronic records meet federal standards and security. In addition, keeping with Federal and California laws, and the standards of ethical conduct for mental health practitioners, services provided by the CAPS staff are kept confidential and the disclosure of mental health information by providers may happen according to such regulations, when otherwise specifically required by law, or as noted below and in the accompanying Notice of Privacy Practices. Mental health providers may consult with each other about the best way to provide the assistance that you might necessitate. Although CAPS uses the same electronic health record system (EHR) as Student Health Services (SHS) and UC San Diego Health (UCSDH), your counseling records are protected and secure. To comply with Behavioral Health accreditation standards, the following information is shared with SHS and UCSDH on a need to know basis: CAPS appointments, problem list, prescribed medications, allergies, and referrals. Medical providers at the UC San Diego Health Department of Psychiatry outpatient clinics, Hillcrest and La Jolla Emergency Departments (ER), and the Neuro-Psychiatry and Behavioral Medicine Unit (NBMU), may access or share information with CAPS necessary for coordination and integration of care. There are strict procedures that must be followed in order to access your counseling record. The provider must self-identify by user ID and password protected log-in. The information accessed must be limited to minimum necessary information needed for the coordination of care. The activity generates a record which is subject to audit to ensure compliance with applicable policies and laws. Violators are subject to disciplinary action according to UCSDH policy. UCSDH providers will only access your health information if you seek care with UCSD Health.

If you wish to have your mental health records shared with non-mental health providers, please, inform your CAPS provider. This will require a separate consent for the release of medical records.

Neither seeking counseling, nor any information disclosed in the counseling sessions, will appear in your student academic record, unless you specifically direct us, with a signed release of information document, to communicate with other staff and faculty at the university.

CAPS professional staff may be compelled to disclose client information without prior consent when a client is likely to harm oneself or others, during an emergency situation related to health and safety, when there is reasonable suspicion of abuse of children, dependent adults, or the elderly, when the client lacks the capacity to care for oneself, and when there is a valid court order for the disclosure of client files. Additionally, Mental Health Professionals are also required to file a report when a person knowingly produces, duplicates, download, streams, or access an image in which a child is engaged in sexual conduct. By signing this form, you also give CAPS permission to communicate with the Emergency Contact that you have designated if we believe that you are at risk. Please consult with your mental health provider if you have any questions about confidentiality.

Counseling Policies

Although access to CAPS services is very important to us, a wait may ensue during busy periods of the year. If you consider your situation an emergency needing immediate attention, please inform our staff. For after-hours urgent needs, call our central office at 858 534 3755 and select option #2 to speak immediately with a mental health counselor. For an emergency, where you or someone else is at risk, call 911 or go to the nearest ER.

Many issues typically encountered by students can be addressed with brief focused intermittent counseling. Your initial session is an assessment devoted to defining concerns and developing interventions according to need and resources. If at any point it is determined that other mental health services are more suitable, we will help you obtain assistance from appropriate off-campus providers utilizing your comprehensive healthcare insurance required while attending UCSD.

Non-compliance with the plan we develop to assist you could result in the termination of services. Please arrive on time for your appointments. Missed appointments reduce our capacity to provide services to other students. If you are unable to keep your appointment, please call to cancel as far in advance as possible.

Cancellations within 24 hours and missed appointments (no-shows) will incur a charge of \$20 to your Bursar's Account. There is no charge for appointments that you attend or cancel sufficiently in advance. Repeated cancellations or missed appointments may result in the termination of counseling.

Our goal is to provide the most effective psychotherapeutic experience. If you feel that your counselor is not a good match for you, we encourage you to discuss this matter

with your current counselor. Alternatively, you can speak with the Clinical Director of CAPS. Either of the above can facilitate a transfer to a different counselor, if necessary. If you have questions or comments about our services, please let us know at any point, fill out a Client Experiences Survey (CES), or arrange to speak with the Director.

CAPS is a training site for psychologists

The counseling you receive may be from a post-doctoral resident in psychology. Our postdoctoral residents are supervised by licensed psychologists and will inform you of the name and contact information for their supervisor who can be contacted through our central office.

Use of electronic mail

In order to ensure your privacy, CAPS staff are not permitted to communicate with students using e-mail. If you need to communicate with your counselor regarding scheduling, (1) telephone them directly with the number provided to you at your first meeting, or (2) use our secure online messaging system at the UCSD CAPS/SHS web portal (<https://MyStudentChart.ucsd.edu>). For all other communications, please telephone your Counselor.

Psychiatry

CAPS offers initial psychiatric evaluations, psychopharmacologic assessment, medication management, bridge care, psychiatric consultations, and liaison services. Students must be in treatment with a Primary Care Provider (PCP) located at SHS or CAPS [PCP includes: psychologist, post-doctoral psychology residents, primary care physician, nurse practitioner, clinical social worker]. After initial consultation, students may be referred to off-campus providers, using the student's health insurance, when indicated.

Psychiatric Medications

New medications will be prescribed only during psychiatry medication office visits, so that your psychiatrist can perform a current assessment of your condition and discuss with you the risks and benefits that may be associated with a new medication, and its alternatives. It is your responsibility to request medication refills in a timely manner. If you need a prescription refilled, it is strongly preferred that you request a new prescription from your psychiatrist during a scheduled office visit. This allows your psychiatrist to re-evaluate your condition and address any of your concerns. If you run out of your medication prior to your scheduled psychiatry visit, contact your psychiatrist. Please allow 5 business days for refill requests to be processed, and be aware that some medications cannot be legally refilled via telephone. Routine medication refills are authorized only during regular business.

THIS CONSENT WILL AUTOMATICALLY EXPIRE ONE YEAR FROM DATE OF YOUR SIGNATURE.

If you have any questions, please discuss them with your mental health provider.

*****Please sign below to indicate that you understand and agree to participate in counseling in accord with the above policies.**

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

If an Interpreter is used:

Interpreter ID: _____

Language: _____

DATE and TIME: _____