



<b>Policy Title</b> Counseling Services	<b>Original Adoption Date</b> 1/2/2019	<b>Policy Number</b> SS-790
<b>Responsible College Division/Department</b> Student Services	<b>Responsible College Manager Title</b> Vice-President of Student Success	
<b>Policy Statement</b>		
<p><b>Eligibility requirements for counseling services:</b></p> <p>Individuals eligible for counseling services at LTC are students enrolled in credit bearing classes. (Individuals enrolled in non-credit bearing classes will be offered consultation on a limited basis). A maximum of 3 sessions will be permitted subsequent to graduation or withdrawal. Appropriate referrals to community providers and follow up care will be recommended for students needing continued services.</p> <p>Individuals who do not meet the criteria defined above will be referred to services within the community. Minors and/or students who are still in high school will be referred back to their school district’s guidance counseling department, which can better work with parents to access services. Employees/staff members will be referred to LTC’s Employee Assistance Program.</p> <p><b>The following categories of counseling services are offered to students:</b></p> <p>Supportive - Supportive counseling occurs when a student is not formally assessed through an intake, is not formally diagnosed with a mental illness, and has not signed an informed consent for treatment. Students seeking supportive counseling may benefit from brief or frequent interactions with a counselor, as described below. The counselor may use basic counseling skills to help them clarify their goals, problem solve, resolve conflict, make wise decisions, or raise their awareness to general concerns.</p> <p>Consultative - Students may request to meet with a counselor for a one-time consultation session. For this session, students are often seeking input on a specific issue, but may not desire individual counseling services. If further consultation is requested, the student is asked to participate in a formal counseling intake process.</p> <p>Mental Health – Services that will require multiple session with the counselor are considered to be mental health. Students are required to complete an intake survey and confidential, ACA compliant, case notes will be kept for the student. At LTC, a treatment relationship will end upon a student’s graduation or termination of enrollment. Additionally, counselors will have the discretion and responsibility to terminate the counseling relationship when it is no longer beneficial to the client, or the client has achieved maximum benefit per the ACA Code of Ethics. Care will be taken to ensure that the therapeutic relationship is not terminated abruptly and transitional sessions will be provided.</p> <p><b>Mental Health Services Provided:</b></p> <p><i>Individual Treatment</i> - Individual treatment is offered to students and includes the following issues: depression, anxiety, grief, trauma, relationship issues, test anxiety, and any other areas that are within the expertise of individual clinicians.</p>		



*Behavioral Interventions* - On a limited basis, clinicians may be involved in assisting students to meet the guidelines of a behavioral plan. Clinicians may be involved in the process of developing the behavior plan; however, the plans will be initiated by programs or departments based on concerns about the student's behavior or functioning. If the department requests feedback from the counselor on the student's progress, the student will be asked to sign the Statement of Understanding form in lieu of an informed consent. This form indicates the student understands that counseling has been mandated by his or her program, and that there will be ongoing reports to the program or department regarding the student's compliance with treatment.

*AODA* - AODA assessments can be provided. However, if it is determined that AODA treatment is needed, students will be referred to community providers who have expertise in AODA treatment. Students will have the right to allow or decline assessment information to be shared with their individual programs based on written consent. Refusal to allow programs access to the results of the AODA assessment may have consequences that are determined by the program.

*Accommodations Evaluations* - In conjunction with Accommodation Services, Counseling Services personnel can provide evaluations for accommodations to current or prospective students within the scope of the clinicians' expertise. Referrals to local resources may also be made for more in-depth evaluations or evaluations beyond the scope of the clinician's expertise.

*Crisis Management* – LTC Counseling Services provides crisis management to enrolled students during office hours Monday through Friday. Night and weekend crises should be referred to 911 or local crisis lines in an emergency.

Staff who perceive imminent danger due to a threatening situation on campus should follow the procedures outlined by LTC's Security Department. Students who are causing a disruption due their emotional state or mental health issues can be referred to a counselor for a crisis consultation. The Counselor will make every effort to see them within a 4 hour time frame. If this is not possible, students will be referred to a local crisis agency. When the counselor is not present, the campus will manage the situation according to the needs of the individual, which may include off-campus referral. The Counselor may be contacted via telephone for consultation as needed.

*Suicide Prevention* - Counseling Services personnel will address Students who verbalize suicidal ideation, gestures or plans, on an emergency basis or other staff equipped to apply QPR (Question, Persuade, Refer) protocol. The goal will be to refer the student to an external agency for treatment or admission for care.

**Mental Health Services Not Provided:**

*Court Ordered Treatment* - Due to the nature of court-ordered referrals, LTC's counselor will not provide court-ordered treatment to students, which may include ongoing therapy, assessment, and the need for the student to pay a fee for services as part of the court order.

*AODA Treatment* – LTC Counseling Services offers brief, basic assessments regarding AODA issues but will refer students to local AODA resources for ongoing, primary treatment.



*Employee Counseling* - LTC offers an Employee Assistance Program to its employees for mental health services. To avoid conflicts of interest, dual role relationships, and other complications, LTC Counseling Services will refer LTC employees who are seeking mental health treatment to this resource.

*Sex Offender Treatment* - LTC Counseling Services does not have the resources to provide sex offender treatment to students.

*Psychiatric/Medication Assessment and Evaluation* - LTC Counseling Services does not have the medical resources or training needed to prescribe and/or monitor medication for students. LTC's counselor provides appropriate referrals to community resources for psychiatric treatment.

*Treatment needs that are best met elsewhere* - At the discretion of the Counselor and, based on training, resource, and liability limitations, LTC Counseling Services reserves the right to refer a student off-campus for services beyond the general mission or scope of the department.

*Suicide Prevention* – Due to the extended and intensive care needed to ensure the safety of students with exhibiting suicidal ideation, LTC Counseling Services is unable to provide care for such students beyond emergency intervention and referral to an off-campus agency.

**Reason for Policy**

Lakeshore Technical College recognizes that students come to college in varying states of mental health and readiness. LTC provides counseling services to support students as they cope with mental health, personal crises and other issues.

**Historical Data, Cross References and Legal Review**

**Legal Counsel Review and Approval:  
Board Policy: III.B. People Treatment**

**Definitions**