

Consent for Treatment Acknowledge Statement

This notice describes client rights, disclosures, and policies related to the Center for Student Mental Health and Well-being. **Please review the Consent for Treatment in its entirety prior to signing.** By signing this document, you acknowledge and agree to follow the guidelines, expectations, and policies through the Center for Student Mental Health and Well-being at Michigan Technological University.

If you do not review and sign the Consent for Treatment prior to your appointment, your appointment will be rescheduled. You are not required to sign the Consent to Treatment; however, you will not be eligible to receive services if there is not a current signed Consent for Treatment on file.

The Center for Student Mental Health and Well-being may, at any time, add, change, or rescind any policy or procedure described in this document in its sole and absolute discretion, without notice.

☐ **I acknowledge that I have reviewed the Consent for Treatment Acknowledgment Statement.**

Client's Rights

- The client has the right to withhold or withdraw consent at any time. If consent is withheld or withdrawn, the client has the option to meet with a counselor to discuss options for treatment or request a referral to a provider outside of the Center. Case management services can be provided at the client's request to assist in looking for an outside provider.
- The client has the right to ask questions regarding what to expect during the course of treatment.
- The client has the right to decline therapeutic techniques recommended by the counselor.
- The client has the right to end therapy at any time, without any impediment, and may return to therapy anytime.
- The counselor reserves the right to terminate services if the client violates Center policies, see Center Policies attached.
- The client has the right to review their counseling records.
- Right to confidentiality: Within limits provided for by law, all records and information acquired by the counselor shall be kept strictly confidential in accordance with the principles of a doctor-patient relationship. All information will not be shared or revealed to any person, agency, or organization without the prior written consent of the client. There are exceptions to client confidentiality, see confidentiality policy below.
- The client has a right to a free copy of the consent for treatment form.

Risks for Treatment

There are potential risks and benefits associated with any form of counseling, and despite my efforts and the efforts of my counselor, my condition may not improve, and in some cases may even get worse.

Confidentiality

Discussions between a counselor and a client are confidential. No information will be released without the client's written consent unless mandated by law. Possible exceptions to confidentiality include but are not limited to the following situations:

- Suspected child, elder, and/or dependent adult abuse;
- Expressed threat of violence towards an ascertainable victim;
- Expressed threat to harm or kill self; and
- Court subpoena.

If you have any questions regarding confidentiality, you should bring them to the attention of the counselor when you and the counselor discuss this matter further. By signing this consent form, you acknowledge that you have reviewed the confidentiality policy and understand the limitations of confidentiality. You are also releasing and holding harmless the counselor from any departure from your right of confidentiality that may result from one or more of the exceptions above.

Records

All counseling records are stored in an electronic medical records program (EMR). The EMR program is password protected and only counselors in the Center have access to clinical documentation.

The client has the right to review their counseling records. Clients may request their records be sent to another provider, but a release of information to send the records must be completed. Clients seeking to obtain a personal copy of their counseling records may also submit a request. There are increased risks to possessing counseling records for personal use, including but not limited to, files being misplaced or disclosure of personal information to unwanted parties. Such requests should be considered with extreme caution.

In compliance with Michigan Public Health Code, counseling records are retained for seven years following the last date of services provided to the client. Client records are destroyed after the seven-year mark has passed.

Recording Sessions

During a counseling session, the counselor will not use any audio or video device to record what occurs without the client's written consent. Likewise, clients are not permitted to use any device to record therapy sessions or use any device that allows another person to listen to the therapy session without the counselor's knowledge or consent.

Teletherapy

What is Teletherapy?

"Teletherapy" includes the practice of education, goal setting, accountability, referral to resources, problem-solving, skills training, and help with decision making. Teletherapy counseling may include mental health care delivery, diagnosis, consultation, and psychotherapeutic treatment.

Teletherapy will occur primarily through interactive audio, video, telephone, and/or email. If one form of technology fails during a teletherapy session, an alternate form of communication may

be utilized by the counselor (ex. cell phone). Email use is for the sole purpose of providing referrals, and educational or skill-building material; it is not intended to be used to engage in therapy.

Services delivered by my therapist are required by law to take place within the state in which my therapist is licensed, except for a crisis consultation session, and teletherapy services may not be provided in international jurisdictions. If I am physically located outside of the state in which my therapist is licensed, I will immediately notify my therapist.

Teletherapy Requirements

- The client must be the only one present in the room while engaging in teletherapy.
- If another individual is in the room the counselor must be informed immediately and consent to them being present before engaging in any therapy. The counselor will end the session and rescheduled if a client is unable to find a private space or does not disclose that they are alone in a private space.
- Clients must attend sessions in a private space without the presence of others. If it is determined that others are present the client will be asked to reschedule their appointment. The student will be provided options for securing a private space to attend sessions if needed.
- Clients must be dressed as if they were attending an in-person face-to-face session.
- Clients must be physically located in the state of Michigan to utilize teletherapy support to comply with the counselor's license. If the client is not located within Michigan borders during the time of my appointment, they will need to reschedule their appointment.
- Clients must have their camera turned on during the session. If the client does not have functional technology that allows them to meet this requirement, they will need to reserve a room in the Center to participate in a session.

When is Teletherapy Appropriate?

- A staff member will inform me if I am required to complete an onsite, in-person screening by a counselor before participating in teletherapy and whether a referral for teletherapy services is appropriate. Receiving teletherapy services may not be advised if I have experienced any of the following:
 - Recent suicide attempt(s), psychiatric hospitalization, or psychotic processing (last 3 years)
 - Moderate to severe major depression or bipolar disorder symptoms
 - Moderate to severe alcohol or drug abuse
 - Severe eating disorders
 - Repeated "acute" crises (e.g., occurring once a month or more frequently)
- I agree that certain situations, including emergencies and mental health crises, are inappropriate for audio/video/computer-based counseling services. These include:
 - Thoughts of hurting or killing myself or another person;
 - Hallucinations;
 - Being in a life-threatening or emergency of any kind;
 - Having uncontrollable emotional reactions; and/or
 - Being under the influence of alcohol or drugs.

Risks of Teletherapy

There are risks involved in teletherapy, including, but not limited to, the possibility, despite reasonable efforts on the part of the counselor, that:

- The transmission of my personal information could be disrupted or distorted by technical failures
- The transmission of my personal information could be interrupted by unauthorized persons
- The electronic storage of my personal information could be accessed by unauthorized persons.
- Teletherapy may not be as complete as face-to-face services – additional research is needed on the long-term effects of counseling via teletherapy versus face-to-face treatment to better understand the benefits and limitations of teletherapy treatment. If my counselor believes I would be better served by another form of intervention (e.g. face-to-face services) I will be referred to a mental health professional who can provide such services in my area.
- While a client may benefit from teletherapy psychological counseling, results cannot be guaranteed or assured. There are potential risks and benefits associated with any form of counseling, and despite the efforts of the client and the efforts of the counselor, the client's condition may not improve, and in some cases may even get worse.

Therapy at the Center

Therapy at The Center for Student Mental Health and Well-being is provided by licensed mental health providers and supervised clinical graduate students. Counselors utilize evidence-based approaches to support students in achieving their treatment goals. The Center focuses on providing the most effective, least-intensive type of treatment that will best meet the student's individual needs.

When a student meets with a counselor for the first time the counselor and student will work together to create a treatment plan and determine the most appropriate course of action to resolve the presenting concern. This initial plan will be reviewed and revised throughout treatment as a client's needs increase or decrease.

The Center is not always able to effectively address some students' presenting needs based on best practice guidelines. This will be discussed with the student during the initial screening or as the counselor sees fit at a later point. Please see the section Referral to Community Provider for additional information.

The Center does not offer formal testing of learning disabilities, including but not limited to, attention deficit disorders, dyslexia, dyscalculia, dysgraphia, and language and processing disorders. All requests are referred to an outside provider.

Number and Length of Sessions

The number of sessions needed depends on many factors and will be discussed by the counselor. The length of therapy sessions ranges depending on several factors, and the counselor will discuss this with you.

Referral to Community Provider

Mental Health Services is not always able to effectively address some students' presenting needs. Some of the concerns that are commonly addressed through referral to services outside of our office include, but are not limited to:

- A student's desire for long-term, weekly individual appointments.
- A clinician's determination that a student needs more comprehensive, intense services that are beyond those that can be safely provided by the University's providers. Typically, these include one of the following:
 - History of multiple mental health hospitalizations.
 - Chronic thoughts of suicide, frequent self-injurious behaviors, or a history of repeated suicide attempts that are not alleviated by the services provided by the University.
 - Evidence or risk of progressive deterioration in mental or emotional functioning that requires intensive intervention.
 - Exhibiting psychotic symptoms without a willingness to follow treatment recommendations.
 - Inability or unwillingness to provide the necessary information to thoroughly assess symptoms.
 - A need for drug testing or court-ordered treatment that cannot adequately be provided by Michigan Tech Mental Health Services.
 - The presence of significant or long-standing eating disorder symptoms with no period of remission, or that may pose a medical danger.
 - Request for a full psychological assessment (e.g., ADHD or psychoeducational evaluations).

Counselors

Licensed Clinical Counselors

All counselors at the Center are licensed by their respective disciplines to practice in the state of Michigan. **Clients can only participate in individual counseling with one licensed mental health provider at a time.** Clients may choose to seek out a provider outside of the Center, but services will be terminated at the Center while services are being received elsewhere. Students may receive services at the Center on an emergency basis while receiving services with another counselor, even if their counselor is not available or services are received outside of the university.

Clinical Consultation

At the Center, we believe that providing a great experience for you means that as Counselors, we learn and grow too. One way we do this is by meeting regularly as a clinical team to consult with each other about ongoing cases, which includes, but is not limited to the Center's staff and mental health providers from Mantra Health. This benefits you - because often you will have the experience of a team of counselors backing the therapeutic services you receive. In addition, Center counselors are regularly supervised in sessions to ensure the highest quality of care. Below you will find details regarding the consent required for these practices within the Center.

Your participation is voluntary and confidential. Observation and review are for training and development purposes only. Observation is governed under HIPAA law and existing privacy practices.

Consent for Supervision

State laws governing mental health professionals and American Psychological Association Ethical Codes, the Association for Counselor Education and Supervision Ethical Standards, and the National Association of Social Workers Code of Ethics require that you be informed that the work of your counselor is being supervised by a licensed or registered professional of the appropriate discipline.

Your counselor's primary supervisor has full responsibility for the supervised work of their supervisee. In order to ensure the highest standard of care, supervisors monitor and review the progress of your work with your counselor, which includes, but is not limited to, reviewing of notes, recollection of sessions in one-on-one supervision, and/or reviewing other documentation. The limits of confidentiality delineated in our informed consent and privacy policy documents apply to this supervised practice. If you have any questions about this supervisory relationship, we encourage you to talk to your counselor. Supervisors at the Center are listed below. If you have questions about the supervision relationship, please contact counseling@mtu.edu or talk with your counselor at any time.

Signing this form acknowledges your informed consent for treatment by a counselor under supervision.

The Center's Supervisor Information

Crystal McLeod, MA, LLP (Director)

cpmcleod@mtu.edu

Kerri Gilbertson, LMSW-C, CT (Assistant Director for Clinical Services & Training)

kbmayra@mtu.edu

Sarah Woodruff, CRC, LPC (Assistant Director of Outreach)

smwoodru@mtu.edu

Acknowledging Clinical Consultation and Consent for Supervision means you:

- have read, understand, and agree to the above disclosures and policies;
- have had a chance to ask questions about anything in the clinical consultation and consent for supervision sections that are unclear;
- understand you may discuss or clarify these issues with your counselor at any time;
- give consent voluntarily;
- give consent to the Center staff to supervise clinical and administrative work conducted as a part of counseling services;
- understand that your consent remains valid until you are discharged from the Center services or you (or your legal representative) revoke this consent in writing.

☐ **I acknowledge that I have reviewed and agree to the clinical consultation and consent for supervision policies.**

Graduate Interns

The Center provides educational opportunities for master's level interns from various educational institutions outside of Michigan Tech. All clinical interns have completed the recommended

education needed and demonstrated core competencies in their respective fields to proceed with applying their clinical skills to working with clients.

Clinical interns are bound by the same ethical guidelines of their profession, laws, and limits of confidentiality as licensed clinicians. Additionally, clinical interns must adhere to the guidelines, policies, and procedures specified by the Center, an institutional affiliation agreement, and any guidelines outlined by their respective graduate programs.

Clinical interns receive ongoing guidance, evaluation, education, and supervision from their clinical site supervisor. As part of the supervision process, the clinical site supervisor will review all the clinical intern's cases through review of notes, recollection of sessions in weekly one-on-one supervision, and/or reviewing other documentation. The clinical site supervisor reserves the right to sit in and observe any session provided by the clinical intern to assess the development of their clinical skills.

You may be scheduled to meet with a clinical intern for individual counseling or receive support from a clinical intern through a group or workshop. If you have met with a clinical intern in the past, please share that information when scheduling and you will automatically be assigned to a staff member for continuity of care, unless you have a preference to meet with a clinical intern. If you have any concerns regarding a session or sessions that you have with a clinical intern, please contact the Assistant Director for Clinical Services and Training, Kerri Gilbertson, LMSW-C, CT at kbmayra@mtu.edu.

Counseling Relationship

Your relationship with the counselor is a professional and therapeutic relationship. To preserve this relationship, it is imperative that the counselor not have any other type of relationship with you. Personal and/or business relationships undermine the effectiveness of the therapeutic relationship. The counselor cares about helping you but is not in a position to be your friend or to have a social and personal relationship with you. Gifts, bartering, and trading services are not appropriate and should not be shared between you and the counselor.

Appointments and Cancellations

Scheduling and Canceling Appointments

Appointments are made by calling 906-487-2538 or emailing counseling@mtu.edu, Monday through Friday between the hours of 8:00 am and 5:00 pm. Please call to cancel or reschedule at least 24 hours in advance. Clients who repeatedly miss appointments may be discharged from services. Your counselor reserves the right to cancel your appointment if you show up sick or are more than 10 minutes late for your scheduled session.

What happens if a client doesn't show up for an appointment after indicating thoughts of suicide?

If a client expresses active suicidal ideation, as expressed verbally, in written communication, or forms being completed for their appointment, and do not show up to their appointment it may result in a well-being check being initiated. The Center staff will make every effort to contact the client by phone and email. If the client does not respond to the contacts in the timeframe the staff provides in these attempted contacts, then police services will be sent to their home to complete a well-being check.

Crisis/Emergencies

Counselors may not be available for contact between scheduled sessions. If an emergency or crisis situation arises, you should immediately call 911 or seek help from a hospital or crisis-oriented health care facility in their immediate area. If you are experiencing thoughts of suicide without a clear commitment to safety, contact one of the following resources:

- 911
- Mantra Health via the app or calling them directly at 1-877-376-7896
- National Suicide Prevention Lifeline: Call 988
- Crisis Text Line: Text HOME to 741741

Termination

Clients will automatically be terminated after 120 days from their last attended appointment if a formal termination was not completed at that last session. Termination will occur regardless of an intentional break from counseling, graduation, or not continuing services for personal reasons. Clients may return to services at any time and their case reopened if they are enrolled as a degree-seeking student at Michigan Tech. Termination does not mean that a client is ineligible for services, but an indicator that they are not actively participating in counseling at the time of termination.

Policies

Please review all Center policies located at the end of the document before signing the consent form. By signing the consent form you agree that you have reviewed and consent to all Center policies.

Agreement

I acknowledge that by signing this document I have reviewed and understood the information provided. Further, I acknowledge that by signing this document I will adhere to the guidelines, expectations, and policies of the Center for Student Mental Health and Well-being at Michigan Technological University.

I acknowledge that by not signing the consent form before any scheduled appointment, my appointment will be rescheduled. I acknowledge that I am not required to sign the consent to treatment, but I understand that by doing so I am not eligible to receive services.

This consent form is valid for one year from the signed date. If the Center updates the consent form before that date, a new form will be provided for review and signature.

Policies

Confidentiality Policy

The Center provides confidential service in accordance with the law, as well as professional and ethical guidelines of counseling professions.

Confidentiality means that a student's contact with this office does not go on their academic record and that clinical materials will not be disclosed to any other office or individual unless a student signs a written release for this to occur. There are exceptions to this, see Limits to

Confidentiality below.

Our staff members are exempt from any university reporting policies.

Limits to Confidentiality

Counselors are required to release certain information in situations in which there is:

- Substantial probability of harm to the student or other individuals
- Suspected or reported neglect, abuse, or exploitation of a vulnerable adult or minor
- A court order

Minors 14+ have confidentiality, but there are exceptions/limitations. If this applies to you, contact the Center for additional information.

Security of Records

The Center maintains security of all counseling records.

- All digital student files are kept separate from the Michigan Tech student database and are only accessible to the Center's staff.
- Access to these records is limited to the Center's staff, unless a written release is received or by court order.

If you have any further questions regarding confidentiality, please contact the Center at 906-487-2538.

No-Show and Cancellation Policy

The Center defines a no-show when a client is 10 or more minutes late for a 50-minute appointment and 7 or more minutes late for a 30-minute appointment without prior notification. If a client notifies the Center that they will be more than 7 minutes late for their initial appointment the client will need to reschedule their appointment due to the time needed to complete the initial screening appointment. The client can reschedule their appointment if they no-show. Due to the high demand for services, clients who repeatedly miss appointments may be discharged from services, but attempts to resolve the issue of missing appointments will be discussed first. If a client is discharged from services due to repeatedly missed appointments assistance in finding an outside provider will be offered and the client is still permitted to utilize the Center's services for crisis or emergency needs or other services offered through the Center, such as workshops or groups.

Your counselor reserves the right to cancel your appointment if you show up sick to your appointment.

The Center requests that clients provide a minimum of 24-hour advance notification of an appointment cancellation. Clients can call or email to cancel or reschedule their appointment, even on weekends. All voicemails and emails will be reviewed and responded to as appropriate during operating business hours.

For appointments with the nurse practitioner, a minimum of 48-hours advance cancellation is required for the initial intake appointment, due to the high demand for appointments and limited availability. If a client no-shows twice for their intake appointment they may be referred to a community provider for medication management. Additionally, if a client repeatedly no-shows for their follow-up medication management appointments or does attend a minimum of one

appointment per semester with their counselor at the Center, the nurse practitioner reserves the right to refer the client to a community provider for medication management.

Behavior Policy

The Center for Student Mental Health and Well-being does not tolerate behavior that violates the student code of community conduct. We expect all who communicate with the Center to follow this policy. This includes, but is not limited to, electronic, written, verbal, or physical threats or aggressive actions intended to intimidate, harm, or control another student, staff, faculty, or community member. All members of the community are expected to respectfully communicate needs and concerns or follow the appropriate university channels to resolve complaints or grievances they may have.

Court-Ordered Treatment Policy

The Center does not provide court-ordered mental health treatment, anger management classes, or formal substance abuse evaluations. A counselor can provide counseling to a student if the court recommends that they receive mental health support, but all court-ordered treatment is referred to an outside provider.

Medication Management Policy

Clients must be referred by a counselor at the Center to meet with the Nurse Practitioner for prescription and management of psychiatric medication. The Nurse Practitioner does not prescribe or manage medication for ADHD or ADD.

Emotional Support Animal Documentation Request Policy

The Center for Student Mental Health and Well-being (CSMHWB) has a policy of not providing students who are seeking documentation for emotional support animals. No exceptions are made. If a student is seeking documentation for this purpose, we refer them to their primary care physician or to an outside mental health provider to provide the necessary documentation needed. Counselors at the Center for Student Mental Health and Well-being or Mantra Health can provide support through a variety of options to address mental health concerns that contribute to the need for an emotional support animal. If additional support or guidance on seeking accommodations or documentation for an emotional support animal is needed, please contact [Student Disability Services](#). If you need assistance in connecting with a community provider, please contact the CSMHWB via telephone or email for more information.

Email Policy

We welcome your interest and inquiries about services we offer or general questions you may have. We also value your privacy and want to continue to ensure that it is kept. We ask that you limit emails to inquiries only for the following reasons:

- Email is not an appropriate medium for individual questions regarding personal counseling.
- Contacting us via email is for the sole purpose of inquiring about the Center's services and their functions.
- Scheduling an appointment can be done via email. However, to ensure that you are connected to services, please follow-up via telephone if you have not received a response in 48 business hours.

- Our staff does not respond to inquiries from our clients regarding specific counseling issues.
- Confidentiality is essential to the counseling process and cannot be assured with email. While we will do our best to keep your communication private, email usage can be monitored, and the content of your personal message may be read by others.
- Staff access to email is limited to the Center's business hours. Also, specific staff members may be unavailable due to illness, vacation, or other reasons. This means that your message may not be read immediately.

In any emergency involving physical harm or a threat to life, dial 911 or contact Public Safety at 906-487-2216 (if you are out of the area dial 866-411-0018 to reach Negaunee Central Dispatch). If you are in a residence building on campus you can contact your RA or REC for assistance. In cases of psychological emergencies, please call Mantra Health at 1-877-376-7896 to speak with a licensed mental health counselor.