

INFORMED CONSENT FOR COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)

The Culinary Institute of America, Hyde Park, NY 12538

Introduction

Welcome to the Counseling & Psychological Services at CIA. In order to serve you better, we want to provide you with information about the work we do together. Please read this and ask any questions you may have before signing the last page.

General information

The goal of CAPS is to provide personal counseling to support your success at the CIA. Our services are free of charge to currently enrolled students.

We typically work by setting 50-minute appointments to focus on your particular concerns. During the first couple of visits, you and your counselor will discuss your concerns and decide on a plan. In order to be available for a large number of students, we provide short-term therapy.

Depending upon your needs, we may recommend off-campus referrals to psychiatry, self-help groups, substance abuse treatment, or other specialized care. Please note that we do not provide court-ordered counseling or treatment, but we will recommend off-campus agencies where you may obtain it.

We are open from 8:30 am until 5:00 pm, Monday through Friday, when college is in session. Our offices are closed during winter and summer break periods and on holidays.

Emergencies

When the College is in session but CAPS is closed, Campus Safety or a Residence Director can assist you and contact us. Safety's emergency extension is 1111. If you reside off campus, or prefer to access off-campus assistance, call Dutchess County Helpline at 845-485-9700, or 911 for emergencies.

During the winter and summer break periods, when the College is not in session, you may contact the same Helpline, 24/7, for any psychiatric emergencies.

Confidentiality

We respect your privacy and understand that you are sharing personal, sensitive information with us. We abide by professional ethical guidelines and State and Federal laws which protect the confidentiality of your records. Counseling records are not part of your academic record, and will not be released without your written consent. They are stored in locked files and/or electronically, on a secure server.

There are several exceptions where confidentiality cannot be guaranteed, though we will make every effort to release only the minimal amount of information required to resolve the situation:

Exceptions to confidentiality

1) Imminent harm to self or other. If your counselor has reason to believe that you are in danger of physically harming yourself or someone else, information may be released without consent. Your counselor may have to seek your involuntary admission to a hospital and/or contact a family member or another person to protect your well-being. In addition, CAPS must abide by the NY State SAFE Act, which allows law enforcement to restrict access to firearms for those who pose a serious danger to themselves or others.

- 2) Evaluations for a third party. If you are sent to CAPS by a campus administrator in order to complete a safety assessment, then your attendance and results of that assessment will be shared with the third party.
- 3) In rare instances, counseling records may be subject to court subpoena.
- 4) Abuse or neglect of children, the elderly, or a handicapped person is reasonably suspected. Counselors are mandated by the State of New York to report such instances to authorities.
- 5) In the event of an after-hours emergency, information may be shared with necessary campus personnel (i.e., Campus Safety, Deans of Student Affairs or Residence Life, Residence Director) or with an off-campus hospital, to provide for your safety and support.
- 6) Staff consultations and supervision. The staff of the CAPS operates as a team. Your counselor may consult with other staff members for professional or training purposes, in order to provide you with better care.
- 7) With your consent, we may share information from your record by electronic means, such as fax, or by telephone/ cellphone. Appointment reminders are texted to your designated phone number.

Your responsibilities

Your active participation in the counseling process is necessary for progress to be made. Therefore, please note the following procedures:

Missing appointments makes it unlikely that counseling will be beneficial to you. Appointment times are reserved for you specifically, for a maximum of 50 minutes. Lateness means that you are giving up part of the time that has been reserved for you. If you need to reschedule the time or decide to not attend, please contact us as far in advance as possible so another student may have access to an appointment. Students who miss multiple appointments, without advanced notice, may be denied CAPS services and referred off-campus instead.

Statement of Understanding

I have read and understood the above description of CAPS and have had an opportunity to ask questions.

Please print student's name: _____

Student signature: _____ Date: _____

For students younger than 18 years of age, a parent's signature is required for students to receive counseling services. CAPS services are confidential for therapeutic purposes, except in cases where a student's behavior or status places their safety at high risk.

Signature of parent/guardian _____ Date: _____

Please print name of parent/ guardian: _____