

Counseling and Campus Wellness Procedure	Procedure Number	3.16P
	Effective Date	December 19, 2014

1.0 POLICY & PURPOSE

In accordance with Board Policy 3.16 Counseling and Campus Wellness, the purpose of Counseling and Campus Wellness Procedure is to offer services that provide developmental, preventative, and remedial modes of intervention. This procedure establishes the standard of practice for Counseling and Campus Wellness of Laramie County Community College (LCCC).

2.0 REVISION HISTORY

Adopted on: 12/19/14

Revised on: Renumbered from 3.19P to 3.16P on 1-7-26 per Cabinet approval on 12-23-25

3.0 PERSONS AFFECTED

All College employees, students, stakeholders and visitors are affected by this procedure.

4.0 DEFINITIONS

- A. *Care Team* – The Campus Assessment Response multi-disciplinary team responsible for assessing, evaluating and responding to reports of individuals who present disruptive or concerning behavior.
- B. *Client* – Enrolled students that have signed a disclosure statement with an LCCC counselor.
- C. *Counselor* – A Master's degree in Counseling, Social Work, Psychology, or related equivalent degree (with an emphasis or experience in Student Personnel services of Higher Education). Professional licensure in the State of Wyoming.
- D. *Crisis* - One's perception or experiencing of an event or situation as an intolerable difficulty that exceeds the person's current resources and coping mechanisms.
- E. *Imminent Danger* – An immediate threat of substantial harm to self or others.
- F. *No Show* – A student not physically attending a scheduled session and no call, or call made less than one hour prior to scheduled session.
- G. *Non-Client* – Any student who has not completed an Intake and Disclosure Form.
- H. *Session* – 45-50 minutes of group or individual counseling.
- I. *Titanium* – An off-campus, password protected, encrypted data management system where all clinical notes will be housed.

J. *Welfare Check* – Communication made by counselor or Care Team member in an effort to determine physical and mental well-being. This process would not be considered a counseling session.

5.0 PROCEDURES

A. Scope of Practice

- 1) The LCCC counseling office is primarily a short-term solution focused mental health service as well as a bridge to long-term services offered in the community.
- 2) Counseling services will be free to currently enrolled students. Generally students can be helped in approximately 3 - 6 sessions, however, it is within the discretion of the clinician to determine the appropriate number of sessions needed to support a student. There is a six session maximum per student per presenting issue. Students presenting with new issues will require a new and separate intake form and disclosure statement representing a new series of appointments.

B. Policy for No-shows/Cancellations

- 1) If non-clients seeking services do not show up for two sessions they will be moved onto the waiting list in order to provide availability of services to students in need. This is the standardized expectation although, in extreme circumstances, it will be left to the purview of the professional counselors to work with a non-client student in times of critical need.
- 2) Clients who arrive 10 minutes late for their scheduled session will be considered a “no show”. Additionally, clients who do not arrive or call to reschedule a session less than 24 hours in advance will be considered a “no show”. It is very important to both the therapeutic process and the care of all clients within the center that students seeking care maintain their designated appointment time. Students seeking counseling will agree to the terms and conditions of the counseling relationship outlined within the disclosure statement. It is the standard of care that any more than two “no show” appointments will result in the termination process and referral out for sustained care.
- 3) For the purposes of risk management, all no-show appointments will be documented in Titanium.

C. Crisis Protocol

- 1) In the event of a campus mental health/medical crisis, the following steps are in place:
 - a. In the event of imminent danger:
 - i. The first person on scene will notify 911 and Campus Safety immediately by telephone.
 - ii. Campus Safety will call the counseling emergency on-call number and the Counseling and Campus Wellness Coordinator.
 - b. No campus employee may transport individuals in imminent or non-imminent situations. Call 911 to arrange transportation.

D. Health Clinic and Wellness

- 1) Coordination of any direct health care services for the general student population, Wellness activity programming, and student health insurance fall within the scope of responsibility of the Counseling and Campus Wellness Coordinator

E. Title IX

- 1) Sexual assault incidents are considered confidential. Counselors who provide counseling services to members of the school community regarding a sexual assault issue are not required by law to report any information about the incident to LCCC's Title IX Coordinator without a victim's permission.