

Information about our Services

Welcome to the University of Texas at Dallas Counseling Center. In order to better serve you, we would like to provide you with some information about the Counseling Center. This information will be discussed during your first appointment. If you have any questions, please let your counselor know.

Your First Appointment: During your first visit, called the *Intake* session, you will discuss your concerns and goals for treatment. This session will help both you and your counselor decide how you can best be helped. These services may consist of individual, couples or group counseling or possibly a referral to an on or off-campus service that may be more appropriate to your needs.

What is Counseling? The Student Counseling Center(SCC) utilizes a short-term model of therapy. This means that counseling is goal-focused and brief. Individual and couples sessions will be limited to 12. Counseling, whether individual, couples, or group, focuses on resources, solutions and strategies to deal with your presenting problem. While your intake counselor will ask about many areas of your life, the focus of therapy will be on working toward your specific goals. In order for counseling to be effective, it is necessary for you to take an active role. Participation involves discussing your concerns openly, completing assignments, and providing feedback to your counselor about the progress of counseling. Many students also find that group counseling is an effective format for making changes and achieving their goals.

Sessions: If it is mutually decided that individual sessions at the Counseling Center are recommended, you will be assigned to one of the staff counselors for this purpose. This counselor may or may not be the same person you saw for your intake. Depending on your issues and goals, counseling may consist of one or several sessions. Students can utilize up to 12 individual or couples sessions per academic year. If it is mutually decided that group sessions at the Counseling Center are needed, you will be assigned to one of the current groups. Students can utilize an unlimited number of group sessions per academic year. The UTD Counseling Center may refer you to alternative sources of treatment if the staff determines that the Counseling Center cannot provide the necessary services to address your needs.

About Your Counseling Records

- ✓ Counseling often involves sharing sensitive, personal and private information. Recognizing this, laws and ethical guidelines require that all interactions with the SCC, including content of your sessions, your records, scheduling of or attendance at appointments, and progress in counseling are confidential.
- ✓ No record of counseling is contained in any academic, educational, or job placement file. However, if you chose to authorize a release of your record to an academic department, the information may become part of your academic file.
- ✓ Information will not be released to anyone outside the Counseling Center without your written permission, except in circumstances as described below. (See Disclosing Confidential Information)
- ✓ Counseling records are maintained for 10 years after your last contact for services, and then they are destroyed.

Disclosing Confidential Information

In *most* cases, your written and signed authorization is required before information concerning your care can be disclosed to individuals outside of the Student Counseling Center ("SCC"), including parents, roommates, friends and partners. There are times when your counselor may talk with you about signing a release form to discuss your care with someone outside of SCC. Below are some of the cases in which your signed authorization is *not* needed:

Disclosure without your consent may occur in the following instances:

<ul style="list-style-type: none">❖ If a staff person believes that you are likely to harm yourself or another person, your counselor may take action necessary to protect you or others by contacting law enforcement officials or a medical personnel.❖ Information disclosed about the current or suspected physical, emotional or sexual abuse of a minor (17 years or younger) must be reported to Child Protective Services.❖ If you disclose that you were physically or sexually abused as a minor, even though you are now an adult, your counselor is required to report this to Child Protective Services (CPS) if the perpetrator is known to have continued access to minors.	<ul style="list-style-type: none">❖ Information disclosed about the physical, emotional, or sexual abuse of an elderly person or a person with a disability must be reported to state officials.❖ Information disclosed about a person from whom you sought counseling in the state of Texas behaving toward you in a sexually inappropriate manner must be reported (your identity may remain anonymous at your request).❖ If a judge requires the SCC to produce records for certain judicial and administrative procedures.
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Client Rights and Responsibilities

The kinds of services potentially available at the SCC include: counseling and/or support services for individuals, couples, group therapy and psychiatric services.

<u>Your Rights</u>	<u>Your Responsibilities</u>
<ul style="list-style-type: none"><li data-bbox="168 579 781 800">❖ To Counseling Services Full or part-time students who are currently enrolled at UTD are eligible for treatment. Partners or family members of enrolled students are also eligible while attending counseling with an enrolled student.<li data-bbox="168 835 781 1121">❖ To Appropriate Treatment A Counselor may meet with you for one or two sessions to determine the kind of services that will best meet your needs, and whatever we can provide those services here at the SCC. If your needs cannot be met within this agency, you will be given referrals for counselors or other resources in the community.<li data-bbox="168 1157 781 1314">❖ To Physical and Emotional Safety Your Counselor will do everything possible to protect your physical and emotional welfare, which may include a referral for hospitalization.<li data-bbox="168 1350 781 1671">❖ To Provide Feedback to Us You will be asked periodically to provide an evaluation of the services you receive at the SCC. If you wish to comment on the services you have received, you may do so at any time. You may also contact one of the Directors, by phone or in writing. Your feedback and formal evaluations are essential to our continuing effort to improve the quality of our services.	<ul style="list-style-type: none"><li data-bbox="834 579 1414 768">❖ Regular Attendance You are expected to attend and be on time for all scheduled appointments. If you are unable to attend a session, it is your responsibility to cancel at least 24 hours in advance.<li data-bbox="834 804 1430 993">❖ Active Participation To benefit from the services you receive, you agree to be prepared for your sessions. Actively participate with your counselor, and carry out plans made with your counselor.<li data-bbox="834 1029 1430 1157">❖ Treatment at the SCC will be cancelled if : 1.) You do not show for an intake and do not call to reschedule within 2 weeks.<li data-bbox="834 1192 1414 1350">❖ A missed appointment is defined as one in which you do not show up or you do not give us at least one hour notice that you will not be able to attend your appointment.<li data-bbox="834 1386 1446 1608">❖ You have missed more than 3 appointments. Under these circumstances, we will send a letter informing you that your file will be closed. However, you are eligible for services in the future as long as you are an enrolled student at the University.

Consent Form

By signing this consent form, I confirm that:

1. I have read the above material regarding confidentiality and its limitations, client records, SCC Policies and Procedures and the rights and responsibilities of SCC Clients.
2. I give my permission and consent to receive evaluation and treatment at the University Of Texas At Dallas, Student Counseling Center.
3. I understand that I may revoke this consent form anytime by notifying the Center in writing of my intention to revoke it. My revocation letter will not affect any use of my health information by the Center for treatment or health care operations before the revocation is received. The revocation letter shall be addressed to:

**The University of Texas at Dallas
Student Counseling Center
2601 North Floyd Road
P.O. Box 830688, MS SU20
Richardson, Texas 75083-0688**

Student's Printed Name: _____

Student's Signature: _____

REQUEST FOR PERMISSION TO RECORD SESSION:

I understand that the SCC is a training center; therefore, I agree that my sessions may be audio/video taped for training purposes. The purpose of these recordings is to provide the most effective counseling possible and to provide the staff with instruction, supervision, and feedback. All taped materials will be restricted to the internal use of the Counseling Center. The confidentiality of all such materials will be safeguarded and taped materials will be erased by the end of my treatment. I understand that I may revoke this consent at any time.

I understand that it is not necessary for me to agree that my sessions be audio/video taped in order to obtain services at the Counseling Center. I further understand that I cannot be terminated as a client based on my election to revoke my permission to allow my session to be audio/video taped.

Signature _____ Date _____

OPTIONAL, PLEASE SIGN ONLY IF APPLICABLE AND YOU WISH THAT THIS INFORMATION BE COMMUNICATED TO THE INDIVIDUAL WHO REFERRED YOU

APPLICABLE: *The faculty/staff member who referred me to this office,*

_____, *may be informed that I have made an appointment for counseling.*

Signature _____ Date _____

A COPY OF THIS CONSENT WILL BE PROVIDED TO YOU FOR YOUR PERSONAL RECORDS.

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