

## INFORMATION AND CONSENT FORM

### Services Provided

UCSD Counseling & Psychological Services (CAPS) offers a variety of individual, couples, and group counseling services provided by psychologists, psychiatrists, licensed clinical social workers and post-doctoral psychology residents.

Eligibility for evaluation or treatment from CAPS is contingent upon status as a fully enrolled UCSD student paying the Student Services Fee.

Counseling and psychotherapy can have both risks and benefits. The counseling process may include discussions of your personal challenges and difficulties which can elicit uncomfortable feelings such as sadness, guilt, anger and frustration. However, counseling has also been shown to have many benefits. It can often lead to better interpersonal relationships, improved academic performance, solutions to specific problems and reductions in your feelings of distress. But, there is no assurance of these benefits.

### Confidentiality

In keeping with the ethical standards of the American Psychological Association and state and federal law, all services provided by the staff of CAPS are kept confidential except as noted below and in the accompanying *Notice of Privacy Practices*. We consult as needed within the staff of CAPS about the best way to provide the assistance that you might need. As required by psychological practice guidelines and current standards of care, we keep records of your counseling. Storage of these paper and electronic records meet federal standards for security. Although CAPS and SHS use the same electronic medical record system, your counseling records are kept separate and private from SHS. For students receiving care at SHS and Behavioral Health, both may access or share information within your chart that is applicable and pertinent to facilitate co-treatment and referrals. Access is limited to the relevant information for the purpose of collaborative care. If you do not wish your records shared with SHS, inform your CAPS Behavioral Health Specialist so we can limit access to your counseling information to CAPS staff. Neither the fact that you seek counseling nor any information disclosed in the counseling sessions will appear in your student academic record unless you specifically direct us to communicate with other staff and faculty at the university.

CAPS professional staff have a legal responsibility to disclose client information without prior consent when a client is likely to harm himself, herself or others unless protective measures are taken, when there is reasonable suspicion of abuse of children, dependent adults or the elderly, when the client lacks the capacity to care for him or herself and when there is a valid court order for the disclosure of client files. Additionally, Mental Health Professionals are also required to file a report when a person knowingly produces, duplicates, downloads, streams, or accesses an image in which a child is engaged in sexual conduct. Fortunately these situations are infrequent. By signing this form you also give CAPS permission to communicate with the Emergency Contact that you have designated if we believe that you are at risk. Please consult with your psychologist if you have any questions about confidentiality.

### Counseling Policies

Although we try to arrange initial counseling appointments promptly, a waiting list is common during busy periods of the year. If you consider your situation an emergency that will not allow a delay, please inform our staff. For after-hours urgent needs, call our central office number at 858 534 3755 and select option #2 to speak immediately with a mental health counselor. If you have an emergency where you or someone else is at risk, call 911 or go to the nearest emergency room.

Many issues typically encountered by university students can be addressed with the short-term counseling that we provide. Your initial session is an assessment session, devoted to defining your concerns, developing a treatment plan, and determining whether CAPS can meet your needs. If at any point it is determined that other services are more suitable, we will help you obtain assistance from appropriate off-campus providers utilizing your comprehensive healthcare insurance that is required while attending UCSD.

Non-compliance with the plan we develop to assist you could result in the termination of services.

Please arrive on time for your appointments. Missed appointments reduce our capacity to provide services to other students. If you are unable to keep your appointment, please call to cancel as far in advance as possible.

Cancellations within 24 hours and missed appointments (no-shows) will incur a charge of \$20 to your Bursar's Account. There is no charge for appointments that you attend or cancel sufficiently in advance. Repeated cancellations or missed appointments may result in the termination of counseling.

Our goal is to provide the most effective psychotherapeutic experience. If you feel that your counselor is not a good match for you, we encourage you to discuss this matter with your current counselor. Alternatively, you can speak with the Clinical Director of CAPS. Either of the above can facilitate a transfer to a different counselor, if necessary. If you have questions or comments about our services, please ask at your initial appointment, fill out a Client Experiences Survey (CES). If you have concerns or complaints about CAP's services please ask to speak with the Director.

### CAPS is a training site for psychologists

The counseling you receive may be from a post-doctoral resident in psychology. Our postdoctoral residents are supervised by licensed psychologists and will inform you of the name and contact information for their supervisor who can be contacted through our central office.

### Use of electronic mail

In order to assure your privacy, CAPS staff are not permitted to communicate with students using e-mail. If you need to communicate with your counselor regarding scheduling, please (1) telephone them directly with the number provided to you at your first meeting, or (2) use our secure online messaging system at the UCSD CAPS/SHS web portal (<https://shs.ucsd.edu>). For all other communications, please telephone your Counselor.

### Psychiatry

CAPS offers initial comprehensive psychiatric evaluation, risk assessment, psychopharmacologic assessment, interim medication management, and psychiatric consult-liaison services. Students must be in treatment with a Primary Care Provider (PCP) located at SHS or CAPS [PCP includes: psychologist, post-doctoral psychology resident, primary care physician, nurse practitioner, social worker]. After initial consultation, most students are referred to off-campus providers, using the student's health insurance.

### Psychiatric Medications

New medications will be prescribed only during psychiatry medication office visits, so that your psychiatrist can perform a current assessment of your condition and discuss with you the risks and benefits that may be associated with a new medication, and its alternatives.

It is your responsibility to request medication refills in a timely manner. If you need a prescription refilled, it is strongly preferred that you request a new prescription from your psychiatrist during a scheduled office visit. This allows your psychiatrist to re-evaluate your condition and address any of your concerns. If you run out of your medication prior to your scheduled psychiatry visit, contact your psychiatrist. Please allow 5 business days for refill requests to be processed, and be aware that some medications cannot be legally refilled via telephone. Routine medication refills are authorized only during regular business hours.

**Please sign below to indicate that you understand and agree to participate in counseling in accord with the above policies.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date