BEHAVIORAL INTERVENTION TEAM WORKFLOW

Dean of Student Affairs (DOS) receives information regarding the well-being of a student/staff

1. **DOS determines if the situation can be referred to CARE Services.**
   - CARE Services coordinates informal check-in with student and referral to appropriate campus resources
   - General feedback provided to reporting party regarding CARE Services action; no or very general information shared with student
   - Appropriate point person or designee documents response via Advocate

2. **DOS determines that this is a CRITICAL situation.**
   - BIT coordinates plan to address concerns, including more direct staff intervention and referral
   - More specific communication with reporting party may occur as needed to coordinate care; may involve more specific information sharing with student
   - Timely, ongoing check-ins between DOS and VP of Student Support Services members are provided via e-mail or phone as well as updating Advocate

3. **The situation involves potential DIRECT THREAT OF HARM - DOS will call campus police and VP of Student Services.**
   - Specific information will likely be shared with student; information may be shared with law enforcement; communication back to reporting party regarding process as situation permits
   - Situation is treated as Student of Concern and referred to BIT

4. **No imminent threat - Threat Assessment.**
   - Specific information will be shared with student; information may be shared with law enforcement; communication back to reporting party only as situation permits
   - Timely, ongoing check-ins between student and CARE Team members (SHS Director & Mental Health Clinicians) are provided via Advocate

5. **Imminent threat - EOC.**
   - Timely, ongoing check-ins between DOS and VP of Student Support Services members are provided via e-mail or phone as well as updating Advocate

6. **If there are no behavioral or accountability issues but care is needed, situation is managed through the CARE Services process.**
   - Specific information will be shared with student; information may be shared with law enforcement; communication back to reporting party only as situation permits

7. **Staff determines that the situation involves behavior that violates the STUDENT STANDARDS OF CONDUCT.**
   - Case referred to Student Conduct Office
   - Determine if the incident requires a Notification Letter for possible conduct code violation

8. **DOS determines if the situation is at the level of Student of Concern and refers it to BIT.**
   - CARE Services coordinates informal check-in with student and referral to appropriate campus resources
   - General feedback provided to reporting party regarding CARE Services action; no or very general information shared with student
   - Appropriate point person or designee documents response via Advocate

9. **No imminent direct threat of harm is indicated.**
   - Situation is treated as Student of Concern and referred to BIT

10. **If there are no behavioral or accountability issues but care is needed, situation is managed through the CARE Services process.**
    - Specific information will be shared with student; information may be shared with law enforcement; communication back to reporting party only as situation permits
**Routine Care**

- Student shows symptoms of **mild emotional distress** (e.g., depressed mood, tearful, upset, anxious)
- Student shows evidence of **mild impairment** in functioning or adjustment (academic, social, or spiritual)
- Student is experiencing **situational stressors** (e.g., failed an exam, financial difficulty, roommate problems, homesickness)

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**Student of Concern**

- Symptoms of **moderate emotional distress** (e.g., maniac, disorganized, agitated, overwhelmed, unstable, bizarre or unusual behavior)
- Evidence of **moderate impairment** in functioning (academic, social, or spiritual)
- Student recently experienced a **traumatic life event** (e.g., sexual assault, death in the family, hospitalization)
- Student gives evidence of threat to self (e.g., passive suicide thoughts, self-injury, eating disorder, inability to care for self)

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**Critical Situation**

- Student displays **high levels of emotional distress** or psychiatric symptoms (e.g., paranoid, hallucinations, delusions)
- Evidence of **significant impairment** in multiple aspects of functioning (academic, social, spiritual)
- Student exhibits disruptive or dangerous behavior (e.g., acting out in class or in offices; hostile, defiant or intimidating behavior; difficulty regulating emotions or behavior)
- Student gives evidence of imminent threat to self (e.g., active, frequent suicide thoughts with plan and intention; suicidal gestures or behavior)
- Student gives evidence of threat to others' safety and well-being.