

WELCOME: Counseling and Psychological Services (CAPS) offers a wide range of educational and psychological services to students, addressing concerns in the areas of personal development, mental health, cultural issues, life planning, stress management and achievement of educational goals. Services are provided by licensed clinicians, doctoral psychology interns and graduate students.

SCOPE OF PRACTICE: CAPS works within a short-term counseling framework. You and your counselor will meet to determine the best services to fit your needs. CAPS Group Programs are long-term and meet weekly for those preferring consistent weekly appointments and longer-term care. If it is decided that there are other agencies that can better meet your needs, our Case Manager or your counselor will provide resource information and/or appropriate referrals.

ELIGIBILITY: All registered students at UNL are eligible for services. One follow-up counseling session is allowed the semester immediately after the last semester as an enrolled student.

CONFIDENTIALITY: Strict confidentiality is maintained at all times. No information may be released without written Release of Information from the student except in response to a court ordered subpoena or as otherwise required by law. We are required by law to report suspected child abuse or situations indicating imminent danger to self or others. According to Licensing Requirements, Professional Standards, and Nebraska Court precedent, counselors and psychologists also have a duty to warn as addressed by Statutes 38-3132 & 38-2137. Confidentiality may, therefore, need to be broken in these situations (Statutes 38-3131 & 38-2136). In addition, according to the Family Educational Rights and Privacy Act (FERPA), disclosures may be made to “appropriate persons, including university officials and parents of an eligible student” in connection with an emergency if knowledge is necessary to protect the health and safety of the student or other individuals.

CAPS coordinates care with the University Health Center (UHC) clinic on a need-to-know basis. This occurs when a CAPS client is being seeing for medication management at the UHC clinic or when urgent client care coordination is needed between UHC and CAPS.

CAPS uses electronic data storage and fax machines. Client records are accessible only to CAPS staff and only on a need-to-know basis. All electronic records are subject to confidentiality restrictions. No record of a student using CAPS services is kept in their official university records, placement file, or on their official transcript.

MINOR: If you are 17 years of age or younger, please inform your counselor, as additional limits on confidentiality may apply and your counselor will need to ask your parent or guardian to sign a form to consent to your treatment. While Nebraska law recognizes that minors and legally incapacitated individual cannot give informed consent, counselors still have a duty to maintain the confidentiality of a minor's information and records. This does not mean that the counselor may not discuss his/her evaluation and recommendations with a minor's parent/legal guardian or with a court of law. Under Nebraska law, minors cannot be seen for treatment unless they have their parents or legal guardian sign a consent form. In addition, a minor can only be seen for crisis related services without needing consent from their parent or legal guardian.

HOURS, APPOINTMENTS, AND EMERGENCY COVERAGE: From 8:00 a.m. to 5:00 p.m., Monday through Friday, students can call **402-472-7450** or come to Counseling and Psychological Services on the second floor at the University Health Center and College of Nursing Building to make an appointment. After-hours emergency service information is available by calling 402-472-7450 and selecting Option 4 to talk

with our on-call counselor. **PLEASE NOTE:** CAPS is closed during University Holidays and when the University is closed (e.g., Inclement Weather Days, Holiday Closedown).

COST FOR SERVICES: There is no charge for individual or group counseling. There are charges for some services (e.g., mandated alcohol/drug services). Please talk with your counselor if you have questions about any billed services.

MISSED APPOINTMENTS: If you cannot keep a scheduled appointment, please call CAPS **(402-472-7450)** **at least 24 hours in advance** to cancel or reschedule. Please leave a message on the confidential voicemail if calling after hours. This is a very important courtesy for you to extend to other students, as letting our office know that you will not be keeping your appointment can make time available for someone else. **Failure to cancel or reschedule your appointment at least 24 hours in advance will result in a no-show fee of \$25.00.**

PLEASE NOTE: All fees for no shows and other billed services are applied to your Student Account on a monthly basis. The item line will be listed as CAPS with a total amount due.

RISKS AND BENEFITS: Receiving counseling entails risks and benefits. Counseling may involve the risk of remembering unpleasant events and may arouse strong emotions. The benefits from counseling may allow the student to better cope with relationships and gain a better understanding of themselves, their values and goals. This may lead to greater personal growth.

RESEARCH: I understand that de-identified aggregate data may be used for survey purposes (e.g. number of students presenting with depression) and that participation in this research involves no anticipated risks.

OTHER INFORMATION: Students seeking services in CAPS who believe that they may have a disability are encouraged to engage their counselor in a confidential discussion of their individual needs for academic accommodations. For information regarding accommodation services, students will be encouraged to contact the Services for Students with Disabilities (SSD) office, 117 Louise Pound Hall; 402-472-3787, voice or TTY.

YOUR RIGHTS: You have the right to competent and professional services that includes an explanation of diagnoses and recommendations for treatment. You have the right to be treated with respect at CAPS. You have the right to a therapeutic relationship without physical, sexual, verbal or other abuse or exploitation. You have the right to file a complaint. You have the right to evaluate our services. You have the right to request to review or release your clinical file.

YOUR RESPONSIBILITIES: You are responsible to be an active and collaborative participant in your experience at CAPS. Students are expected to demonstrate respect for their counselor, be honest in their communications so the CAPS counselor can best assist their needs, and make an effort to be responsive and timely of requests from their counselor. Please communicate your needs with your therapist.

I have read and understand the above information, and I have had the opportunity to discuss any questions with my counselor. I request and voluntarily consent to clinical services at Counseling and Psychological Services at the University of Nebraska-Lincoln. I understand that I may terminate clinical services and this consent at any time.