

College of Eastern Idaho Counseling Center Dean of Student Affairs Procedure
CEI Counseling Center Procedure #4
Updated 01/23/23

4.0 Overview

Communications and collaborations between the Director of the Counseling Center and the Dean of Student Affairs occur for various reasons, always with the purpose of the safety of CEI's campus at and the student body at large in mind. This procedure outlines these communications and collaborations to protect all parties involved.

4.1 Confidentiality

Confidentiality is a central tenant in providing ethical counseling services, and is a priority in the CEI Counseling Center. The only instance in which this can be breached are when immediate and imminent harm to self or others is indicated. In these cases, the Dean of Student Affairs will be informed of the risk. There are no other cases in which it is appropriate for the Dean of Student Affairs to request or access confidential student information.

More details on confidentiality can be found in CEI Counseling Center Procedure #1, Confidentiality.

4.2 General referrals

Just like all members of the falcon family, the Dean of Student Affairs has the option to refer current students to therapy. This aspect is not any different in this role than any other position, and can be completed either through directly walking over to the Counseling Center, showing the students how to schedule online, or providing the student with the contact information of the Counseling Center.

4.3 Conduct concerns

Occasionally, students are referred to the Counseling Center from the Dean's Office for conduct concerns. For therapy to be mandated as part of a conduct plan, a consult must first occur with the Counseling Director to determine appropriateness of this intervention, as well as specific desired outcomes. These referrals must always be made with the intent of providing additional specific support to the student, and not as a punitive measure.

The Dean of Student Affairs will be notified by the clinician completing these therapy sessions of the status of the student's completion of this requirement. This communication will occur one of two ways:

-either through a letter written by the clinician that the student has been seen for therapy, given directly to the student.

-an email sent by the clinician, to the Dean of Student Affairs, written and sent in the presence of the student, with the student cc'd on the email.

This communication will be included in the student's file in Titanium by the clinician completing the session(s) for record keeping purposes.

4.4 Consult

As stated above, when the Dean of Student Affairs would like to refer a student to the Counseling Center for mandated conduct related meetings, a consult must first occur with the Counseling Director. This is to determine appropriateness of this intervention, as well as desired outcomes. This can be in the form of a phone call or an in-person meeting.

For a student to be mandated to attend conduct related sessions, both the Counseling Director and the Dean of Student Affairs must both give approval.

4.5 General discretion

Both the Counseling Director and the Dean of Student Affairs have the authority to bar students from receiving therapy services through the CEI Counseling Center.

This is a rare action, and only occurs when there are concerns regarding safety of the clinician in the therapeutic space.

In these cases, if the student is seeking services they will be provided with a list of providers in the community by either the Dean of Student Affairs or the Counseling Director.

4.6 Scope of practice

Scope of practice of the Counseling Center must to be considered when referring students for any type of services. Full details regarding the Counseling Center's scope of practice can be found in the "Provision of Services" procedure.