CARE Team Protocol

How to refer a student to the CARE Team:

- Faculty, staff or students concerned about the behavior of a student may report the behavior via an online confidential form that will be sent to the committee at www.uc.edu/sa/deanofstudents/crisis--assessment--referral--evaluation-team--care-team-.html
- The form should require a detailed account of why the person is concerned with specific examples of troubling behavior
- Person submitting the form should include information about whether they tried to engage the person before reporting the concern
- Person submitting the form should be provided with information for when to refer students (website include a “when to refer” section)
- If this is an emergency then you should dial 911.
- The person submitting the form will receive confirmation from the CARE Team acknowledging receipt of the report and seek additional information if needed.

How to investigate/ascertain information:

- CARE Team should either as a group or assign a person to serve as the case manager and determine whether the situation is an emergency
- If it is an emergency the committee or case manager should contact the appropriate personnel whether that be Campus Police through 911:
  - Conduct a mandatory threat/safety assessment
  - Involuntary/Voluntary psychiatric hospitalization
  - Criminal charges
- If it is not an emergency, the Case Manager should contact the student and schedule a meeting with the student
- At the meeting with the student the Case Manager should discuss possible solutions with the student to determine what is the best course of action

Steps, practices and response the CARE Team would implement:

- Evaluation should be done on a student-by-student basis and may be ongoing
- Committee should develop a coordinated strategy for this specific student which can include actions such as:
  - Referrals to Counseling and Psychological Services
  - Voluntary withdrawal from classes
  - Referral to disciplinary process
  - Interim measure such as interim suspension
  - Parental involvement
- Committee should have the Case Manager conduct a follow-up with the student
- The Case Manager, where appropriate, will update the person submitting the report and provide guidance on the plan of action to support the student.
- Update and keep records for the student in maxient duration at the university
Role of the Case Manager:

- Arrange for appropriate medical and mental health care
- Monitor compliance with treatment plans and/or university behavioral expectations
- Evaluate threat and assess safety to self and/or the community for appropriate referral
- Maintain contact and meet with students to address needs
- Foster self-advocacy in students to manage their academic, personal and fiscal responsibilities.
- Advocate for students individually and systemically

Link: To Submit a Student of Concern referral:
www.uc.edu/sa/deanofstudents/crisis--assessment--referral--evaluation-team--care-team-.html

*Modeled after Seattle University, UC Berkley, Illinois College, and University of Tampa

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