Policy and Procedure

Department: Student Counseling Services	Section: Operating Procedures
Title: Intake Procedures	**Effective Date**: 7/2015
Authored by:	**Approval Date**:
Approved by:	**Revision Date**: 8/2019
Type: **Departmental Policy**	

Purpose:

To assure rapid access and accurate screening for Student Counseling Services clients.

Scope:

All students seen within SCS.

Policy:

Clients will be treated only after proper Consent to Treat forms and permissions are obtained.

Procedure:

- Upon arriving for first appointment, client will check in at the front desk.
- Front desk will ask client to electronically sign the SCS Consent to Treat form (See Appendix ___) if age 18 or older. If electronic form is unavailable, a paper copy will be signed.
- If client is under age 18, the parents will be contacted to fill out the Consent to Treat form prior to the client being seen.
    - A verbal consent over the phone is adequate if necessary, for the first session.
    - Following the first session, a written consent must be obtained from the parent
    - Exception: If the client is in crisis the client will be seen for a crisis appointment to ensure their immediate safety. Consent to Treat will be completed as soon as possible following the appointment.
- Consent to Treat forms will be housed in or scanned into the Client Summary Page of the EMR under Consent and Correspondence section.
- Clients are encouraged to complete the CelestHealth screening tool electronically as well.
- Once check-in is complete the counselor will retrieve the client to complete the comprehensive diagnostic interview and determine treatment recommendations.

Accountability/Follow-up: Informational policy.