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Vision Statement

The Drury University Counseling Center strives to provide helpful and effective counseling services that are accessible to all full-time day school students at Drury. We believe in creating a welcoming environment that values diversity and encourages intellectual and emotional growth and fosters personal and social learning and development.

Mission Statement

The Drury University Counseling Center mission is to provide high quality counseling services to students who are struggling with personal, academic, or social concerns. We aim to support the learning environment of the University by promoting positive mental health for students through individual and group counseling, crisis intervention, consulting and referral, assessment, and outreach programming that are responsive to the individual, cultural, and demographic diversity of our students.

Values

Positive Mental Health- The Drury University Counseling Center staff believe that good mental health is the cornerstone of personal, academic, and career success. As such, we strive to provide quality counseling services that are individualized to meet each student’s needs.

Compassion- We strive to provide an empathic, nonjudgmental environment where we listen to students carefully and without preconceptions; where students will feel heard and validated.

Collaboration- We value collaboration within the Counseling Center, the Division of Student Affairs, Academic Affairs, Drury University, and the broader community. We seek out partnerships and opportunities for teamwork in support of enhanced service to students.

Diversity- We believe in providing a safe, welcoming, and affirming environment for all students. We also seek to foster a diverse campus community of safety, inclusiveness, and respect.

Confidentiality- We value students’ right to privacy and hold their information in the highest confidence. Our procedures are in accordance with professional and ethical guidelines established for counselors and psychologists by the American Counseling Association and with the legal parameters outlined in statutes of the State of Missouri.
Goals of the Counseling Center

- Provide quality, professionally-delivered, individual and group counseling to Drury University day-school students.
- Promote adjustment to college and, consequently, contribute to student retention.
- Be available to students and the Drury campus community in the time of a crisis.
- Collaborate with faculty to promote student well-being through outreach, prevention, and educational efforts.
- Promote an environment of personal safety and respect.
Program Accessibility

The goal of the Drury University Counseling Center is to provide helpful and effective counseling to students. The Counseling Center works collaboratively with students, academic divisions, departments, faculty members, student services, and other pertinent departments of the institution to enhance academic, personal, and career success.

Counseling services are available to all full-time enrolled day school students at Drury University. Although the families and partners of Drury undergraduate students may attend occasional consultations together with a Drury student who is in counseling at Counseling Services, no ongoing counseling services are available to non-Drury students. Referrals for CCPS students are available at the Counseling Center.

Fees
Counseling services are available to students at no extra fee.

Hours of Operation

Generally, the Counseling Center is open Monday through Friday from 8:00 AM to 5:00 PM. Hours are limited during winter break, spring break, and summer sessions. The availability of services will vary from summer to summer and from week to week depending on the availability of staff to provide services. Students should email the Director of Counseling Services to determine availability of services.

Walk-ins are welcome, however, counselors may or may not be able to see students depending on their availability and the nature of the visit (i.e. students in crisis). Appointments are recommended to ensure the availability of a counselor. Clients with appointments take precedence over walk-in clients. Appointments can be made in person, over the phone, or through the Drury University Counseling Center website.

Clients with less urgent needs are encouraged to make appointments to ensure that they are seen in a timely manner.

Counseling sessions last approximately 50 minutes. This allows time for the documentation of the session and preparation for the next appointment.

After-hours and on weekends, students are instructed to contact Campus Safety and Security at 417-873-7400. Campus Safety and Security will make contact with Counseling Center staff if necessary. In the event of an emergency, students can call Campus Safety and Security at 417-873-7911 or 911.

Contact information:
Ed Derr, M.S., L.P.C., NCC- Director of Counseling, Testing, and Disability Services- 417-873-7457 ederr@drury.edu

Jena Steele, M.S., L.P.C.-Mental Health Counselor- 417-873-7418 jsteele003@drury.edu
Confidentiality

At intake, students will be presented with an Informed Consent form which outlines the limits of confidentiality. The student’s signature on the Informed Consent will signify that he/she has read, understands, and agrees to the policy (See appendix A). When obtaining informed consent to counseling, the Counselor must inform the student as early as is feasible in the therapeutic relationship about the nature and the anticipated course of counseling, involvement of third parties, the limits of confidentiality, and provide sufficient opportunity for the student to ask questions and to receive answers.

When the Counseling Center believes that a student poses a clear and present danger to himself/herself and/or to others, the Counseling Center may selectively release information, without the student’s consent, to aid in the care and protection of the student or the endangered others.

When Counseling staff has reasonable cause to suspect that a child (a person under 18 years of age) has been subjected to child maltreatment, which may involve physical abuse, sexual abuse, neglect, sexual exploitation or abandonment, as defined by Missouri law, the Counseling staff may selectively release information, without the student’s consent, to aid in the care and protection of that child. The Counseling Center is further required by Missouri law to report this information to Family and Children's Services. The Counseling Center is also required to report elderly abuse and abuse of a vulnerable adult.

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides that student records maintained by physicians, psychologists, psychiatrists, or other recognized professionals and paraprofessionals are not educational records. Therefore, student files do not become part of any permanent record at the College, but are the property of the Counseling Center.

Students may review their records, in the presence of a Counseling Center staff member, upon written request. The request and the fact that a review occurred will be entered in the student’s record. Students may receive copies of the record. The request and the fact that a copy of the records were given will be documented in the student’s file.

Missouri law recognizes the privilege that attaches to the counselor-client and relationship. The privilege is extended to only licensed counselors and psychologists. Should the Counseling Center receive a subpoena for client records, the college legal counsel will be consulted prior to taking any action. Students will be notified in advance, if at all possible, of any compliance with a court order, state or federal law that might require disclosure of client records.

The Authorization for Release of Information form will be used when a student desires for counseling information to be shared with a third party (See appendix B).
Counseling Center’s Scope of Practice

Drury University Counseling Center provides short-term counseling options for full-time day students. Services are provided by licensed staff or provisionally licensed or graduate level students who are closely supervised by licensed Counseling Center staff.

The following services are offered at the Drury University Counseling Center:

a. Short-term counseling to address issues such as: anxiety, depression, relationships, family issues, loss and grief, drug/alcohol abuse, life decisions, sexual orientation, homesickness, college-related transition, and academic concerns.
b. Crisis intervention.
c. Skill development for academic success, such as coping skills, test anxiety, test-taking skills, self-esteem work, stress management, time management, and motivational skills.
d. Assessment and referral for campus and community resources.
e. Programming; awareness presentation for mental health related topics to promote campus wellness.

Limited Service

Due to limited resources, a model of brief, goals-oriented counseling is used by the Counseling Center. It is beyond Counseling Services’ scope of practice to provide ongoing counseling and psychotherapy for students who may be diagnosed with a variety of serious, long-term psychiatric conditions, and individuals who appear to be a recurring high risk to themselves or to the Drury community. Students who require more intensive or specialized services or those with long-term psychiatric conditions will be referred to area mental health agencies. In addition, students who require counseling in an area that a counselor is not qualified or does not feel comfortable treating, may be referred to the appropriate provider. Students who receive off campus counseling will be responsible for any fees associated with those services. A comprehensive list of community resources is maintained in the Counseling Center and can also be found at [http://www.drury.edu/counseling/pdf/ReferralCompilation.pdf](http://www.drury.edu/counseling/pdf/ReferralCompilation.pdf).

*The Counseling Center does not prescribe or monitor psychotropic or any other medications.*

*Drury Counseling Center does not offer court-mandated or forensically oriented services.*
Counseling Code of Ethics

The Ethical Principles of the American Counseling Association (ACA) serve as the primary guidelines for professional behavior in the Counseling Center. All Drury University counselors are expected to be familiar with and adhere to these principles in practice. Any interested parties should go to www.counseling.org/docs/ethics/2014-aca-code-of-ethics.pdf?sfvrsn=4 to access the code of ethics for the American Counseling Association.

Common Ethical Concerns

Dual Relationships

The potential for dual relationships, though often inadvertent, is high. Special care is needed to avoid dual relationships at the Counseling Center. Some examples include the following: Counselors do not supervise former clients, nor do they provide therapy to former student workers. Counselors do not provide therapy to students who may be enrolled for a class they may be teaching. Consultation with other staff should be sought when there is a question about a potentially problematic dual relationship.

Occasionally, the Counseling Center has received requests to provide therapy to troubled students in a department and provide feedback about their use of, or progress in, therapy. The Counseling Center does agree to see such students, but does not report on therapeutic progress to other university personnel, especially when this may have consequences for a student’s academic standing. This policy should be made clear to both the referral source and the student. If information is insisted upon, the student will not be seen at the Center, and will be given options outside of the university.

Confidentiality

As outlined in the Confidentiality section of this manual, students seeking counseling services at the Counseling Center have the right to confidentiality. At times, counselors may run into students in environments other than the Counseling Center on campus. In this instance, counselors will make efforts to protect the anonymity of students by not initiating interaction with students with whom they have counseled or are currently counseling. In the event that a student initiates contact with a counselor, the Counselor will keep the conversation friendly and short without discussing the nature of the relationship or details of therapy.
Description of Services

I. Personal Counseling

Counseling in the Drury University Counseling Center is designed to assist students with academic, personal, and social concerns. The Counselor can assist with a wide-variety of personal issues, including but not limited to, stress, anxiety, depression, relationship conflicts, loss and grief, sexuality, drug/alcohol abuse, and life decisions.

II. Academic Counseling

Academic counseling exists to assist students with issues that affect their ability to learn or are impeding their academic success. Counselors can assist in addressing issues such as test anxiety, test preparation, learning strategies, and ways to develop better study habits and skills.

III. Counseling Services Sanctioned by the University

In some instances, students may be referred to or mandated to receive counseling services due to a university offense. The Counseling Center offers the CHOICES class, a brief alcohol education and skills program, promoting prevention and harm reduction strategies for college students. The class is held monthly Saturday for students who have received sanctioning due to a campus alcohol-related offense. This class is designed to encourage students to think about and monitor their drinking behaviors and analyze the negative effects it may have on their life. The policy on confidentiality will be limited for students participating in this program, in that communication will be made between the Counselor and the referral source to indicate the student’s attendance, participation, and general behavior in the program.

IV. Services to Faculty and Staff

The Counseling Center does not provide direct counseling services for Drury faculty or staff. However, referrals for community counseling services are available to assist faculty and staff members with issues of a personal nature. Drury University has an Employee Assistance Plan (EAP) that provides free and confidential counseling to faculty and staff. Information on Drury’s EAP can be found at http://www.drury.edu/multinl/story.cfm?ID=12436&NLID=58.
Procedures for Receiving Services

I. Scheduling of Appointments

Students can call 417-873-7418 or 417-873-7457 to schedule a counseling appointment. Students may also schedule an appointment via the Drury University Counseling website at http://www.drury.edu/counseling/forms/MakeAnAppt.cfm or email a counselor directly. Making an appointment is encouraged as it ensures the student will be seen in a timely manner.

II. Walk-Ins

Students may walk-in for an appointment, however, students with appointments will take precedence. Students who walk-in cannot be guaranteed that they will be seen on the same day. Students seeking services by walk-in will be seen on a first-come, first-serve basis. Students with less urgent needs are encouraged to make appointments.
Records Management

Counseling services provided to students will be documented and kept in files. Student files are maintained in the counselor’s office and are kept in a locked file cabinet. Files are kept for seven years and are shredded at that time.

Documentation of Services and Clinical Files

a. Counseling services provided to students will be documented in student counseling files. Files will be kept in locked drawers in the Counseling office.

b. No student files will be removed from the premises, unless required by a court order or some other extraordinary circumstance.

c. At initial session, students will review the Informed Consent form and if in agreement, will sign and date the form.

d. Counseling sessions will be documented in the form of progress notes that will be kept in students’ files. Progress notes will be completed in a timely manner.

e. At a minimum, progress notes should include the following information, though this may vary due to clinician’s order and style.

1. **Subjective Findings**- This includes the subjective experience of the student as related/report by the student. Often includes direct quotes from the student of his/her problems or complaints.

2. **Objective Findings**- This includes an objective account of the student’s appearance and behaviors. May include student dress/clothing, posturing, eye contact, timeliness to session, affect, activity, speech, etc. The information in this section is objective in the sense that it could be verified by observers and contains no analysis/judgment on the counselor’s part.

3. **Assessment of Progress**- This includes the counselor’s theory-specific analysis or interpretation of the student’s issues and the session.

4. **Plan**- This includes what is planned for the next session. This may also include homework assignments, planned exercises or techniques, etc.

f. Documentation of significant or relevant communication between counselor and student will be included in student files. This includes but is not limited to: missed, cancelled, or re-scheduled appointments, email communication, and emergency services.

g. Documentation of a student’s permission to release information will be made using Counseling Center’s release form. The original will be kept in the student’s counseling file.
Crisis Intervention

Crisis intervention is a service provided to students who are in serious or immediate emotional distress. Counseling staff are available to handle emergencies such as suicide attempts, suicide threats, reports of rape or attempted rape, sexual assault, physical assault, or other types of crises. Students in crisis can visit or call the Counseling Center during regular business hours at 417-873-7418 or 417-873-7457 or after-hours, may call Campus Safety and Security at 417-873-7911, or call 911.

Screening for Admission to a Hospital

If a student has indicated a plan, threatened to, attempted, or succeeded in inflicting bodily harm to him or herself or others, Counseling Staff will do a suicide evaluation with the student. If it is ascertained that the student is suicidal, Counseling Staff will discuss hospital admission with the student. If the student declines to go the hospital, Campus Safety and Security will be called and asked to escort the student to the hospital. Efforts will be made to keep the student informed of the process.

In keeping with professional ethics codes and legal requirements, maintaining the safety of students and others takes precedence over maintaining the confidentiality of clients. In the event of a necessary disclosure of confidential information, only information vital to contributing to safety will be disclosed, and then only to persons in a position to make appropriate use of the information.

After the student is referred to the hospital and psychiatric hospitalization is recommended, counseling staff and/or the Dean of Students will notify the families of significantly suicidal or dangerous students so that they can provide support and help in making decisions about the student. The rationale for notifying or not notifying the Dean and families in these circumstances will be carefully documented in students’ files. The Dean of Students will contact families of suicidal or dangerous students unless the counselor involved has a previous relationship with the family.

Prior to returning to school, the student must obtain a psychological assessment and an on-going treatment plan that will allow them to be successful in a rigorous, residential, academic community. A letter will be given to the student that outlines this. The letter will state that the Counseling Center and the Dean of Students will review the recommendations and the Dean will make the decision if/when the student is able to return.

If the University becomes aware of the suicide attempt after the act, the Dean of Students as well as Counseling staff, will interview the student to determine what action, if any, is necessary. The student may be asked to obtain a psychological assessment and on-going treatment plan in order to verify that the student is ready to return to classes.
Protocol for Suicide Threats

In the event a student is actively suicidal during a meeting (i.e. has expressed hopelessness, a desire to die or kill him or herself, has access to means, has indicated a plan, etc.) **do not leave the student alone**; further action is necessary.

*If the student has not inflicted bodily harm:*

1) Call senior staff for support.
2) Discuss hospitalization with the students.
3) If the student will go voluntarily to a hospital, ask them to contact someone who can accompany them to the hospital for a psychiatric evaluation.
4) The student should be informed that his/her family may need to be notified.
5) During business hours, the counselor should call the hospital ahead of time. Counselor should identify him or herself as a staff member of the Counseling Center, discuss the admission, and check on bed availability. Graduate Interns should seek supervision and consultation with a senior staff member prior to calling the hospital.
6) Counseling staff will contact the Dean of Students who will make contact with the student’s family to inform them about the student’s situation.

*If the student has inflicted bodily harm:*

In which a reasonable person would regard as serious, where the person is believed to have ingested substance(s) the effect of which is uncertain, or where the extent of the injury is unknown and the student is unresponsive to stimuli, **do not leave the student alone.** The student should be taken immediately to Cox North Emergency room. The quickest, safest transportation available should be used following the guidelines below:

1) **Call 911** for ambulance. In the interim, staff should provide immediate first-aid to the limit of his/her ability.
2) Campus Safety and Security is the preferred back up (873-7911).
3) Private transportation (perhaps necessary in some situations) should be used as a last resort.

Sexual Assault

In the event that a student reports sexual assault, they should be made aware of the counseling services available to them at the Counseling Center. A counselor’s responsibility may differ dramatically from other personnel in the regards to reporting the incident. Residence life staff and the university police have been informed that the Director of Counseling should be notified immediately when the victim of a sexual assault is a student.

If the victim is willing to go to the hospital, the campus individual or the college official first notified should assist with arrangements for transportation.

The following flow chart describes responding to victims of sexual assault:
Step 1: Ensure the immediate safety of the victim.

Step 2: Did the assault occur within the last 96 hours? Is so, it is important to preserve any physical evidence, treat any physical injuries and test for sexually transmitted infections (STIs) or pregnancy.

YES

Step 3: An exam may be conducted locally at Cox Medical Centers. Police involvement may be required, but a report can be refused.

NO or UNSURE

Step 3: Refer the individual to the Panther Clinic or the DU Counseling Center.

Step 4: Was the assault formally reported to law enforcement?

YES

Step 5: Refer the individual to Panther Clinic or Cox ER or the DU Counseling Center for further emotional and campus support.

NO

Step 5: Is the individual interested in making a police report?

YES

Step 6: Call 911 or contact the Police Department

NO

Step 6: Refer individual to DU Counseling Center to discuss options.

Step 7: Refer the individual to DU Counseling Center for emotional support.
Eating-Related Concerns

Although Drury Counseling Center routinely provides services to many students with eating-related concerns, the center does not provide services when students require treatment beyond the scope which the center can accommodate. Examples of situations in which the center is not positioned to treat eating-related concerns include:

- Cases that require coordination of intensive medical and/or nutritional treatment, including cases of full-fledged Anorexia Nervosa.
- Cases requiring multiple weekly counseling sessions for months at a time.
- Cases in which treatment is not voluntary.

Whenever appropriate, students who are treated at the Counseling Center for eating-related concerns will be referred to the Panther Clinic or Cox Medical Center for medical consultations. Students will be required to sign a Release of Information form that allows consultation between the Counseling Center and healthcare provider.

Students with eating relating concerns that require treatment beyond the scope offered at the Counseling Center will be referred to treatment programs.

Referrals

In certain circumstances, it may be necessary to refer a student for services not provided by the Counseling Center. Some instances include but are not limited to: specialized treatment, treatment that is not offered at the Counseling Center, medication evaluation, hospitalization, and types of treatment for concerns that staff is not qualified and/or comfortable with providing to students.
Termination of Services

Counseling is completely voluntary and services may be terminated at any point by the student. In some instances, counseling may be terminated by the counselor when it is therapeutically appropriate to do so. Instances in which a counselor may terminate therapy with a student may include the following: a student’s lack of commitment to their treatment, therapy is not deemed as beneficial for the client, or other reasons which the counselor sees fit.

Counseling may be terminated when the student has:

a) achieved stated goals
b) left Drury University (graduated, transfer, withdrawal)
c) been referred to another provider
d) repeatedly misses appointments or makes several cancellations

The Counselor broaches the topic of completion as early in the counseling relationship as possible to adequately prepare the student for transitioning out of therapy. Counseling may be considered “complete” when the student feels they have received the maximum benefit from counseling or have reached their intended goal(s).

Evaluation of Services

In an effort to assess the effectiveness of counseling services, a Counseling Satisfaction Survey will be distributed to students who have received counseling services at the Drury University Counseling Center. This survey will be emailed to students who have sought counseling services at least once per semester. Students are asked to complete the survey via an online survey engine that will be accessible to Counseling staff. The surveys will be reviewed by Counseling Center staff. Areas of improvement will be noted and a plan of action will be developed to ensure that students receive optimal care.

Counseling Services Website

Given the important and growing role Counseling Services’ website plays in informing students, parents, faculty, and staff about services, Counseling Center staff will maintain and develop the center’s website. Counseling Services aspires to have a comprehensive website that meets and sets national standards. Counseling Services’ home page is located at http://www.drury.edu/counseling/.
Meet the Staff

Ed Derr, MS, LPC, NCC

**Job Title:** Director, Counseling, Testing, and Disability Services  
**From:** Native Iowan! However, have lived in Springfield the past 10 years.  
**Education:** M.S., Guidance and Counseling (Missouri State University ‘91), B.A., Journalism and Public Relations (University of Northern Iowa ‘89).  
**Areas of Interest:** I enjoy riding my bicycle, fishing, reading mystery novels, traveling with my family and listening to live music!  
**Fun Fact:** I like to make Ice Cream!!  
**Quote I Work By:** “When the power of love overcomes the love of power, the world will know peace.” - Jimi Hendrix

Jena Steele, MS, LPC

**Job Title:** Mental Health Counselor  
**From:** Springfield, MO  
**Education:** M.S. in Community Agency Counseling (Missouri State University ‘05), B.A. Psychology and Spanish (Drury University ‘02)  
**Areas of Interest:** Career- Interpersonal relationships, cognitive behavioral therapy, trauma, and sexual identity issues. **Personal**- Culture and language, salsa music and dance, photography, crafts, spending time with family, hiking, floating, and being outdoors!  
**Fun Fact:** Jena met Brad Pitt when he came in to the restaurant she was waitressing at in college and she got to take a picture with him!  
**Quote I Work By:** Have integrity, be kind, do what you love, and act with intention.
Appendices

Appendix A: Informed Consent Form
Appendix B: Student Information Sheet
Appendix C: Release of Information Form
Appendix A

Drury University Counseling Services
Informed Consent Form

COUNSELING is a confidential process designed to help you address your concerns, come to a greater understanding of yourself, and learn effective personal and interpersonal coping strategies. It involves a relationship between you and a trained therapist who has the desire and willingness to help you accomplish your individual goals. Counseling involves sharing sensitive, personal, and private information that may at times be distressing. During the course of counseling, there may be periods of increased anxiety or confusion. The outcome of counseling is often positive; however, the level of satisfaction for any individual is not predictable. Your therapist is available to support you throughout the counseling process.

Psychotherapy varies depending on the therapist, the client, and the client’s particular situations and goals. There are many different methods staff may use to assist you with your particular situation, goals, and objectives. For the best outcome, each client must choose to invest energy in the process and work actively on things we talk about both during and between our sessions.

Psychotherapy can have benefits and risks. The risks may include experiencing uncomfortable feelings like sadness, guilt, anger, anxiety or frustrations when discussing certain aspects of your life. Psychotherapy has been shown to have benefits that can include better relationships, solutions to specific problems, increased life satisfaction, improved physical health, and significant reductions in feelings of distress. However, there are no guarantees as to what each client will experience.

FEES

There is no fee for counseling services. If you are referred off campus to health, mental health, or substance abuse professionals you are responsible for their charges.

CONFIDENTIALITY

All interactions with Counseling Services, including scheduling of or attendance at appointments, content of your sessions, progress in counseling, and your records are confidential. No record of counseling is contained in any academic, educational, or job placement file. You may request in writing that the counseling staff release specific information about your counseling to persons you designate.

EXCEPTIONS TO CONFIDENTIALITY

• The counseling staff works as a team. Your therapist may consult with other counseling staff to provide the best possible care. These consultations are for professional and training purposes.
• If there is evidence of clear and imminent danger of harm to self and/or others, a therapist is legally required to report this information to the authorities responsible for ensuring safety.

• Missouri state law requires that staff of Counseling Services who learn of, or strongly suspect, physical or sexual abuse or neglect of any person under 18 years of age must report this information to county child protection services or exploitation of a person who is elderly or has a disability.

• A court order, issued by a judge, may require the Counseling Services staff to release information contained in records and/or require a therapist to testify in a court hearing.

APPOINTMENTS
We appreciate prompt arrival for appointments. Please notify us by email or by phone if you will be late or need to cancel. Twenty-four hour notice of cancellation allows us to use the time for others.

I, ___________________, the client, agree to meet with Counseling staff, at the appointment times and places we agree upon for the time frame of 50 minutes each.

The therapy hour is yours. It starts at a specific time and ends at a specific time. Staying longer in a session or coming late for your appointment may interfere with other appointments. So, we ask that you be prompt and responsible in coming to your appointments. In return, Counseling staff make the same commitment to you. If you are unable to attend the session during the scheduled time, please make a best effort to notify the counselor as soon as possible in order to reschedule. Staff will return the same courtesy to you if one of us needs to cancel or reschedule your important appointment.

Drury Counseling staff believes and understand the basic ideas, goals, and methods of therapy. Do you have any questions or concerns?

I, the client, have read and discussed the above information with my therapist. I understand the risks and benefits of counseling, the nature and limits of confidentiality, and what is expected of me as a client of the Counseling Services.

_________________________________________  Date  
Signature of Client

I, the therapist, have discussed the above with the client. My observations of this client’s behavior and responses give me no reason, in my professional judgment, to believe that this person is not fully competent to give informed and willing consent.

_________________________________________  _______________________
Signature of Client  Date
Appendix B

Drury University Counseling Services Info Sheet

Today’s Date ________________

Name (please print) ___________________________ Birth Date __________

Campus Address _____________________ Campus Box # _______________

Phone ______________________ Cell Phone ________________________

Preferred Email ________________________________

Permanent Address ____________________________________________

_________________________________________________________________

Notify in case of emergency _______________________________________

Classification: ___Fresh ____Soph ____Jr ____Sr

Major _______________________ Minor (if you have one) ______________

Ethnicity (optional)

_____ African American   _____White American   _____Hispanic American

_____Native American   _____Asian American   _____International Student

_____Other: ________________________________

Did someone encourage you to come to counseling?  ___Friend  ___Prof

___Advisor    ____Dean of Students    ____Housing Office/RA

____Fraternity/Sorority Staff    ____Student Services Staff

_____Made the decision to come your self

Have you received counseling before?  ____Yes  ____No

If yes, please describe ____________________________________________

_________________________________________________________________
Please describe what is troubling you and/or situations that has brought you to counseling (academic, social, personal, family):

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

How will we know when things are better for you? ______________________

____________________________________________________________________

____________________________________________________________________

The following responses on this form are voluntary. The answers you provide will be kept with the strictest of confidence. If you choose to complete the following questions will be in your best interest to be to be totally honest. This info will be used to aid in helping you with your problem(s) and as a tool in determining whether or not a referral to another agency would be appropriate.

1. Have you or anyone else in your family ever been to counseling, received medical treatment for a mental, emotional, or psychological problem, or been tested for the same?

____________________________________________________________________

____________________________________________________________________

2. Have you or anyone in your family been addicted to, or abused, any type of drug, alcohol, gambling, etc.?

____________________________________________________________________

____________________________________________________________________

3. Are you currently taking any on-going medications?

____________________________________________________________________

____________________________________________________________________
4. What level of social/emotional support does your family provide?
   ____None   _____Minimal   ____Some   ____A Lot

5. What level of social/emotional support does your friends provide?
   ____None   _____Minimal   ____Some   ____A Lot

6. What activities/organizations are you a part of?
   __________________________________________________________
   __________________________________________________________

Check any of the following that apply to you

   ____poor appetite   ____perfectionist   ____depressed
   ____trouble sleeping   ____loss of weight   ____crying spells
   ____suicidal thoughts   ____lack of energy   ____anxious
   ____stomach trouble   ____feeling inferior   ____nightmares
   ____headaches   ____worried   ____impatient
   ____sexual identity   ____can’t make friends   ____shy
   ____heavy caffeine use   ____binge on food   ____purge food
   ____bad home conditions   ____heavy alcohol use   ____street drugs
   ____guilt feelings   ____can’t concentrate   ____unmotivated
   ____weight gain   ____dieting   ____angry
   ____tobacco use   ____feeling tired   ____emotional swings

________________________________________________________________________

OFFICE USE ONLY

Summary of initial visit:       Date:
Appendix C
Release Form

Counseling, Testing, and Disability Services
Authorization for Use or Release of Information

I, _____________________, voluntarily authorize
(Student name)

Person/Entity Name: _____________________________________

Address: _______________________________________

Phone: ___________________

To release information for:

Student Name: ______________________ Date of Birth: __________

Address: ______________________________________________________________________

To the following persons or organizations:

Person/Entity Name: _________________________________

Address: ______________________________________

Phone: ___________________

I understand that the purpose of the use or disclosure of information is to provide continuity of care. I further understand that this information will not be forwarded to anyone else by the recipient without my written consent. Information to be used or disclosed includes services provided on or around (insert dates of service): ______________________. If this line is left blank, the treatment dates covered by this authorization are the date of intake to the last date of service. I am aware that I may revoke this consent to release information at any time, except where actions have already been taken on the basis of this release.