

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

CARE (Campus Assessment, Response & Education) Team	SOP #: SA.020.01
Effective Date	6/4/2019
Last Revision/Review	1/9/2020

1. Purpose

The purpose of the Campus Assessment, Response & Education (CARE) Team is to serve as a central coordinating team that focuses on early intervention in situations involving a student in distress or displaying harmful and/or concerning behavior.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Office of Student Affairs
BCOM CARE Team

4. Definitions/Abbreviations

CARE Team is a multidisciplinary team whose purpose is to support students in matters related to wellness and mental health. The CARE Team provides early intervention, performs at-risk assessments, offers behavioral intervention recommendations/guidance, referrals to outside resources, coordinates follow-up, and attends/provides related training opportunities for faculty and staff.

5. Procedural Steps

1.1 Referrals

- a. Concerns about a student should be reported to any member of the CARE Team immediately either in person, via email, or by using the referral form online.

2.1 Response

- a. If a referral requires immediate intervention, a CARE Team meeting of the appropriate members is called at the determination of the CARE Team chair.
- b. Behavioral Intervention Responses
 - i. Documenting and tracking behavior and follow-up
 - ii. Personal interventions and/or meetings to discuss concerning behavior
 - iii. Provide guidance and support to impacted parties
 - iv. Assigning Behavioral contract(s)
 - v. Mediation
 - vi. Outreach and referrals to resources both on- and off-campus
- c. Threat Assessment Responses

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

- i. Appropriate agencies will be called (e.g. Crisis Intervention Team, law enforcement officials).

3.1 Meeting Venues

- a. If the Chair calls a meeting of the CARE Team, one of the following venues can be utilized to conduct the meeting:
 - i. Conference Call
 - ii. Face-to-Face Meeting
 - iii. Video-Conferencing

4.1 CARE Team Membership

- a. CARE Team members
 - i. Student Affairs Department Head (CARE Team Chair)
 - ii. Educational Specialists
 - iii. Any other members the Committee deems appropriate

5.1 CARES Committee Procedures

- a. Once the CARE Team has received a referral, the Team Chair will appoint a member to proceed with information gathering.
- b. A meeting is called by the Chair.
- c. Team Members will be asked to do a systematic review and assessment of the information about each case in order to determine the best course of action for the situation at hand.
- d. The Team will develop a plan based on the information provided and assign responsible parties including who, when, where and how the response will be implemented.
- e. Response implementation – the goal is to de-escalate the potential for a crisis, reduce threat(s) and support the needs of the student of concern.
- f. The response plan is often executed by other individuals (for example a counselor) and the Team itself acts more as an advisory and coordinating Committee.
- g. A Team member will be assigned to monitor the student, if follow-up is deemed necessary by the Team.
- h. The CARE Team will evaluate the plan and the response process to include:
 - i. The effectiveness of the plan and response
 - ii. Lessons learned for future cases
 - iii. Recommendations and implications for the school's policies and procedures.

6. Reports/Charts/Forms/Attachments/Cross References

Online referral <https://bcomnm.org/students/care-team/>

7. Maintenance

Office of Student Affairs

8. Signature

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Signature on File	1/9/2020
Authorized Name, Title	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1/9/2020	all	Updates after NaBITA, change term "Committee" to "Team"	N/A	1/9/2020