1. Purpose

To outline and define the processes by which 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 (SA)
Educational Specialists
Director of Academic Support Services (CARE Team Chair)
Assistant Vice President of Student Affairs (AVP)
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/providers related training opportunities for faculty and staff (ex. FAME sessions).

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 is called at the determination of the CARE Team Chair, the Director of Academic Support Services. In the absence of the Chair, one of the Educational Specialists will facilitate this immediate intervention process.

   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
   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. Director of Academic Support Services (CARE Team Chair)
      ii. Educational Specialists
      iii. Assistant Vice President of Student Affairs
      iv. 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. An email will be sent to the student by the CARE Team Chair, and CC’d will be the student’s Educational Specialist (if they are OMS-1) and the AVP of SA; all other members of the CARE Team will be BCC. If the Team Chair is unable to send the initial email to student, their assigned Educational Specialist will. If student is OMS-2, 3, or 4, then the lead of the SPARK Team will act at CARE Team Chair.
   c. A meeting will be held with the student.
   d. 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.
   e. 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.
   f. 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.
   g. 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.
   h. A Team member will be assigned to monitor the student, if follow-up is deemed necessary by the Team.
   i. 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://burrell.edu/students/care-team/](https://burrell.edu/students/care-team/)

### 7. Maintenance

Office of Student Affairs

### 8. Signature

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<th>Approved by</th>
<th>Date</th>
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<tbody>
<tr>
<td>Department Head of Student Affairs</td>
<td>08.01.2024</td>
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### 9. Distribution List

Internal/External

### 10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<tbody>
<tr>
<td>1.9.2020</td>
<td>all</td>
<td>Updates after NaBITA, change term “Committee” to “Team”</td>
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<td>1.9.2020</td>
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<tr>
<td>5.10.2023</td>
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<td>Updates on Faculty/Staff Responsibilities (clarification of who the Chair is), and updates to CARE Team membership.</td>
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<td>5.19.2023</td>
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<td>8.1.2024</td>
<td>Procedural Steps</td>
<td>Update on who facilitates initial message to student if CARE Team Chair is unable to.</td>
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