



Informed Consent

Please read the following carefully and **initial in the blanks provided** indicating that you have read and understand the information provided.

Please print your first and last name: _____

Eligibility for Services

UNK Counseling is part of the Student Health and Counseling department and as such, we provide mental health services for students currently enrolled in UNK courses. Students are eligible for services in the summer if they are enrolled in summer courses or are pre-registered for courses in the upcoming fall semester. All students receiving services must have paid the Student Health and Counseling fee, which is automatically included in the students' tuition and fees for students enrolled in 7 credit hours or more on campus (versus on-line courses). For students who are taking less than 7 credit hours per semester or who are taking courses on-line, you are welcome to pay the Student Health and Counseling fee to be eligible for services, which is \$118.00 per semester (\$59 for the summer). All fees are due at the time of service. **Initials** _____

Scope of Services

UNK Counseling services are limited to short-term interventions within the experience, expertise, training and resources of the UNK clinical staff. If at any time, concerns presented by the student fall outside of the scope of our services, appropriate referrals will be provided. ***We do not provide letters of support for disability services at the first appointment and cannot provide documentation regarding mental health without a history of services at UNK Counseling. We do not assess the need for emotional support animals, nor provide a letter of support for the endorsement of an emotional support animal.* **Initials** _____

Termination/Discharge

The goal of working collaboratively with the counselor is successful discharge or "termination" of counseling services, upon completion of the treatment plan goals. Other circumstances, which might lead to termination, include, but are not limited to:

- Lack of clinical progress: failure to make progress on treatment plan goals
- Lack of client willingness to participate in the counseling process: such as recurring absences or tardiness; failure to attempt out-of-session activities/skills
- Conflict of interest: for example, the counselor and client know each other on a personal level, outside of the counseling setting **Initials** _____

Cost for Services

As already mentioned, the Student Health and Counseling fee assessed in your tuition and fees covers the cost of most counseling services. Per the Student Health and Counseling fee, you are eligible to receive 3 individual counseling sessions per semester (this does not include the initial intake appointment). After session number 3, the cost is \$10 per session (up to 16 sessions), due at the time of services and can be paid using cash, check, or credit/debit card (cannot be charged to your student account). After session 16, the cost per session is \$20. Full coverage is provided for students enrolled in the student insurance plan offered through UNK. UNK Counseling does not bill outside insurance entities.

******Additional fees are assessed for missed appointments and cancellations without a 24-hour notice. A \$25 charge is assessed for a missed appointment and/or failure to cancel or reschedule without a 24-hour notice.**

Initials _____

Confidentiality

As a client of UNK Counseling, everything you discuss with your counselor will be held in the strictest confidence. Counseling services are provided in accordance with Nebraska state law governing Mental Health Practitioners and in accordance with the professional ethical standards of these professions. Confidentiality is strictly observed for legal and ethical reasons. All client information is completely confidential **except for certain limitations as described below**. The counselor is mandated by state and/or federal law to release information in the following circumstances:

- Reports/disclosure of current or past **physical abuse**; if disclosed in session, a call will be made to the Department of Health and Human Services (DHHS) as required by Nebraska State law (statute 28-711 and 28-710)
- Reports/disclosure of current or past **sexual abuse**; if disclosed in session, a call will be made to the Department of Health and Human Services (DHHS) as required by Nebraska State law (statute 28-711 and 28-710)
- Reports/disclosure of suicidal ideation/**suicidal threats**; to protect you or others from imminent, serious harm; local authorities will be contacted (police, school administrators, campus police) if danger is imminent
- Reports/disclosure of homicidal ideation/**homicidal threats**; to protect you or others from imminent, serious harm; local authorities will be contacted (police, school administrators, campus police) if danger is imminent
- To parents of minors (students **under** the age of 18)
- By court order
- When a written release of information has been signed by you, giving the counselor permission to release information only in accordance with the terms of the release

PLEASE NOTE: If you, or someone you know, was physically or sexually abused under the age of 19, meaning, the abusive event OCCURRED when you/the other person was under the age of 19, and you disclose this information during the counseling session, the counselor is mandated to report any information you provide about the abuse to the DHHS Child Abuse and Neglect hotline, as all persons in the State of Nebraska are considered MANDATORY REPORTERS. Even if the abuse has previously been reported, by signing below, you are aware the counselor will still need to report ANY information given by you regarding abuse that occurred under the age of 19.

By signing my name, I understand the limits of confidentiality as outlined above and that the counselor is mandated to report any type of child sexual or physical abuse that occurred to any minor (under age 19), no matter how long ago the abuse/neglect occurred.

Client signature

Date

Electronic Health Records

UNK Counseling utilizes an electronic health records system for record keeping and data storage. All clinical staff members of **UNK Student Health and Counseling** (nurses, psychiatric nurse practitioner) have access to your records, and each has been mandated to adhere to the laws of confidentiality. We reserve the right to consult with each other about clients for treatment and training purposes. In the unlikely event of a crisis situation including but not limited to a life-threatening emergency, a client's death/incapacitation, or imminent risk of harm to self/others, UNK Counseling reserves the right to communicate with appropriate UNK personnel. You have the right to file a complaint or make inquiries if you believe your privacy has been violated. You may contact Wendy Schardt, Director of Student Health and Counseling at (308) 865-8047. **Initials _____**

Supervision

The clinical team at UNK Counseling consists of Mental Health Practitioners, licensed by the state of Nebraska, and counseling interns who are graduate students in either the UNK Counseling and School Psychology program or the

Grace Abbott School of Social Work program. The graduate student interns work under the supervision of a Licensed Independent Mental Health Practitioner (LIMHP). Supervision allows for instruction and input regarding a client's presenting concerns, ensuring the highest quality of services possible. The supervision process is conducted in accordance with the rules of confidentiality as listed above. Initials _____

What to Expect

Initial consultation (first visit): After completing the paperwork and reviewing/signing this informed consent, the counselor will spend approximately 30 to 45 minutes with you determining what services/resources might be most beneficial to you. The counselor may or may not be the counselor you meet with on a consistent basis, should you decide to enter counseling. Furthermore, UNK Counseling may not be the most appropriate place given your specific needs and you may be referred to an outside provider.

In general: The purpose of counseling is to assist you in resolving the concerns that brought you to counseling. Counseling may not by itself resolve your concerns and therefore, the counselor will assess your concerns on an on-going basis to determine the best course of treatment. You will work collaboratively with the counselor to determine your counseling goals and how to best achieve them. Individual sessions are approximately 45 minutes long and you will work with your counselor to determine how often to meet (limited to no more than one session per week). If long-term counseling is needed, the counselor will discuss your options with you and may suggest a referral to an outside provider. Counseling is completely voluntary (with the exception of court ordered counseling) and may be terminated at any time. Ideally, counseling is no longer needed once a student and counselor mutually agree that the student has achieved their counseling goals. Initials _____

Benefits and Risks of Counseling

Counseling can be an effective tool in helping students cope with emotional, relational, and developmental concerns. However, benefits and certain outcomes are not guaranteed and there are some risks involved. Counseling provides a safe environment to talk about concerns. Many times talking about those concerns is not pleasant and negative feelings may arise. In addition, due to the nature of a university campus, you may encounter your counselor at other UNK events/activities; if so, we will make every effort to support you and maintain confidentiality. Initials _____

Personal Commitment to Counseling

Actively participating in the counseling process is of the utmost benefit to you. It is highly recommended you follow through on activities requested to you by the counselor. Initials _____

Communication

Please contact the UNK Counseling office to schedule or cancel appointments at (308) 865-8248. Email is not a confidential medium for communication and we cannot guarantee the email will be read in a timely manner. Contact with UNK Counseling should not be made via text or social media. The UNK Counseling staff does not give out their personal contact information. Initials _____

Client Rights

You have the right to:

- Be treated with dignity and respect
- Know the qualifications and professional experience of your counselor and their supervisor (if applicable)
- Ask questions regarding your treatment
- Know information regarding diagnosis, treatment philosophy, method, progress, and prognosis
- Participate in decisions regarding your treatment
- Refuse treatment methods or recommendations
- Know your assessment results and have them explained to you in a manner that you understand
- End counseling at any time (please discuss reasons for wanting to end counseling with your counselor)
- Privacy and confidentiality

- Request a second opinion, a referral to an outside provider or agency, or a transfer to another UNK counselor (please note, if requesting a transfer, an exit session with the current counselor is required for continuity of services)

Client Responsibilities

You have the responsibility to:

- Maintain your own personal health and safety
- Take an active role in the counseling process to include honestly sharing thoughts, feelings and concerns
- Follow through on assignments as recommended by the counselor
- Terminate the counseling relationship before entering into counseling with another provider at UNK Counseling or elsewhere
- Keep scheduled appointments and reply to any UNK Counseling contact requests. Please contact UNK Counseling in advance to cancel and/or reschedule. If you do not contact UNK Counseling prior to the appointment, it is considered to be a "no-show."
 - The following are conditions under which a client would no longer be eligible to receive services at UNK Counseling for the remainder of that semester (client may request help in securing an off-campus referral):
 - No-shows for (2) scheduled appointments in any one semester
 - Pattern of non-attendance, including client no-show, cancellation, or rescheduling of appointments
- Arrive in a timely manner
 - late arrivals (15 minutes or more) will be rescheduled
- Respond to attempts by the UNK Counseling office to reach you. If you are not able to be reached directly by phone, we will leave a voice message or send an email, which will include a deadline for contacting us. Due to the large number of students requesting services, we will have to give your appointment to another client awaiting our services, if you fail to respond by the deadline. Initials _____

Emergencies

UNK Counseling is open 8am to 5 pm Monday through Friday and is by appointment only, except when danger to self and/or others is present. For emergencies during regular operating hours, please call UNK Counseling at (308) 865-8248 or come to the UNK Counseling office located in the Memorial Student Affairs Building, room 144. To contact a counselor after hours for life threatening emergencies, please call the UNK Counseling office at (308) 865-8248 and follow the prompts to be connected with the on-call counselor.

REQUIRED SIGNATURE

You may discuss any of the above with a counselor before signing.

I have completed this form truthfully and attest that I am entering into counseling voluntarily. I have read and understand ALL of the above information and I am fully aware of my rights and the benefits and risks of counseling. I am also fully aware of the limits to confidentiality. Should I have any questions or concerns about any of this information, I agree to discuss these promptly with the counselor.

Signature- UNK Student

Date