

NAME: _____

SID#: _____

University of California, Los Angeles, Counseling and Psychological Services
INFORMATION AND CONSENT FOR TREATMENT

WELCOME TO CAPS. We look forward to assisting you. Please let us know if you have any disability related needs.

Services Provided

UCLA Counseling and Psychological Services (CAPS) offers time-limited counseling and psychiatric services to UCLA students. These services are provided by licensed psychologists, psychiatrists, other mental health professionals, and psychology and social work trainees. Currently enrolled UCLA students paying the Student Registration Fee are eligible for CAPS services. When you meet with a CAPS staff clinician, you will be asked questions related to your emotional and physical well-being. It is important to provide accurate and complete information so your clinician can make the most appropriate recommendation for services. In the course of the therapy relationship, you may be disclosing intimate, personal information. This relationship is professional, not social, and should never include planned contact outside of the therapeutic relationship or sexual interactions of any kind.

- **Counseling Services**

Counseling requires collaboration and effort on your part. In order to be successful, you will have to work actively on your concerns both during and between your sessions. Counseling services are not easily described in general statements and can vary depending on the style of both therapist and client, as well as the particular issues which the client brings. There are many different approaches that can be utilized to address your concerns.

Brief counseling can be effective with many issues typically encountered by university students. Your initial counseling session is an assessment to define your concerns, develop a treatment plan, and determine whether CAPS can meet your needs. Because brief counseling is not an appropriate approach for many difficulties, we may recommend longer-term counseling. In this case, we will help you find an appropriate provider through your SHIP or other health insurance.

Counseling can have both risks and benefits. The counseling process may include discussion of personal challenges and difficulties, which can elicit uncomfortable feelings such as sadness, guilt, anger, fear, and frustration. However, counseling has also been shown to have many benefits. It can often lead to better interpersonal relationships, improved academic performance and coping strategies, solutions to specific problems, and reduced feelings of distress. However, there is no guarantee of these benefits.

- **Psychiatry Services**

Psychiatry services are offered only by referral from other CAPS staff. Psychiatry staff conduct diagnostic evaluations and prescribe medications to address mental health disorders such as depression and anxiety. It may take some time to find the right medication and dosage for you. Your doctor will review with you information related to benefits and risks the treatment may have. Please ask questions of your doctor if you do not understand any of the information in your session. It is your responsibility to follow through with the recommendations of your psychiatrist and to make sure that you have adequate supplies of medicine. You should normally request prescription refills through your treating psychiatrist during scheduled appointments. Prescription refill requests will be processed only M-F between 8 AM and 4:30 PM. It may not be possible to respond to last-minute requests for medication refills. Abruptly stopping your treatment may result in problems.

If your situation should require more intensive treatment or more frequent appointments that are not available through CAPS Psychiatry Services, your provider will discuss referral options through your SHIP or other health insurance..

Confidentiality

In keeping with ethical standards of the CAPS mental health providers, and consistent with UC policies and applicable state (CA Confidentiality of Medical Information Act) and federal (FERPA, HIPAA) law, all services provided by CAPS staff are kept confidential except as noted in this section.

We keep confidential electronic records of your counseling and psychiatry services. Neither the fact that you seek services nor any information disclosed in your CAPS meetings will appear in your student academic record unless you specifically direct us to communicate with other individuals not involved in your treatment. CAPS may disclose minimally necessary information in an emergency. CAPS professional staff have a legal responsibility to disclose client information without prior consent when there is an imminent risk that you may harm yourself or others; when there is reasonable suspicion of abuse of children (including viewing child pornography online), dependent adults, or the elderly; if you lack the capacity to care for yourself; or when there is a valid court order for the disclosure of your files. If you are participating in couple therapy at CAPS, please know that each party will be able to

obtain a release for these records with the other's permission, and that every effort will be made to eliminate any identifying information about the person not requesting the release.

CAPS partners with the Ashe Student Health and Wellness Center (Ashe) to provide integrative services for UCLA students. To facilitate your integrative care, CAPS providers have access to your Ashe medical records and may communicate with your Ashe providers. Ashe providers may access your CAPS records as needed to ensure quality care and in accordance with accepted professional practice. Information may be shared with clinicians at the UCLA Medical Center and Behavioral Health Services for coordination of care and consultation.

For CAPS@BWC Clients: The CAPS@BWC clinic is co-located in the Center for Health Sciences with the Behavioral Wellness Center, which serves postdoctoral residents and fellows as well as students. You may encounter BWC clients in our common spaces. CAPS and BWC maintain separate, confidential medical records, but may share minimally necessary information as needed for health care operations.

Please consult with your treatment provider if you have any questions about confidentiality.

Appointment Policies

Although initial appointments for counseling and psychiatry are made as promptly as possible, it is common to have to wait for an appointment during busy times of the quarter. It is very important to keep your scheduled appointment so you are not delayed in receiving services. If you consider your situation to be urgent or an emergency, please inform our staff when you are requesting an appointment.

Please arrive on time for your appointments. Missed appointments reduce our capacity to provide services to other students. If you do not cancel your appointment 24 hours in advance, you will be charged a \$20 no show fee. If you miss or cancel a scheduled appointment, it is your responsibility to reschedule.

After Hours Crisis Services

CAPS provides all registered students access to after-hours telephone crisis assessment, safety planning, and referrals. This service can provide immediate consultation and support by phone regarding a variety of crisis issues and can facilitate the transition to CAPS daytime services. It is available 24 hours a day, 365 days a year by calling the CAPS main number at **310-825-0768**. Please call this number for any urgent concerns regarding medications prescribed by CAPS providers that cannot wait until the next business day.

CAPS is a Training Site for Psychologists and Social Workers

CAPS is a training site for doctoral or postdoctoral psychology trainees and social work interns. If your counselor is in training, they will inform you of their trainee status as well as the name of their supervisor who can be contacted through our central office. In order to adequately supervise trainees, a supervisor may require that your counseling session be recorded. Your counselor-in-training will discuss this with you in more detail and obtain your permission for recording.

Fees

CAPS fees are pre-paid for students enrolled in SHIP insurance. Registered students who do not have SHIP pay a fee for services. You may pay by cash or check or CAPS will bill your BAR account.

Feedback

Our goal is to provide the most effective counseling and psychiatry experience for you. If you have feedback about our services, please speak with your provider, visit our webpage <https://counseling.ucla.edu/we-value-your-feedback> or call CAPS to discuss your concerns.

Communicating with Your Provider

To maintain your privacy, please communicate with your clinician by phone or by secure message, through our web-based portal. Secure messages are for non-urgent communication only, and are normally responded to within 3 business days. Please call **310-825-0768** for urgent needs. For emergencies, call 911 or go to the closest hospital.

Please ask your treatment provider if you would like a copy of this form.

I have read the above information and have had the opportunity to have my questions answered. I agree to participate in treatment in accordance with the above policies.

Print Name

Updated 2/10/22

Signature

ID #

Date