# Student Counseling Services Intake Packet

Student Counseling Services is pleased to expand to the Fort Worth Campus. Scheduling for Forth Worth is done through the main counseling center number: (254) 968-9044. *We are currently only offering counseling at this campus on Tuesdays.* 

Paperv	vork (please complete questionnaires the same day as intake):
	Intake form including contact information, demographics, and history questionnaire
	Policies, Procedures & Information form
	CCMH Informed Consent
	CCAPS – 62 Questionnaire
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After completing, please **do not** hand these to the receptionist and instead hand them directly to the counselor, James Dinh, LMSW.

## Intake form

friends & acquaintances."

Strongly Disagree

☐ Somewhat Disagree

Student Counseling Services - Tarleton State University

#### A. Identification (Please Print) Your name:\_\_\_\_ Date of birth: \_\_\_\_\_ Age: \_\_\_ Preferred Name or Nickname: \_\_\_\_ Current Street address: State: Zip: \_\_\_\_\_ Permanent Address: State: Zip: Living with: ☐ Alone ☐ Spouse, Partner, or $\square$ Roommate(s) ☐ Children Significant Other ☐ Family other ☐ Parent(s) or guardian(s) Other (please specify):\_ Primary Phone: Okay to call this number? \( \subseteq \text{ Yes} \) $\square$ No Secondary Phone: ☐ No Email: Okay to email? Yes ☐ No **B.** Religious identification Current religious or spiritual preference: ☐ Buddhist ☐ Confucian ☐ Christian ☐ Hindu ☐ Agnostic ☐ Atheist ☐ Jewish ☐ Muslim ☐ No Preference ☐ Prefer not to Answer ☐ Other: To what extent does your religious or spiritual preference play an important role in your life? □ Very Important □Important □Neutral □Unimportant □Very Unimportant C. Ethnicity: ☐ African-American/Black/African ☐ American Indian or Alaskan Native ☐ Arab American/Arab/Persian ☐ European American/White/Caucasian ☐ Hispanic/Latino/Latina ☐ Native Hawaiian or Pacific Islander ☐ Asian American/Asian ■ East Indian ☐ Multi-racial □ other ☐ International student Country of Origin: **D. Relationship and Social Factors** ☐ Married □ Divorced □ Widowed ☐ Separated □ Single ☐ Civil union, domestic partnership, or equivalent ☐ Serious dating or committed relationship Please indicate how much you agree with this statement: "I get the emotional help and support I need from my family." ☐ Somewhat Disagree Neutral ☐ Somewhat Agree ☐ Strongly Disagree Please indicate how much you agree with this statement: "I get the emotional help and support I need from my social network (e.g.,

☐ Neutral

☐ Somewhat Agree

☐ Strongly Agree

E. Sexual Orio	entation														
☐ Heterosexual/Straight ☐ Lesbian			ian	☐ Gay ☐ Bisexual			xual	al Qu			Questioning				
☐ Self-Identify:															
F. Sexual A	ttraction														
☐ Only attracted to	Women	☐ Mos	stly attracted to						☐ Mostly attracted to men			Only attracted to men			d to
☐ I do not experien	ice sexual	☐ Not	sure												
attraction															
G. Gender/S	lov							1							
Gender Identity:	CA														
☐ Male			Female			☐ Trans	gender				Self Id	entify:			
Sex assigned at bi	rth:									•					
☐ Male			☐ Fei	male	)				Int	ersex					
H. Academic	c/Career														
☐ Freshman/F	irst Year		☐ Sophom	ore	☐ Ji	unior					□ Se	enior			
☐ Graduate/Pr	ofessional De	gree	☐ Non-Stu	ıden	nt 🔲 H	High School	ol taking o	college	e clas	ses	□ N	on-De	gree	Stude	ent
☐ Faculty/Staf	ff		☐ Other:												
		1~													
Major:		Gra	duate Progran	n (It	applicable	e):		Gra	duate	Progra	ım Yea	r:			
D Tuesday Ct			First Carana	•	Ctdt										
☐ Transfer Stu	ident		First Generat	10n	Student										
Please indicate y	our level of in	nvolvem	ent in organiz	ed e	extra-curric	ular activi	ties (e.g.,	, sports	s, clu	os, stud	ent gov	ernme	ent, et	c.)	
□ None □	Occasional		☐ One reg	ular	·ly	☐ Two	o regular	ly		□ T	Three or	more	regul	larly	
	Participation		attended	l act	tivity	atte	nded acti	vities		a	ttended	activ	ities		
Are you a memb	or of POTC?												V		NI.
Have you ever se		ranch o	f the US milits	arv (	(active duty	v veteran	National	Guard	l or r	eserves'	)?		Yes Yes		No No
Did your militar				•									Yes	<u> </u>	No
you?	, <u>F</u>											]	103	]	110
How many credi	t hours are yo	u attemj	pting this seme	este	r?:	How	many ho	urs a v	veek (	do you	work?_			_	
How would you	describe your	financi	al situation rig	ht n	now?										
☐ Always stre	ssful $\Box$	Often	stressful		Sometime	es stressful		Rare	ely st	essful		Nev	er str	essfu	ıl
How would you	T T			nile											
☐ Always stre	ssful $\Box$	Often	stressful		Sometime	es stressful		Rare	ely st	essful		Nev	er str	essfu	ıl
I. Disability	Status														
Are you re	gistered with t	the offic	e for disability						<u> </u>	'es			No		
If you selected, '	"ves" for the r	revious			mented and			,	VOLL	re regi	stered f	or (ch	eck a	II tha	t
apply):	yes for the p	nevious	question, piec	isc i	indicate wi	nen catego	ny or disa	aomiy	you	ire regi	sicicu i	or (cii	cck a	ii uia	ıı
☐ Difficulty	☐ Difficul	ty	Difficulty		☐ Mo	bility limi	tation/		_ T	raumat	ic		Spe	cific	;
Hearing	Seeing		speaking or	r	ortl	hopedic im	pairment	t	E	Brain In	jury			ning	
			language										disa	abilit	ies
□ ADD or	☐ Autism		impairmen Cognitive	ι	☐ Hea	alth			F	sycholo	ogica1		Oth	or.	
ADHD	Spectru		difficulties	or		aitii pairment/co	ondition.			r psych	_		Oui	CI.	
	Disorde		intellectual		inc	luding chr				Conditio					
			disability		con	ditions									

### J. History

			the last two weel nales)?*(A drink	is a bottle	e of beer, a gl	ass of w	ine,	a wine co	ooler	; a sho	t glass	of li	quor, o	r a m				drinks
					None $\Box$					3-5 t	imes		6-9 tin	nes		10 or	more	times
Thin	k back	over	the last two wee		•	•												
Atte	nded c	ounse	ling for mental h		None  cerns	Once		Twice					6-9 tin	ies		10 or	more	times
Take	en a pr	escrib	ed medication fo	or mental	health concer	ns		Never		Prior t		Ü			Ü	ollege		Both
<b>C</b>	D	1.	. 1 M . 1' 1'					Never		Prior t	o Colle	ege	$\Box$ S	tartin	ig Co	ollege		Both
Curr	ent Pro	escrib	ed Medication:															
How	many	times	s have you been l	hospitaliz	ed for mental	health	conc	erns										
						Neve	r 🗆	1 time	e [	2-3	times		4-5 ti	mes		5 or	more	times
Whe	n was	the la	st time you were	hospitali	zed for menta	ıl health	con	cerns										
	Never		Within the last 2 weeks		Within the last month		3	Within the lyear	last		Within years	n the l	ast 1-5			More thago	an 5 y	ears
How	many	times	s have you felt th	ne need to	•			•								_		
Who	<b>n m</b> oc	tha la	st time you felt t	ha naad t		Neve		1 time	e [	<b>1</b> 2-3	times		4-5 ti	mes	Ц	5 or	more	times
			Within the last 2		Within the last			Within the	laat		Withi	a tha 1	ast 1-5			Mono th	5	2040
_	Never	_	weeks	_	month		_	wittilli tile i year	iast	_	years	i the i	ast 1-3		_	More thago	ian 5 y	ears
How	many	times	s have others exp	pressed co	oncern about y	our alco	ohol	or drug ı	ıse?							_		
						Neve		1 time			times		4-5 ti	mes		5 or	more	times
Whe			st time others ex	-		your ald		_		1								
	Never		Within the last 2 weeks		Within the last month	[		Within the l	last		Within years	n the l	ast 1-5			More thago	an 5 y	ears
How	many	times	s have you receive	ved treatm		ol or dru	•	,			years					ugo		
	,		•			Neve	_	1 time	e [	2-3	times		4-5 ti	mes		5 or	more	times
Whe	n was	the la	st time you recei	ived treati	ment for alcol	nol or di	rug u	ise?										
	Never		Within the last 2		Within the last	[		Within the	last			n the l	ast 1-5			More th	an 5 y	ears
Ном	many	times	weeks s have you purpo	selv inim	month red vourself w	ithout s		year dal intent	(e σ	cuttir	years	ino 1	hurning	etc	)	ago		
110 ,,	inany	tillio	, nave you purpo	ocij ilijui	•	Neve		1 time	_		-	_	4-5 ti		., 	5 or	more	times
Whe	n was	the la	st time you purp	osely inju												2 01	111010	times
	Never	_	Within the last 2	ت `	Within the last	[		Within the			-	_	ast 1-5	<i>U</i> ,		More th	an 5 y	ears
TT		4:	weeks	1:	month			year			years					ago		
HOW	many	umes	s have you seriou	isiy consi	-	_			, г	7 2 2	timos		4-5 ti	mag		5 or	moro	timas
Whe	n was	the la	st time you serio	usly cons		Neve			= _	<b>1</b> 2-3	umes	_	4-3 II	mes	_	3 01	шоге	umes
	Never		Within the last 2		Within the last	· ·	□ v	Within the	last			n the l	ast 1-5			More th	an 5 y	ears
Ном	many	times	weeks s have you made	a suicide	month attempt?		7	year			years					ago		
110 "	many	tillio.	, mave you made	a saiciae		Neve	r 🗆	1 time	e [	2-3	times		4-5 ti	mes		5 or	more	times
Whe	n was	the la	st time you made	e a suicid					_									
	Never		Within the last 2 weeks		Within the last month	[		Within the l	last		Within years	n the l	ast 1-5			More thago	an 5 y	ears
How	many	times	s have you consid	dered cau		•		•		-								
						Neve		1 time					4-5 ti	mes		5 or	more	times
			st time you cons	_	-			-		_								
	Never		Within the last 2 weeks		Within the last month		3	Within the lyear			Within years	n the l	ast 1-5			More thago	an 5 y	ears
How	many	times	s have you intent	tionally ca				-							_	_		
					I	Neve	r 🗆	1 1 time	إ يح	ı 2-3	times		4-5 ti	mes		5 or	more	times

Whe	n was tl	ne las	st time you intention	ally c	aused s	erious	physical	injury to anoth	er?				
	Never		Within the last 2 weeks		Within month	the last		Within the last year		Withi years	in the last 1-5		More than 5 years ago
			has someone had seged, drunk, incapacit							ou we	re afraid to stop	what	was happening,
							Never	☐ 1 time	<b>□</b> 2-3	times	☐ 4-5 times	s 🗆	5 or more times
			st time someone had ged, drunk incapacit							, you v	were afraid to sto	op wl	nat was happening,
•		-	Within the last 2 weeks		Within			•		Withi	in the last 1-5		More than 5 years ago
			have you experience or authority figure)		rassing	, contr	olling, an		havior			e.g., f	
	, I	,	, ,				Never	☐ 1 time	□ 2-3	times	☐ 4-5 times	s $\square$	5 or more times
			st time you experien or authority figure)		arassing	g, cont	rolling, aı	nd/or abusive b	ehavior	from a	another person (		
	Never		Within the last 2 weeks		Within month	the last		Within the last year		Withi years	in the last 1-5		More than 5 years ago
How	many t	imes	have you experience	ed a t	raumat	ic even	it that cau	ised you to feel	intense	fear, l	nelplessness, or	horro	or?
							Never				☐ 4-5 times		5 or more times
Whe	n was tl	ne las	st time you experien	ced a	trauma	tic eve	nt that ca	used you to fee	l intens	e fear,	helplessness, or	horr	or?
	Never		Within the last 2 weeks		Within month	the last		Within the last year		Withi years	in the last 1-5		More than 5 years ago
Pleas	se selec	t the	traumatic event(s) y	ou ha	ve expe	erience	d:						
	Childh	ood	physical abuse			Child	hood sex	ual abuse			Childhood em	otion	al abuse
	Physic	al at	tack (e.g., mugged, l	beater	n 🗆	Sexua	al violenc	e (rape or atten	npted		Military comb	at or	war zone
	up, sho weapo		abbed, threatened w	ith		-	•	assaulted, stalk nate partner, et			experiences		
	Kidna	pped	or taken hostage			Serio	us accide:	nt, fire, or expl	osion		Terrorist Attac	ck	
							an indust ating acci	rial, farm, car, dent)	plane,				
	Near d	lrowi	ning			Diagr illnes		h life threatenii	ng		Natural disaste hurricane, etc.)		g., flood, quake,
	Impris	onm	ent or torture			Anim	al Attack				Other:		

# Tarleton State University STUDENT COUNSELING CENTER

## Policies, Procedures & Information

Welcome to the Tarleton Student Counseling Center. Please read the following information about your rights and responsibilities and our policies and procedures. If you have any questions after reading this document, please do not hesitate to discuss them with your counselor.

**Intake:** The first interview will be with an intake counselor who will talk with you about your needs and the ways in which the Counseling Center might be able to help. Options may include: individual, couples or group counseling, career counseling, or referral to another office or service provider better suited to your needs. Please note: your intake counselor may not necessarily be the counselor you continue to meet with after intake.

#### **Client Rights**

**Confidentiality:** Information obtained during counseling or in written form through testing will not be disclosed to anyone without your written permission. Legally, however, we are required to disclose information to:

- protect you or someone else from imminent danger,
- report suspected abuse of children, the elderly, or the disabled,
- report suspected sexual exploitation of a client by a therapist,
- respond to a court subpoena.

All counselors at the Student Counseling Center are committed to the ethical standards of practice as set forth by American Counseling Association and the National Association of Social Workers, and the State of Texas.

It is important for you to understand that you do not have to disclose your counseling history to most employers. Your interactions with the Student Counseling Center are confidential, and are not discoverable by background or record checks.

**Electronic Records:** The Student Counseling Center maintains electronic records. This means that confidential information about treatment is stored on the center's secured server.

Respect: You can expect to be treated with respect by your counselor and the staff of the Student Counseling Center. As much as possible, your appointments will begin and end on time. We will attempt to contact you if rescheduling is needed. You can expect your counselor's full attention during sessions. You may ask questions regarding your counselor's training and qualifications. You may ask about the counseling process, or any specific counseling strategies your counselor may suggest. You are encouraged to discuss your progress and review your goals with your counselor. If you feel that you are not making progress toward your goals, you should discuss this directly with your counselor. You have the right to terminate counseling at any time if you so desire, and to request referral to another counselor.

**Good to Know**: Because counseling involves discussing issues that are presenting you with some difficulty, you may find: 1) the energy it takes to focus on your issue(s) makes it harder to concentrate on other things; 2) emotions may be more available to you and you may feel moodier; 3) you may see things in new or different ways and this may be confusing or difficult for a short time; and 4) relationships may be affected as you examine interpersonal issues.

Session Limits: In order to meet the needs of as many students as possible, the Student Counseling Center has implemented an eight-session per semester limit on services. Students are allowed eight sessions per semester; however this limit can be appealed at regular counseling center staff meetings as needed. If a client does not keep a scheduled appointment, the missed appointment is deducted from the eight-session limit (see below: Keeping Appointments).

#### **Client Responsibilities**

**Active Participation:** In order for counseling to be effective, you must take an active role. This involves being honest with your counselor, discussing concerns openly, completing assignments when appropriate, listening to your counselor and providing feedback about the process of counseling.

Keeping Appointments: Our ability to provide quality services to the greatest number of students is dependent on clients keeping their appointments. We expect that you will notify us in advance if you cannot or choose not to keep an appointment. If you do not keep your appointment and do not call to cancel within 24 hours, or if you cancel two out of three consecutive appointments, we will assume you are no longer interested in our services. Additionally, each missed appointment (without prior notice) will be deducted from your eight session per semester session limit. You may return for services at any time, however you will be assigned to a counselor after other students on our waiting list (if any) have been assigned.

Email: We cannot guarantee that the contents of an email message will remain confidential. While we will do our best to keep your communication private, email usage can be monitored and the content of your personal messages may be read by others. Email is not an appropriate medium for individual questions regarding counseling. Our staff does not respond to inquiries from our clients regarding specific counseling issues because confidentiality is essential to the counseling process and cannot be assured with email. Often staff access to email is limited to the Student Counseling Center work hours. Also, you have no way of knowing if a specific staff member is unavailable due to illness, vacation, or other reasons. This means that your message may not be read immediately. If time is of particular concern for you, please contact the front desk at 968-9044 and tell the receptionist that you need immediate assistance.

#### Counselor Rights:

To Seek Consultation with other Student Counseling Center Professionals: While information will not be released to anyone outside the Student Counseling Center without your permission, as professionals, we may confer with each other within the Student Counseling Center to review therapy plans and progress. You will be informed regarding your counselor's title within the agency and the name of their supervisor, if applicable. However, as some clinicians in the center pursue licensure or, as is the case with the Clinical Mental Health Counseling Practicum and Internship or Graduate Social Work students at Tarleton, they may receive supervision from a counselor, social worker and/or faculty member outside the center. If your clinician currently receives outside supervision, he/she will provide you with a separate informed consent document detailing the supervisory relationship. All supervisors are bound by the same ethical and legal obligation for confidentiality as the Student Counseling Center clinicians.

Social Media Policy: The counselor does not engage in contact with clients via social media because:

- 1. The counselor cannot obtain and maintain absolute proof of client's identity
- 2. The counselor can never be completely sure that no information could be obtained by a third party via social media
- 3. Engaging in social media relationship with a client violates the counselor's code of ethics. (A.5.e ACA, 2014)
- 4. The counselor does not engage students in any outside social roles

Wait List: During particularly busy times of the semester, we may be unable to schedule you with a counselor soon after your intake appointment. At the time of intake we will try to inform you as accurately as possible how long you may have to wait for a counselor at the Student Counseling Center. If you wish, we will also review other options for you, such as referral to other agencies on campus, community mental health agencies, and private practice counselors.

If you have questions or a grievance regarding your counselor's conduct, you may solicit help from the Director of the Student Counseling Center, or one of the following licensing boards:

Texas State Board of Examiners of Professional Counselors Texas Department of State Health Services Mail Code 1982 P.O. Box 149347

Austin, Texas 78714-9347 E-mail: <a href="mailto:lpc@dshs.texas.gov">lpc@dshs.texas.gov</a> Telephone: (512) 834-6658

Fax: (512)834-6677

Texas State Board of Social Worker Examiners Texas Department of State Health Services Mail Code 1982

P.O. Box 149347 Austin, Texas 78714-9347 E-mail: <u>lsw@dshs.texas.gov</u>

Telephone: (512) 719-3521 or (800)232-3162

Fax: (512) 834-6677

I have read and understand the policies and procedures of the Student Counseling Center and am aware of my rights and responsibilities as a client.

Client Signature	Date
Printed Name	Intake Counselor

## **CCMH Informed Consent**

Student Counseling Services - Tarleton State University

Student Counseling Services participates in a national research project designed to improve our services and expand the knowledge about college student mental health. We participate by contributing anonymous, numeric data provided by those who use our services (and are over 18 years old) to a database managed by researchers at Penn State University. Data is stripped of all personally identifying information and then combined with anonymous, numeric data from other colleges nationwide for statistical analysis. Because data cannot be linked to specific individuals, there are virtually no risks contributing data. With your permission, we would like to contribute anonymous, numeric data from the questionnaires you just completed. Your decision is voluntary and will not affect the services you receive. If you have questions or concerns, you may contact Dr. Brenda Faulkner at 254-968-9044.

risks contributing data. With your permission, we would like to contribute anonymous, numeric data from the questionnaires you just completed. Your decision is voluntary and will not affect the services you receive. If you have
questions or concerns, you may contact Dr. Brenda Faulkner at 254-968-9044.
Will you allow your anonymous, numeric responses to be contributed?
□ Yes
□ No
Name (Please Print):
Signature:
Date:

## **CCAPS - 62**

**Student Counseling Services** 

Name:	Student ID #
Date:	

The following statements describe thoughts, feelings, and experiences that people may have. Please indicate how well each statement describes you, during the past two weeks, from 'not at all like me' (0) to 'extremely like me' (4) by circling the correct number. Read each statement carefully. Select only one answer per statement and please do not skip any questions.

1. I get sad or angry when I think of my family	0	1	2	3	4
2. I am shy around others	0	1	2	3	4
3. There are many things I am afraid of	0	1	2	3	4
4. My heart races for no good reason	0	1	2	3	4
5. I feel out of control when I eat	0	1	2	3	4
6. I enjoy my classes	0	1	2	3	4
7. I feel that my family loves me	0	1	2	3	4
8. I feel disconnected from myself	0	1	2	3	4
9. I don't enjoy being around people as much as I used to	0	1	2	3	4
10. I feel isolated and alone	0	1	2	3	4
11. My family gets on my nerves	0	1	2	3	4
12. I lose touch with reality	0	1	2	3	4
13. I think about food more than I would like to	0	1	2	3	4
14. I am anxious that I might have a panic attack while in public	0	1	2	3	4
15. I feel confident that I can succeed academically	0	1	2	3	4
16. I become anxious when I have to speak in front of audiences	0	1	2	3	4
17. I have sleep difficulties	0	1	2	3	4
18. My thoughts are racing	0	1	2	3	4
19. I am satisfied with my body shape	0	1	2	3	4
20. I feel worthless	0	1	2	3	4
21. My family is basically a happy one	0	1	2	3	4
22. I am dissatisfied with my weight	0	1	2	3	4
23. I feel helpless	0	1	2	3	4
24. I use drugs more than I should	0	1	2	3	4
25. I eat too much	0	1	2	3	4
26. I drink alcohol frequently	0	1	2	3	4
27. I have spells of terror or panic	0	1	2	3	4
28. I am enthusiastic about life	0	1	2	3	4
29. When I drink alcohol I can't remember what happened	0	1	2	3	4
30. I feel tense	0	1	2	3	4
31. When I start eating I can't stop	0	1	2	3	4
32. I have difficulty controlling my temper	0	1	2	3	4
33. I am easily frightened or startled	0	1	2	3	4
34. I diet frequently	0	1	2	3	4
35. I make friends easily	0	1	2	3	4
36. I sometimes feel like breaking or smashing things	0	1	2	3	4
37. I have unwanted thoughts I can't control	0	1	2	3	4
38. There is a history of abuse in my family	0	1	2	3	4
39. I experience nightmares or flashbacks	0	1	2	3	4

	_		_	_	
40. I feel sad all the time	0	1	2	3	4
41. I am concerned that other people do not like me	0	1	2	3	4
42. I wish my family got along better	0	1	2	3	4
43. I get angry easily	0	1	2	3	4
44. I feel uncomfortable around people I don't know	0	1	2	3	4
45. I feel irritable	0	1	2	3	4
46. I have thoughts of ending my life	0	1	2	3	4
47. I feel self-conscious around others	0	1	2	3	4
48. I purge to control my weight	0	1	2	3	4
49. I drink more than I should	0	1	2	3	4
50. I enjoy getting drunk	0	1	2	3	4
51. I am not able to concentrate as well as usual	0	1	2	3	4
52. I am afraid I may lose control and act violently	0	1	2	3	4
53. It's hard to stay motivated for my classes	0	1	2	3	4
54. I feel comfortable around other people	0	1	2	3	4
55. I like myself	0	1	2	3	4
56. I have done something I have regretted because of drinking	0	1	2	3	4
57. I frequently get into arguments	0	1	2	3	4
58. I find that I cry frequently	0	1	2	3	4
59. I am unable to keep up with my schoolwork	0	1	2	3	4
60. I have thoughts of hurting others	0	1	2	3	4
61. The less I eat, the better I feel about myself	0	1	2	3	4
62. I feel that I have no one who understands me	0	1	2	3	4