

MONMOUTH UNIVERSITY

Policy and Procedures

Mental Health and/or Substance Induced Crisis of a Student Member of the University Community

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Policy:

In the event of mental health and/or substance induced crisis of a student member of the University community, both the student involved and the entire campus community will experience varying degrees of distress. The student in crisis is often unable, either verbally or behaviorally, to contract for safety. As is always the case, the critical incident must be handled in a sensitive manner, and timely intervention is of the utmost importance. The University must take immediate steps to minimize risk and secure the student's safety and well-being, as well as that of the larger community. The University makes strict reference and adheres to the provisions regarding emergency psychiatric assessment as per the New Jersey Screening Law of 1989.

If the crisis is accompanied by medical necessity, this takes precedence, and appropriate procedures in the case of a medical emergency will be followed. In the event that the student is exhibiting hostile or aggressive behavior, if there has been considerable use of drugs or alcohol, or in the case of self-injurious behavior, this will be communicated to University Police and they will call an ambulance for transport to Monmouth Medical Center. In all other instances, the following procedures will be implemented. Throughout the intervention, University staff and personnel will be appropriately supportive and provide follow-up services as deemed necessary. The procedures outlined in this policy apply to all Monmouth University students. As needed and on a case by case basis, appropriate University administrators will provide and receive information regarding mental health concerns to appropriate hospital personnel when emergency mental health assessment is necessary.

Procedures:

1. The first person on the scene will notify University Police of the incident immediately. If the student lives in residence, the Hall Director on duty will be notified next. If the student resides in University-sponsored off-campus housing, the police department in that jurisdiction will be notified first, then the University police, then the on-duty Hall Director. The Vice-President for Student Services will be notified if the student is a commuter.
2. The Director of Counseling and Psychological Services, or a designee from this department, will then be notified by University Police of the crisis and will serve as

the Coordinating Official. In the event of a medical emergency, or in situations where there is evidence of hostile or aggressive behavior, considerable use of drugs or alcohol, or self-injurious behavior, University Police will call an ambulance for transport to Monmouth Medical Center. University Police will handle all other transports as per the procedures outlined in item #6. In cases requiring an ambulance, the Director of Counseling and Psychological Services, or a designee from this department, will be contacted as soon as possible. The Assistant Vice President for Student Services or the Associate Director of Residential Life will assume the role of Administrative Coordinator when the student lives in residence or in University-sponsored off-campus housing. In all other incidents, the Vice President for Student Services will serve as the Administrative Coordinator.

3. The Director of Counseling and Psychological Services, or a designee from this department, will gather relevant information from assisting staff and from University Police in order to determine if an immediate psychiatric assessment is necessary. As appropriate, Residential Life staff, University Police, Counseling and Psychological Services staff and/or Student Services staff will assist in communicating the decision to the student, encouraging his/her consent if assessment and transport are warranted, but not depending upon it.
4. If it is determined by the Director of Counseling and Psychological Services, or a designee from this department, that transport to the hospital for psychiatric assessment and stabilization are necessary, the Director, or a designee from this department, will contact Psychiatric Emergency Screening Services (PESS) at Monmouth Medical Center or Riverview Medical Center, on a case by case basis and based on MUPD available personnel, in order to provide necessary screening information and to alert the screening staff of the student's arrival.
5. A senior staff member from Residential Life, University Police, Student Services, Counseling and Psychological Services, on a case by case basis, will ask the student if they would like to notify a family member or guardian. Every effort will be made to respect the student's wishes, however if it is determined that due to the nature of the incident familial notification is warranted and the student is not in agreement, such notification will be made by a designated senior staff member, both verbally and in writing, as soon as possible and in collaboration with hospital staff.
6. Pursuant to the determination by the Director of Counseling and Psychological Services, or a designee from this department, that the student must undergo psychiatric assessment, University Police will transport the student to the hospital as per statutes 30:4-27.6 and 30:4-27.7 of the New Jersey Screening Law of 1989 and as per procedural understandings established with the hospitals. Dependent upon the location and time of the incident and availability of MUPD personnel, a representative from Residential Life, Student Services or Counseling and Psychological Services may also be required to accompany the student during transport. An ambulance will be called for transport in any incident where there is evidence of hostile or aggressive behavior, considerable use of drugs or alcohol, or

self-injurious behavior, and for safety and timeliness, these students will be transported to Monmouth Medical Center. The Director of Counseling and Psychological Services, or a designee from this department, will maintain contact with the screeners at the hospital during the assessment process regarding diagnosis, discharge dispositions or possible hospitalization.

7. As soon as possible and on a case by case basis, a representative from Residential Life will notify the student or his/her family verbally and in writing that the student will not be permitted access to class, and/or the residence halls, to University-sponsored off-campus housing until appropriate written documentation from the treating professional is received. Said documentation must indicate that the student presents no danger to self or to others, that s/he is stable and able to return to the community. The documentation must be presented to the Director of Psychological Services, or a designee from this department, for review prior to the student's return to the campus community.
 - a. When written notification is to be made at a hospital facility, a representative from the University will provide this information to the student regarding their return to the University through appropriate personnel at the treating facility.
 - b. The responding University representative shall:
 1. Confer with the Director of Psychological Services or a designee from this department, to determine if the timing of delivery is appropriate.
 2. Deliver the letter to the facility and explain to the hospital staff:
 - i. The scope of the material covered within the context of the letter.
 - ii. The rationale for the delivery of said letter.
8. The Director of Counseling and Psychological Services, or a designee from this department, will notify the Vice President for Student Services and the Assistant Vice President for Student Services or the Associate Director of Residential Life if the student is in residence or in University-sponsored off-campus housing, of his/her medical status as soon as possible. If family notification has not yet occurred, depending on the outcome of the assessment and the student's overall condition, as indicated above, the Director, the Vice President, the Assistant Vice President or the Associate Director of Residential Life may elect to notify the student's family of the incident, whenever possible with the student's permission. In consult, and on a case-by-case basis, which senior staff member will speak with the family will be determined. If the student is a commuter, only the Vice President for Student Services will be notified and the procedure will be implemented.
9. Pursuant to stabilization, if the student lives in residence or in University-sponsored off-campus housing, the Director of Counseling and Psychological Services, or a designee from this department, will communicate the discharge dispositions that have been coordinated with the hospital to the Assistant Vice President of Student Services or the Associate Director of Residential Life, the Hall Director on duty and to University Police, who will alert staff on a "need to know" basis only. If the student is a commuter, the Vice President for Student Services will be notified.

10. The Director of Counseling and Psychological Services, or a designee from this department, will alert the Director of Health Services of the incident as soon as possible after the crisis. As necessary, the Director, or a designee from Counseling, with authorization from the student, will notify professors of the student's absence from class and his/her anticipated date of return.
11. Prior to discharge, a mandatory follow-up appointment with the Director of Counseling and Psychological Services or with a designee from this department will be scheduled through collaboration with screening services personnel. In some instances, the student will be conditionally cleared verbally through Counseling and Psychological Services pending a follow-up meeting with a psychological counselor. In these cases, the Director of Counseling Services, or a designee from this department, will notify University Police of the student's discharge and may request assistance from the University Police for the student's return transport to the University. The student must always be cleared through Counseling and Psychological Services prior to his/her return to campus.
12. Upon evaluation of the documentation referenced above by the Director of Counseling and Psychological Services and in consult with other University administrators as deemed necessary on an "as needed" basis, the University reserves the right to request additional documentation prior to granting permission to return to class and/or housing. Such documentation, if required, will be requested in a timely fashion and on a case-by-case basis.
13. In some instances, and on a case-by-case basis, if transport to the hospital is not deemed appropriate, the Director of Counseling and Psychological Services, or a designee from this department, in consult with appropriate University administrators, will arrange an emergency follow-up appointment for the student in Counseling and Psychological Services.

Follow-Up:

1. In the event that the student is transported to the hospital and detained for overnight observation but not hospitalized, the Director of Counseling and Psychological Services, or a designee from this department, will secure an update on his/her condition the following day and share the information on a "need to know" basis with appropriate University administrators. As referenced above, prior to re-entry to the University, the student must present documentation indicating that s/he is stable and presents no harm to self or to others. This information will be shared with appropriate University personnel in a timely manner prior to the student's return. Both resident and commuter students will be requested to sign a crisis contract upon return to the University.
2. If a student in residence or in University-sponsored off-campus housing has been hospitalized, upon discharge, the Director of Counseling and Psychological Services,

or a designee from this department, based on the discharge recommendations and in consult with the Assistant Vice President for Student Services or the Associate Director of Residential Life, may determine what additional documentation, if any, will be necessary to assess the appropriateness of the student's return to class and/or to the rigors of a residence hall environment or to University-sponsored off-campus housing. The specific conditions of return will be communicated to the student in writing in a timely manner through the Office of Residential Life. For commuter students, these re-entry procedures will be coordinated with the Vice President for Student Services.

3. The responding Hall Director, Vice President for Student Services, Assistant Vice President for Student Services or Associate Director of Residential Life and the Director of Counseling and Psychological Services or a designee from this department on duty at the time of the incident, will debrief appropriate staff members as soon as possible. The designated administrator in the relevant area will coordinate follow-up with any other residents or commuter students who may have been affected during the crisis as soon as possible pursuant to the incident. In consult with Residential Life and/or Student Services, as necessary, the Director of Counseling and Psychological Services, or a designee from this department, will assist with debriefing and/or counseling support for these residents and/or commuter students. Follow-up in those incidents where hospital transport was not deemed necessary shall be as follows: the student will be referred immediately to the Director of Counseling and Psychological Services, or a designee from this department, for assessment and to coordinate treatment or further referral, as necessary. Decisions regarding treatment and the student's general status will be communicated on a "need to know" basis only to appropriate staff and administrators in Student Services and Residential Life.
4. If the mental health crisis results in the death of a student, the policy established regarding "The Death of a Student Member of the University" shall be followed.
5. In the event that the Office of Public Affairs is contacted regarding the incident, the Director of Counseling and Psychological Services, or a designee from this department, together with the other members of the Crisis Management Team and appropriate staff, will determine the appropriate response to these inquiries.
6. The University will exert every effort to maintain strict confidentiality and privacy throughout any and all of the interventions detailed above.