

MENTAL HEALTH DESIGNATED CONTACT

Policy Statement

At or near the time that an incoming student enrolls at Roosevelt University, the student will be provided an opportunity to authorize in writing the disclosure of certain private mental health information to a designated person. A 'designated person' means a parent, guardian, or other person over the age of 18.

Roosevelt University may then disclose a student's mental information to the designated person if a clinical psychologist employed by Roosevelt University makes a determination that the student poses a clear danger to himself, herself, or others to protect the student or other person against a clear, imminent risk of serious physical or mental injury or disease or death being inflicted upon the person or by the student on himself, herself, or another.

In addition under certain circumstances as allowed or required by law, certain university officials may, without the consent of the student contact the emergency contact designated in the enrollment record in the event of an emergency.

Reason for Policy

We value the health of all students including their physical well-being and mental health. In accordance with the Illinois Student Optional Disclosure of Private Mental Health Act (Public Act 099-0278) Roosevelt University provides students with an opportunity to affirmatively authorize or decline to authorize an adult as a contact person in the event that a qualified Roosevelt University clinical psychologist or examiner makes a determination that the student poses a clear danger to self or others. Students can change their designation at any time.

Entities Affected by this Policy

All Currently Registered Roosevelt Students
Roosevelt University Counseling Center
The Systems Specialist for Student Success
The Registrar
Enrollment Management

Web Address

<http://www.roosevelt.edu/Policies.aspx>

Process for Disclosure of Certain Private Mental Health Information

Beginning January 1, 2016 Roosevelt University has a process allowing students to authorize or decline to authorize the disclosure of mental health information to a designated person. All newly enrolled students will receive an e-mail from the Office of Enrollment Management inviting them to log into RU Access to designate a Student Mental Health Emergency Contact (e.g. parent, sibling, friend)

Students follow the following steps:

Step 1: After logging in to RU Access, click on the **Personal Information** link or tab.

Step 2: Click on the **View & Update Emergency Contacts** link in the bulleted list.

Step 3: Click **New Contact**

Step 4: Select **Student Mental Health Contact** from the Relationship drop-down list. Then enter that person's complete contact information in the space provided and click **Submit**.

A few things to remember:

- If the person you wish to designate is already one of your listed emergency contacts, you must enter their information again as Student Mental Health Contact. The kind of information that could potentially be shared with a designated mental health contact cannot necessarily be shared with any other emergency contact person.
- If you have not already designated an emergency contact, you may do so at the same time you enter this information.

If you need to edit the information provided, you may do so at any time by following the steps below.

Step 1: Click on the **Personal Information** link or tab in RU Access.

Step 2: Click on the **View & Update Emergency Contacts** link in the bulleted list.

Step 3: Notice the person's name is a hyperlink. Click on the **name** of the person you need to edit.

Step 4: To completely remove a contact entry, click the **Remove Contact** check box at the top of the entry and click **Submit**. To edit the person's contact information, change any of the address or phone fields in the form and click **Submit**.

If a student chooses to leave the Student Mental Health Contact tab blank, then they have chosen to decline the option to designate a Student Mental Health Emergency Contact.

In situations when a mental health emergency arises the Roosevelt University Counseling Center will have access to the Student Mental Health Emergency Contact through Banner.

Implementation

The Systems Specialist for Student Success, the Registrar and the Counseling Center are responsible for implementing this Policy.

Online Resources and Forms

FERPA – <http://www.roosevelt.edu/Policies/FERPA.aspx>
Student Optional Disclosure of Private Mental Health Act Public Act 099-0278 -
<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=099-0278>

Recommended by:



Sheila Coffin, Associate Provost, Student Success

12-10-2015
Date

Approved by:



Samuel Rosenberg, Interim Provost and
Vice President for Academic Affairs

12/14/15
Date