1. Purpose

The purpose of the Campus Assessment, Response & Education (CARE) Team is to serve as a central coordinating team that focuses on early intervention in situations involving a student in distress or displaying harmful and/or concerning behavior.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Office of Student Affairs
BCOM CARE Team

4. Definitions/Abbreviations

CARE Team is a multidisciplinary team whose purpose is to support students in matters related to wellness and mental health. The CARE Team provides early intervention, performs at-risk assessments, offers behavioral intervention recommendations/guidance, referrals to outside resources, coordinates follow-up, and attends/provides related training opportunities for faculty and staff.

5. Procedural Steps

1.1 Referrals
   a. Concerns about a student should be reported to any member of the CARE Team immediately either in person, via email, or by using the referral form online.

2.1 Response
   a. If a referral requires immediate intervention, a CARE Team meeting of the appropriate members is called at the determination of the CARE Team chair.
   b. Behavioral Intervention Responses
      i. Documenting and tracking behavior and follow-up
      ii. Personal interventions and/or meetings to discuss concerning behavior
      iii. Provide guidance and support to impacted parties
      iv. Assigning Behavioral contract(s)
      v. Mediation
      vi. Outreach and referrals to resources both on- and off-campus
   c. Threat Assessment Responses
i. Appropriate agencies will be called (e.g. Crisis Intervention Team, law enforcement officials).

### 3.1 Meeting Venues

a. If the Chair calls a meeting of the CARE Team, one of the following venues can be utilized to conduct the meeting:
   i. Conference Call
   ii. Face-to-Face Meeting
   iii. Video-Conferencing

### 4.1 CARE Team Membership

a. CARE Team members
   i. Student Affairs Department Head (CARE Team Chair)
   ii. Educational Specialists
   iii. Any other members the Committee deems appropriate

### 5.1 CARES Committee Procedures

a. Once the CARE Team has received a referral, the Team Chair will appoint a member to proceed with information gathering.

b. A meeting is called by the Chair.

c. Team Members will be asked to do a systematic review and assessment of the information about each case in order to determine the best course of action for the situation at hand.

d. The Team will develop a plan based on the information provided and assign responsible parties including who, when, where and how the response will be implemented.

e. Response implementation – the goal is to de-escalate the potential for a crisis, reduce threat(s) and support the needs of the student of concern.

f. The response plan is often executed by other individuals (for example a counselor) and the Team itself acts more as an advisory and coordinating Committee.

g. A Team member will be assigned to monitor the student, if follow-up is deemed necessary by the Team.

h. The CARE Team will evaluate the plan and the response process to include:
   i. The effectiveness of the plan and response
   ii. Lessons learned for future cases
   iii. Recommendations and implications for the school’s policies and procedures.

### 6. Reports/Charts/Forms/Attachments/Cross References

Online referral [https://bcomnm.org/students/care-team/](https://bcomnm.org/students/care-team/)

### 7. Maintenance

Office of Student Affairs

### 8. Signature
**9. Distribution List**

Internal/External

**10. Revision History**

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<tr>
<td>1/9/2020</td>
<td>all</td>
<td>Updates after NaBITA, change term “Committee” to “Team”</td>
<td>N/A</td>
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