

Counseling Client Information Consent Form



Student's Name (printed)

Student ID Number

Eligibility:

Counseling at Madison College is available at no cost to currently enrolled students. Students must be at least 18 years old in order to receive counseling services. Students under the age of 18 years old need to obtain written consent from their legal guardian in order to participate in counseling services at Madison College.

Services:

Counseling is a confidential process designed to help you address your concerns, come to a greater understanding of yourself, and learn effective personal and interpersonal coping strategies. It involves a relationship between you and a professional counselor who has the desire and willingness to help you accomplish your individual goals.

Counseling involves sharing sensitive, personal and private information that may at times be distressing. During the course of counseling, there may be periods of increased anxiety or confusion. The outcome of counseling is often positive; however, the level of satisfaction for any individual is not predictable. Your counselor is available to support you throughout the counseling process.

A counseling session is typically 45 minutes in length and the frequency of sessions will be determined by you and your counselor. Please help us provide the best service possible by arriving on time for appointments and by canceling or rescheduling appointments at least 24 hours in advance when an appointment must be missed. Students who arrive late for their appointment will have a reduced amount of time in their session or may be required to reschedule. If a student demonstrates a pattern of missed appointments, a hold may be placed on scheduling future appointments.

Although there are not session limits, counseling services are brief in nature. If we determine that your counseling needs require resources or competencies beyond what we can provide, we will assist you with a referral to an appropriate and affordable community-based mental health provider. If you are referred off campus to health, mental health or substance abuse professionals, you are responsible for their charges.

Services Not Provided:

We do not provide any mandated services or those that may require court testimony, letters, or reports to be filed with any branch of the court system. This includes communication with any district, city, or municipal attorney's office; any defense attorney's office; any State department of probation or parole; or with any judge, magistrate, or mediator in divorce proceedings.

In general, couples or family counseling is not a service offered at Madison College. If couples or family counseling is offered to you, as deemed appropriate by your counselor, it will be on a short-term basis. If ongoing couples or family counseling is needed, we will assist you in finding a counselor in the community to meet your needs.

Confidentiality:

All communications between you and your counselor will be held in strict confidence and will not be revealed to anyone unless you give written authorization to release the information. PLEASE NOTE: There are legal and ethical exceptions to confidentiality that require the counselor to take responsible action.

- a. When there is a clear and present danger of harm to yourself or another person. In these circumstances, we are legally required to take action to protect all parties. This may include coordinating voluntary or involuntary hospitalization as well as notifying law enforcement and/or notifying friends and family members of those who may be at risk.
- b. As mandated reporters, we are obligated to contact designated authorities when abuse of a minor child, elderly, or disabled person is suspected.
- c. When there is a court order mandating the release of information.
- d. For the purpose of supervision and case consultation with appropriate personnel within our multidisciplinary team.

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- a. Professional Counselors are required by legal and ethical standards to participate in supervision with their peers on a regular basis. Your counselor may consult with or receive supervision from another member of the counseling team. Consultation is performed in a professional and discreet manner with the goal of providing you with the best treatment possible.
- b. Occasionally, Madison College Counseling Services will serve as a training site for students completing their Master's Degree and/or licensure as professional counselors. With your permission, one of these trainees may be present with the counselor for an intake or subsequent sessions. You may also have a trainee as your primary counselor. However, you will be informed whenever a trainee is either observing or providing treatment and you have the right to revoke this consent at any time. All practicum students are supervised by senior counseling staff.
- e. Counseling Services at Madison College maybe partially funded through grants and other sources that require reporting. Additionally, Madison College Institutional Research may have access to a list of student IDs for outcome data research. As a result, your student ID may be included in these reports, along with date of service, attendance, counselor name, and type of service provided. Administrative staff may have access to this information while data is entered. Administrative staff may also have access to this information, particularly as it relates to scheduling, correspondence, or general office duties. Private information about the content of your sessions will not be shared with administrative personnel. Any individual who has access to this information is required to adhere to WI state law regarding privacy standards.
- f. In rare cases where there is a risk to the student or the community, Counseling Services reserves the right to notify and share information with the Dean of Student Development, the Behavioral Intervention Team, Campus Security, and appropriate authorities or referring agencies, especially if the student is an active danger to themselves and/or to others.

Record Storage:

Your Madison College counseling record is protected by all existing laws governing medical records. Counseling records and individual documents are maintained electronically on our CRM, are password protected, and accessible by Counseling Services staff only. Student records will be kept for at least seven years after the date of the last contact with our department. Upon written request, we will provide access to your counseling records and/or a summary to another mental health professional or physician of your choice. If you request the release of this information, we may request personal contact with you prior to releasing the information.

By signing this form, I acknowledge that I have read the above information and if I have any questions, I will discuss them with my counselor. I understand the risks and benefits of counseling, the nature and limits of confidentiality, and what is expected of me as a client of Counseling Services. I give my permission to the Madison College Counseling Department to provide counseling services to me or to my minor college student.

Client or Guardian Signature

Counselor Signature

Date:

Submit by Email