

PURPOSE

This administrative regulation is designed to support the Lee College CARES (Concern, Assess, Refer, and Educate for Success) Team by codifying practices.

SCOPE

The scope of responsibility for the CARES Team is to assist current credit students (including dual credit) and current cross-credit (workforce) students who are exhibiting behaviors that potentially impede their own or others' ability to function successfully or safely. Huntsville students are not part of the scope of the CARES Team. For referrals to the CARES Team that are out-of-scope, the CARES Team responds with information and alternative support when possible, including referrals to the Huntsville Center for Huntsville students. The role of the CARES Team is not the same as the Student Conduct. Student Conduct is concerned with determining if a student has violated the code of conduct and the appropriate sanction. The Carees Team, on the other hand, is focused on supporting students to help them overcome barriers to success.

Details of the CARES Team processes can be found in the CARES Team Handbook.

CARES TEAM  
MEMBERSHIP

The Chair of the CARES Core Team is designated by the Associate Vice President of Student Services and will serve as a case manager. Core Team members will include individuals who represent specific areas to include:

- Student Conduct (advisory only)
- Student Resource and Advocacy Center (designated case manager)
- Access Center / Disability Services (designated case manager)
- Mental Health (advisory only)
- Campus Security (advisory only)

Other college employees may serve on the Core Team as deemed appropriate by the chair. As needed, these positions may be called upon to serve as case managers. Any college employee can be asked to serve on the Core Team, but in general, other members will be selected from the following areas:

- Faculty
- Admissions
- Financial Aid
- Advising / Academic Counseling Services
- Dual Credit
- Title IX
- Veterans Support

Within the Core Team, case managers will be identified by the Chair to take the lead in the coordination of individual cases. A collaborative process to assess concerning behaviors will be used. Depending on the situation, additional personnel with specific areas of specialization or responsibility may be called upon to assist the Team such as a specific faculty member, an academic advisor, an employer on campus, other staff members, or local law enforcement.

#### ADVISORY TEAM

An Advisory Team will be formed by the CARES Team to ensure key stakeholders are aware of CARES Team processes and to serve as advocates. Advisory Team members will meet with the Core Team once each long semester (fall and spring) and will be provided an update on the activities of the CARES Team.

#### FUNCTIONS OF THE CARES TEAM

**Outreach to the Campus Community** - The Lee College CARES Team recognizes the importance of educating the campus community as an essential aspect of having a successful and effective team. Education will include information on what type of behaviors to report, how to report, and the processes of the CARES Team. A multi-faceted marketing strategy will be utilized to ensure the college community receives information and is comfortable with the reporting process. Marketing will include a dedicated website, campus emails, and presentations to targeted groups (e.g., New Faculty Orientation, College Assemblies, etc.).

**Referrals / Reporting Processes** – An incident reporting form on the Lee College webpage is the official reporting mechanism. The incident reporting form provides a standardized method for recording observations of concerning behaviors and for alerting the CARES Team.

**Responding to Referrals** – Lee College faculty and staff will be provided information and support on what behaviors are to be reported and how to refer any individual who could possibly cause harm to anyone at the college. The campus community will also understand when, due to the risk and immediacy of a situation, it would be more appropriate to report to Lee College Security or law enforcement.

Referrals to the CARES Team made through the online reporting form will generate an automatic notification to the Team Chair or designee. With each referral, the case is created, and a case manager assigned. For situations which may not be appropriate for the CARES Team, the referral source will be provided information and alternative support.

**Meetings**: Core Team members will meet regularly to review cases and implement interventions.

**Use of Standardized Rubrics** – Core Team members are to utilize standardized risk rubrics for each referral. Standardized rubrics provide research-based, objective categories to drive intervention decisions. For cases involving individuals rated as elevated in terms of hostility and violence scale, additional assessment (i.e., Structured Interview for Violence Risk Assessment) is mandated to ensure the safety of others.

**End of Year Report** - The CARES Team End of Year Report will be created by the Chair for each academic year. The report will provide an opportunity for members and the campus community to have a deeper understanding of the functions of the CARES Team process as well as insight into trends on campus, areas of strengths, and needed improvements.

In addition to the End of Year Report, a handbook of the CARES Team will provide details on the specific procedures and is updated annually.

DOCUMENTATION  
AND RECORDS

The Lee College CARES Team will keep current and updated records of all cases through a centralized record keeping software.

Records will be kept indefinitely in the software database or at the discretion of the CARES Team Chair with specific procedures to maintain confidentiality. All case records will be considered educational records and protected under FERPA privacy law. Specific procedures are to be followed for students to request records or to request expungement of the student's CARES Team record.