

# Student and Academic Life



## **Community of Concern**

### **Behavioral Intervention Team Procedural Manual**

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This manual is an internal working document for the University of Kentucky Community of Concern Team. It provides structure and guidance for team operations and training. It will be reviewed and updated no less than once per year.

Questions regarding this document or the operations of the University of Kentucky Community of Concern team can be directed to the Community of Concern Office at [coc@lsv.uky.edu](mailto:coc@lsv.uky.edu) or 859-257-3755.

**Mission**

The Community of Concern team seeks to proactively enhance the well-being and safety of the University's students and employees by:

- Providing a centralized point of contact for persons who develop a concern about the welfare of an individual.
- Taking appropriate action, by referring individuals to the resources that can provide the support/assistance needed to safely maintain successful relationship to the University.
- Providing training and education to the University community.

**Purpose**

- Taking proactive action for the safety of the campus community
- Connecting individuals to resources
- Creating a supporting/caring culture
- Providing training and education
- Providing a central point of entry for concerns of violence

**Scope**

The Community of Concern is distinguished by three separate groups each responsible for accomplishing different goals.

The Community of Concern Staff consists of the Director of the Community of Concern and the case managers. The staff in the Community of Concern office process alerts, consult with alert submitters, meet with students, and work with students to develop plans for success.

The Community of Concern Team is the Behavioral Intervention Team for the University of Kentucky and is interdisciplinary in its makeup. The Community of Concern team members provide guidance to the Community of Concern staff on students of high concern.

The Threat Assessment Team includes various representation from the Community of Concern team and meets only as needed. The Threat Assessment team assesses risk level for extreme or severe persons of concern.

The Community of Concern is a place to support all departments and individuals on campus.

## Team Responsibilities

The Community of Concern is tasked with the following:

- Coordinating the University of Kentucky's response to distressing, disruptive, or potentially harmful student situations.
- Developing specific strategies to manage distressing, disruptive, or potentially harmful behavior by students with regard to safety and rights of others.
- Minimizing the impact of disruptive behavior to the community.
- Making recommendations to University officials on appropriate action regarding distressing students consistent with University policies and procedures.
- Receiving, gathering, and cataloging information about concerning situations involving students.
- Providing consultations to the University community.

## Emergencies

The Community of Concern is not intended for emergency situations. The Community of Concern manages the University's coordinated response once emergencies (suicide attempts, students who are at imminent risk for suicide attempt, or students who are a threat to others) *are contained*.

In cases of emergency, alert submitters and/or concerned persons should contact the University of Kentucky Police Department directly at 859-257-8573 or call 911.

## Alert Submission Process (Non-Emergencies)

The Community of Concern cannot effectively support distressed students without referrals from the campus community. For non-emergency situations, the team has established the following channels and process for submitting an alert. To submit an alert, please do the following:

Visit [uky.edu/concern](http://uky.edu/concern) and select the "Report a Concern" box. Provide the requested information. Alerts are received through the Advocate web based database system. A CoC staff member will respond to the alert via email within 48-72 business hours to confirm receipt of the alert. If the team member has additional questions, the team member will call the alert submitter via the number provided at the time the alert was submitted.

The Advocate database is monitored only during business hours (Monday-Friday, 8am-5pm) and NOT on holidays or any other day when university offices are closed.

For emergencies please call the University of Kentucky Police Department at 859-257-8573 or 911.

If you would like to discuss your concern, please call the Dean of Students Office at 859-257-3755.

## **Membership**

### Core Members

The following offices will have a representative regularly attend Community of Concern meetings:

- Counseling Center
- University Health Service, Behavioral Health
- Disability Resource Center
- University of Kentucky Police Department
- Office of Student Conduct
- Academic Ombud
- Institutional Equity and Equal Opportunity
- Office of General Counsel
- Office of the President

### Consulting or Occasional Members

The following members will attend Community of Concern meetings when a specific case merits their input:

- Human Resources, Employee Relations

## **Meetings**

Frequency: The Community of Concern will meet every Wednesday at 3pm during the fall and spring academic terms to discuss students of concern. Additional meetings may be convened for cases that require immediate action.

Agenda: An automated email will be sent to all Community of Concern team members on Wednesday morning. This email will link to the Advocate database and upon logging in, team members will be able to view the new cases for the week. Meeting discussions will consist of the following:

- Review of all cases listed on the Students of Concern tab
- Relevant updates on previous cases
- Open floor for questions regarding cases not identified on the Students of Concern tab.

## **Procedures/Guidelines for Meeting Management**

### Chair Functions

The Community of Concern meetings will be chaired by the Director of the Community of Concern. In the absence of the chair, the Assistant Director of the Community of Concern will chair the meetings. Chair functions will include but are not be limited to the following:

- Setting the agenda for the meetings.
- Facilitating meeting discussions and managing meeting time.
- Record-keeping
- Post-meeting follow-up

### Member Responsibilities

Members of the Community of Concern will be expected to perform the following duties:

- Sharing relevant information about potentially harmful behavioral situations in the community.
- Reviewing the Advocate database prior to the start of the meeting and gathering pre-existing information about the student(s) in question.
- Responding to and implementing dispositions and action steps from the Community of Concern meetings.

### Committee Procedures

Discussion at Community of Concern meetings will abide by the following guidelines:

- The Community of Concern will discuss each case for the length of time needed to come to an acceptable resolution as determined by the Chair.
- The Community of Concern will work on setting appropriate behavioral boundaries within existing University policies, and examine specific departmental procedures or courses of action.
- The Community of Concern will consider specific issues including the assessment of potential violence or evidence of mental illness as the possible cause of the harmful behavior, containment of disruption, examination of environmental causes, and appropriate referral resources.

### Criteria for Discussion at the Community of Concern Team meetings

Issues involving distressing, disruptive, or potentially harmful behavior from students, such as but not limited to:

- A student who is hospitalized for mental health reasons
- A student who implies or makes a direct threat to harm others.
- A student who displays a firearm or weapon.
- A student who physically attacks another person.
- A student who stalks or harasses another person.
- A student who sends threatening emails, letters, and other correspondence to another person.
- A student who has had multiple alerts submitted for low-level behavior
- A student who has had multiple alerts submitted by multiple campus offices

### Additionally:

- A student who attempts suicide or who makes serious or repeated threats of harm to self.
- A student who experiences an accidental or intentional alcohol or drug overdose.

## **Record-Keeping**

Any notes taken during Community of Concern team meetings are the personal property of each meeting attendee. Team members are expected to take notes needed to fulfill roles and respond appropriately. Team members are also expected to maintain and/or dispose of notes in a way that supports privacy for students.

The Community of Concern Director will determine if any notes/actions discussed at the meeting should become part of the student's official case in Advocate

## **Assessment of Team Operations**

The Community of Concern will develop relevant assessment criteria to periodically review and evaluate its effectiveness at assisting distressed and distressing students. The Community of Concern will share this information annually with senior administrators. In gathering information relevant for assessment, the Community of Concern will, among other things:

- Send a follow-up survey to students referred to the Community of Concern
- Send a follow-up survey to alert submitters
- Track the following workload and performance indicators
  - Number of alerts
  - Number of cases
  - Number of individual students
  - Number of alerts by academic year or standing
  - Number of alerts by sex
  - Number of alerts by resident status
  - Number of alerts by academic major or college
  - Number of mandated assessments
  - Alert submitter demographics, including position and department or division
  - Number of students that participate in a meeting with the Counseling Center, Disability Resource Center, or University Health Service Behavioral Health after being referred by the Community of Concern

## **Training of Team Members**

- All team members will receive and annually review the procedures manual and notify the Chair of any changes that need to be made to personnel or policy changes
- New team members will sit down with the Chair or their designee to review the expectations from their represented area
- Annually team members will participate in table top exercises to review the procedures outlined in the manual
- Every other year a BIT retreat will occur to address team dynamics, review cases, and brainstorm new outreach opportunities

## **Outreach to Community**

- **Community Presentations**  
Throughout the course of the academic year the Community of Concern staff and Community of Concern team members will present trainings for various campus partners and academic units as requested.
- **Blue Folder**  
The Community of Concern publishes a Blue Folder which contains guidance on how to work with individuals of concern, campus resources, and emergency contact numbers.
- **Instructional Videos**  
The Community of Concern occasionally provides a filming of certain presentations for community members who could not attend the live presentation.
- **Website**  
The website contains information about the mission and goals of the team, how to report a concern, campus resources, the team composition, recognizing behaviors of concern, and an FAQ section.
- **Faculty Brief Guide**  
The Faculty Brief Guide was created and published collaboratively by the Office of the Academic Ombud and the Dean of Students Office. This guide was created for faculty, instructors, and teaching assistants who develop a concern for a student's behavior or wellness in the classroom.