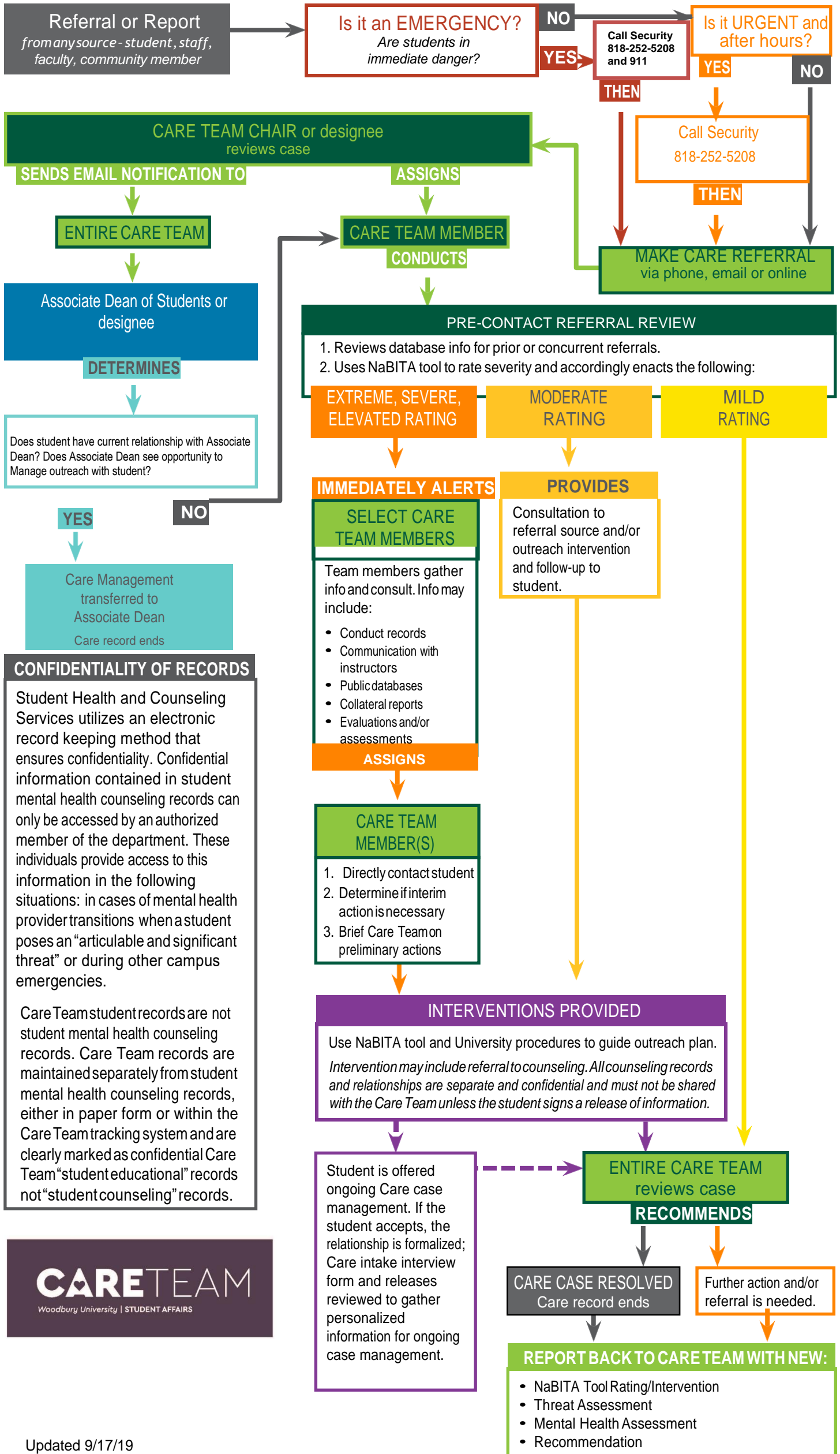


# Care Team Case Workflow



**CONFIDENTIALITY OF RECORDS**

Student Health and Counseling Services utilizes an electronic record keeping method that ensures confidentiality. Confidential information contained in student mental health counseling records can only be accessed by an authorized member of the department. These individuals provide access to this information in the following situations: in cases of mental health provider transitions when a student poses an “articulable and significant threat” or during other campus emergencies.

Care Team student records are not student mental health counseling records. Care Team records are maintained separately from student mental health counseling records, either in paper form or within the Care Team tracking system and are clearly marked as confidential Care Team “student educational” records not “student counseling” records.

