

# Center for Collegiate Mental Health Standardized Data Set (SDS)

Center for Collegiate Mental Health (CCMH)  
The Pennsylvania State University  
Center for Counseling and Psychological Services  
Student Affairs



## Table of Contents

Introduction .....	3
Using the SDS.....	3
Customization of the SDS .....	3
Data Contribution with the SDS.....	4
SDS Availability .....	4
Revisions and Updates to the SDS.....	4
Understanding this Document.....	4
Revision History .....	4
Question Numbering .....	4
Core Items.....	4
Automated (Auto) Items.....	4
Year Started .....	5
Recommended Citation.....	5
Contact Information .....	5
Client Information.....	6
Deactivated Client Information Questions .....	18
Provider Information .....	21
Deactivated Provider Information Questions.....	23
Center Information .....	24
Institution Information .....	25
Clinician Index of Client Concerns (CLICC) .....	28
Case Closure Form .....	29
Appointment Categories.....	30
OBSOLETE: Critical Incident Form (CIF).....	31
OBSOLETE Termination Form .....	32

## Introduction

The Standardized Data Set (SDS) is a set of standardized data materials used by CCMH counseling centers during routine clinical practice. Originating from the intake materials of more than 50 counseling centers, the first SDS was created with feedback from over 100 counseling centers in 2006 and 2007 along with guidance from the inaugural CCMH Advisory Board. Since its original development, the SDS has been revised several times to improve individual questions/answers and add new sections of assessment/data collection with the goal of balancing the needs of practitioners and researchers. The SDS contains eight major components, which include demographic questions, and instruments used to collect information related to treatment provided to students receiving services. These components include:

- **2017 Updates:** Client Information
- **2017 Updates:** Provider Information
- Center Information
- Institution Information
- **2017 Updates:** Clinician Index of Client Concerns (CLICC)
- Critical Incident Form (CIF)- Obsoleted in 2017
- Termination Form – Obsoleted in 2017
- CCMH Appointment Categories
- **New in 2017:** Case Closure Form (Replaces CIF & Termination Form)

It is worth noting that the *Client Information* portion of the SDS is just one part of the larger CCMH Standardized Data Set.

## Using the SDS

Counseling centers may use the SDS as part of routine clinical practice. Centers using Titanium Software can activate CCMH data forms for use. Centers using other EMR systems can create their own data forms modeled after the SDS to use as part of clinical procedure. Centers may use as many components of the SDS as needed for their clinical procedures.

## Customization of the SDS

Each portion of the SDS has varying levels of customization to address the needs of each unique counseling center. The types of customization available for each form is listed in the table below.

CCMH SDS Form	Ability to Reorder Items	Ability to Add New Items	Ability to Deactivate Items
Client Information	Yes	Yes	Yes
Provider Information	--	--	--
Center Information	--	--	--
Institution Information	--	--	--
Clinician Index of Client Concerns	Yes	Yes	--
Critical Incident Form	Yes	Yes	--
Termination Form	Yes	Yes	--
Case Closure Form	Yes	Yes	--
CCMH Appointment Categories	--	--	--

The form with the highest level of customizability is the Client Information form. This form allows counseling centers to turn individual standardized questions on and off, reorder questions, and add new local questions that cannot be uploaded to CCMH. If your center contributes data to CCMH, only pre-defined CCMH item data will be sent to CCMH.

**Note:** If your center contributes data you must use the pre-defined versions of CCMH data forms. Copies of these forms will break the logic used to contribute data

## Data Contribution with the SDS

Counseling centers that are CCMH members, use Titanium Software, and have IRB approval, are able to contribute data collected with the SDS to CCMH. Data contribution is not required to use the SDS documents. For more information about data contribution please contact CCMH.

## SDS Availability

The SDS is publically available on the CCMH website (ccmh.psu.edu). Counseling centers are welcome to design any of their local documents using the CCMH SDS. The specific pre-defined CCMH data forms needed for data contribution are currently only accessible through Titanium Software at this time. If your center is interested in the implementation of the CCMH pre-defined forms and data contribution contact your EMR vendor.

## Revisions and Updates to the SDS

CCMH revises the SDS on an annual basis. Suggested modifications and feedback from CCMH counseling centers are reviewed by the CCMH Business Team and Advisory Board. Implementation of SDS revisions occurs around June 1<sup>st</sup> of every year.

## Understanding this Document

The following sections of this document outline each component of the SDS in detail including implementation guidelines, question text, response items and values, deactivated questions, as well as other information. This information is meant to be a reference for those that use the SDS for clinical work and/or research.

## Revision History

The revision history column provides information about how items have changed over time. Deactivated items can be found at the end of each section. Deactivated response answers for questions that are still active are indicated in *grey text* and are marked “obsolete.”

## Question Numbering

Each SDS question has a permanent “Unique ID” that is retained even if the question is deactivated within Titanium. The purpose of the Unique ID is to ensure that every question/variable has a permanent and common identifier that does not change over time or by center. *This ID is not intended for question ordering.* The Client Information component of the SDS has numerical Unique IDs. The Counselor, Center, and Institutional Information components have alpha Unique IDs. Other data forms (CLICC, Case Closure) have mixed alpha numeric UniqueIDs. During 2007-2015 if a was numerical, new items received the next available question ID number regardless of their order. Items revised in 2015 forward receive the current unique ID# plus 1000. For example, if question with Unique ID 3 was revised, Unique ID 3 would be deactivated, and a new question with Unique ID 1003 would be created.

## Core Items

Core items are questions that are thought to be of high research/clinical value. CCMH requires these questions from counseling centers that are participating in data contributions with CCMH, unless this requirement would cause significant hardship for the counseling center.

## Automated (Auto) Items

Automated (Auto) items are data points that are automatically generated by the Electronic Medical Record (EMR) software.

## Year Started

The year in which the item became available in the Standardized Data Set

## Recommended Citation

Center for Collegiate Mental Health. (2017, August). *Standardized Data Set (SDS)*. (Publication No. U.Ed. STA 17-21).

## Contact Information

All college or university counseling centers may use the SDS for free and without explicit permission. Non-counseling center entities are required to contact CCMH to learn about current distribution policies.

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U.Ed. STA 00-00



## Client Information

Question Text	Response Answers with Value	Unique ID	Revision History	Core Item	Year Started
<b>Please indicate if and when you have had the following experiences:</b>					
Attended counseling for mental health concerns	1 Never 2 Prior to college 3 After starting college 4 Both	1		*	2007
Taken a prescribed medication for mental health concerns	1 Never 2 Prior to college 3 After starting college 4 Both	2		*	2007
Been hospitalized for mental health concerns	<i>Answer Set A: How Many Times</i> 1 Never 2 1 time 3 2-3 times 4 4-5 times 5 More than 5 times	64		*	2012
	<i>Answer Set B: The Last Time</i> 1 Never 2 Within the last 2 weeks 3 Within the last month 4 Within the last year 5 Within the last 1-5 years 6 More than 5 years ago	65		*	2012
Felt the need to reduce your alcohol or drug use	<i>Answer Set A: How Many Times</i>	66			2012
	<i>Answer Set B: The Last Time</i>	67			2012
Others have expressed concern about your alcohol or drug use	<i>Answer Set A: How Many Times</i>	68			2012
	<i>Answer Set B: The Last Time</i>	69			2012
Received treatment for alcohol or drug use	<i>Answer Set A: How Many Times</i>	70		*	2012
	<i>Answer Set B: The Last Time</i>	71			2012
Purposely injured yourself without suicidal intent (e.g., cutting, hitting, burning, etc.)	<i>Answer Set A: How Many Times</i>	72		*	2012
	<i>Answer Set B: The Last Time</i>	73			2012
Seriously considered attempting suicide	<i>Answer Set A: How Many Times</i>	74		*	2012
	<i>Answer Set B: The Last Time</i>	75			2012
Made a suicide attempt	<i>Answer Set A: How Many Times</i>	76		*	2012
	<i>Answer Set B: The Last Time</i>	77			2012
Considered causing serious physical injury to another person	<i>Answer Set A: How Many Times</i>	78		*	2012
	<i>Answer Set B: The Last Time</i>	79			2012

Intentionally caused serious physical injury to another	<i>Answer Set A: How Many Times</i>	80		*	2012
	<i>Answer Set B: The Last Time</i>	81			2012
Someone had sexual contact with you without your consent (e.g., you were afraid to stop what was happening, passed out, drugged, drunk, incapacitated, asleep, threatened or physically forced)	<i>Answer Set A: How Many Times</i>	82		*	2012
	<i>Answer Set B: The Last Time</i>	83			2012
Experienced harassing, controlling, and/or abusive behavior from another person (e.g., friend, family member, partner, or authority figure)	<i>Answer Set A: How Many Times</i>	84		*	2012
	<i>Answer Set B: The Last Time</i>	85			2012
Experienced a traumatic event that caused you to feel intense fear, helplessness, or horror	<i>Answer Set A: How Many Times</i>	86			2012
	<i>Answer Set B: The Last Time</i>	87			2012
Please select the traumatic event(s) you have experienced:	<ol style="list-style-type: none"> <li>1 Childhood physical abuse</li> <li>2 Childhood sexual abuse</li> <li>3 Childhood emotional abuse</li> <li>4 Physical attack (e.g., mugged, beaten up, shot, stabbed, threatened with weapon)</li> <li>5 Sexual violence (rape or attempted rape, sexually assaulted, stalked, abused by intimate partner, etc.)</li> <li>6 Military combat or war zone experiences</li> <li>7 Kidnapped or taken hostage</li> <li>8 Serious accident, fire, or explosion (e.g., an industrial, farm, car, plane, or boating accident)</li> <li>9 Terrorist attack</li> <li>10 Near drowning</li> <li>11 Diagnosed with life threatening illness</li> <li>12 Natural disaster (e.g., flood, quake, hurricane, etc.)</li> <li>13 Imprisonment or Torture</li> <li>14 Animal attack</li> <li>16 Obsolete: Other experienced event (please specify below)</li> <li>17 Obsolete: Witnessed the serious injury or unnatural death of a person due to an accident, war or disaster</li> <li>18 Obsolete: Unexpectedly witnessed a dead body or body part</li> <li>19 Obsolete: Other witnessed (please specify below)</li> <li>20 Obsolete: Learned that one's child or close loved one has a life threatening disease</li> <li>21 Obsolete: Learned about the violent personal assault, serious accident, or serious injury of a close family member or friend</li> <li>22 Obsolete: Learned about the sudden unexpected death of a very close family member or friend</li> <li>23 Obsolete: Other learned about (please specify below)</li> </ol> Other (please specify)	99			2012
Other traumatic event:	Free response	18			2007
Think back over the last two weeks. How	1 None	19			2007

many times have you had: five or more drinks* in a row (for males) OR four or more drinks* in a row (for females)? (* A drink is a bottle of beer, a glass of wine, a wine cooler, a shot glass of liquor, or a mixed drink.)	<ul style="list-style-type: none"> <li>2 Once</li> <li>3 Twice</li> <li>4 3 to 5 times</li> <li>5 6 to 9 times</li> <li>6 10 or more times</li> </ul>				
Think back over the last two weeks. How many times have you used marijuana?	<ul style="list-style-type: none"> <li>1 None</li> <li>2 Once</li> <li>3 Twice</li> <li>4 3 to 5 times</li> <li>5 6 to 9 times</li> <li>6 10 or more times</li> </ul>	1096	Question text modified in 2015: changed "smoked" to "used"		2015
Are you registered, with the office for disability services on this campus, as having a documented and diagnosed disability?	<ul style="list-style-type: none"> <li>1 Yes</li> <li>0 No</li> </ul>	60		*	
If you selected, "Yes" for the previous question, please indicate which category of disability you are registered for (check all that apply):	<ul style="list-style-type: none"> <li>1 Difficulty hearing</li> <li>2 Difficulty seeing</li> <li>3 Difficulty speaking or language impairment</li> <li>4 Mobility limitation/ orthopedic impairment</li> <li>5 Traumatic brain injury</li> <li>6 Specific learning disabilities</li> <li>7 ADD or ADHD</li> <li>8 Autism spectrum disorders</li> <li>9 Cognitive difficulties or intellectual disability</li> <li>10 Health impairment/ condition, including chronic conditions</li> <li>11 Psychological or psychiatric condition</li> <li>12 Other</li> </ul>	1061	New answer format in 2015	*	2015
Other disability:	Free response	21		*	2007
Please indicate how much you agree with this statement: "I get the emotional help and support I need from my <b>family</b> ."	<ul style="list-style-type: none"> <li>1 Strongly disagree</li> <li>2 Somewhat disagree</li> <li>3 Neutral</li> <li>4 Somewhat agree</li> <li>5 Strongly agree</li> </ul>	22			2007
Please indicate how much you agree with this statement: "I get the emotional help and support I need from my <b>social network</b> (e.g., friends & acquaintances)."	<ul style="list-style-type: none"> <li>1 Strongly disagree</li> <li>2 Somewhat disagree</li> <li>3 Neutral</li> <li>4 Somewhat agree</li> <li>5 Strongly agree</li> </ul>	23			2007
Client ID	Automatically generated by Vendor Software during upload of de-identified data.	24		Auto	2007
Age (in years)	Automatically generated by Vendor Software during the upload of de-identified data from the date of birth stored in the client record.	25		Auto	2007
What is your gender identity?	<ul style="list-style-type: none"> <li>1 Woman</li> <li>2 Man</li> <li>3 Transgender</li> </ul>	88		*	2012



	4 Self-identify (please specify):				
Self-identify gender identity	Free response	89			2012
What was your sex at birth?	1 Female 2 Male 3 Intersex	90			2012
Do you consider yourself to be:	1 <del>Obsolete: Heterosexual</del> 1001 Heterosexual/Straight 2 Lesbian 3 Gay 4 Bisexual 5 Questioning 6 Self-identify (please specify):	91	2016: Heterosexual is made obsolete and new item heterosexual/straight is added		2012
Self-identify sexual orientation	Free response	92			2012
Since puberty, with whom have you had sexual experience(s)?	1 Only with men 2 Mostly with men 3 About the same number of men and women 4 Mostly with women 5 Only with women 6 I have not had sexual experiences	93			2012
People are different in their sexual attraction to other people. Which best describes your current feelings? Are you:	1 Only attracted to women 2 Mostly attracted to women 3 Equally attracted to women and men 4 Mostly attracted to men 7 I do not experience sexual attraction 5 Only attracted to men 6 Not sure	94	2015: I do not experience sexual attraction (7) is added.		2012
What is your race/ethnicity?	1 African American / Black 2 American Indian or Alaskan Native 3 Asian American / Asian 4 Hispanic / Latino/a 5 Native Hawaiian or Pacific Islander 6 Multi-racial 7 White 8 Self-identify (please specify):	95		*	2012
Self-identify race/ethnicity	Free Response	29		*	2007
If you would like to, please further describe your racial, cultural, ethnic, or regional identity:	Free response	30			2007
What is your country of origin?	Drop Down Menu of all countries: 1 Afghanistan 2 Aland Islands 3 Albania 4 Algeria 5 American Samoa 6 Andorra	31	2017: Answer #54 modified from "Cote D'ivoire" to "Cote d' Ivorie"  2015: Answer #169 modified from "Palestinian Territory:	*	2007

	7 Angola 8 Anguilla 9 Antarctica 10 Antigua and Barbuda 11 Argentina 12 Armenia 13 Aruba 14 Australia 15 Austria 16 Azerbaijan 17 Bahamas 18 Bahrain 19 Bangladesh 20 Barbados 21 Belarus 22 Belgium 23 Belize 24 Benin 25 Bermuda 26 Bhutan 27 Bolivia 28 Bosnia and Herzegovina 29 Botswana 30 Bouvet Island 31 Brazil 32 British Indian Ocean Territory 33 Brunei Darussalam 34 Bulgaria 35 Burkina Faso 36 Burundi 37 Cambodia 38 Cameroon 39 Canada 40 Cape Verde 41 Cayman Islands 42 Central African Republic 43 Chad 44 Chile 45 China 46 Christmas Island 47 Cocos (Keeling) Islands 48 Colombia 49 Comoros 50 Congo 51 Congo, The Democratic Republic of the 52 Cook Islands 53 Costa Rica		Occupied" to "Palestinian Territory" #1169		
--	--	--	--	--	--

	54 Cote d'Ivoire				
	55 Croatia				
	56 Cuba				
	57 Cyprus				
	58 Czech Republic				
	59 Denmark				
	60 Djibouti				
	61 Dominica				
	62 Dominican Republic				
	63 Ecuador				
	64 Egypt				
	65 El Salvador				
	66 Equatorial Guinea				
	67 Eritrea				
	68 Estonia				
	69 Ethiopia				
	70 Falkland Islands (Malvinas)				
	71 Faroe Islands				
	72 Fiji				
	73 Finland				
	74 France				
	75 French Guiana				
	76 French Polynesia				
	77 French Southern Territories				
	78 Gabon				
	79 Gambia				
	80 Georgia				
	81 Germany				
	82 Ghana				
	83 Gibraltar				
	84 Greece				
	85 Greenland				
	86 Grenada				
	87 Guadeloupe				
	88 Guam				
	89 Guatemala				
	90 Guernsey				
	91 Guinea				
	92 Guinea-bissau				
	93 Guyana				
	94 Haiti				
	95 Heard Island and McDonald Islands				
	96 Holy See (Vatican City State)				
	97 Honduras				
	98 Hong Kong				
	99 Hungary				
	100 Iceland				

	101 India				
	102 Indonesia				
	103 Iran, Islamic Republic of				
	104 Iraq				
	105 Ireland				
	106 Isle of Man				
	107 Israel				
	108 Italy				
	109 Jamaica				
	110 Japan				
	111 Jersey				
	112 Jordan				
	113 Kazakhstan				
	114 Kenya				
	115 Kiribati				
	116 Korea, Democratic People's Republic of				
	117 Korea, Republic of				
	118 Kuwait				
	119 Kyrgyzstan				
	120 Lao People's Democratic Republic				
	121 Latvia				
	122 Lebanon				
	123 Lesotho				
	124 Liberia				
	125 Libyan Arab Jamahiriya				
	126 Liechtenstein				
	127 Lithuania				
	128 Luxembourg				
	129 Macao				
	130 Macedonia, The Former Yugoslav Republic of				
	131 Madagascar				
	132 Malawi				
	133 Malaysia				
	134 Maldives				
	135 Mali				
	136 Malta				
	137 Marshall Islands				
	138 Martinique				
	139 Mauritania				
	140 Mauritius				
	141 Mayotte				
	142 Mexico				
	143 Micronesia, Federated States of				
	144 Moldova, Republic of				
	145 Monaco				
	146 Mongolia				
	147 Montenegro				

	148	Montserrat				
	149	Morocco				
	150	Mozambique				
	151	Myanmar				
	152	Namibia				
	153	Nauru				
	154	Nepal				
	155	Netherlands				
	156	Netherlands Antilles				
	157	New Caledonia				
	158	New Zealand				
	159	Nicaragua				
	160	Niger				
	161	Nigeria				
	162	Niue				
	163	Norfolk Island				
	164	Northern Mariana Islands				
	165	Norway				
	166	Oman				
	167	Pakistan				
	168	Palau				
	169	Obsolete: Palestinian Territory: Occupied				
	1169	Palestinian Territory				
	170	Panama				
	171	Papua New Guinea				
	172	Paraguay				
	173	Peru				
	174	Philippines				
	175	Pitcairn				
	176	Poland				
	177	Portugal				
	178	Puerto Rico				
	179	Qatar				
	180	Reunion				
	181	Romania				
	182	Russian Federation				
	183	Rwanda				
	184	Saint Helena				
	185	Saint Kitts and Nevis				
	186	Saint Lucia				
	187	Saint Pierre and Miquelon				
	188	Saint Vincent and the Grenadines				
	189	Samoa				
	190	San Marino				
	191	Sao Tome and Principe				
	192	Saudi Arabia				
	193	Senegal				

	194	Serbia				
	195	Seychelles				
	196	Sierra Leone				
	197	Singapore				
	198	Slovakia				
	199	Slovenia				
	200	Solomon Islands				
	201	Somalia				
	202	South Africa				
	203	South Georgia and the South Sandwich Islands				
	204	Spain				
	205	Sri Lanka				
	206	Sudan				
	207	Suriname				
	208	Svalbard and Jan Mayen				
	209	Swaziland				
	210	Sweden				
	211	Switzerland				
	212	Syrian Arab Republic				
	213	Taiwan				
	214	Tajikistan				
	215	Tanzania, United Republic of				
	216	Thailand				
	217	Timor-leste				
	218	Togo				
	219	Tokelau				
	220	Tonga				
	221	Trinidad and Tobago				
	222	Tunisia				
	223	Turkey				
	224	Turkmenistan				
	225	Turks and Caicos Islands				
	226	Tuvalu				
	227	Uganda				
	228	Ukraine				
	229	United Arab Emirates				
	230	United Kingdom				
	231	United States				
	232	United States Minor Outlying Islands				
	233	Uruguay				
	234	Uzbekistan				
	235	Vanuatu				
	236	Venezuela				
	237	Vietnam				
	238	Virgin Islands, British				
	239	Virgin Islands, U.S.				
	240	Wallis and Futuna				

	241 Western Sahara 242 Yemen 243 Zambia 244 Zimbabwe				
Are you an international student?	1 Yes 0 No	32		*	2007
Relationship status:	1 Single 2 Serious dating or committed relationship 3 Civil union, domestic partnership, or equivalent 4 Married 5 Divorced 6 Separated 7 Widowed	33		*	2007
Religious or spiritual preference:	1 Agnostic 2 Atheist 3 Buddhist 4 Catholic 5 Christian 6 Hindu 7 Jewish 8 Muslim 9 No preference 10 Self-identify (please specify):	97			2007
Other religious or spiritual preference:	Free response	35			2007
To what extent does your religious or spiritual preference play an important role in your life?	1 Very important 2 Important 3 Neutral 4 Unimportant 5 Very unimportant	36			2007
Current academic status:	1 Freshman / First-year 2 Sophomore 3 Junior 4 Senior 5 Graduate / professional degree student 6 Non-student 7 High-school student taking college classes 8 Non-degree student 9 Faculty or staff 10 Other (please specify)	37		*	2007
Other academic status:	Free response	38		*	2007
Graduate or professional degree program:	1 Post-Baccalaureate 2 Masters 3 Doctoral degree 4 Law 5 Medical 6 Pharmacy	39			2007

	<ul style="list-style-type: none"> <li>7 Dental</li> <li>8 Veterinary Medicine</li> <li>9 Not Applicable</li> <li>10 Other (please specify)</li> </ul>				
Other graduate or professional degree type:	Free Response	40			2007
What year are you in your graduate/professional program?	<ul style="list-style-type: none"> <li>1 1</li> <li>2 2</li> <li>3 3</li> <li>4 4</li> <li>5 5+</li> </ul>	41			2007
What kind of housing do you currently have?	<ul style="list-style-type: none"> <li>1 On-campus residence hall/apartment</li> <li>2 On/off campus fraternity/sorority house</li> <li>3 On/off campus co-operative house</li> <li>4 Off-campus apartment/house</li> <li>5 Other (please specify)</li> </ul>	42			2007
Other housing:	Free Response	43			2007
With whom do you live? (check all that apply)	<ul style="list-style-type: none"> <li>1 Alone</li> <li>2 Spouse, partner, or significant other</li> <li>3 Roommate(s)</li> <li>4 Children</li> <li>5 Parent(s) or guardian(s)</li> <li>6 Family other</li> <li>7 Other (please specify)</li> </ul>	44			2007
Others living with:	Free Response	45			2007
Did you transfer from another campus/institution to this school?	<ul style="list-style-type: none"> <li>1 Yes</li> <li>0 No</li> </ul>	46			2007
What is your current GPA?	Free Response numerical, positive number on 0-4 scale	1047	2017: GPA question is broken into 3 separate response formats. Users select one scale format that is consistent to what is in use at their institution. Default= 0-4 scale (#1047)		2017
What is your current GPA?	Free Response numerical, positive number on 0-5 scale	2047			
What is your current GPA?	Free Response numerical, positive number on 0-100 scale	3047			
Please indicate your level of involvement in organized extra-curricular activities (e.g., sports, clubs, student government, etc.):	<ul style="list-style-type: none"> <li>1 None</li> <li>2 Occasional participation</li> <li>3 One regularly attended activity</li> <li>4 Two regularly attended activities</li> <li>5 Three or more regularly attended activities</li> </ul>	48			2007



Please estimate the number of hours per week you are actively involved in organized extra-curricular activities (e.g., sports, clubs, student government, etc.):	1 0 2 1-5 3 6-10 4 11-15 5 16-20 6 21-25 7 26-30 8 31-35 9 36-40 10 40+	1049	Answer format changed from free response to picklist in 2016.		2016
Do you currently participate in any of the following organized college athletics?: (Intramurals, Club, Varsity)		1050	2017: Revised question text and answer format.		
<b>Intramurals</b>	1 Yes 0 No	1151	Clients respond Yes/No to Intramurals, Club, and Varsity.		2017
<b>Club</b>	1 Yes 0 No	1152			2017
<b>Varsity</b>	1 Yes 0 No	1153			2017
Have you ever served in any branch of the US military (active duty, veteran, National Guard or reserves)?	1 Yes 0 No	98		*	2012
Did your military experiences include any traumatic or highly stressful experiences that continue to bother you?	1 Yes 0 No	53	2017: "which" changed to "that" in question text.	*	2007
If yes, please describe:	Free response	54			2007
What is the average number of hours you work per week during the school year (paid employment only)?	1 0 2 1-5 3 6-10 4 11-15 5 16-20 6 21-25 7 26-30 8 31-35 9 36-40 10 40+	1055	2016: Answer format changed from free response to picklist.		2016
Are you the first generation in your family to attend college?	1 Yes 0 No	56			2007
How would you describe your financial situation <b>right now</b> :	1 Always stressful 2 Often stressful 3 Sometimes stressful 4 Rarely stressful 5 Never stressful	57			2007

How would you describe your financial situation while growing up:	<ol style="list-style-type: none"> <li>1 Always stressful</li> <li>2 Often stressful</li> <li>3 Sometimes stressful</li> <li>4 Rarely stressful</li> <li>5 Never stressful</li> </ol>	58			2007
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## Deactivated Client Information Questions

Question Text	Response Answers with Value	Unique ID	Revision History	Core Item	Year Started
Been hospitalized for mental health concerns	<p><i>Answer Set C: When</i></p> <ol style="list-style-type: none"> <li>1 Never</li> <li>2 Prior to college</li> <li>3 After starting college</li> <li>4 Both</li> </ol>	3	Deactivated in 2012	*	2007
Felt the need to reduce your alcohol or drug use	<i>Answer Set C: When</i>	4	Deactivated in 2012		2007
Others expressed concern about your alcohol or drug use	<i>Answer Set C: When</i>	5	Deactivated in 2012		2007
Received treatment for alcohol or drug use	<i>Answer Set C: When</i>	6	Deactivated in 2012	*	2007
Purposely injured yourself without suicidal intent (e.g., cutting, hitting, burning, hair pulling, etc.)	<i>Answer Set C: When</i>	7	Deactivated in 2012	*	2007
Seriously considered attempting suicide	<i>Answer Set C: When</i>	8	Deactivated in 2012	*	2007
Made a suicide attempt	<i>Answer Set C: When</i>	9	Deactivated in 2012	*	2007
Seriously considered injuring another person	<i>Answer Set C: When</i>	10	Deactivated in 2009 Replacement question #62		2007
Intentionally injured another person	<i>Answer Set C: When</i>	11	Deactivated in 2009 replacement question #63		2007
Had unwanted sexual contact(s) or experience(s)	<i>Answer Set C: When</i>	12	Deactivated in 2012		2007

Experienced harassing, controlling, and/or abusive behavior from another person (e.g., friend, family member, partner, or authority figure)	<i>Answer Set C: When</i>	13	Deactivated in 2012	*	2007
Have you experienced, witnessed, or learned of a traumatic event(s) that involved actual or threatened death or serious injury, or a threat to the physical integrity of yourself or others?	1 Yes 0 No	14	Deactivated in 2009 replacement question: #59		2007
If you selected "Yes" for the previous question, did the traumatic event(s) cause you to feel intense fear, helplessness, or horror?	1 Yes 0 No	15	Deactivated in 2009 Replacement question: #59		2007
If you selected, "Yes" for the previous question, please briefly describe the event(s):	Free Response	16	Deactivated in 2016		2007
Please select the traumatic event(s) you have experienced, witnessed, or learned about	1 Childhood physical abuse 2 Childhood sexual abuse 3 Childhood emotional abuse 4 Physical attack (e.g., mugged, beaten up, shot, stabbed, threatened with weapon) 5 Sexual violence (rape or attempted rape, sexually assaulted, stalked, abused by intimate partner, etc.) 6 Military combat or war zone experiences 7 Kidnapped or taken hostage 8 Serious accident, fire, or explosion (e.g., an industrial, farm, car, plane, or boating accident) 9 Terrorist attack 10 Near drowning 11 Diagnosed with life threatening illness 12 Natural disaster (e.g., flood, quake, hurricane, etc.) 13 Imprisonment or Torture 14 Animal attack 15 Obsolete: Other experienced event (please specify below) 16 Obsolete: Witnessed the serious injury or unnatural death of a person due to an accident, war or disaster 17 Obsolete: Unexpectedly witnessed a dead body or body part 18 Obsolete: Other witnessed (please specify below) 19 Obsolete: Learned that one's child or close loved one has a life threatening disease 20 Obsolete: Learned about the violent personal assault, serious accident, or serious injury of a close family member or friend 21 Obsolete: Learned about the sudden unexpected death of a very close family member or friend 22 Obsolete: Other learned about (please specify below) 23 Other (please specify)	17	Deactivated in 2012		2009
Do you have a diagnosed and documented disability? (check all that apply)	1 Obsolete: No/None 2 Attention Deficit/Hyperactivity Disorders 3 Deaf or hard of hearing 4 Learning Disorder	20	Deactivated in 2009. Replacement question: #60 and #61		2007

	<ul style="list-style-type: none"> <li>5 Mobility Impairments</li> <li>6 Neurological Disorders</li> <li>7 Physical/health related Disorders</li> <li>8 Psychological Disorder/Condition</li> <li>9 Visual Impairments</li> <li>10 Other (please specify)</li> </ul>				
Date of Birth	DateBox (for DOB)	25	Changed to "Age in Years" in 2009. DOB information exists in "Client Information"		2007
Gender	<ul style="list-style-type: none"> <li>1 Male</li> <li>2 Female</li> <li>3 Transgender</li> <li>4 Prefer not to answer</li> </ul>	26	Deactivated in 2012	*	2007
Sexual Orientation	<ul style="list-style-type: none"> <li>1 Heterosexual</li> <li>2 Gay</li> <li>3 Lesbian</li> <li>4 Bisexual</li> <li>5 Questioning</li> <li>6 Prefer not to answer</li> </ul>	27	Deactivated in 2012		2007
Race / Ethnicity	<ul style="list-style-type: none"> <li>1 African-American / Black</li> <li>2 American Indian or Alaskan Native</li> <li>3 Arab American</li> <li>4 Asian American / Asian</li> <li>5 East Indian</li> <li>6 Caucasian / White</li> <li>7 Hispanic / Latino/a</li> <li>8 Native Hawaiian or Pacific Islander</li> <li>9 Multi-racial</li> <li>10 Prefer not to answer</li> <li>11 Other (please specify)</li> </ul>	28	"Arab American" and "East Indian" deactivated in 2009. Question Deactivated in 2012	*	2007
Religious or spiritual preference:	<ul style="list-style-type: none"> <li>1 Agnostic</li> <li>2 Atheist</li> <li>3 Buddhist</li> <li>4 Obsolete: Confucian</li> <li>5 Christian</li> <li>6 Hindu</li> <li>7 Jewish</li> <li>8 Muslim</li> <li>9 No preference</li> <li>10 Prefer not to answer</li> <li>11 Other (please specify)</li> <li>12 Catholic</li> </ul>	34	Deactivated in 2012		
What is your current GPA?	Free Response numerical, positive number	47	Deactivated in 2017: Replaced with 1047, 2047, and 3047		2007

What is the average number of hours you work per week during the school year (paid employment only)?	Free Response	55	Answer format changed In 2016 from free response to picklist.		2007
Do you currently participate in any of the following organized college athletics?: Intramurals	1 Yes 0 No	50	Deactivated in 2017. Replaced with questions 1151, 1152, 1153		2007
If you selected "yes" for the previous question, please Indicate which category of disability you are registered for (check all that apply):	1 Obsolete: No/None 2 Attention Deficit/Hyperactivity Disorders 3 Deaf or Hard of Hearing 4 Learning disorders 5 Mobility Impairments 6 Neurological Disorders 7 Physical/health related Disorders 8 Psychological Disorder/Condition 9 Visual Impairments 10 Other (please specify)	61	Deactivated in 2015. New answer format in question #1061		2007
Considered seriously injuring another person	Answer Set C: When	62	Deactivated in 2012		2009
Intentionally caused serious injury to another person	Answer Set C: When	63	Deactivated in 2012		2007
Think back over the last two weeks. How many times have you smoked marijuana?	1 None 2 Once 3 Twice 4 3 to 5 times 5 6 to 9 times 6 10 or more times	96	Deactivated in 2015. Changed to question # 1096		2012

## Provider Information

Question	Response Answers with Value	Unique ID	Revision History	Core Item	Year Started
Counselor ID	Automatically generated by Vendor Software during upload of de-identified data.	UserID			2007
Date of Birth	Month/day/year: 00/00/0000	Age			2007
Gender	1 Male 2 Female 3 Transgender 4 Prefer not to answer	Gender			2007
Race/Ethnicity	1 African-American/Black 2 American Indian or Alaskan Native	Ethnicity	2016 Revision: #7 deactivated and		2007

	<ul style="list-style-type: none"> <li>3 Obsolete: Arab American</li> <li>4 Asian American/Asian</li> <li>5 Obsolete: East Indian</li> <li>6 Obsolete: Caucasian/White</li> <li>7 Hispanic/Latino/a</li> <li>8 Native Hawaiian or Pacific Islander</li> <li>9 Multi-racial</li> <li>10 Prefer not to answer</li> <li>11 Other (please specify)</li> <li>1006 White</li> </ul>		replaced with "white" 2009 revision: #3 and #5 deactivated		
Other Race/Ethnicity	Free Response	Ethnicity_Other			2007
What is the highest professional degree that you have completed?	<ul style="list-style-type: none"> <li>1 B.A.</li> <li>2 B.S.</li> <li>3 Nursing (e.g. RN, RNP, PNP)</li> <li>4 M.S.W.</li> <li>5 M.A.</li> <li>6 M.S.</li> <li>7 M.Ed.</li> <li>8 Ed.S.</li> <li>9 Ph.D.</li> <li>10 Psy.D.</li> <li>11 Ed.D.</li> <li>12 D.S.W</li> <li>13 D.O.</li> <li>14 M.D.</li> <li>15 Other (please specify)</li> <li>16 M.Psy.</li> </ul>	Highest_Degree	2017: Added M.Psy. to answer list		2007
What is the discipline of your highest degree?	<ul style="list-style-type: none"> <li>1 Clinical Psychology</li> <li>2 Community Psychology</li> <li>3 Counseling Psychology</li> <li>4 Counselor Education</li> <li>5 Educational Psychology</li> <li>6 Health Education</li> <li>7 Higher Education</li> <li>8 Marriage and Family Therapist</li> <li>9 Nursing</li> <li>10 Psychiatry</li> <li>11 Social Work</li> <li>12 Other (please specify)</li> <li>13 Mental Health Counseling/Clinical Mental Health Counseling</li> </ul>	Highest_Degree_Discipline	2017: Added Mental Health Counseling/ Clinical Mental Health Counseling to answer list.		2007
Other discipline highest professional degree:	Free Response	Highest_Degree_Discipline_Other			2007
What year did you receive your highest professional degree?	Year (0000)	Highest_Degree_YearReceived			2007
Are you licensed under the current degree?	<ul style="list-style-type: none"> <li>1 Yes</li> <li>2 No</li> </ul>	Highest_Degree_Licensed			2007

In what year were you first licensed as a mental health services provider?	Year (drop down menu)	Year_Licensed			2007
What is your position type?	<ol style="list-style-type: none"> <li>1 Professional staff member</li> <li>2 Master's level trainee</li> <li>3 Doctoral level trainee (not an intern)</li> <li>4 Pre-doctoral intern</li> <li>5 Post-doctoral level (non-psychiatric)</li> <li>6 Psychiatric resident</li> <li>7 Other (please specify)</li> </ol>	Position			2007
Other position type:	Free Response	Position_Other			2007

## Deactivated Provider Information Questions

Question Text	Response Answers with Value	Unique ID	Revision History	Core Item	Year Started
Sexual Orientation:	<ol style="list-style-type: none"> <li>1 Heterosexual</li> <li>2 Gay</li> <li>3 Lesbian</li> <li>4 Bisexual</li> <li>5 Questioning</li> <li>6 Prefer not to answer</li> </ol>	SexualOrientation	Deactivated in 2009		2007
How much is your current therapeutic practice guided by each of the following theoretical frameworks? Analytic/Psychodynamic Behavioral Cognitive Humanistic Systems Theory	<ol style="list-style-type: none"> <li>0 Not at all</li> <li>1 A little</li> <li>2 Some</li> <li>3 Moderate</li> <li>4 Greatly</li> <li>5 Very greatly</li> </ol>	Int1 Int2 Int3 Int4 Int5	Deactivated in 2015	*	2009

## Center Information

Question	Response Answers with Value	Unique ID	Revision History	Core Item	Year Started
Center ID	Auto-generated by EMR software				
Does your counseling center have a currently accredited APA pre-doctoral training program (American Psychological Association)?	1 Yes 2 No	APA_Accredited_Training			2007
Is your counseling center currently accredited by IACS (International Association of Counseling Services?)	1 Yes 2 No	IACS_Accredited			2007
Which services are integrated with your counseling center? (check all that apply)	<b>Selected</b> =1 <b>Not selected</b> = 0 Career Services Disability Services Drug & Alcohol Treatment Program Employee Assistance Program Learning Services Health Services Testing Services (e.g., standardized testing) Other (please specify)	Services_Career Services_Disability Services_Drug_Alcohol Services_EAP Services_Learning Services_Health Services_Testing Services_Other			2007
Other integrated service:	Free response	Services_Other_Description			2007
What psychiatric services are provided by your center? (do not include psychiatric services through health services unless you are integrated)	1 None 2 Part time, in house 3 Full time, in house 4 Part time, off campus consultant 5 Other (please specify)	Psychiatric_Services			2007
Other psychiatric service:	Free response	Psychiatric_Services_Other_Description			2007
Does your center have an annual individual psychotherapy session limit?	1 Yes 2 No	Session_Limit			2007
If you answered "yes" to session limit, please enter you're annual individual psychotherapy session limit:	2-digit numeric response	Session_Limit_Amount			2007
Check each service for which you charge a standard fee. (don't check services that are initially free- e.g. first 8 sessions)	<b>Selected</b> =1 <b>Not selected</b> = 0 Intake Individual counseling Group counseling Psychiatric Evaluation (initial meeting) Psychiatric Follow-up (ongoing client) Formal Assessment: Psychological Formal Assessment: Career Formal Assessment: Disability Other (please specify)	ChargeFor_Intake ChargeFor_Individual ChargeFor_Group ChargeFor_PsychiatricEvaluation ChargeFor_PsychiatricFollowup ChargeFor_AssessmentPsychological ChargeFor_AssessmentCareer ChargeFor_AssessmentDisability ChargeFor_Other			2007



Other standard fee:	Free response	ChargeFor_Other_Description			2007
Which of the following best describes your use of the CCAPS (34 or 62)	0 We don't use the CCAPS 1 Intake only 2 Intake and Termination only 3 At every session 4 At every ___ session 5 Other (please describe):	CcapsFrequency			2015
At every ___ session	Numerical Response	CcapsFrequencyX			
Other	Free Response	CcapsFrequencyOther			

## Institution Information

Question	Response Answers with Value	Unique ID	Revision History	Core Item	Year Started
Institution name	Name of University/College	Institution_Name			2007
Enrollment	Free response (numerical)	EnrollmentCount			2007
Please select the grading scale your institution uses for GPA:	1 0-4 2 1-5 3 0-100 4 Other (please specify)	Grading_Scale			2007
Other GPA:	Free response	Grading_Scale_Other_Description			2007
What is the 5-digit zip-code of your institution?	5 digit	ZipCode			2007
What state is your institution located in?	Drop down list of states 1 Alabama 2 Alaska 3 American Samoa 4 Arizona 5 Arkansas 6 California 7 Colorado 8 Connecticut 9 Delaware 10 District of Columbia 11 Federated States of Micronesia 12 Florida 13 Georgia 14 Guam 15 Hawaii 16 Idaho 17 Illinois 18 Indiana 19 Iowa 20 Kansas 21 Kentucky 22 Louisiana	State			2007

	23	Maine			
	24	Marshall Islands			
	25	Maryland			
	26	Massachusetts			
	27	Michigan			
	28	Minnesota			
	29	Mississippi			
	30	Missouri			
	31	Montana			
	32	Nebraska			
	33	Nevada			
	34	New Hampshire			
	35	New Jersey			
	36	New Mexico			
	37	New York			
	38	North Carolina			
	39	North Dakota			
	40	Northern Mariana Islands			
	41	Ohio			
	42	Oklahoma			
	43	Oregon			
	44	Palau			
	45	Pennsylvania			
	46	Puerto Rico			
	47	Rhode Island			
	48	South Carolina			
	49	South Dakota			
	50	Tennessee			
	51	Texas			
	52	Utah			
	53	Vermont			
	54	Virgin Islands			
	55	Virginia			
	56	Washington			
	57	West Virginia			
	58	Wisconsin			
	59	Wyoming			
	60	Alberta, Canada			
	61	British Columbia, Canada			
	62	Manitoba, Canada			
	63	New Brunswick, Canada			
	64	Newfoundland and Labrador, Canada			
	65	Northwest Territories, Canada			
	66	Nova Scotia, Canada			
	67	Nunavut, Canada			
	68	Ontario, Canada			
	69	Prince Edward Island, Canada			

	70 Quebec, Canada 71 Saskatchewan, Canada 72 Yukon, Canada				
Is your institution private, public, or combined?	1 Private 2 Public 3 Combined	Public_Private			2007
Please indicate which athletic division your institution currently belongs to:	1 None 2 Division I 3 Division II 4 Division III	Athletic_Division			2007

# Clinician Index of Client Concerns (CLICC)

Available for implementation summer 2013

**The CLICC is a check all that apply instrument. It is recommended that the CLICC is implemented after an initial session (intake) with a client. A clinician checks all that apply for the client and then chooses the top most concern for that client. The CLICC can be required for specific note types (intake/initial consultation notes). This form will assist in reporting why students are seeking services at counseling centers as determined by clinicians.**

**UniqueID CLICC\_01: Please indicate your assessment of the client's concerns (check all that apply):** For CLICC\_01 Selected=1 Not Selected=0

1	Anxiety		26	Academic performance	
1101	Generalized	Added in 2017	27	Career	
1102	Social	Added in 2017	28	Attention difficulties	Deactivated in 2017
1103	Panic attack(s)	Added in 2017	1028	Attention/concentration difficulties	Added in 2017
1104	Test taking	Added in 2017	47	Autism Spectrum	Added in 2017
1105	Specific phobia	Added in 2017	48	Learning disorder/disability	Added in 2017
1106	Unspecified/other	Added in 2017	29	Alcohol	
2	Obsessions or compulsions		30	Drugs	
3	Perfectionism		31	Addiction (not drugs or alcohol)	
4	Stress		32	Self-injurious thoughts or behaviors	
5	Depression		33	Suicidality	
6	Mood instability	Deactivated in 2017	34	Violent thoughts or behaviors towards others	
1006	Mood instability (bi-polar symptoms)	Added in 2017	35	Psychotic thoughts or behaviors	
46	Emotion dysregulation		49	Dissociative Experiences	Added in 2017
7	Anger management		36	Trauma	
8	Relationship problem (specific)		37	Physical abuse/assault (victim)	
9	Interpersonal functioning		38	Sexual abuse/assault (victim)	
10	Social isolation		39	Harassment/emotional abuse (victim)	
11	Family		40	Stalking (victim)	
12	Grief/loss		41	Financial	
13	Health/medical		42	Legal/judicial/conduct	
14	Eating/body image		43	None	
15	Sleep		44	Other	
16	Sexual concern		<p><b>UniqueID CLICC_02: Please briefly describe the "other" concern without using identifying information: (Free response)</b></p> <p><b>UniqueID CLICC_03: Choose the top concern of those already selected: (list of selected items in CLICC_01)</b></p>		
17	Pregnancy related				
18	Identity development				
19	Self-esteem/confidence				
20	Adjustment to new environment				
21	Racial, ethnic, or cultural concerns				
22	Sexual orientation				
23	Gender identity				
24	Religion/spirituality				
25	Discrimination				

# Case Closure Form

Available for implementation July 1, 2017

**The Case Closure Form is used to record the reasons for closing clinical cases and tracking important events that occur during treatment. It is recommended that this form is used any time a case is “closed” within a counseling center. This form will assist in the reporting of center-level case closures (e.g. service limit reached, client no-shows) and important occurrences during treatment (e.g. number of hospitalizations).**

For CCDF\_1 and CCDF\_2 Selected=1 Not Selected=0

## CCDF\_1 Case Closure Reasons

This section is used to record the reason(s) for closing this case. Check all that apply:

- 100 **Academic Status**
- 101 End of academic term (semester/quarter)
- 102 Client is ineligible for services
- 103 Withdrawal-voluntary
- 104 Withdrawal-involuntary
- 105 Graduation of client
- 106 Transfer to another institution
  
- 200 **Clinical Factors**
- 201 Treatment goals were completed
- 202 Client/provider mutual agreement
- 203 Termination against provider recommendation
- 204 Service limit was reached
- 205 Referred out for continuation of services
- 206 Referred out for higher level/specialized care
- 207 Transferred to a different treatment modality
- 208 Departure of provider
  
- 300 **Client Factors**
- 301 Declined further services
- 302 Did not respond to communication(s)
- 303 Did not return for last scheduled appointment (e.g., no-show, cancellation, etc.)
- 304 Financial reasons

## CCDF\_2 Other case closure reason

Textbox for Other reason

## CCDF\_3 Choose the top-most reason for closure of those already selected: Drop-down list for top concern

## CCDF\_4 Case Events

This section is used to record events that occurred at least once, between the first and last appointment. Check all that apply:

- 101 Client used a prescribed psychiatric medication
- 102 Self-injurious behavior
- 103 Suicidal ideation that required a safety plan
- 104 Suicide attempt
- 105 Thoughts of hurting others that required a safety plan
  
- 200 **Referral for hospitalization (by anyone including client) for:**
- 201 Suicidality
- 202 Thoughts or behaviors of hurting others
- 203 Drugs or alcohol
- 204 Other mental health concern
  
- 250 **Psychiatric Hospitalization**
- 251 Admitted to hospital for mental health concern
  
- 300 **Death of client:**
- 301 Suicide
- 302 Accident
- 303 Drugs or alcohol
- 304 Other

## CCDF\_5 Other event:

Textbox for other event

# Appointment Categories

CCMH Appointment Categories are used to categorize active therapy appointment codes at each counseling center. Appointment codes are matched with CCMH Appointment Categories. Appointment Categories are used for the CCAPS Treatment Response Curve as well as for research at CCMH. Below is a list of CCMH Appointment Categories and their definitions.

CCMH Appointment Category	Definition
1 <b>Brief Screening or Walk-in :</b>	Typically briefer appointments intended as a quick screen for risk/needs such as a triage (phone or in person), brief walk-in, consultation, etc. This should NOT be used for any form of full evaluation/intake.
2 <b>Initial clinical evaluation:</b>	For the purpose of detailed information gathering, differential diagnosis, and treatment/disposition planning for a new client. This is typically called an "Intake" but may also be a "Crisis Intake" or simply "first appointment" for a new client. (Use #6 for Psychiatric Evaluations.)
3 <b>Individual psychotherapy/counseling:</b>	For ongoing personal counseling or individual psychotherapy. This includes crises for established clients regardless of provider and appointments that include a non-registered client (e.g., parent, roommate, etc.).
4 <b>Specialized individual treatment:</b>	For specified types of treatment such as BASICS, D&A, Career, clinician-assisted bio-feedback, etc.
5 <b>Specialized treatment without a therapist:</b>	For services that are provided to a client without the therapist present such as bio-feedback, light-box, or self-guided relaxation modalities.
6 <b>Psychiatric evaluation:</b>	For the initial appointment with a prescriber for medication. This will usually involve a detailed history and diagnosis.
7 <b>Psychiatric follow-up:</b>	For established psychiatric clients for the purpose of reviewing symptoms, medications, side-effects, and renewing or adjusting medications.
8 <b>Case management:</b>	For case-management functions such as assistance with health insurance, finding providers in the community, etc. (For use when in direct contact with a client in person or on the phone.)
9 <b>Psychological Testing or Assessment:</b>	For intelligence, projective, personality, neuropsychological, or learning disability assessment activities when the client is present.
10 <b>Other individual:</b>	Any other appointment with one client present that is not described above.
11 <b>Other individual (client not present):</b>	For use in the rare case that an Individual appointment type is used when the client is not present. In the future, if you have appointment types like this, please convert them to "Other" Appointment Type with a corresponding note. Consult Titanium for support.
12 <b>Couples therapy:</b>	For couple's therapy. Typically coded as group appointment in Titanium.
13 <b>Group – psychotherapy:</b>	For traditional psychotherapy groups (e.g., process, counseling, or supportive) as differentiated from a workshop or clinic.
14 <b>Group – workshop:</b>	For one-time groups with clients such as a drop in stress management group.
15 <b>Group – clinic:</b>	For time limited, structured, psycho-educational group with a defined set of content to be covered.
16 <b>Other group:</b>	For non-couple's/non-therapy group interaction involving more than 1 client such as roommates, family, etc.
17 <b>Other group (client not present):</b>	For the rare case of a group appointment in which the clients are intentionally not present (e.g., appointment is used for reminder purpose only)
18 <b>Medical:</b>	Non-counseling/psychological/psychiatry appointments with a medical professional

## OBSOLETE: Critical Incident Form (CIF)

Available for implementation summer 2012. Obsolete July 1, 2017

**The CIF is a check all that apply instrument. It is recommended that the CIF is implemented after each individual clinical contact with a client, even if a critical incident does not occur. If a critical incident does not occur a clinician would simply check "none" on the checklist. The CIF can be required with specific note types (progress notes).**

For CIF\_01 Selected=1 Not Selected=0

**UniqueID CIF\_01: Please select which critical incident(s) occurred for this client (check all that apply):**

- 1 Suicidal ideation that required intervention or plan
- 2 Suicide attempt (prior to treatment)
- 3 Suicide attempt (during treatment)
- 4 Homicidal ideation that required intervention or plan
- 5 Psychotic symptoms
- 6 Psychiatric hospitalization for threat-to-self
- 7 Psychiatric hospitalization for threat-to-others
- 8 Psychiatric hospitalization for other mental health concern
- 9 Medical hospitalization – drugs and alcohol
- 10 Medical hospitalization – other
- 11 Withdrawal from school for psychological reasons
- 12 Withdrawal from school – other
- 13 Death of client – suicide
- 14 Death of client – drugs or alcohol
- 15 Death of client – other
- 16 Other:
- 17 None

**UniqueID CIF\_02: Please briefly describe the "other" incident without using identifying information: (Free Response)**

# OBSOLETE Termination Form

Available for implementation summer 2015. Obsolete July 1, 2017

**The Termination Form consists of several different answer formats. It is recommended that the Termination Form is used when a client completes a course of treatment, or whenever a termination note is written. The Termination Form can be required for specific note types (termination notes).**

UniqueID 1: Selected =1 Not Selected = 0

**UniqueID 1: Which of the following characteristics best describe this termination? (Check all that apply):**

- 1 Treatment goals completed
- 2 Client/provider mutual agreement
- 3 Obsolete: Client drop out (e.g., no-show, cancellation, no response, etc.)
- 1003 Client did not return (e.g., no-show, cancellation, no response, etc.)
- 4 Termination against provider recommendation
- 5 End of academic term (semester/quarter)
- 6 Graduation of client
- 7 Voluntary withdrawal from institution
- 8 Involuntary withdrawal from institution
- 9 Service limit(s) were reached in center
- 10 Ineligible for services in center
- 11 Financial reasons
- 12 Transferred to another provider within center
- 13 Transferred to different treatment modality within center
- 14 Departure of provider
- 15 Referred out for continuation of services
- 16 Referred out to a higher level/specialized care
- 17 Other (please describe):

Obsolete in 2016

**UniqueID 2: Other (Free Response)**

**UniqueID 3: Please select, or specify, up to three (3) Primary treatment concerns and then rate the client's change on each concern:**

**UniqueID 4** Concern 1) Choose:                      **UniqueID 5:** OR Specify:                      **UniqueID 6** Change in #1:

**UniqueID 7** Concern 2) Choose:                      **UniqueID 8:** OR Specify:                      **UniqueID 9** Change in #2:

**UniqueID 10** Concern 3) Choose:                      **UniqueID 11:** OR Specify:                      **UniqueID 12** Change in #3:

**UniqueIDs 4,7 & 10 (SDS\_CLICC\_Concerns) Response Options:** See CLICC Form

**UniqueIDs 5,8 & 11 Response Options:** Free Response

**UniqueIDs 6,9 & 12 Change Rating Scale Response Options (Termination\_Reason\_Scale):**

- 1 Significant deterioration
- 2 Moderate deterioration
- 3 Mild deterioration
- 4 No Change
- 5 Mild improvement
- 6 Moderate improvement
- 7 Significant improvement

**UniqueID 13: Did your client take a prescribed psychotropic medication during treatment? (Termination\_Medication)**

- 1 Yes
- 2 No
- 3 Unknown



