

## ASSESSMENT AND TREATMENT CARE PLAN POLICY

<b>Policy Name:</b> Assessment and Treatment Care Plan	<b>Responsible Owner:</b> Vice President, Student Affairs	<b>Created:</b> 2018 Jun
<b>Policy Number:</b> A65	<b>Approval Body:</b> Senior Management Team	<b>Last Review/Revision:</b> 2025 May
<b>Category:</b> Administration	<b>Replaces:</b> N/A	<b>Next Review:</b> 2031 May

### **TABLE OF CONTENTS**

- A. PURPOSE**
- B. SCOPE**
- C. DEFINITIONS**
- D. POLICY STATEMENTS**
- E. PROCEDURES**
- F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**
- G. RELATED ACTS AND REGULATIONS**
- H. RELATED COLLECTIVE AGREEMENTS**

### **A. PURPOSE**

The College recognizes that some students may have physical or mental health issues causing academic or behavioural difficulties during the course of their studies and is committed to assisting students in receiving support and other accommodations. The purpose of this policy is to ensure that, where a student presents significant health concerns that indicate potential risk of harm to self and/or others, or is a disruption to the teaching, learning or living environment or College community, appropriate assessment and treatment care plans are established to address individual needs, and to ensure the safety of the individual and the College community.

### **B. SCOPE**

This policy applies to Students where it is determined through a risk/behaviour assessment that they are not Fit to Learn and that health concerns may be a causal or contributing factor.

#### **Limitations of Scope**

This policy is not intended to determine a Student's suitability for or performance within a particular academic program, including whether they are meeting the ethical, behavioural or other standards within the program of study.

Concerns and behaviours that are addressed under this policy may also fall within scope of one or more of the following College policies:

- *Academic Performance*
- *Bullying and Harassment Prevention and Response*
- *Human Rights*
- *Impairment Policy for Students*
- *Respectful and Inclusive Environment*
- *Sexual Violence and Misconduct Prevention and Response*
- *Student Non-academic Misconduct*
- *Violence Prevention and Response*
- *Weapons on Campus*

## C. DEFINITIONS

**Behaviour Intervention Team (BIT):** A multi-disciplinary team established by the College to assist in connecting Students who are demonstrating behaviours of Concern or signs of distress to College and community resources by providing assessments and coordination of support.

**Care Report:** A confidential report (normally via an online form) by which College employees can provide information to the department of Student Affairs and Services about a Student exhibiting concerning behaviours.

**Care Team:** This team is comprised of the Director, Student Affairs and Services; the Director, Safety Security and Risk Management; the Associate Director, Student Affairs and Services; and the Manager, Security Operations.

**College Community:** All College employees, Students and Board members, and any other person contractually obligated to comply with College policy.

**College Property:** In addition to the College's physical campuses, centres and Student Housing; includes, for the purposes of this policy, technology and technological spaces—such as online learning platforms and social media networks—that are relied upon by Students and/or Employees in the completion of their studies and/or work.

**College-related Event or Activity:** Activity conducted under the auspices of the College at any location, including Student housing, online or virtual locations (e.g., instruction, practicums, co-op or work experience placements, international field schools, sports events, artistic performances and Student club activity); events and activities held on College Property but within the exclusive control of an organization or group external to the College are not deemed College-related.

**Concern:** An informal report of allegations of Disruptive/Inappropriate conduct.

**Disruptive/Inappropriate Conduct:** Behaviours of Concern that include but are not limited to the following:

- a. Behaviours that create significant disruption to the working, learning and/or living environment or impede the instructional process or the delivery of College services;

- b. Behaviours that create an atmosphere of hostility, intimidation, ridicule, anxiety or disrespect for others;
- c. Behaviours that contravene published rules, regulations, procedures or common standards of safety, including regulations/protocols for specific locations within the College, such as Student Housing, laboratories, the library and the gymnasium, and for facilities used in partnership with other parties (e.g., Pinetree Community Centre, practicum work sites);
- d. Behaviours that contravene College policies relating to the appropriate use of computer and information technology.
- e. Behaviours of a non-violent nature that endanger or threaten to endanger the health or safety of members of the College Community, including the Student, or that subject any member of the College Community to physical, mental, written or verbal abuse or potential injury; and
- f. Behaviours that damage, deface or destroy College property.

**Fit to Learn:** The state in which a Student is mentally and physically ready to engage in learning, with appropriate supports and reasonable accommodations in place, and the Student is able to participate fully in and benefit from educational activities, free from health or other impairments that significantly hinder this readiness.

**Student:** A person enrolled in studies at the College in credit or non-credit courses.

**Threat Assessment Team (TAT):** A multi-disciplinary team established by the College to assist in creating and maintaining a safe and secure working, learning and living environment for members of the College Community by assessing, investigating and determining an appropriate level of response to reports of behaviours of Concern and/or threats.

**Treatment Care Plan (TCP):** A plan, developed by the Director, Student Affairs and Services (or designate) in consultation with members of the BIT and, where feasible, the Student in question, for addressing concerning, inappropriate and/or disruptive behaviour and formulating appropriate support(s).

#### **D. POLICY STATEMENTS**

1. Douglas College will establish appropriate assessment practices and Treatment Care Plans (TCP) to address the needs of individual Students who present significant mental or physical health concerns that cause or contribute to academic or behavioural difficulties, pose a potential risk of harm to self and/or others, and/or disrupt the working, learning or living environment at the College.
2. This policy addresses the College's responsibilities and commitments to the Student presenting concern; where risk of harm to self and/or others is identified during the assessment process, safety protocols may be engaged simultaneously under other appropriate College policies and procedures.
3. Assessments will include the following, as appropriate:

- a. A Behaviour Intervention Team (BIT) will conduct
    - i. A behavioural assessment for a Student identified as being disruptive to the College's working, learning or living environment or to the College Community; and
    - ii. A risk assessment for a Student identified as being at risk of harm to self; and/or
  - b. A Threat Assessment Team (TAT) will conduct a risk assessment for a Student identified as posing a potential risk of harm to others.
4. If it is determined through the assessment by the BIT, the TAT and/or the Director, Student Affairs and Services that the Student being assessed is experiencing health issues that are limiting or preventing them from being Fit to Learn, or causing or contributing to them being disruptive to the working, learning and/or living environment or to the College Community, the College will take steps to support the Student, including through the creation and implementation of a Treatment Care Plan (TCP).
  5. During the assessment period, a Student is entitled to appropriate support, as determined by the College. However, the College may require the Student to cease attendance at College-related Events or Activities until sufficient information is available to assist in identifying and understanding the Student's individual needs.
  6. TCPs are individualized based on the unique needs of each Student and may include but are not limited to the following:
    - Identifying College and community resources and supports available to assist the Student;
    - Highlighting expected behaviours and actions;
    - Restricting communication or contact with specific members of the College Community;
    - Identifying an appropriate College contact for the Student;
    - Requiring compliance with aspects of treatment as recommended by external medical/mental health practitioners; and
    - Defining expectations regarding the monitoring of TCP compliance and progress.
  7. If the Director, Student Affairs and Services determines that the treatment and proposed accommodations are beyond the College's scope or resources, the TCP may require ongoing treatment from external medical/mental health practitioners, such as a medical doctor, psychiatrist or registered psychologist, mental health clinician or registered clinical counsellor, depending on the needs of the Student identified in the risk or behavioural assessment.
  8. A TCP may be modified from time to time as warranted by the Student's condition and in consultation with the Student's treating professional(s).
  9. The College may require documentation of the Student's ongoing participation in treatment or care. Failure to comply with a TCP may result in the Student being required to withdraw from the College.
  10. When a TCP is created and implemented, the Student will be asked to provide consent to the College to collect information pertaining to the assessment and TCP from, and/or to disclose

information to, external medical/mental health practitioners. The purpose of this consent is to ensure continuation of care. The Student may refuse to provide consent; however, such refusal may impede the College's ability to provide an accommodation that will allow the Student to continue their studies and attend classes.

11. The College may require the Student to take a leave of absence from their studies and attendance at the College as a result of the outcome of risk/behavioural assessments. Any involuntary leave of absence imposed upon the Student under this policy is non-disciplinary and does not constitute a sanction, penalty or suspension from the College.
12. A Student who is required to take a leave of absence under this policy may be granted limited access to College supports until the Student is successfully connected with supports in the community. Such access past the end of the semester in which a Student withdraws from studies may be extended only at the discretion of the Director, Student Affairs and Services, upon consideration of the Student's circumstances.
13. A Student's readiness to return will be determined by the College, based on the College's assessment of the Student's compliance with the conditions set out by the College and other relevant information, including but not limited to supporting documentation (e.g., medical and/or mental health information from appropriate external health providers). Conditions for return may include the Student's ongoing compliance with a TCP, which may specify the maximum course load and/or individual courses the Student must register in.
14. Appeals for reconsideration of decisions regarding readmission may be submitted to the Vice President, Student Affairs together with any medical evidence not available at the time of the original decision.
15. All personal information collected under this policy will be stored and maintained in accordance with the College's obligations under the provincial *Freedom of Information and Protection of Privacy Act*.

## **E. PROCEDURES**

1. The Care Teams may receive a case or referral from a College employee by one of the following methods:
  - a. A care report from a College employee
  - b. A Student care consult request from a College employee
  - c. An incident report from Security
  - d. A report or request from a Dean or an Associate Dean
2. Upon review of the referral, the Care Teams will identify potential issues, harms and/or supports that have already been put in place for the Student, as well as the policies that may be applicable to the situation.
3. The Director, Student Affairs and Services (or designate) will review the information and circumstances and determine whether it is necessary to convene the BIT and/or the TAT.

4. The BIT and/or TAT may require information from the Student's treating professionals or independent health assessment(s) in order to facilitate the College's response to the Student's need, including identifying any available accommodation.
5. When a Student is required to take a leave of absence from their studies and attendance at the College, the following will occur:
  - a. The Student will be withdrawn from their studies for the affected semester(s) without academic penalty.
  - b. A tuition refund may be granted.
  - c. The Registrar will place a registration hold and a notation on the Student's file that re-admission may be granted only at the discretion of the Director, Student Affairs and Services.
6. The leave will remain in effect until such time that the identified risk has been mitigated through treatment from external health practitioners and the safety of the individual and the College Community is addressed.
7. To be considered for return to studies, the Student on leave of absence must provide the Director, Student Affairs and Services with documentation from a medical or mental health professional. The BIT will review the documentation and forward a recommendation regarding re-admission to the Director, Student Affairs and Services.
8. When the Director, Student Affairs and Services supports the re-admission of the Student, the Director, Student Affairs and Services will notify the Registrar, who will remove the registration hold, and the Dean(s) of the Faculty/Faculties in which the Student takes courses.

#### **F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

Related [College Policies](#) are publicly available on the College website:

- *Academic Performance*
- *Bullying and Harassment Prevention and Response*
- *Human Rights*
- *Impairment Policy for Students*
- *Respectful and Inclusive Environment*
- *Sexual Violence and Misconduct Prevention and Response*
- *Student Non-academic Misconduct*
- *Violence Prevention and Response*
- *Weapons on Campus*

The following related document is available to internal College users on DC Connect:

- Care Report (see **Student Affairs and Services** pages, under "Helping Students in Distress")

**G. RELATED ACTS AND REGULATIONS**

The following related legislation is available on the Government of BC Laws website:

- *College and Institute Act* [RSBC 1996], c. 52
- *Freedom of Information and Protection of Privacy Act* [RSBC 1996], c.165

**H. RELATED COLLECTIVE AGREEMENTS**

N/A