The Faculty Staff Assistance Program (FSAP) provides services to all faculty and staff, their immediate family household members, and organizational units through assessments, consultations, interventions, education, and prevention programs. Your FSAP counselor will review the following information during your first session. Please feel free to ask any questions you may have about the services at this time.

Assessment and Brief Counseling
During your first session with the FSAP counselor, you will discuss what type of services may best meet your needs. We help employees discover and manage options and resources for dealing with any situation, behavior, or concern that may affect their ability to live or work in a healthy manner.

Confidentiality
Our staff follows strict federal and state laws regarding confidentiality. The fact of your visit, all FSAP records, and the nature of your problems are kept confidential and are not part of your personnel record. We do not disclose information outside of FSAP without your written authorized consent, except to the extent required or permitted by law, such as in the following situations:

1. If we have reason to believe you are likely to cause serious harm to yourself or another person, we need to take action to protect you and/or inform the other person.
2. If we have reason to believe you are engaged in (or witness) acts of child or elder abuse, neglect, or exploitation, we have an obligation to report that information to the appropriate governmental authorities.
3. There are certain circumstances in which we may be required to disclose records pursuant to a court order or other legal process.
4. If you were formally referred to FSAP by your supervisor, he/she will be notified only as to whether or not you keep your appointments and if you are following the recommended treatment plan. No information will be given regarding the nature of your problem unless you choose to give it.

Consultation
In order to provide you with the best care, your counselor may consult with or receive supervision from another member of our professional staff concerning the services we provide.

Scheduling Appointments
If it is necessary to change or cancel your appointment, please call 404-727-4328 at least 24 hours in advance. If you miss a regular appointment, you are responsible for calling to reschedule or informing the FSAP that you are no longer interested in services.

Emergency Services
If you have an urgent situation requiring immediate assistance, you may reach our crisis counselor on-call by dialing 404-727-4328 or 404-727-WELL and pressing option #2, which will connect you to our on-call services. You may also dial 911 and request the emergency mental health services for your county.

I have read and understand the information outlined above. I understand that I will have an opportunity to discuss any questions I may have regarding FSAP services. My signature below indicates my consent to receive services at the Faculty Staff Assistance Program.

Client Name (Please Print) Signature Date

Name of Witness (Please Print) Signature Date