

**MOBERLY AREA COMMUNITY COLLEGE
BEHAVIORAL HEALTH SUPPORT PROGRAM**

STUDENT HANDBOOK

2021 – 2022

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Behavioral Health Support Handbook

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MACC Student Communications

Please refer to the Redbook Enrollment Guide regarding email and canvas conversations.

ADA Statement

Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 X 11240 or the Columbia office at (573) 234-1067 /x 12120, or visit our web page at <http://www.macc.edu/index.php/services/access-office>.

Nondiscrimination Statement

Moberly Area Community College is committed to a policy of non-discrimination on the basis of race, color, national origin, gender, sexual orientation, disability, age, marital or parental status, religion, genetics, ancestry, or veteran status, in admission, educational programs, activities and employment. All inquiries concerning nondiscrimination, including equal opportunity and Title IX, should be directed to the Title IX Coordinator: Cheryl Lybarger, Director Health Sciences, 101 College Avenue, Moberly, MO 65270 (660) 263-4100, ext. 11369. Inquiries concerning Section 504 of the Rehabilitation Act of 1973, which guarantees access to education regardless of disability, should be directed to: Stacy Donald, Director Office of Access and ADA Services, Moberly Area Community College, Columbia Higher Education Center, Room 119, 601 Business Loop 70 West L-2, Columbia, MO 65203 (573) 234-1067, ext. 12120

Purpose of the Handbook:

This handbook is designed to serve as a guide for student's understanding of the Behavioral Health Support Program. It outlines those rules and regulations which will govern the program. It also defines the duties and responsibilities of the student.

Student Conduct Policy:

MACC expects students to conduct themselves in an appropriate, ethical, and legal manner at all times. Students are also prohibited from engaging in any form of sexual harassment or sexual misconduct. Students who exhibit rude or disruptive behavior may be dropped from one or all of their classes, placed on probation, or suspended for a period of time determined by the Vice President for Instruction, Dean of Student Affairs & Enrollment Management, Dean of Academic Affairs, Dean of Workforce Development and Technical Education or Dean of Health Sciences.

Please refer to the Student Conduct Policy in the College Redbook for additional information.

**BEHAVIOR HEALTH SUPPORT
PROFESSIONAL FACULTY**

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MOBERLY AREA COMMUNITY COLLEGE
Behavioral Health Support Program Philosophy or Mission Statement

The Associate of Applied Science in Behavioral Health Support (BHS) program works to prepare students for employment in behavioral health and substance abuse treatment facilities immediately upon graduation by providing both real world experience and specialized training. Through practicum experiences and tailored instruction, they will be fully prepared to enter a career in this challenging field. Graduates of this program are qualified for entry-level positions in state, county and local human service agencies, substance use disorder facilities, community mental health centers, hospitals, schools and other identified agencies.

Program Outcomes

Upon completion of the Behavioral Health Support Program, the graduate is prepared to:

1. Collaborate in the development, revision and executions of an individualized treatment plan that identifies specific, measurable, time-limited goals and interventions.
2. Demonstrate the skill of documentation to support client and treatment plan.
3. Demonstrate an appropriate helping response for individuals in mental health crisis and/or with suicidal ideation.
4. Apply foundational knowledge of risk factors, treatment options, and recovery techniques to assist clients with a variety of mental illnesses.
5. Think critically while assisting clients with various mental health needs within practical settings.
6. Analyze potential legal and ethical issues as they relate to targeted populations.
7. Effectively communicate with clients regarding internal and external resources for recovery.

Program Description

The Associate of Applied Science in Behavioral Health Support provides a pathway to entry level positions in a variety of professions. Careers in this field are aimed at helping people, society and the communities in which we live. Graduates will be able to incorporate the skills and attributes to collaborate with mental health professionals. They will also interact with clients with behavioral and mental health diagnoses.

The Behavioral Health Support program includes hands-on practicum experiences in community settings. This program is intended to prepare students to immediately enter the workforce after degree completion.

Employment

Employment options upon completion of this degree include entry level positions in state, county and local human service agencies. This field also contains positions in substance abuse counseling, positions in private or public treatment and rehabilitation centers. Other potential avenues are half-way houses, correction facilities, parole and probation, drug court, retirement facilities, schools and other human service agencies.

Accreditation Status

The Moberly Area Community College is accredited by the Higher Learning Commission. All two-year degree and certificate programs are approved by the Missouri Coordinating Board for Higher Education.

Additionally, the behavioral health support program curriculum has been approved by the Missouri Coalition for Community Behavioral Healthcare.

Admission Process

Students seeking admission into the AAS-Behavioral Health Support Program must complete the required general education coursework listed on the academic map with a “C” or above prior to the date of entry into the program.

Pre-Requisites: Successfully complete BHS100 Introduction to Behavioral Health Support.

1. Complete the application to become a Moberly Area Community College student if not previously completed.
2. Complete the Behavioral Health Support Application Packet.
3. Ensure official High School Transcript or GED transcript, if applicable, has been sent to the Registrar of Moberly Area Community College.
4. Ensure official College or University Transcripts have been sent to the Registrar of Moberly Area Community College. **It is the student's responsibility to check on the status of their transcripts in Student Affairs.**
5. Submit to and pass a criminal background check. This may be completed online at www.machs.mshp.dps.mo.gov and the required fee must be paid at time of completion by debit or credit card.

Please be reminded that these are minimum admission criteria for the program and do not guarantee admission.

Moberly Area Community College is committed to a policy of non-discrimination on the basis of race, color, national origin, gender, sexual orientation, disability, age, marital or parental status, religion, genetics, ancestry, or veteran status, in admission, educational programs, activities and employment.

Students are selected for admission into the program via weighted admission process. Applicants whose records indicate the greatest potential for successful achievement will be admitted to the program. Qualified applicants not admitted for the current academic year will be placed on an alternate list. If no position becomes available, these applicants may reapply for the next academic year.

In the event of an unusual situation concerning an applicant, an admissions committee will make the decision to accept or decline admission. The committee will consist of the Dean of Student Affairs and Enrollment Management, the Dean of Health Sciences Programs, the Behavioral Health Support Coordinator, Director of Health Sciences, and at least one additional member of the health care community. Decisions of the Admissions Committee are final.

BEHAVIORAL HEALTH SUPPORT PROGRAM

Course Sequence

The Associate of Applied Science – Behavioral Health Support (BHS) program will prepare students for employment in behavioral health and substance abuse treatment facilities immediately upon graduation. This degree is a 1+1 degree whereby students take 30 credit hours of general education courses and 30 credit hours of professional coursework. The professional coursework includes 384 hours of practicum experience in workforce settings.

Taken	Course	Semester	Hours
		First Semester	
		Pre-Professional Coursework (Must be completed prior to entry into the program)	
	LAL101**	^Composition I	3
	MTH140 or higher**	^Precalculus Algebra or higher	3
	PSY101**	General Psychology	3
	SOC150**	Introduction to Criminal Justice	3
	SPK101**	Public Speaking	3
			15
		Second Semester	
	BHS100**	Introduction to Behavioral Health Support	3
	HST105** or HST106** or PSC105**	American History to 1865 or American History from 1865 or Introduction to American Government	3
	LAL102**	^Composition II	3
	PSY205**	^Lifespan Development	3
	PSY250**	^Abnormal Psychology	3
			15
		Third Semester (Professional Coursework)	
	BHS210	Legal and Ethical Issues	3
	BHS220	Systems of Care	3
	BHS230	Substance Use Disorders	3
	BHS240	Client Interactions I	3
	BHS245	Field Practicum I	3
			15
		Fourth Semester	
	BHS250	Chronic Health Care Issues	3
	BHS260	Family & Youth Issues	3
	BHS270	Client Interaction II	3
	BHS280	Evidence Based Treatments	3
	BHS285	Field Practicum II	3
			15
		Minimum Required Hours for Degree	60

****Required courses for admission into the AAS-Behavioral Health Support Program. Must be completed prior to entry into the program.**

Students must maintain a letter grade of “C” or above in all required courses to enter and continue the Behavioral Support Program.

Prior to clinical experience, a physical examination, urine drug screen, documentation of immunizations, and a cardiopulmonary resuscitation (CPR) course are required.

^Please refer to the college catalog and course descriptions for pre/co-requisite and placement information. You can only register for these courses if you have met the prerequisite, are placed into the course and/or enroll in the co-requisite course(s).

Additional Graduation Requirement

Missouri law, included in Senate Bill 807, requires every college student pursuing an associate's or bachelor's degree at a public institution to pass the Missouri Higher Education Civics Achievement Examination with at least a 70 percent to graduate. The rule will apply to the incoming class of first-time college students in the fall of 2019 and all students thereafter.

This academic map is not a contract, either expressed or implied, between MACC and the student, but represents a flexible program of the current curriculum which may be altered from time to time to meet the academic objectives of the college. MACC specifically reserves the right to modify, delete, or add to any academic map at any time within the student's period of study at the college.

Course descriptions are located in every syllabus, the Moberly Area Community College catalog and on the MACC website at www.macc.edu.

Grading System

The requirements for continuation in the Behavioral Health Support program are as follows:

A grade of "C" (70%) must be earned in each theory course. The grade for a theory course will be determined by the following scale:

Grade Scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

Failure to maintain a "C" (70%) average in each course will result in dismissal from the program. Mid-term grades will be provided each semester. Once accepted into the Behavioral Health Support program, students must maintain a 2.5 cumulative grade point average to remain in the program.

Academic Dishonesty

Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook.

Cost

*Please note, this is a cost estimate. Costs will vary depending on personal preference/selection of certain items and fluctuating costs of books; etc. and cost is based upon the student having completed all pre-entry coursework.

Tuition in District

Courses	College Credit Hours	Cost per Credit Hour	Total
General Education coursework	27	\$92	\$2484
Behavioral Health Support Professional Coursework	33	\$99	\$3267
Student Fee for all Courses	60	\$12	\$720
Technology Fee for all Courses	60	\$24	\$1440
Grand Total for Tuition			\$7,911

Tuition Out of District

Courses	College Credit Hours	Cost per Credit Hour	Total
	27	\$169	\$4563
Behavioral Health Support Professional Coursework	33	\$176	\$5808
Student Fee for all Courses	60	\$12	\$720
Technology Fee for all Courses	60	\$24	\$1440
Grand Total for Tuition			\$12,531

Note: Costs are subject to change by the MACC Board of Trustees without notice. Moberly Area Community College retains the right to cancel course offerings when enrollment is too low to make a course educationally sound and economically efficient. Course cancellation will result in refund of tuition for the canceled class.

Upon Program Entrance

Background check advantage is utilized to complete necessary background screening. The minimum cost is \$20.50 (Office of Inspector General Check \$2.50; Family Care Safety Registry \$18.00; there will be additional cost if the student has lived outside the state of Missouri within the past 10 years).

Books & Miscellaneous Supplies

There will be additional costs for books. Students will need computer and internet access to complete the online coursework.

Practicum Site Vetting

Students are required to be vetted through their individual clinical sites; vetting requirements vary per clinical site. Students can reasonably expect to be required to complete Urine Drug screen for approximately \$45 annually. Clinical sites may require repeated drug screens. A Urine Drug Screen may also be required upon reasonable suspicion. Immunizations and TB Skin Test obtained by student may

also be required for each student with cost based upon student's insurance coverage and co-payments. CPR Certification (\$35-\$60 depending on where certification is obtained) This CPR certification should be for health care provider.

Miscellaneous

Students are responsible for their own transportation to and from the college and to and from places of clinical experience and educational workshops.

Students are required to maintain personal health insurance.

Refund Policy

Tuition and fees may be refunded according to the following policy based on a 16-week semester.

Refunds for other course offerings will be prorated accordingly.

1. Official withdrawal initiated by the student through the Office of the Dean of Student Affairs and Enrollment Management within the first two weeks of classes for regular fall and spring 16-week semesters or the equivalent ratio of regularly scheduled two-, four-, or eight-week sessions– 100% refund (Refer to academic calendar for applicable deadline dates.);
2. Withdrawals after the first two weeks of classes for regular fall and spring 16-week semesters or the equivalent ratio of regularly scheduled two-, four-, or eight-week sessions–No refund (Refer to academic calendar for applicable deadline dates.);
3. Students unable to attend classes after they have enrolled must initiate withdrawal from all classes to be eligible for a reduction of tuition and fees charged. Official withdrawals after the first two weeks will be subject to a \$200 administrative fee;
4. Refunds for students called to military service are authorized on an individual basis by the President of the College;
5. Refunds will not be given for business and industry courses and adult and community education courses;
6. An international student who has not yet enrolled in classes will be eligible for a 100% refund of the \$1,200 deposit upon his/her release of the I-20 which the College provided to the student. If the student is unable to obtain the original I-20 document, a signed statement by the student declaring his/her intent not to enroll at Moberly Area Community College will be required. Upon receipt of this letter (declaration of intent) the College will provide a 100% refund of the student's deposit. This declaration of intent will be forwarded to Immigration and Naturalization Service (INS) in order to change his/her visa status. An international student who has enrolled in classes is subject to the refund policy as stated in the catalog. Additionally, these students should be approved by the Dean of Student Affairs and Enrollment Management prior to dropping any or all courses registered for that semester.
7. If a student receives financial aid from federal Title IV programs (Federal Pell, Federal SEOG, Federal Direct Loans) and withdraws from all classes prior to completing 60% of the enrollment period, he or she may be required to return federal Title IV funds. Under the Reauthorization of the Higher Education Amendments of 1998, the amount of a student's federal aid is adjusted, based on the length of time that a student is enrolled. Students will be required to repay aid they have received that exceeds the adjusted federal aid amount.
8. In the event of extreme extenuating circumstances and with proper written documentation, a partial or total refund may be granted to a student. Such refund requests will be reviewed by the President of the College or designee and a determination made on a case-by-case basis.

Criteria for Readmission

Students who do not achieve a grade of 70% or above in a required BHS course must submit a written request of their desire to return to the program to the Dean of Health Sciences.

Readmission in the Behavioral Health Support Program is based upon the availability of space as well as employability at a partner facility. A student is not guaranteed readmission to the Behavioral Health Support Program.

Students dismissed from the Behavioral Health Support Program for unsafe/unsatisfactory client care in the practicum area will not be allowed readmission to the Behavioral Health Support Program.

A total of two unsuccessful attempts (D, F, or withdrawal) in any required BHS course will result in dismissal from the BHS program and render the student ineligible for readmission to the MACC BHS program.

Positive Criminal Background Checks and Urine Drug Screen Reporting Policies

If the Health Sciences Division at Moberly Area Community College has any student with a positive Criminal Background Check and/or Urine Drug Screen, the following reporting system will be utilized to report the results to clinical sites and to students.

1. All Health Sciences students must sign the "Release of Information" form so this information may be released to the clinical facilities. A copy of this form will be in the student's file in the appropriate Health Sciences office.
2. If a positive Urine Drug Screen is found on any Health Sciences student, the student must provide the program with a copy of the prescription verifying the medication prescribed and a written letter from the physician who prescribed the medication verifying why the student is taking the medication. This documentation must be kept for the student's file.
3. If no prescription and/or letter from the physician is obtained by the student, or an illegal drug is found in their Urine Drug Screen, a student will be immediately dismissed from the program in which they are enrolled.
4. For positive criminal background checks and Urine Drug Screens, documentation will be submitted to the appropriate clinical sites at the beginning of each semester stating the student's name and information related to the current situation.
5. A letter will be written and a copy provided to the student notifying him/her of the positive results. The student will also be notified if any of the clinical sites deny him/her clinical privileges. The student may be dismissed from the program in which they are enrolled at any time if admission to a clinical site is denied.
6. The appropriate Health Sciences Admissions Committee may accept or decline any student who has a positive criminal background check prior to the beginning of the program. If a crime is committed during the time in which the student is enrolled, the situation will be evaluated by the Director and Dean of Health Sciences. The Dean of Health Sciences will confer with the President's Council to obtain a final decision.
7. Moberly Area Community College reserves the right, at the College's expense, to drug or alcohol test any student enrolled in MACC Health Sciences programs. Students refusing to abide by this policy will be immediately dismissed from the program in which they are enrolled.

8. A dilute urine drug specimen is not acceptable and will require re-testing.
9. A Urine Drug Screen will need to be done annually as required by clinical sites at the student's expense.

Vacations and Holidays

Vacations and holidays are scheduled according to the dates determined by the faculty and administration of Moberly Area Community College. Please refer to the Academic Calendar.

Employment Policy

It is recommended that full-time students be employed for no more than 16 hours per week.

Confidential Information

The student will learn throughout the program that information obtained about clients is confidential. This confidential information includes client records, photos, and videos. The student has both a moral and legal obligation to share this information only with other personnel who are caring for the client. Copies cannot be made of any part of the client's medical record. Any student who violates confidentiality will be subject to probation or dismissal. A confidentiality statement will be signed and placed in the student's file.

Smoking Policy

Smoking will not be permitted at any Moberly Area Community College premise. See MACC Smoking Policy.

Food and Drink Policy

Light snacks and bottled water are allowed in the classroom. Drinks or food are not allowed in the computer rooms or around computers.

Personal Electronic Data Services

Technological devices may only be used if they can assist in the student's academic success. Anyone not using a device for this purpose will result in having the device turned off and confiscated at the time. The device will be returned to the student at the end of the scheduled day. Cell phones must be off and out of sight during class time and exams unless a potential emergency situation exists. Exceptions may be made at the discretion of the instructor.

The Use of Social Media

Distribution of sensitive and confidential information is protected under HIPPA and FERPA whether discussed through traditional communication channels or through social media. Also note that students must adhere to the MACC Social Media Policy as approved by the Board of Trustees.

Social media includes text, images, audio, and video communicated through such tools as blogs, Twitter, social networks such as Facebook, professional networks such as LinkedIn, video sharing such as YouTube, audio sharing such as Podcasts, photo sharing such as Flickr, Instagram, and Snapchat.

Use of social media is prohibited while performing direct patient care activities. As a student, you must recognize that you have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

Do not post confidential or proprietary information about MACC, clinical facilities, patients/clients, or others with whom one has contact in the role of a MACC student.

Patient privacy must be maintained in all communications. Do not disclose information that may be used to identify patients or their health condition(s). (Remember: De-identified information may be recognized by patients, their families, or their employers.)

All social media policies set forth by MACC and clinical sites will be strictly enforced.

HIPPA guidelines must be followed at all times. Ultimately, you have sole responsibility for what you post. Promptly report any identified breach of confidentiality or privacy.

Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information.

Violations of patient/client privacy with an electronic device will be subject to HIPPA procedures/guidelines and consequences in accordance of federal laws as stated in, Appendix A.

Dress Code

Dress code for clinical/practicum experiences is business casual. This means:

1. Students should not wear open toed shoes.
2. Outfits should be clean, pressed and fit properly.
3. No jeans, t-shirts, spaghetti straps, crop tops, sportswear, leggings, off the shoulder shirts or dresses, or hooded sweatshirts.

Graduation

All students in the Behavioral Health Support program will be required to complete an application for graduation. Participation in the MACC Commencement Ceremony in May is **optional**.

Student Due Process Grievance Procedure

A Student Grievance is a complaint or allegation by a student that there has been a violation, misinterpretation, or misapplication of any established policy or practice. Complaints or allegations pertaining to sexual misconduct will need to follow the Sexual Misconduct Policy available in the MACC Policy Handbook.

The purpose of the grievance procedure is to secure solutions to alleged grievances. Refer to Moberly Area Community Colleges Redbook, which is located at www.macc.edu, it is available within the area of Student Handbooks tab by clicking on the RedBook.

**MOBERLY AREA COMMUNITY COLLEGE
CONFIDENTIALITY STATEMENT**

I have a responsibility to protect patient data. I understand that any information of data compiled for educational studies may not include or reflect patient identity, or any information that could identify the patient. I must hold in strict confidence all patient information obtained while enrolled as a student nurse in the Behavioral Health Science Program at Moberly Area Community College.

I further understand that HIPAA (Health Insurance Portability and Accountability Act) federal legislation governs the confidentiality of healthcare practitioners, and students who are expected to comply with these rules. Failure to comply and/or wrongful disclosure of information may subject the individual to civil and criminal penalties as prescribed by law, including fines up to \$1.5 million and imprisonment. Any breach in confidentiality may result in dismissal from the program.

Student Signature

Date

**MOBERLY AREA COMMUNITY COLLEGE
STATEMENT OF STUDENT UNDERSTANDING**

I, _____ have received, read, and understand the
Student Name
Moberly Area Community College Behavioral Health Support Program Student Handbook. I have had an
opportunity to ask questions and seek clarification as of the date indicated below.

Student Signature

Date

**MOBERLY AREA COMMUNITY COLLEGE
RELEASE OF INFORMATION FORM**

Full Name: _____

Maiden/Alias Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ Date of Birth: _____

Place of Birth: _____ Sex: Male: _____ Female: _____ Race: _____

I authorize Moberly Area Community College to request and obtain a copy of my criminal background as provided in Section 610.120 RSMo and make an inquiry to the Department of Social Services regarding the "Employee Disqualification List" as provided in Section 660.315. I also authorize Moberly Area Community College to request and obtain a copy of my drug screen results, a Division of Family Services background check regarding child abuse or neglect, a background check with the Office of Inspector General, and a Caregiver screening check regarding abuse to mental health clients. I also realize additional background screenings may be requested by the clinical sites affiliated with Moberly Area Community College. I also realize I must provide a criminal background check for each state I have lived in within the past 10 years.

I further authorize Moberly Area Community College to provide the necessary documentation of all of the above stated data and self-reported information to individual practicum affiliates. This information is to verify my eligibility to participate in the practicum experience.

Signature: _____

Date: _____

Witness: _____

Date: _____