

Instructions for Completing the Monthly Stats Form:

1. Enter each direct client contact on a separate line
2. Mark the appropriate boxes using the number "1", instead of an "x"
3. Include scheduled appointments which a client does not attend or cancels same day
4. Consultations with faculty/staff pertaining to a student are recorded in the Activities Report tab
- 5. If you are providing coverage at more than one campus, complete a separate monthly tracking form for each campus**

Instructions for Completing the Activities Report:

1. Enter each activity/event on a separate line in the appropriate column
2. If you are providing coverage at more than one campus, complete a separate activities report for each campus

Monthly Stats - Appointment Type

Intake/Triage	Initial appointment
Follow Up	Subsequent/follow up appointment
Crisis	Urgent, crisis or emergency response
No Show	No show appointment or same day cancellation

Monthly Stats - Reason for Visit

Academic	Individuals with academic concerns (not related to appeals or withdrawals)
Withdrawal	Individuals seeking help with withdrawal from a course, program of study or school
Appeal	Individuals seeking help with academic or student conduct appeals
Admissions/ Recruitment	Prospective students seeking information on programs and admissions processes
Career/Employment	Individuals seeking service to improve their employment situation
Problems with Relationships	Individuals with stress caused by their marital, family, and other relationship and/or social issues.
Threat to self/others	Individuals who are threat or danger to self or others
Specific symptom of Serious Mental Health issue	Individuals with symptoms such as depression, hallucinations, delusions, etc. Includes issues related to symptom management and treatment engagement/adherence
Substance Use/Addictions Issues	Individuals with problems of substance misuse/abuse (e.g. alcohol, drugs) and non-substance (e.g. gambling) addiction
Physical/Sexual Abuse	Individuals who are experiencing psychiatric symptoms due to physical or sexual assault
Housing	Individuals seeking service to improve their housing situation
Financial	Individuals with financial management issues.
Legal	Individuals with legal concerns (civil or criminal)
Activities of daily living	Individuals seeking help to perform daily roles like self care/personal hygiene, meal preparation, managing medications, banking, etc.
Other	Individuals with presenting problems other than the categories listed above

Activities Report

Consultation	Consultation with faculty/staff pertaining to a student or for the purpose of providing advice or information
Workshop	Workshops or seminars delivered
Class Visit	Presentations made to students for the purpose of providing information on programs or services
School/Department Visit	Presentations made to faculty/staff for the purpose of providing information on programs or services
Professional Development	Workshops, seminars, courses or presentations attended
Other	Other activities not included in the categories listed above