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**
Your first session with the FSAP counselor will involve an assessment to determine 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. If your visit to FSAP was facilitated by your supervisor, with your written consent, our staff may: 1.) notify your supervisor if you kept your appointment; and 2.) contact your supervisor to discuss whether you are keeping appointments and following the recommended treatment intervention plan. No information will be given regarding the nature of the referral unless you choose to give it. We do not disclose information outside of FSAP without your written authorized consent, except to the extent required or permitted by law, which shall include, but is not limited to, the following instances:

1. If we have reason to believe you are likely to cause serious harm to yourself, we must intervene to protect your safety;
2. If we have reason to believe you are likely to cause serious harm to another person, we must intervene to protect their safety. Since we are an employee assistance program (EAP), this also means that if you are in a safety sensitive position and may not be able to perform your duties safely, we must intervene to protect your patients, co-workers and/or others;
3. If you care for child or adult dependents, and there is reason to believe they may not be safe in your care due to abuse or neglect, we are obligated to report that information to the appropriate governmental authorities; and
4. There are certain circumstances in which we may be required to disclose records pursuant to a court order or other legal processes.

**Consultation**
In order to provide you with the best care, your counselor may consult with or receive supervision from a member of our leadership and/or professional staff concerning the services we provide. If your counselor is an advanced trainee, they will receive supervision from a licensed professional whose name you will be given.

**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 an appointment, please call to reschedule or to inform 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 on-call counselor 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.

---

<table>
<thead>
<tr>
<th>Name of Witness (Please Print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Name (Please Print)</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>