

Mental Health Medical Leave Checklist

Leave Initiation:

- Contact the Director of The Counseling Center, Nicole Muller, LCSW-R at 518-783-2342 to request your mental health medical leave and discuss your circumstances.

- Have a licensed mental health provider or medical provider complete The External Provider Recommendation for Mental Health Medical Leave Form and have faxed back to The Director of Counseling Center at 518-786-5069. *The form is intended to be completed prior to the start of your leave. However, in extenuating circumstances, your leave request can still be considered if this is completed, signed and dated within 48 hours of your requested start date.*

- We request that you have Release of Information Forms filled out so that The Counseling Center can coordinate your leave with key college personnel as well as your external providers. You will be asked to sign a release of information for The Dean of Students' Office at Siena College and your current mental health/treating medical provider. To ensure a timely and smooth leave process, these should be faxed back to The Director of Counseling Center at 518-786-5069 *asap*.

Once the forms are received, the Counseling Center can authorize and coordinate your medical leave. The Dean of Students' Office will be notified and generic medical leave notices will be sent to Professors by The Dean's office.

- Check in with The Director of Counseling via phone while out on leave to communicate your progress and plans. While we do try to streamline the process, re-entry is a multi-step process and does take time to coordinate.

- We strongly encourage you to talk with your treating mental health/medical provider about next steps, your ongoing care plan and what you will need in order to have a successful transition back to college, when you are well enough to return.

- Contacting the Dean of Students is also encouraged while out on medical leave. You do not have to share your PHI with the Deans. However, The Dean of Students can better answer questions you may have regarding academic standing, residential living and financial matters/tuition. Dean Adam Cassler (or designee) can be reached at (518) 783-2328.

Please ensure that all forms are completed in their entirety and are properly signed, dated and witnessed where applicable. Forms must be in document form. Please note we cannot accept pictures of forms.

Return from Leave:

- When you are well enough to return to college, have a licensed mental health provider or medical provider complete The Community Provider Assessment and Recommendation Return from Mental Health Medical Leave and have faxed back to The Director of Counseling Center at 518-786-5069.

- Finalize and communicate your care plan. With proper permissions, The Director of Counseling can connect directly with your treating provider to discuss what services/supports are recommended to ensure a successful return to Siena. It is often helpful for community providers to have this connection as well to inform them of our processes as resources in an effort to best assist you.

- Once the return form is received and a care plan is established and communicated, your return request will be shared with the Dean of Students (or designee) by The Director of Counseling.

- Ensure that your treatment appointments are scheduled for your continued care prior to your return to college. Following your return, you may be asked to meet with The Director of Counseling for periodic meetings to discuss your transition back. When you are enrolled in therapy/services in the larger community, the goal of these meetings is to ensure you have an on-campus support, you know how to utilize on campus resources and that linkages are made to campus resources as needed/desired. If this is part of your care plan, schedule this appointment prior to your return.

- The Dean of Students will officially authorize your return including finalizing your return date. Upon your return, you will be expected to meet with the Dean of Students (or designee) for an in-person meeting.

Please ensure that all forms are completed in their entirety and are properly signed, dated and witnessed where applicable. Forms must be in document form. Pictures or screenshots of forms cannot be accepted.