



## BASICS PROGRAM

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### GENERAL INFORMATION

#### WHAT IS BASICS?

BASICS is a harm reduction program and is designed to assist students in examining their drinking behavior in a judgment-free environment. BASICS is not an abstinence-only program. Instead, the goals of the program are selected by the student and aimed at reducing risky behaviors and potentially harmful consequences.

#### WHERE DO I GO FOR BASICS?

BASICS is administered in the University Center, Suite 3320 unless stated otherwise.

#### HOW LONG WILL IT TAKE TO COMPLETE BASICS?

BASICS is a two-part program:

- The first part of BASICS is a group session that lasts about 1.5 hours.
- Two weeks later, you will schedule an individual session that will last about 30 minutes.

#### DO I NEED TO BRING ANYTHING?

It is helpful for you to bring your laptop/iPad to the first session, but it is not required. All other materials are supplied by BASICS.

#### WHAT HAPPENS IF I NEVER COMPLETE BASICS?

If you fail to complete BASICS, a hold will be placed on your registration for the next semester. A hold prevents the student from registering for classes or obtaining official transcripts or a diploma.

### REFERRALS FOR STUDENT CONDUCT SANCTIONS

#### HOW DO I SCHEDULE AN APPOINTMENT FOR BASICS?

The student conduct officer who referred you to the program will add you to the on-line BASICS Student Portal. Once you are added, you will receive an email in your Patriots account from "BASICS Feedback Notification." This will provide an introduction to the program and instructions on how to log in and schedule your first class. At that time, you will choose any date that works best for you.

Note: You MUST schedule your appointment within two weeks of receiving your first email, and you must complete session one within four weeks.

#### HOW DO I CANCEL AN APPOINTMENT FOR BASICS?

Log into the BASICS Student Portal via this link: <https://www.uttyler.basicsfeedback.com/portal> and access the class schedule calendar. Remove yourself from that selected class time. Remember to reschedule your appointment for another time.

Updated: June 9, 2019

**WHAT IF I DON'T OR CAN'T SCHEDULE SESSION ONE WITHIN TWO WEEKS OF BEING SANCTIONED/INITIAL EMAIL NOTIFICATION?**

If you are unable to set up an appointment with the available time slots, please call 903.565.5946. If you have a scheduling conflict after you have made your appointment, you have the opportunity to change your appointment online using the BASICS portal (2 hours before the scheduled appointment).

If you choose not to schedule an appointment, a hold will be placed on your account until BASICS is completed. A hold prevents the student from registering for classes or obtaining official transcripts or a diploma.

**WHAT SHOULD I DO IF I'M RUNNING LATE?**

If you're running late, please call 903.565.5946. Unfortunately, if you are more than 10 minutes late for the first session, you will be unable to attend.

**CONFIDENTIALITY**

**WILL MY PARENT(S) BE NOTIFIED THAT I HAVE TO COMPLETE BASICS?**

Your parents will not be contacted or notified by UT Tyler staff about your participation in the BASICS program.

**WILL THE ANSWERS I PROVIDE IN THIS BASICS FEEDBACK ASSESSMENT BE KEPT CONFIDENTIAL?**

BASICS staff will not share your personalized feedback report with anyone without your written consent. However, BASICS staff are required by law to report disclosed information to the appropriate authorities:

- When serious and foreseeable harm to you or others is evident.
- When the release of confidential information is required by court order or requested by you.
- When child abuse or neglect is evident or suspected.
- When abuse, neglect, or exploitation of adults who are vulnerable due to physical or mental impairment or advanced age is evident or suspected.

**WHAT ELSE DO I NEED TO KNOW REGARDING CONFIDENTIALITY?**

BASICS staff has been fully trained on confidentiality. BASICS facilitators receive the same confidentiality training that the Office of Student Counseling Center providers and staff receive.

The BASICS program routinely records sessions for staff training and development. In these instances, you will first be asked for your permission to audio record and then sign a consent form. We will NOT record a session without explicit, written consent.

**I AM REQUIRED TO COMPLETE BASICS. WHAT WILL YOU TELL THE PERSON/ENTITY THAT REQUIRES ME TO COMPLETE BASICS?**

We will only tell the referring party whether or not you have completed BASICS. No additional information, including your assessment, personalized feedback, or the conversation you have with your BASICS facilitator will be shared with the referring party.

Updated: June 9, 2019

Your attendance at BASICS will be available to college officials should there be another alcohol or other drug-related violation. Failure to comply with the requirement to complete BASICS may be reflected in your disciplinary record.

**WILL THIS BE A PART OF MY MEDICAL RECORD?**

Record of your participation in the BASICS program is not a part of your medical record. Additionally, the information you provide in your feedback report is NOT part of your medical, academic, or student conduct record.

**WHERE ARE MY BASICS RECORDS KEPT?**

BASICS records are kept on a secure off-site server, which is password protected. The information you provide is NOT part of your medical, academic, or student conduct record.

## **SANCTION REQUIREMENTS**

**HOW DO I PROVE/VERIFY THAT I HAVE COMPLETED THE PROGRAM?**

A signed and dated page from your BASICS Feedback Report (used in Session 2) serves as the BASICS certificate of completion. Within three days of program completion, you are required to upload the appropriate documentation(s) to the [Sanction Submission](#) website to verify your participation and completion of the sanctioned requirement.