

# State Fair Community College

## Behavioral Health Support Associate of Applied Science Program Information

State Fair Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment.

State Fair Community College is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay service at 711.

The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Disability Resource Center, Yeater Learning Center, Room 159, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

## BEHAVIORAL HEALTH SUPPORT PROGRAM ADMISSION PROCESS

Students are eligible to submit the program application packet when all prerequisite courses are complete or will be complete by the end of the Spring semester of the year in which they are applying, meet the Essential Abilities for the Behavioral Health Support Program, meet the minimum letter grade requirements on all prerequisite courses.

**A new application packet must be submitted each year an applicant chooses to apply.**

Prior to applying for admission to the Behavioral Health Support program, students are **strongly encouraged** to contact the program's Student Success Navigator to help plan courses, clarify program requirements, and review students' academic history. To schedule an appointment, (face to face, e-mail, Zoom or via telephone) call Jessica Fairfax (660)596-7231 or email [jfairfax3@sfccmo.edu](mailto:jfairfax3@sfccmo.edu). Current SFCC students are encouraged to schedule an appointment through Starfish. Your Navigator is available to review your application packet prior to application deadline.

In order to be considered for admission to the Behavioral Health Support Program, applicants must have the following steps completed by April 1st of the year they wish to enter the program. **(If currently only attending SFCC, skip step 1).**

### *1. Admission to State Fair Community College (SFCC)*

Submit an online SFCC Application for Admission at [www.sfccmo.edu/admissions](http://www.sfccmo.edu/admissions) and meet all requirements for admission to SFCC. Students must be **fully admitted (Enrollment Checklist completed)** to SFCC with all official transcripts received and articulated before April 1<sup>st</sup>. Students must submit official college transcripts from all colleges where credit was earned or attempted, including dual credit earned in high school. In progress, Spring courses will be articulated at the end of Spring semester.

**NOTE: Students who are completing prerequisite courses at colleges other than SFCC must request an official transcript to SFCC as soon as grades are posted after the end of the spring semester of the year in which the student is applying. Students who are currently enrolled in prerequisite courses at colleges other than SFCC during the spring semester of which they are applying should provide unofficial transcripts with the Behavioral Health Support Application. It is the student's responsibility to verify receipt of transcripts.**

### *2. Application for Behavioral Health Program Admission Form*

Complete the **Application for Admission Form** found in the application packet available at: <https://www.sfccmo.edu/academics-programs/areas-of-study/behavioral-health/>. SFCC students may view their unofficial transcripts as a reference of their academic history in mySFCC>Academics>Academic Profile.

### 3. *Essay*

**Please use the following instructions as you prepare your admission essay:**

Submit a 2-page typed essay with your name and SFCC student ID# in the top left-hand corner. The Essay should be double spaced, use 12- point Times New Roman font, and have 1-inch margins. The essay should utilize correct grammar, punctuation, and spelling.

**The essay should include, but is not limited to, the following 3 topics:**

1. What motivates you to pursue a career in Behavioral Health? What personal experiences led you to this decision (if any)? In what ways will working in behavioral health benefit you?
2. What is your strategy for successfully completing a **rigorous full-time** program? Some components of success include managing personal and family challenges, time management, school/work balance, successful completion of practicum, transportation, and financial commitments.
3. What are your career/professional goals post-graduation?

The essay is an important component of the application process as many of the program classes include written assignments; therefore, strong writing and communication skills are vital. Communication is extremely important for behavioral health professionals because one must be able to communicate with clients as well as other members of the therapeutic team. Applicants are encouraged to utilize the Academic Success Center. Students may send their papers to the tutors via email. Tutor contact information may be found at: <https://www.sfccmo.edu/offices-services/tutoring-services/>.

Tutors may not be able to help with your professional related wording, but they will be able to help with writing mechanics, such as critical thinking, organization, and professionalism, sentence structure, grammar, spelling, and clarity.

### 4. *Application Submission*

Submit the required above items and Application Checklist found in the application packet on the SFCC Behavioral Health Support program website in one large envelope to the Behavioral Health Support Department prior to the application deadline. Be sure to follow instructions on all forms. All application materials **must be received and articulated** in the Behavioral Health Support Department by 3:00 pm on April 1<sup>st</sup> or the first business day of April.

After deadline, all complete applications will be evaluated. **All materials submitted are considered privileged and are not available for students to view. All incomplete packets will be considered ineligible. Any missing signatures will disqualify packets.**

Contact the following program personnel if you have questions about the application or admissions process:

Deanna Barklage, Program Coordinator  
(660) 596-7355 [dbarklage1@sfccmo.edu](mailto:dbarklage1@sfccmo.edu)

Jessica Fairfax, Student Success Navigator  
(660) 596-7231 [jfairfax3@sfccmo.edu](mailto:jfairfax3@sfccmo.edu)

### *Program Prerequisites*

All prerequisite courses must be completed by the end of the spring semester in which the student is applying. Additional prerequisite course work may be required based on placement exams. **Students who are completing prerequisites at colleges other than SFCC must request an official transcript to SFCC as soon as grades are posted after the end of the spring semester of the year in which the student is applying. Students who are currently enrolled in prerequisites at colleges other than SFCC during the spring semester of which they are applying should provide unofficial transcripts with the Behavioral Health Support Application. It is the student's responsibility to verify receipt of transcripts.**

<b>Prerequisites</b>	<b>Credit Hours</b>	<b>Grade Requirement</b>
COMM 101 Public Speaking	3	C or Higher
ENGL 101 English Composition I	3	C or Higher
ENGL 102 English Composition II	3	C or Higher
HIST 101 US History Before 1877 or HIST 102 US History Since 1877 or POLS 101 American/National Government	3	C or Higher
MATH 110 or 112 or 113 or 114 or 119	3	C or Higher
PSY 101 General Psychology	3	C or Higher
BHS 200 Introduction to Behavioral Health	3	B or Higher
CJ 102 Introduction to Criminal Justice	3	C or Higher
SOC 103 Introduction to Social Work	3	C or Higher
PSY 210 Lifespan Development	3	C or Higher
PSY 220 Abnormal Psychology	3	C or Higher

### *Students with Disabilities*

Students with documented disabilities who are applying for admission to State Fair Community College's Behavioral Health Support Program are welcome according to guidelines of the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations will be made for students with documented disabilities, who have the abilities to assume the role and meet expected educational outcomes as required for all students seeking the Associate of Applied Science in Behavioral Health Support Program degree. These abilities are outlined in the Essential Abilities for the Behavioral Health Support Program section of this handbook.

### *Special Services Accommodations*

The student with a disability who requires accommodations must register with the Disability Resource Office in Yeater Learning Center, Room 159. It is the student's responsibility to

initiate the request for services. Students are encouraged to establish documentation and a request for accommodations at least two weeks prior to the first day of the semester.

Students with a disability are responsible for providing documentation from the appropriate medical or psychological professional and should make an intake appointment with the Disability Resource Office. Students are responsible for any charges associated with obtaining documentation. The Disability Resource Office shall have the authority to make the final determination as to reasonable accommodations. Students will be expected to meet the technical standards of the specific programs they are pursuing. After accommodations have been established by the Disability Resource Office, a letter will be presented to the student describing the accommodations that he/she qualifies to receive for each class in which he/she is enrolled that semester. A confidential letter will also be presented to the instructor describing the accommodations for which the student qualifies for that class. However, the letter will not contain any specific disability.

***BHS Program Essential Abilities***

<b>Ability</b>	<b>Standard</b>	<b>Examples of Necessary Activities</b>
Mobility	Ability to sit, stand or move as long as necessary to complete assessments, or required documentation and intervention.	<ul style="list-style-type: none"> <li>• Sit with clients to complete intake assessments.</li> <li>• Move with adults and children as needed for appointments.</li> <li>• Be able to get up and down off the floor if needed while working with children.</li> </ul>
Fine Motor Skills	Fine motor abilities sufficient to provide safe and effective patient care in a timely fashion.	<ul style="list-style-type: none"> <li>• Use computers to input case information.</li> <li>• Write legibly so that others can read notes.</li> </ul>
Hearing	Auditory ability sufficient to understand clients during assessment communication and to determine safety during crisis intervention.	<ul style="list-style-type: none"> <li>• Have the ability to hear client’s communication of distress.</li> <li>• Recognize inflection and tone and have the ability to determine client intent.</li> <li>• Be able to listen to understand client’s situation, and needs.</li> </ul>
Visual	Sufficient observation skills necessary for safe client care.	<ul style="list-style-type: none"> <li>• Detect and respond independently to warning signals from team members and/or clients of impending danger or emergency, i.e. a change in an individual’s physical communication of distress.</li> </ul>
Critical Thinking	Critical thinking sufficient for clinical judgment	<ul style="list-style-type: none"> <li>• Interpret and carry out written and verbal communication sometimes in stressful situations.</li> <li>• Identify cause &amp; effect relationship to develop appropriate and safe intervention strategies.</li> </ul>

Interpersonal Skills	Interpersonal abilities sufficient to interact with clients, families, groups, team members from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> <li>• Establish rapport and maintain professional boundaries; contribute to a calm, therapeutic environment.</li> <li>• Motivate and engage clients in treatment.</li> <li>• Ability to resolve conflict and to respond to feedback in a professional manner.</li> <li>• Ability to work effectively and efficiently as a team member utilizing interpersonal skills in an intra professional setting.</li> </ul>
Communication	Communication abilities for interaction with others orally and in writing.	<ul style="list-style-type: none"> <li>• Clearly and accurately, present information to team members, clients and families.</li> <li>• Instruct client and/or family regarding treatment modalities and goals.</li> <li>• Accurately document client progress notes, reports according to facility guidelines and standards.</li> </ul>

### *Accreditation*

The Behavioral Health Support program is accredited by the Higher Learning Commission and is provisionally designated by the Missouri Department of Mental Health in partnership with the Missouri Behavioral Health Council (MBHC).

**HLC**

Higher Learning Commission  
 230 South LaSalle Street, Suite 7-500  
 Chicago, Illinois 60604-1411  
 Phone: 800.621.7440 or 312.263.0456  
<http://ncahlc.org>  
[info@hlcommission.org](mailto:info@hlcommission.org)

**State of Missouri**

Dept of Mental Health  
 Div. of Behavioral Health  
 1706 E Elm Street  
 Jefferson City, MO 65102  
 (573) 751-4122  
<https://dmh.mo.gov/behavioral-health>

**MBHC**

Mo Behavioral Health Council  
 Kathy Carter Building  
 221 Metro Dr.  
 Jefferson City, Mo 65109  
 (573) 634-4626  
<https://www.mobhc.org/>

### *Program Description*

The Associate of Applied Science in Behavioral Health Support (BHS) program will provide students with the education and skills needed to work in a variety of behavioral health or substance abuse support roles. Students will train for entry-level positions such as care coordinators, community support specialists, and case managers. Upon completion of the program, students will have the required skills to provide quality case management to clients in a variety of settings who are in need of guidance and support. Students will be able to properly complete client documentation from intake to discharge including appropriate assessments, safety plans, treatment plans, and discharge summaries. They will be able to and utilize case-management skills such as goal setting and behavior activation for clients in the areas of behavioral health, substance abuse disorders, chronic health, and family and youth issues. Students will be qualified to work with other behavioral health and medical professionals as part of a treatment team. Most importantly, students will know how to work within their own competency to provide services to those in need by valuing the dignity and worth of each client and recognizing the importance of the human relationship. Graduates will be prepared to begin working immediately in state, county, and local human service agencies, substance abuse treatment programs, rehabilitation centers, correction facilities, retirement facilities and schools along with a variety of other human service agencies. Perspective students will need to complete application requirements and pass drug and background checks.

### ***Technology and Web Conference Information***

The BHS program at SFCC is a hybrid program consisting of web-conferenced courses and two practicum courses. This means that students will be required to attend virtual classes at a specified time using Zoom technology. Students will be required to utilize a personal laptop and need access to reliable internet to complete in-class and out of class quizzes and exams. No iPads or tablets will be permitted for computer-based exams. Laptop must meet the requirements listed in the Minimum Systems Requirements description on the website listed below. You may need Adobe Reader and Flash Plug-in as well. These can be easily downloaded from the web at [www.adobe.com/downloads/](http://www.adobe.com/downloads/). Some configuration options for Internet Explorer might make some features of the online learning management system difficult to use therefore, it is recommended that students use Chrome or Firefox. Additionally, a word based software program is recommended to open and download course materials. SFCC students must have Microsoft Office available for use. A free download of Microsoft Office is available through their student email account. Instructions are available at <https://www.sfccmo.edu/its-knowledge-base/office-365/> All written assignments submitted via the online learning management system must be in Microsoft Word (\*.doc or \*.docx) or Rich Text Format (\*.rtf) or in a format approved by the course instructor. SFCC Help Desk provides technical support 24/7 for students enrolled in SFCC courses. Call extension 7711 (on campus) or toll free at (866) 295-3070 (off campus) for technical support.

### ***Program Mission Statement***

The Associate of Applied Science in Behavioral Health Support (BHS) program will provide students with the education and skills needed to accommodate diverse client populations with competent services in a variety of behavioral health and substance abuse support roles.

### ***Program Vision***

State Fair Community College Behavioral Health Support program will provide Missouri communities with professional, compassionate, and competent team members who will go on to become leaders in their field.

### ***Program Goals and Outcomes***

- Provide quality case management to clients in a variety of settings by identifying barriers to success, recognizing needed resources and providing ongoing support.
- Properly complete client documentation from intake to discharge including appropriate assessments, safety plans, treatment plans, and discharge summaries.
- Identify and utilize case-management treatment modalities for clients in the areas of behavioral health, substance abuse disorders, chronic health, and family and youth issues.
- Utilize strong communication skills to ensure client needs are met and to advocate for the client as part of the treatment team collaboration.
- Provide clients with effective crisis intervention.
- Competently work with other professionals as part of a collaborative team.
- Know how to work within their own competency to provide services to those in need remembering to value the dignity and worth of each individual and recognizing the importance of the human relationship.

The following is information about some of the policies for the program:

***Background Check (required)***  
State Fair Community College  
Background Check Policy  
Health Science Programs

The Joint Commission of Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

As required by clinical facilities contracted by State Fair Community College, all Health Science program students that are enrolled in a clinical course must submit to a criminal background check from the state or states in which they have resided over the past year.

Students are responsible for the payment of their background investigation, and CastleBranch must conduct the investigation.

All background checks will be evaluated according to the exclusionary criteria of the contracted clinical facilities. Failure to complete a background check will prohibit student from participating in clinical education and admission to all State Fair Community College Health Science programs.

Students with criminal histories who desire licensure or registration in Health Science Professions are urged to consult the laws governing licensure or certification in the state they intend to license/certify prior to application to the respective health science program.

The following searches are required for students attending facilities for clinical through State Fair Community College:

1. Missouri Statewide Criminal History Record Search
2. Federal Criminal History Record Search
3. Social Security Number Trace (residential history, state and date issued)
4. National Sex Offender Registry
5. Office of Inspector General Sanction Report
6. General Services Administration
7. Missouri Department of Social Services Request for Child Abuse or Neglect
8. Senior Care Registry (EDL)
9. Family Care Registry
10. Residential History Search
11. U.S. Treasury Department Office of Foreign Asset Control List of Specially Designation Nations

A United States social security number is required to initiate the Family Care Registry check. Students without a United States social security number should contact the Designated School Official (DSO) through the SFCC Student Services office for additional information.



Individuals unable to complete all required background checks or those with exclusionary criteria will be prohibited from participating in clinical education and admission to all State Fair Community College Health Science programs. Individuals who have been convicted of felonies and/or misdemeanors are encouraged to contact the program director prior to program application.

Satisfactory background check. (Background check is completed after admission to program). Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Behavioral Health Support Program Coordinator.

### *Student Conduct Evaluation Policy*

#### **Educational Conduct Evaluation**

An educational conduct evaluation may be conducted at any time while a student is enrolled at SFCC with a declared health science or pre-health science major, or when an application has been submitted to a health science program.

The student's educational conduct records will be reviewed in the internal reporting system. If conduct is identified which may make the student unsuitable for the health care profession or the health care educational environment, the concern will be brought before the Health-Science Student Conduct Committee.

The committee will review the student's records and determine the student's eligibility to enroll in the SFCC Health Science program. A student who is found responsible for conduct including but not limited to the behaviors listed below may be disqualified from enrolling in a health science program.

- Academic dishonesty
- Threats against teachers or fellow students
- Intimidating behavior
- Obstructive or disruptive conduct
- Bullying or harassment
- Disrespect for property of others
- Conduct that interferes with the academic environment
- Possession of banned items or substances on campus
- Other items listed in the SFCC student code of conduct (Reg 2610)

If a potentially disqualifying concern is identified the student will be informed via SFCC e-mail and will have the opportunity to appear before the committee. If the student does not respond to communication within 10 business days or is unwilling to appear before the committee the committee may make a decision in their absence. If the committee determines that the student is ineligible due to conduct unsuitable for the health care profession or health care educational environment the student will be informed of the committee's decision in writing via their SFCC student e-mail.

The student will then have up to 10 business days to appeal the committee's decision by submitting a written request of appeal. Initial appeals will be heard by the Health Science Dean. If the appeal is denied the Dean will inform the student in writing via SFCC e-mail.

### **Student Conduct**

SFCC 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. Please refer to the Student Conduct Policy for additional information. [Chttps://www.sfccmo.edu/offices-services/safety-security/policies-regulations/](https://www.sfccmo.edu/offices-services/safety-security/policies-regulations/)

### **Health Science Student Conduct Committee**

The Health Science Student Conduct Committee will consist of three or more full-time SFCC Health Science employees with representation from at least three Health Science specialty areas. The committee will be convened as needed to review student conduct records which may make a student unsuitable for the health care profession.

#### ***Health Science Communicable Disease and Immunization Policy***

Individuals who choose to undertake training for a health science profession should be aware of the risks associated with health care training and professional practice. Healthcare students and professionals utilize standard precautions to reduce the risk of infectious disease exposure, however, these measures do not eliminate the risk that a student or healthcare provider may become infected.

During healthcare training in the lab and clinic setting, students will come into close contact with their instructors, classmates, and patients. With this in mind, students should make informed choices regarding their education and career.

Please review all CDC and WHO links provided below to ensure you are well informed regarding the risks associated with healthcare and with the preventative measures used to mitigate these risks. If you have concerns about your personal risk level, you should contact your healthcare provider.

CDC: Workplace Safety and Health Topics: Health Care Workers

<https://www.cdc.gov/niosh/topics/healthcare/default.html>

CDC: Infection Control: Standard Precautions for All Patient Care

<https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

CDC: Sequence for Putting on PPE and Safe PPE Removal

<https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

Upon acceptance to State Fair Community College Health Science programs, students are required to provide proof of immunization against a variety of diseases. Proof includes evidence of vaccination on an official record, school records, or positive titer results. Students must submit proof of immunization using the Medical Document Manager through their CastleBranch account **IF** your program requires it. Students not meeting immunization requirements or not receiving an approved exemption from the clinical site will be prohibited from participating in clinical education and, therefore, will be dismissed from the program. The SFCC immunization policy for Health Science students is determined by the requirements and standards of

our clinical partners. The immunization policy applies equally to all students regardless of their specific clinical placement. Should clinical site requirements change, students will be required to meet the standard or will be prohibited from participating in clinical education.

Students should have received most of these immunizations during childhood, but some immunizations need to be more recent. These immunizations and tests may be obtained for a nominal fee at local county health departments.

The required immunizations include:

- COVID-19 Vaccine
  - Verification of immunization series completion and boosters as required by clinic sites
    - Series of 2 doses of monovalent Moderna or Pfizer **OR**
      - Doses at least 3 weeks apart
      - As of 5/6/23 vaccine is no longer available
    - Single dose of monovalent Johnson and Johnson **OR**
      - As of 5/6/23 vaccine is no longer available
    - Single dose of bivalent Moderna or Pfizer
- Measles, Mumps & Rubella (MMR) Vaccine
  - Laboratory evidence of immunity
    - Laboratory confirmation of rubella, mumps or measles disease **OR**
  - Birth before 1957 does not require immunization
  - Evidence of NO measles immunity need two doses of MMR vaccine, with the second dose administered no earlier than 28 days after the first dose.
- Varicella (Chickenpox) Vaccine
  - Laboratory evidence of immunity **OR**
  - Document of vaccination with 2 doses of varicella vaccine
    - 2 vaccines at least 28 days apart
- Influenza (Seasonal Flu) Vaccine
  - Verification of annual flu vaccine (fall)
- Hepatitis B
  - Laboratory confirmation of Hepatitis B immunity **OR**
  - Series of 3 doses of Engerix B or Recombivax HB over a 6-month period **OR**
    - Series needs to be started prior to beginning program of study and the remainder can be completed after program entry
  - Series of 2 doses of Heplisav-B
    - 2 doses at least 4 weeks apart
- Diphtheria, Tetanus & Pertussis Vaccine
  - Documentation of having received a booster within the last 10 years
- Tuberculosis
  - Student must have a QFT, T-Spot, or a 2-step PPD in the last 12 months with the last step occurring less than 1 month prior to program admission.
    - The 2-step Tuberculin Skin Test (PPD) is 2 tuberculin skin tests completed at least 7 days apart of each other
      - Step 1 – Tuberculin Skin Test administered and result read within 2-3 days

- Step 2 – A second Tuberculin Skin Test administered at least 7 days after the first test was administered and the results read within 2-3 days.
- TB test (1 step) is required annually (PPD, QFT, or T-Spot)
- Students with a positive TB skin test (PPD, QFT, or T-Spot) must provide evidence of having a positive TB test, and submit a negative chest x-ray report and negative TB questionnaire. A negative TB questionnaire is required annually.
  - Evidence of a positive TB skin test must be documented by one of the following:
    - Chest x-ray report indicating positive TB skin test as the reason for the exam OR
    - Official TB skin test record indicating a positive result
  - If unable to provide evidence of a positive TB skin test, the student must repeat a PPD, QFT, or T-Spot to provide documentation of a positive result

Students with approved immunization exemptions must abide by clinical facility mandates such as PPE or communicable disease testing on a regular basis (possibly at the student's expense).

Students must maintain current immunization records for the duration of the health science program and throughout the course remediation period.

### ***STUDENT DRUG TESTING REQUIREMENT***

#### Health Science Programs

#### **Statement of Purpose and Intent**

State Fair Community College (SFCC) Health Science programs prohibit the use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, marijuana, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances on any college property, during any college-sponsored activity, in any college-owned vehicle, or in any other college-approved vehicles used to transport students to and from college or college activities. Students found to be involved in any of these activities are subject to disciplinary action.

Students of SFCC's Health Science programs benefit from clinical programs that provide students with hands-on experiences at third-party clinical facilities. SFCC Health Science programs share an obligation with the clinical facilities to protect the facilities' patients from harm to the extent reasonably possible, including protecting patients from students who may be impaired from the use of drugs or alcohol while participating in a clinical program at the clinical facility. SFCC Health Science programs wish to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements continue to exist to provide students with quality clinical education experiences. Therefore, students enrolling in SFCC Health Science programs are required to submit to drug testing.

Students are subject to an observed urine drug screen and/or a blood alcohol test at any time while enrolled in a Health Science program.

#### **Definitions**

*Blood Alcohol Test* – Scientifically substantiated method to test for the presence of alcohol in a person's blood.

*Consent Form* –Drug Testing Consent Form adopted by SFCC.

*Drug Use Test* – Scientifically substantiated method to test for the presence of illegal drugs or alcohol in a person’s urine.

*Illegal Drugs* – The synthetic or generic equivalent or derivative drugs that are illegal or restricted under federal, state or local laws including, but not limited to, marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances that are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include, but not be limited to, all drugs listed in the Narcotic Drug Act, § 195.101, RSMo., and Section 202 of the Controlled Substances Act, 21 U.S.C. § 812. SFCC reserves the right to test for as many of these drugs as deemed necessary to meet the stated goal of deterrence.

While recreational and medical use of marijuana is legal in Missouri, it is illegal at the federal level. Regardless of whether marijuana is legal in Missouri, federal law requires that colleges and universities adopt and enforce drug-free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. Because marijuana is still considered illegal under federal law as a *Schedule I* drug, SFCC must prohibit its distribution, possession, and consumption while participating in classes, programs, or activities sponsored by or on facilities controlled by the College. In addition, students and employees who are subject to drug testing requirements would not be exempted from such requirements even if such individual obtains a state medical marijuana certification. *Therefore, marijuana is considered an “illegal drug” for purposes of this requirement.*

*Medical Review Officer* - A third-party healthcare professional who reviews student medications and makes a final determination on non-negative test results.

*Negative Test Result* – A toxicological test result that is considered to demonstrate the absence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

*Non-negative Test Result* – An initial, unconfirmed toxicological test result that is considered to demonstrate the presence of an illegal drug or metabolite thereof using the standards customarily established by the testing laboratory administering the drug use test. After further testing of the sample and consideration of legally prescribed medication that might influence the test result, a final determination will be made by a Medical Review Officer.

*Positive Test Result* – When referring to a drug test administered under this requirement, a toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

### **Persons to be Tested**

Any student who is enrolled in any Health Science Program that requires a clinical rotation, internship, externship, or professional experience at a clinical facility will be required to submit to drug use testing prior to the first clinical rotation, and on a regular basis thereafter. Student enrolled in a Health Science Program will also be subject to reasonable suspicion testing as set forth below. Drug testing will be performed at the

student's expense.

### **Reasonable Suspicion Testing**

SFCC Health Science Programs are authorized to require any student to submit to a drug or alcohol test if the Program faculty, staff, or administration has reasonable suspicion that the student is using or is under the influence of alcohol or illegal drugs while:

- On clinical facilities immediately before, during, and/or immediately after clinical rotation hours;
- Traveling to or from clinical facilities for clinical rotations or such for other purposes as are part of the Program.
- On facilities controlled by the College

A non-exhaustive list of observations and behaviors that might create a reasonable suspicion that the person is under the influence of drugs or alcohol is included below. Faculty who are concerned that a student is under the influence of drugs or alcohol may utilize the Reasonable Suspicion Checklist in consultation with a designated Student Services representative.

- A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana, or illegal-drugs.
- The student possesses drugs, alcohol, marijuana or any controlled substance.
- Information communicated to an SFCC administrator, coordinator, or an Instructor by another individual, student, or law enforcement personnel indicating a student is using, possessing, or under the influence of alcohol, marijuana, or illegal drugs.
- The student is involved in an accident, error, or missing medication is reported at the clinical site.

A student's refusal or lack of cooperation to submit to the drug use or alcohol test will be treated as a refusal to consent to drug testing. The student will be refused access to the clinical facilities, and will, therefore, be unable to complete the required clinical experience.

### **Consent to Drug Testing**

The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to SFCC Health Science programs and will be maintained in the student's record until graduation from SFCC Health Science programs.

Students who decline to consent to drug testing will be refused access to the clinical facilities, and will be unable to complete the required clinical experience. A student who is unable to produce a urine sample during the timeframe of testing will be considered the same as declining to consent.

### **Confidentiality**

All records related to student drug testing shall be kept in confidential files separate from a student's permanent educational records. Those files will be destroyed upon the student's graduation or transfer from the college. Test results will only be released to the student, approved college officials, or such other person as is authorized to receive such results. Test results will not be turned over to the police or authorities without a subpoena or court order, and administration will not disclose test results without a subpoena or court order, unless otherwise required by law.



### **Procedure**

Drug or alcohol testing will be arranged by each SFCC Health Science program, possibly in conjunction with other Health Science programs, at SFCC or a lab of the College's choice with a specified time frame at the student's expense. The drug test will include, but not be limited to a 7-panel test. Drug testing collection and/or analysis may be performed by employees of SFCC or a third-party agency. Students will follow the procedure required by the agency or persons collecting the urine specimen.

### **Consequence**

If the initial testing is positive, a second test may be required to determine the exact substance and the student will be expected to comply if needed. Additional testing such as blood or hair follicle testing may be required at the student's expense.

A student with a confirmed positive illegal drug or alcohol test result may be ineligible to participate in the required clinical rotation and may be dismissed from the SFCC Health Science program. Following a confirmed positive illegal drug or alcohol test, appropriate program administrators will meet with the student and review the test results and provide the student an opportunity to explain the results. If program administrators determine that a student is not a safety threat, a student may, in some circumstances, be allowed to remain in the Program with a remediation plan which may include program probation.

A student with a confirmed positive test result who is dismissed from the Program and wishes to reapply in the future, must meet with the Program Director. A determination will be made by the Director whether the student has addressed the drug and/or alcohol use, through professional counseling or otherwise, in a manner that warrants readmission. If the Director believes readmission is warranted, the Director may also determine what conditions, if any, apply to the readmission. If the student is readmitted, the student will continue to be subject to the drug and alcohol testing requirements and reasonable suspicion testing as outlined above.

A student who refuses to be tested for drugs will be ineligible to participate in the required clinical rotation, and will be dismissed from the Program.

### **Substance Abuse Counseling**

Students who need assistance in locating professional assistance, counseling and/or rehabilitation programs may request information from the Student Services Office of the College. Such contacts will be handled with confidentiality. However, volunteering to participate in treatment programs will not of itself prevent disciplinary action for violations of the Student Drug Testing Requirement. Community resources available for counseling and assistance with alcohol and/or substance abuse problems include: Alcoholic Anonymous - Al-Anon and Al-Ateen 660-826-9608; Cocaine Helpline 800-274-2042 or 800-234-1253; SAMHSA Hotline 800-662-HELP; Veterans of Foreign Wars 660-826-4543.

Counselors in the Student Services Office will assist referrals upon request. Information about additional private counseling resources may also be accessed through the Student Services Office.

### **Student Discipline Policy**

The Student Drug Testing Requirement does not limit or otherwise affect the SFCC policy, regulation, procedure, or state or federal law regarding discipline for the sale, possession, use, distribution or purchase of drugs (or alcohol) arising out of circumstances other than the testing conducted pursuant to the policy. A student

found in violation of the Student Drug Testing Requirement may also face consequences under the SFCC Code of Conduct Regulation.

***Behavioral Health Support Curriculum***

Prerequisites	Cr. Hr.	Fall	Cr. Hr.	Spring	Cr. Hr.
COMM 101**	3	BHS 210*: Law and Ethics	3	BHS 250*: Chronic Health Support	3
ENGL 101**	3	BHS 220*: Systems of Care	3	BHS 260*: Family and Youth Strategies	3
ENGL 102**	3	BHS 230*: Substance Abuse Intervention	3	BHS 270*: Client Encounters II	3
HIST 101** (or) HIST 102** (or) POLS 101** NOTE: POLS 109 Civics and the Constitutions (0.5 credit hour) must be taken, if previously taken history/government course does not meet the requirement for MO Senate Bill 807 (section 170.013.1).	3	BHS 240*: Client Encounters I	3	BHS 280*: Evidence Based Treatment	3
MATH 110** or higher	3	BHS 290*: Field Practicum I	4	BHS 295*: Field Practicum II	4
PSY 101**	3				
BHS 200*	3				
CJ 102**	3				
SOC 103**	3				
PSY 210**	3				
PSY 220**	3				
<i>Total Credit Hours</i>	33	<i>Total Credit Hours</i>	16	<i>Total Credit Hours</i>	16

- \* – required prerequisites, must be completed with a B or higher prior to entering the program.
- \*\* – required prerequisites, must be completed with a C or higher prior to entering the program.
- \* – BHS courses, must be completed with a B or higher.



***Behavioral Health Support Program Tuition and Fee Schedule 2024-2025\****

**FIRST SEMESTER (FALL)**

	IN-DISTRICT**	MISSOURI RESIDENT
16 Credit hours- Base tuition	\$2,064.00 (\$129/credit hour)	\$3,136.00 (\$191/credit hour)
Technology fee	\$720.00 (\$45/credit hour)	\$720.00 (\$45/credit hour)
BHS 210 course fee: Simucase	\$99.00	\$99.00
<b>FIRST SEMESTER TOTAL:</b>	<b>\$2,883.00</b>	<b>\$3,955.00</b>

**SECOND SEMESTER (SPRING)**

	IN-DISTRICT**	MISSOURI RESIDENT
16 Credit hours- Base tuition	\$2,064.00 (\$129/credit hour)	\$3,136.00 (\$196/credit hour)
Technology fee	\$720.00 (\$45/credit hour)	\$720.00 (\$45/credit hour)
<b>SECOND SEMESTER TOTAL:</b>	<b>\$2,784.00</b>	<b>\$3,856.00</b>
<b>TOTAL FOR ENTIRE PROGRAM:</b>	<b>\$5,667.00</b>	<b>\$7,811.00</b>

\* *Subject to change without notice by the SFCC Board of Trustees*

\*\*In-district tuition applies to residents of the following school districts: Cole Camp R-1, Green Ridge R-VIII, La Monte R-IV, Lincoln R-II, Otterville R-VI, Pettis County R-12 at Dresden, Pettis County R-V at Hughesville/Houstonia, Sedalia 200, Smithton R-VI, and Warsaw R-IX. Active-duty military personnel, reserve, National Guard members, and veterans and their dependents qualify for in-district tuition based on residency (must be in the primary "in-district" service area-Benton & Pettis County). Standard Missouri resident rates apply to active-duty military outside the primary service area.

***Estimated Additional Program Related Expenses***

There are many expenses that will be incurred in addition to course tuition and fees. While we have tried to be as thorough as possible, expenses may vary from the estimates listed.

**NOTE: Additional expenses to consider include printing, supplies (notebooks, binders, and pens), laptop computer, immunizations, fuel, and vehicle maintenance.**

<b>Summer Semester (upon acceptance)</b>	Castlebranch- this includes background check, medical document tracker, and drug screen	\$144.00
	Uniforms	\$40.00
<b>First Semester (Fall)</b>	Books	\$850.00
<b>Second Semester (Spring)</b>	Books	\$800.00
	Graduation Package	\$45.00
	Behavioral Health Pin	\$50.00
	Photos	\$35.00
<b>GRAND TOTAL:</b>		<b>\$1,964.00</b>

## CAMPUS RESOURCES

Additional information about the following are available at <https://www.sfccmo.edu/academics-programs/student-resources-support/> and <https://www.sfccmo.edu/offices-services/>.

- Academic Records and Registrar Office
- Campus Safety and Security
- Campus Store
- Career Services
- Course Catalog
- Counseling Services
- Disability Resource Center
- Financial Aid
- Library
- Navigator Advising
- Residence Life and Student Activities
- Student Success Center
- Student Technology Help Center and 24/7 Help Desk
- Testing Services
- TRiO – Student Support Services
- Transfer Services
- Tutoring Services
- Veterans Services

## INSTITUTIONAL POLICIES AND REGULATIONS

All institutional policies and regulations can be found on the SFCC website at:

<https://www.sfccmo.edu/about/policies-regulations/>

Please refer to the above website and read these policies:

- Harassment – Policy 2130
- Student Educational Records – Policy 2400
- Financial Aid – Policy 2710
- Drugs and Alcohol and Tobacco Products – Policy 2830

Please refer to the above website and read these regulations:

- Students with Disabilities Testing Accommodations – Regulation 2116
- Student Grievance and Appellate Process – Regulation 2160
- Student Educational Records – Regulation 2400
- Student Academic Achievement – Regulation 2500
- Discipline – Regulation 2600
- Student Services – Regulation 2800
- Students with Communicable Diseases – Regulation 2810

####End of Behavioral Health Support Associate of Applied Science Program Information####