Concerning behavior report received by NOVACares

Report Assessed by NOVACares Office:
Determine Initial Risk Level, Identify POC & Open Case

HIGH RISK: referred to TAT. Discovery of new high risk info – alert NOVACares Office immediately for TAT review

Low to Moderate Risk assigned to Appropriate Responder for follow-up. Assignee (Case Lead) is responsible for follow-up with the NOVACares Office on case status. All case types have 2 week due date for case intervention updates.

Assigned to CARE TEAM - for student behavior issues (non-punitive)

Assigned to Dean of Students or designee for Conduct/Criminal Issues

Assigned to HR for Faculty/Staff Issues including Discrimination Civil Rights and Harassment

CARE Team Chair or designee – staffs case with CARE Team, develops intervention plan. Intervention and documentation is recorded in database.

DOS or designee acts on report of Code of Conduct Violation. Intervention and documentation is recorded in database.

HR Director or Campus Consultant intervenes and documents in database.

NOVACares Office receives request from Case Lead to close case. NOVACares reviews CRF, documentation of intervention and closes case when complete.

Academic Integrity, FYI & Incomplete referrals: Assigned to NOVACares Office