

# CAPS Virtual Walk Over Procedures

Here are the steps to refer a student to an on-call clinician immediately:

## Step One

- Identify student that is in need of CAPS services.
- Speak with student and make sure they know you are referring them to CAPS.
- Make sure student has time right then to speak with CAPS therapist.

## Step Two

- Call CAPS Front Desk
- (657) 278-3040 (9AM-4PM, Monday through Friday)
- Say you need to “Walk Student Over”

## Step Three

- CAPS Front Desk will send you CAPS Virtual Walk Over referral form to your email.
- Form will be completed through Adobe Sign.

## Step Four

- Contact the student later to make sure they spoke with CAPS.

**\*For any additional questions please call CAPS front desk (657) 278 - 3040**

Please see Decision Tree on Second Page >

# CAPS Walk Over Decision Tree

## Levels of Urgency: A Guide to Emergency Assistance and CAPS Referrals

**Please note:**

**This document is for internal (faculty/staff) use only and should not be given to or disclosed to students.**

