

## Using Maxient to Report Student Concerns

Behavioral Intervention Team (BIT)

*“Red Rocks Community College cares about the safety, health, and well-being of its students, faculty, staff and community. The Red Rocks Community College Behavioral Intervention Team (BIT) was established to promote and maintain the safety and well-being of the campus community through positive, proactive, and practical risk assessment and intervention. I encourage you to read all of the information provided on this website to familiarize yourself with when and how to report a concern.”*

*Lisa Fowler, Ed.D.*

*Vice President for Student Success*

*Red Rocks Community College*

Reasons for Reporting a Concern

You should refer individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety or that cause a significant disruption to the RRCC community. Signs to look for include:

- Self-injurious behavior
- Suicide ideation or attempt
- Danger or threat to others (violence, threats or implied threats of violence and intimidation)
- Possession of a weapon
- Inability of an individual to take care of themselves (concern for mental health or substance abuse issues).
- Erratic behavior that is disruptive to the normal proceedings of the College community.

If you are making a referral directly to the campus Behavioral Health Counselor, you may also submit a “Report of Concern”

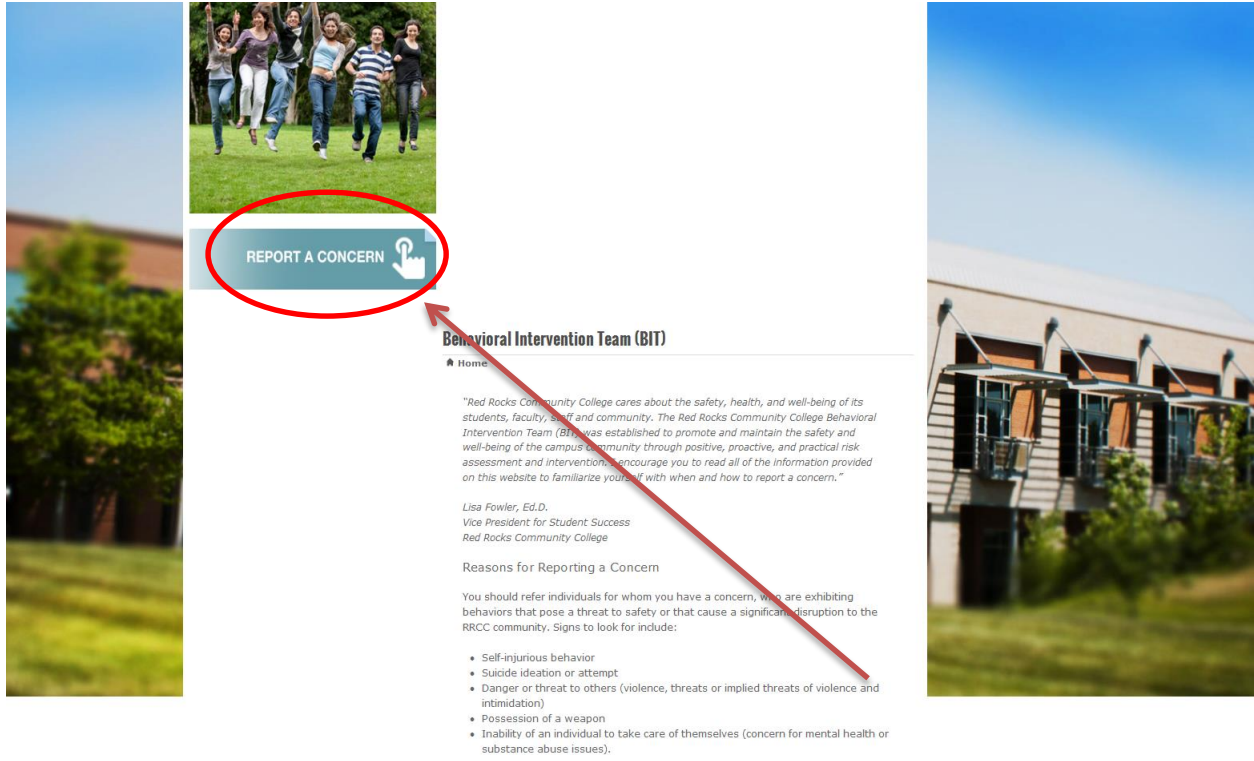
If you believe your referral requires more immediate attention, please call Dr. Lisa Fowler, Vice President of Student Success, at 303.914.6388.

*NOTE: In cases where a student’s behavior poses an imminent threat to you or another, contact 911 or RRCC Campus Police at 303.914.6394.*

You can also use this to report academic violations, even when the consequences have been meted out through grading. That way we can keep a record of, and address, those guilty of repeated violations.

The image shows the footer of the RRCC website. On the left, there is a vertical column of 'QUICK LINKS' including items like 'A-Z Index', 'About Us', 'Academic Calendar', 'Academic Programs', 'Accessibility Services', 'Admissions / Apply Now!', 'Advising / Ed Planning', 'Arvada RRCC Campus', 'Assessment', 'Behavioral Health Services', and 'Behavioral Intervention Team (BIT)'. In the middle, there are three columns of links. The third column contains 'Honor Society (PTK)', 'IT Help Desk', 'Industry Training (RMEC/OSHA)', 'International Students / ESL', 'Learning Commons', 'Library', 'Maps / Directions', 'Portal (The ROCK)', 'Register For Classes', 'Report a Concern', and 'Schedule / Catalog'. The 'Report a Concern' link is circled in red, with a red arrow pointing to it from the right. Below the links is a 'STAY CONNECTED' section with social media icons for Facebook, Twitter, LinkedIn, YouTube, Instagram, and Snapchat. To the right of the icons, there are two campus addresses: 'LAKEWOOD CAMPUS (MAIN)' at 13300 W. 6th Ave., Lakewood, CO 80228, and 'ADDITIONAL CAMPUS (ARVADA)' at 5420 Miller St., Arvada, CO. Below these is an 'EMERGENCY/REPORT A CONCERN' section with 'Campus Police: 303.914.6394', 'College Closure: 303.914.6555', and a link 'Click here to REPORT A CONCERN' which is also circled in red. At the bottom left is a small globe icon. At the bottom right is a footer line: 'Red Rocks is committed to academic excellence (Academic Quality Improvement Program accredited by the North Central Association of Colleges and Schools.) Faculty/Staff OWA Email • webmaster • RRCC Disclaimers, Complaint Procedures & Legal Notices • Sexual Misconduct/Title IX • Transparency Online Project • Copyright © 2014 RRCC'.

1. Go to <http://rrcc.edu>, and scroll to the bottom of the page. There, you will find two links to click to report a concern. You may click either one.



**REPORT A CONCERN**

### Behavioral Intervention Team (BIT)

Home

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2. You will be directed to a helpful information page. When you are ready to file, scroll down the page, and click the "REPORT A CONCERN" button.



## REPORT A CONCERN FORM

Red Rocks Community College cares about the safety, health and well-being of its students, faculty, staff and community. **Complete this form in its entirety so that timely and appropriate action can be taken.**

### Background Information

Your full name:

Your position/title:

Your phone number:

Your email address:   Email me a copy of this report

Your physical address:

\* Nature of this report:

Urgency of this report:

\* Date of incident:  YYYY-MM-DD

Time of incident:

\* Location of incident:

Specific location:

- General Conduct Report
- Public Safety Report
- Concerning and Threatening Behavior
- Sexual Harassment/Misconduct
- Concern for Well-Being
- HR/Personnel

### Reason(s) for Report

- Academic Misconduct
- Alcohol/Narcotics
- Concern for Well-Being
- Conduct that is Detrimental to College Safety
- Discrimination
- Disruptive Behavior
- Harassment
- Other Concern Not Listed
- Physical Abuse
- Sexual Harassment/Sexual Misconduct
- Theft
- Unacceptable Use of College Equipment, Network or System
- Unauthorized Entry
- Violation of Laws, Directives, and Signage
- Violation of the Student Code of Conduct
- Weapons

### Involved Parties

Please list the individuals involved (excluding yourself), including as many of the listed fields as you can provide. For non-students, please list an SSN or Drivers License number in the block labeled SID (Student ID #) if available.

Name or Organization  Gender  Role  ID Number

DOB (YYYY-MM-DD)  Phone number  Email address  Hall/Address

- At that point, you will be directed to a form. In that form, fill out all of the information to the best of your ability and recollection. Notice that you can have a copy of the form e-mailed to you, which is a good idea. Also, looking at the drop down menu for "Nature of this Report" and the section entitled "Reasons for Report," you can see that this report covers a large variety of concerns. For example for plagiarism, the nature would be "General Conduct Report," and the Reason would be "Violation of the Student Code of Conduct."

\* Nature of this report:

Urgency of this report:

\* Date of incident:    *must be formatted YYYY-MM-DD*

Time of incident:

\* Location of incident:

Specific location:

In addition, you can indicate how serious the report is.

**Description / Narrative**

Please provide a detailed description of the incident/concern using **specific** concise, objective language (Who, what, where, when, why, and how).

[Check Spelling & Preview](#)

**Supporting Documentation**


Photos, video, email, and other supporting documents may be attached below. *Maximum 12 megabytes per file*  
**Attachments require time to upload, so please be patient after you click to submit this report.**

In the narrative, focus on describing the behavior rather than your conclusions about someone’s state of mind or thoughts or your personal judgments regarding the situation. Also, remember to attach any supporting documents, such as papers, copies of web sites, or e-mails that may be relevant to the case.

**One last step ...**

*Help us prevent spam reports. Prove you're a human by typing the letters and numbers as you see them in the block to the right. Capitalization does not matter but cookies must be enabled in your browser for this to work.*

Type it here:



[I can't read it; let's try a different one.](#)

Make sure you fill in the code at the bottom and submit the form. Once you submit the form, it will go to the **Behavioral Intervention Team** for follow-up.