Handout 1: I CARE Core Skills
Handout 2: Identifying Stress, Distress, and Crisis
Handout 3: Making a Referral to CAPS
Handout 4: Campus Resources
Handout 5: Self-Care Worksheet
Inquire
- “How are you doing?”
- “Tell me more about that...”
- “I notice . . . (pattern, change, content, intuition)”

Connect
- Remove distractions
- Pay attention to your body language

Acknowledge
- Microphone and spotlight
- WIG (What I Got) – summarizing what the speaker says
- “It sounds like...”
- “I’m hearing that...”

Respond
- “I feel concerned about you.”
- “I want to get you the help you need.”

Explore
- “Can I give you some advice/suggestions?”
- “Have you thought of ways to cope with this?”
- “Have you considered talking to someone about this?”
Identifying Stress, Distress, and Crisis

• If you are debating between two levels (stress vs. distress or distress vs. crisis), seek more information. If you cannot obtain more information, assume the more severe.
• Call CAPS (215-898-7021) 24/7 to consult with a professional if you are uncertain.
• Involve others (friends, house staff, faculty and staff) if you are concerned.

<table>
<thead>
<tr>
<th>Stress</th>
<th>Distress</th>
<th>Crisis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bad mood (irritability, impatience, sadness)</td>
<td>Sudden changes from regular behavior patterns (sociability, talkativeness, eating, sleeping, partying, emotionality, capacity for work, substance abuse)</td>
<td>Suicidal statements or attempts</td>
</tr>
<tr>
<td>Lacking energy</td>
<td>Deterioration of work</td>
<td>Homicidal threats or attempts</td>
</tr>
<tr>
<td>Difficulty sleeping</td>
<td>Multiple absences</td>
<td>Extreme emotions</td>
</tr>
<tr>
<td>Inability to relax</td>
<td>Expressions of intense emotions (rage, anxiety, hopelessness, loneliness...)</td>
<td>(uncontrolled rage, anxiety to the point of panic attacks)</td>
</tr>
<tr>
<td>Lack of enjoyment</td>
<td>Deterioration in appearance or hygiene</td>
<td>Inability to communicate</td>
</tr>
<tr>
<td>Physical complaints</td>
<td>Significant weight change</td>
<td>(garbled speech, making no sense)</td>
</tr>
<tr>
<td>(headaches, muscle tension, digestive discomfort)</td>
<td>Self-disclosure of distress</td>
<td>Loss of contact with reality</td>
</tr>
<tr>
<td></td>
<td>Upsetting events (family problems, death of a loved one, end of a relationship)</td>
<td>(seeing/hearing things that aren’t there, bizarre troubling beliefs)</td>
</tr>
<tr>
<td></td>
<td>Concern expressed by close others</td>
<td>Experiencing trauma</td>
</tr>
<tr>
<td></td>
<td>Your instinct</td>
<td>(experiencing injury, rape)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Previous suicide attempt(s)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>History of alcohol and substance abuse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Impulsive or aggressive tendencies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Easy access to lethal methods</td>
</tr>
</tbody>
</table>
Crisis Intervention

DO’S

• If you are concerned for anyone’s safety, call 911 or Penn Police (215-573-3333 or 511 from any campus phone).
• Call CAPS (215-898-7021) to consult with a clinician if you are uncertain.
• If you are concerned about someone, it is okay to ask someone if they are thinking about hurting or killing themselves or someone else.
• Communicate your concern and desire to keep them safe.
• Develop a plan, call others in to help.
• Focus on reducing immediate danger and connecting to a higher level of care.
• Send a clear message: “You are not alone.”

DON’TS

• Don’t leave the other person alone (unless your safety is threatened).
• Don’t attempt to resolve longstanding issues.
• Don’t make promises of confidentiality.
• Don’t debate the other person’s choices or challenge for shock effects.
• Don’t minimize the other person’s problems.
• Don’t assume you know the person.
Making a Referral to CAPS

When to Contact CAPS:

- **Questions**: You have questions about CAPS’ services, whether a referral is appropriate, or how to make a referral
- **Consultation**: You need help assisting a student who has resisted your referral efforts
- **Concerns**: You are concerned about a student (e.g. the student is talking or behaving in a way that is unsafe, bizarre, or unusual).

Things to Remember (The 3 C’s):

- **Commitment**: You want students to know that you are committed to helping them and that you are not "dumping them off onto someone else."
- **Collaboration**: Successful referrals result from joint decisions made between the student and the person helping the student. You are not responsible for the choices the student makes. You can only provide insight to help motivate the student to focus on improving their well-being.
- **Confidentiality**: CAPS has an obligation to protect a student’s confidentiality. However, you can follow up with the student to see if they followed through with a referral.

Tips on How to Refer a Student to CAPS:

- **Show that you care, but discuss your limitations**: E.g. "I can support you with this, but I think that a clinician at CAPS can be most helpful to you in addressing this problem."
- **Be specific about why you are referring a student**: E.g. "CAPS has some people who are really good at helping students address family problems." (Rather than, "Why don't you go over to CAPS?")
- **Make a personal referral**: E.g. “I’ve met _____ at CAPS. I find this person very easy to talk to. Maybe I can give that person a call to help guide us through the process.”
o **Offer to call or walk with the student to CAPS:** E.g. “Would it be okay if we call CAPS together/walk over together?”

o **Make a plan for follow up:** E.g. "Is it okay if I'll check with you on Monday to see how your meeting went?"

### How to Refer a Reluctant Student to CAPS:

o **Explore reasons for unwillingness:**
  o E.g. “What might be getting in the way?”
  o E.g. “Tell me about your thoughts/perceptions/prior experiences with CAPS or other professional counselors?”

o **Listen and express concern:**
  o E.g. “I feel concerned about you.”

o **Explore need for alternatives**
  o E.g. “Can we think of other ways you could feel supported?”

o **Normalize help seeking**
  o E.g. “A lot of students go to CAPS for all kinds of things. No issue is too big or too small.”

o **Seek consultation**
  o If you feel worried, call CAPS for support. Your self-care is also valued.

o **Follow up**
  o Follow up with the student and/or CAPS to continuity of care
  o Following up also shows you are still dedicated to the student and it is not, “out of sight, out of mind.”
University of Pennsylvania Campus Resources

*Locations, business hours, and phone numbers may not be operating regularly at this time. Please check websites for up-to-date information including virtual offerings.

| **Albert M. Greenfield Intercultural Center (GIC)** | 3708 Chestnut Street  
215-898-3358  
[http://www.vpul.upenn.edu/gic/](http://www.vpul.upenn.edu/gic/)  
@GICPenn | *Enhances student's intercultural knowledge, competency, and leadership through programs, advising, and advocacy. |
|---|---|---|
| **Alcohol and Other Drug Initiatives** | 3535 Market Street, Mezzanine  
215-573-3525  
[https://aod.wellness.upenn.edu/](https://aod.wellness.upenn.edu/) | *Offers proactive crisis management and provides brief alcohol and drug interventions through the First Step Program. |
| **Campus Health** | 3535 Market Street, Mezzanine  
215-746-3535  
[https://campushealth.wellness.upenn.edu](https://campushealth.wellness.upenn.edu)  
@healthypenn | *Disease surveillance and prevention, health education and promotion, and policies.  
**Coronavirus Information** |
| **Campus Recreation** | 3701 Walnut Street  
215-898-6100  
[https://recreation.upenn.edu/](https://recreation.upenn.edu/)  
@penncampusrec | *Community fitness center with exercise equipment & studios. |
| **Career Services** | 3718 Locust Walk  
215-898-7531  
[https://careerservices.upenn.edu/](https://careerservices.upenn.edu/)  
@penncareerserv | *Assists students and alumni obtain permanent and short-term career-related employment and graduate and professional school admission. The office helps students define their career goals and learn how to achieve them.* |
| **Counseling and Psychological Services (CAPS)** | 3624 Market Street, First Floor West  
215-898-7021 (24/7)  
Check website for updates on hours and policies  
https://caps.wellness.upenn.edu  
Facebook @pennCAPS  
*Offers individual and group therapy, medication management, referral services, consultation and campus partnerships, and outreach programming and Let’s Talk  
*Services are now provided virtually with some in-person presence (please call ahead) |
| --- | --- |
| **Department of Public Safety/Penn Police** | 4040 Chestnut Street  
215-898-7297  
Emergencies: 215-573-3333 (511 from campus phone)  
http://www.publicsafety.upenn.edu/UPPD/  
*Offers confidential crisis intervention, victim/survivor support, crime investigation, and a safety education program  
*Free socially-distanced walking escort service (24/7): Call 215-898-WALK (9255) or 511 (from a campus phone), ask any Public Safety Officer on patrol or inside a building, or use a blue-light phone located on and off Penn’s campus. |
| **Employee Assistance Program (EAP)** | 1-866-799-2329  
https://www.hr.upenn.edu/PennHR/wellness-worklife/counseling-and-employee-assistance-program  
*Provides faculty/staff and their families access to free, confidential, 24/7 counseling and referral services for personal/professional life |
| **Graduate Student Center** | 3615 Locust Walk  
215-746-6868  
http://www.gsc.upenn.edu/ 
@upenn.gradcenter  
*Encourages the development of Penn's graduate and professional student community through academic and social initiatives |
| **Information Systems & Computing** | 3401 Walnut Street, Suite 265C  
215-898-1000  
https://www.isc.upenn.edu/  
*Collaborates with the Penn community on IT services that enhance and support the mission of the University |
| **International Student and Scholar Services (ISSS)** | 3701 Chestnut Street, Suite 1W  
215-898-4661  
[http://global.upenn.edu/isss](http://global.upenn.edu/isss)  
[@isss.penn](mailto:@isss.penn)  
*Provides core services to international students, visiting scholars, faculty and academic departments at Penn including advice, information and referrals on matters such as immigration, employment and more.* |
| **La Casa Latina, The Center for Hispanic Excellence** | 3601 Locust Walk  
215-746-6043  
[http://www.vpul.upenn.edu/lacasa/](http://www.vpul.upenn.edu/lacasa/)  
[@casalatinapenn](mailto:@casalatinapenn)  
*Provides a community space designed to serve the needs of all Latino students and the Penn communities at-large.* |
| **Lesbian Gay Bisexual Transgender (LGBT) Center** | Carriage House, 3907 Spruce Street  
215-898-5044  
[www.vpul.upenn.edu/lgbtc/](http://www.vpul.upenn.edu/lgbtc/)  
[@pennlgbt](mailto:@pennlgbt)  
*Supports Penn lesbian, gay, bisexual, and transgender students, staff, alumni, and faculty and increases the general Penn community's understanding and acceptance of its sexual and gender minority members.* |
| **Office of Student Conduct (OSC)** | 3440 Market Street, Suite 400  
215-898-5651  
[www.upenn.edu/osc](http://www.upenn.edu/osc)  
*Acts on behalf of the University in matters of student discipline.* |
| **Office of The Chaplain & The Spiritual and Religious Life Center (SPARC)** | 3417 Spruce Street, 240 Houston Hall  
215-898-8456  
[http://www.upenn.edu/chaplain/](http://www.upenn.edu/chaplain/)  
[@pennsparc](mailto:@pennsparc)  
*Provides oversight and coordination of religious activities on the campus. The Chaplain supports the academic mission of the University by facilitating and encouraging initiatives concerned with the moral, ethical, and spiritual dimensions of university life.* |
| **MAKUU Black Cultural Center** | 3601 Locust Walk  
215-573-0823  
[www.vpul.upenn.edu/makuu](http://www.vpul.upenn.edu/makuu)  
[@MakuuPenn](mailto:@MakuuPenn)  
*Serves as a cultural hub for personal, professional, and academic growth for students of and interested in the African Diaspora.* |
| **PAACH (Pan-Asian American Community House)** | 3601 Locust Walk, Suite G22  
215-746-6046  
[www.vpul.upenn.edu/paach](http://www.vpul.upenn.edu/paach)  
[@paachatupenn](https://twitter.com/paachatupenn)  
*Opened in the Fall of 2000 in response to students' calls for a cultural resource center at the University of Pennsylvania where South Asian, Southeast Asian, East Asian, and Pacific Islander cultures could be celebrated. |
|----|---|
| **Penn Libraries** | Multiple locations: [https://www.library.upenn.edu/about/locations](https://www.library.upenn.edu/about/locations)  
215-898-7555  
[https://www.library.upenn.edu/](https://www.library.upenn.edu/) |
| **Penn Violence Prevention (PVP)** | 3535 Market Street, Mezzanine Level  
215-746-2642  
[https://www.vpul.upenn.edu/pvp/](https://www.vpul.upenn.edu/pvp/)  
[@penn_pvp](https://twitter.com/penn_pvp)  
*Engages the Penn community in the prevention of sexual violence, relationship violence, and stalking on campus and serves as a confidential resource for students impacted by these issues. |
| **Penn Women's Center** | 3643 Locust Walk  
215-898-8611  
[www.vpul.upenn.edu/pwc/](http://www.vpul.upenn.edu/pwc/)  
*Provides advocacy, resources, confidential crisis counseling and educational programming. |
| **Special Services Unit (Department of Public Safety)** | 4040 Chestnut Street  
215-898-6000 (24/7)  
[www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu)  
*Offers confidential crisis intervention, victim/survivor support, crime investigation, and a safety education program. |
| **Student Health Services and Women's Health** | 3535 Market Street, Suite 100  
215-746-3535  
[https://shs.wellness.upenn.edu](https://shs.wellness.upenn.edu)  
*Provides medical care to Penn students for all health-related concerns.  
*Offering telehealth with some in-person presence (please call ahead). |
| **Student Intervention Services (SIS)** | 3611 Locust Walk  
215-898-6081  
[www.vpul.upenn.edu/student_intervention.html](http://www.vpul.upenn.edu/student_intervention.html)  
*Helps the University community deal with emergencies or crises involving the welfare and safety of our student. A member of the SIS team is available to assist University community members who are helping a Penn Student through a crisis. |
| The Writing Center                                      | 3808 Walnut Street  
215-573-2729  
http://writing.upenn.edu/critical/wc/  
*Provides writing support to Penn students and faculty across the disciplines. |
|-------------------------------------------------------|-------------------------------------------------|
| Weingarten Learning Resources Center                  | **The Tutoring Center**  
220 South 40th Street, Suite 260  
215-898-8596  
http://www.vpul.upenn.edu/tutoring/  
*The Tutoring Center offers undergraduate students a variety of options to supplement their academic experience. |
| Student Disability Services                           | Stouffer Commons, 3702 Spruce Street, Suite 300  
215-573-9235  
https://www.vpul.upenn.edu/lrc/sds/  
*provides comprehensive, professional services and programs for students who self-identify with disabilities. |
| Office of Learning Resources                          | Stouffer Commons, 3702 Spruce Street, Suite 300  
215-573-9235  
https://www.vpul.upenn.edu/lrc/lr/  
*Provides academic support services and programs including professional instruction in university relevant skills (e.g., study strategies). |
| Student-Led Peer Support Resources                    |                                                            |
| Penn Benjamins                                        | [https://pennbenjamins.weebly.com/](https://pennbenjamins.weebly.com/)  
[@pennbens](https://www.instagram.com/pennbens/)  
*Penn Benjamins is a peer counseling group run by students, for students, at Penn. |
| Reach A Peer Helpline (RAP Line)                      | Call (9pm – 1am): 215-573-2727  
Text (24/7): 215-515-7332  
https://www.vpul.upenn.edu/rap-online/  
[@RAPLine](https://www.instagram.com/rapline)  
*The Reach-A-Peer Helpline is a peer help line to provide peer support, information, and referrals to any and all students. |
Handout 5: Self-Care Worksheet

The following worksheet for assessing self-care is not exhaustive, merely suggestive. When you are finished, look for patterns in your responses. Are you more active in some areas of self-care, but ignore others? Listen to your internal dialogue about self-care. What do you want to include more in your life?

Rate the following areas according to how well you think you are doing:
3 = I do this well (e.g., frequently)
2 = I do this OK (e.g., occasionally)
1 = I barely or rarely do this
0 = I never do this
? = This never occurred to me

Physical Self-Care
___ Eat regularly (e.g. breakfast, lunch, and dinner)
___ Eat healthily
___ Exercise
___ Get medical care when needed
___ Take time off when sick
___ Dance, swim, walk, run, play sports, or do some other fun physical activity
___ Take time to be sexual - with myself, with a partner
___ Get enough sleep
___ Wear clothes I like

Psychological Self-Care
___ Take day trips or mini-vacations
___ Make time away from telephones, email, and the Internet
___ Make time for self-reflection
___ Notice my inner experience - listen to my thoughts, beliefs, attitudes, feelings
___ Have my own personal psychotherapy
___ Write in a journal
___ Attend to minimizing stress in my life
___ Engage my intelligence in a new area, e.g., go to an art show, sports event, theatre
___ Say no to extra responsibilities

Emotional Self-Care
___ Spend time with others whose company I enjoy
___ Stay in contact with important people in my life
___ Give myself affirmations; praise myself
___ Re-read favorite books, re-view favorite movies
___ Identify comforting activities, objects, people, places and seek them out
___ Allow myself to cry
___ Find things that make me laugh
___ Express my outrage in social action, letters, donations, marches, protests
Spiritual Self-Care
____ Make time for reflection
____ Spend time in nature
____ Find a spiritual connection or community
____ Cherish my optimism and hope
____ Be aware of non-material aspects of life
____ Be open to not knowing
____ Identify what is meaningful to me and notice its place in my life
____ Meditate
____ Pray
____ Make gratitude lists
____ Contribute to causes in which I believe
____ Read inspirational literature or listen to inspirational talks or music

Relationship Self-Care
____ Schedule regular dates with my partner
____ Schedule regular activities with my children
____ Make time to see friends
____ Call, check on, or see my relatives
____ Spend time with my companion animals
____ Stay in contact with faraway friends
____ Make time to reply to personal emails and letters; send holiday cards
____ Allow others to do things for me
____ Ask for help when I need it
____ Share a fear, hope, or secret with someone I trust

Workplace or Professional Self-Care
____ Take a break during the workday (e.g., lunch)
____ Take time to chat with co-workers or peers
____ Make quiet time to complete tasks
____ Identify projects or tasks that are exciting and rewarding
____ Create balance in the workday or school day
____ Arrange workspace so it is comfortable and comforting
____ Get regular supervision or consultation
____ Have a peer support group

Other Areas of Self-Care that are Relevant to You