Section 4. Meetings

The UWYO Cares Team meets weekly to discuss topics related to behavior and intervention. These discussions include information such as trends in behavior in society and college settings, best practices in intervention and available resources. Additional meetings are held as needed to assess, intervene and monitor concerns brought to the attention of the UWYO CARES Team.

Each report is assigned to a UWYO Cares Team member, Welfare Coordinator, or appropriate dean. The assigned individual is responsible for making sure follow-up is completed, data is entered into Maxient, and the case is closed when appropriate.

UWYO Cares Case Management

Case Initiation
Case is opened when a report is received via Incident Reporting Form, call or email.

Assessment & Communication
The UWYO Cares Team case manager will conduct an initial risk assessment and communication with the reporting party to clarify. Case may be assigned to UWYO Cares team member at this stage.

UWYO Cares Weekly Meeting
A more in-depth assessment - including the NUBIA Risk Assessment to determine risk to student, the University, and community – and action planning occurs during the weekly UWYO Cares Team meetings.

Ongoing Communication & Assessment
As the action plan takes shape in the UWYO Cares weekly meeting, team members will take on pieces of the work to contact the student and provide ongoing support. Team members will update the UWYO Cares Team weekly to communicate progress. The case will be closed when the team feels like the student is no longer at risk.

Timeline for Action
- Within 1-2 days of report
- Within 1 week of report
- Ongoing weekly until case is closed

Documentation
- Case progress is documented in Maxient to track points of contact, action needed and taken, etc.

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