



Matthew Cullen, MSW, MEd, LICSW
Licensed Independent Clinical Social Worker
#LW60953044
Counseling Services
Student Affairs Building Room 227
253-351-6674

Counseling Services Disclosure

Dear Student:

The staff at GRC Counseling Services is committed to providing a caring, relaxed, and professional counseling service. As an Individual, you have a right to know what the service is and to choose a counselor who best suits your needs and purposes. Please read this disclosure statement and initial each section to indicate your consent. If you have any questions, discuss them with your Counselor. Thank you.

Types of Counseling

I offer short-term individual and couples counseling, as well as crisis assistance to currently enrolled GRC students who are experiencing personal concerns that interfere with their success at GRC. Short-term counseling is defined as up to seven 50-minute sessions. Referrals for continuing counseling off campus are available when appropriate.

Techniques Used

My counseling style is primarily rooted in cognitive-behavioral theory, which assumes that problematic emotions and behaviors can result from how we process information. I work from a holistic systems perspective that helps us understand your concern(s) within the context of identity, relationships, and personal experience. I use a person-centered approach and a strengths-based perspective to get to know you better and build the counseling relationship. We can then work closely together to identify your goals and build upon the skills you already possess to help in your success. We will plan steps needed to move forward, problem-solve to overcome barriers, and process your experience along the way. While counseling is a collaborative process, much of the work will be done through your practice of skills and/or strategies in your day-to-day life.

Education, Training, & Experience

I hold a Master of Social Work degree from the University of Illinois at Chicago and a Master of Education in School Counseling from Loyola University Chicago. I also hold a Bachelor of Social Work degree from Northern Michigan University. My training includes settings such as a children protective services agency, a community mental health center, and a secondary education counseling office. My professional experience includes working in non-profit agencies, middle schools and high schools, and community colleges. I have worked individually with students on a variety of concerns, including stress, anxiety, self-esteem, anger management, body image, sexuality and gender identity, death and loss, relationship issues, family problems, parenting, conflict resolution, communication, depression, trauma, academic skills and success, and career counseling. I engage in ongoing continuing education to both learn new evidence-based approaches as they emerge and to update or renew my knowledge in previously studied fields.

License

I am a Washington State Licensed Independent Clinical Social Worker (LICSW), license #LW60953044.

Appointments and Cancellations

Intake appointments are up to 75 minutes. Returning appointments are up to 50 minutes.

We ask that you make every effort to keep your scheduled appointment. Your appointment is specifically reserved for you. However, when you do not call to cancel an appointment, you may be preventing another student from getting much needed support. Conversely, the situation may arise where another student fails to cancel and we are unable to schedule you for a visit, due to a seemingly “full” appointment book.

Cancellations: We understand that there are circumstances in which it is not possible to keep your scheduled appointment. We ask that you notify us of your cancellation the day before your appointment. This way we will have ample time to offer your cancelled appointment to another student who is in need of an appointment, and we can reschedule your appointment to a more convenient time.

Late Arrivals: If you arrive more than 20 minutes after the start of your appointment, your appointment will need to be rescheduled.

No-Shows for Intake Appointment: If you do not show up for your scheduled intake appointment, rather than being offered a second intake appointment, you may be asked to use a drop-in hour at your earliest convenience. The drop-in hour is offered on a first-come, first-serve basis. If there is some reason that you are not able to come to a drop-in hour, you will be offered a 30-minute consultation appointment. A second intake may be scheduled after either a drop-in hour or consultation has occurred.

No-Shows for Returning Appointment (appointments after you have completed an intake appointment): If you do not show up for two appointments in a row, you may be asked to use a drop-in hour as opposed to making another appointment.

We understand that there are true emergencies and circumstances that make it impossible to cancel an appointment in advance. Counseling Services will work with students to assess each situation.

Fees

Counseling sessions are free of charge.

State Law

Counselors practicing counseling at GRC must be certified or licensed with the Washington State Department of Health. Certification of an individual with the department does not include the recognition of any practice standards, nor necessarily imply the effectiveness of any treatment. The purpose of the Counselor Credentialing Act regulating Counselors is: A) to provide protection for public health and safety; B) to empower the citizens of the state of Washington by providing a complaint process against those counselors who would commit acts of unprofessional conduct.

Confidentiality

All information disclosed by you is confidential and may not be revealed to anyone other than the Counselors at Green River without your written permission on a Release of Information form. This means that under ordinary circumstances, personal information about you, including the simple acknowledgement that you are a client at this office, will not be revealed to anyone without your permission. In keeping with professional ethics and legal requirements placed on professional counselors, there are special circumstances under which the agreement of confidentiality may be broken, including the following:

1. With your written consent (or in the case of your death or disability, your personal representative);
2. If you communicate the contemplation or commission of a crime or harmful act;
3. If you are a minor and provide information that indicates that you were the subject or victim of a crime; or if you disclose the abuse or neglect of any minor (including yourself) or vulnerable adult (including yourself);
4. You bring charges against your Counselor or make a formal complaint against them at Green River College;
5. In response to a legally valid subpoena from a court of law or the Secretary of State;

Electronic Communications Policy

Every time you come in, an electronic record is created. This can include, but is not limited to: contact information, demographics, dates of service, and details of your visit. I urge you to take your own privacy as seriously as I take my commitment of confidentiality to you. Since personal counseling is one of the most private endeavors in which anyone can engage, the success of this work depends in part on the privacy of what we discuss and awareness that our relationship is not part of our social lives or our professional lives outside of our work together.

I do not accept friend or contact requests from current or former students on any social networking site (TikTok, LinkedIn, etc.) as it may blur the boundaries of our therapeutic relationship. While Counseling Services is not placed as a check-in location on any websites/apps, it is possible that others may surmise that you are going to counseling if GPS enabled on our phone and for any apps.

Email may be used to arrange or modify appointments, as well as provide resources/strategies/tools to students. If you choose to communicate by email, be aware that all emails are retained in the logs of your internet and/or phone service providers and are not necessarily secure. Green River also retains copies of all employees' emails, encrypted or not, for records purposes. While it is unlikely that someone will be looking at these logs or emails, they are, in theory, available to be read by the system administrator. Any emails that I receive from you and any responses that I send to you become a part of your counseling record. The absence of or lack of explicit reference to a specific tool, site, or venue does not limit the extent of the application of this policy.

Text reminders will be sent to your phone if you provided permission when you first requested an appointment online. These are not secure or encrypted and are just like any other text messages you may receive.

If you do not want to receive emails or texts, we can discuss other options for contact about appointments and resources.

Your Counseling Records

This office keeps a record of the counseling services provided to you, using a secure and confidential scheduling and electronic health records (EHR) system. You may ask to see/have a copy of that record. You may also ask this office to correct that record, if you believe the information within it is in error. This office will not disclose your record to others unless you direct us to do so, or unless the law authorizes or compels us to do so. You may see your record or get more information about it, at this office. Your counseling records are not part of your other GRC educational records and can only be accessed by Counselors at GRC.

Consultation

For your benefit and your counselor's continued professional development, I may occasionally seek consultation from other professionals. Green River Counselors have access to all student counseling files and may consult with each other about student issues without using anonymity. However, as a department we are bound by confidentiality. Therefore, any consultation with professionals outside of

Green River is conducted anonymously and without personally identifying information so that your confidentiality is preserved.

Evaluation

Because Counseling Services is interested in your feedback about the services provided to you, you may be asked to complete an anonymous evaluation form after your third appointment. Your comments are completely anonymous and cannot be traced to you.

Dissatisfaction

If you have a complaint or concern regarding your counseling experience, we encourage you to discuss it with your counselor. Our experience suggests that these discussions can be valuable. If this discussion is not to your satisfaction, or you feel you cannot discuss this with your counselor, please contact the Humanities Division Chair at (253) 833-9111, ext 6822. If you believe your counselor has violated professional conduct, you may contact the Washington State Department of Health Phone: (360) 236-4700 or Department of Health: Health Systems Quality Assurance Complaint Intake P.O. Box 47857, Olympia, WA 98504-7857. Additional information at www.doh.wa.gov.

Authorization for Counseling

I hereby grant my permission to receive counseling services employing such established methods as may be appropriate in my treatment. I understand that I may ask questions about my counseling and may end counseling at any time. I certify that I have read the GRC Counseling Services Disclosure form and that I understand its contents.

Signed: _____ Date: _____
Student

_____ Date: _____
Matthew E. Cullen, LICSW
Green River College Counselor