Signup Instructions for STUDENTS
Step 1

- Go to the following link to complete the Let’s Talk Acknowledgement Form and Select your Let’s Talk Program
  - https://ucsd.impactfeedback.com/survey/CAPS%20Let's%20Talk%20Acknowledgement/
Step 2

- Complete the Let’s Talk Acknowledgement Form

- You must check every box to schedule a Let’s Talk session

### CAPS Let’s Talk Acknowledgement Form

Let’s Talk drop-in consultations are informal and brief conversations with a CAPS mental health professional. Common issues include stress/worry, sleep, motivation, focus, recovering from setbacks, work/life changes, and relationships (personal and professional). Let’s Talk provides practical strategies, information, and support for general well-being issues.

Meetings do not constitute professional counseling or mental health treatment. You will not receive clinical care, a psychological evaluation, a diagnosis or a treatment plan. You will not complete any mental health or medical assessment, history, or consent forms. Students can sign up for two consultations, per quarter.

Because these conversations do not constitute mental health treatment or services, the privacy of the conversations will not be protected as medical records. They will be covered by applicable sections of the standards for university students under the Family Educational Rights and Privacy Act (FERPA). Therefore, information can be disclosed to others (such as family or friends) to help protect a student if there is a health or safety emergency.

Please indicate whether you acknowledge and understand each of the items below. You must understand and answer “Yes” to all items in order to schedule a Let’s Talk meeting.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>I understand that I will be provided with limited informational services.</td>
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<td>I understand that although my consultant may be a psychologist or CAPS provider, they are not providing psychological services during Let’s Talk or Drop-In Hours consultation.</td>
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<td>I understand that the record of my Let’s Talk and Drop-In Hours Acknowledgement, whether provided in writing, orally, or electronically, and topics discussed will be noted in my medical file, as a non-clinical record, protected under FERPA. I also understand that my appointment and attendance status will be recorded in the UCSD Impact Feedback system.</td>
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<td>I understand that I can receive professional counseling and/or mental health treatment, by calling CAPS at (858) 534-3755 to make an appointment.</td>
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<td>I understand that if I am in an immediate crisis, I should not schedule a Let’s Talk meeting and instead call CAPS at (858) 534-3755 during regular office hours (8:00am–4:00pm, Monday - Friday). For an urgent need after office hours, call the same number (858) 534-3755 and select option 2 to immediately speak with a mental health counselor. If anyone is in danger, please call 911 or go to the nearest emergency room.</td>
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If you do not wish to acknowledge all the items above or have any questions about the Let’s Talk program, you can contact Dr. Tyler Hatchel via email: thatchel@health.ucsd.edu
Step 3

Complete the Fields

NOTE: you must input your name and email address so that when you click on UCSD LOGIN (Single Sign-On), it will match your email with your SSO.
Step 4

- Follow the Instructions

- You will login to the UCSD Impact Feedback site at:
  - https://ucsd.impactfeedback.com

- You will then be allowed to schedule for the Let’s Talk “Class” that you selected

- NOTE: If you already have used IMPACT and have signed up for other classes, select the dropdown menu to select the Let’s Talk Class type
Step 5

- Follow the Instructions
- You will login to the UCSD Impact Feedback site at:
  - https://ucsd.impactfeedback.com
- You will then be allowed to scheduled for the Let’s Talk “Class” that you selected
- NOTE: If you already have used IMPACT and have signed up for other classes, select the dropdown menu to select the Let’s Talk Class type
- Go to Classes section, and then you will see the class selections
- Feel free to pick a specific provider or all
- Pick a class from the calendar, and then sign up.
Step 6

- Students will get the following notifications:
  - Appointment Confirmation
  - Appointment Reminder (day before your meeting)
  - You can cancel online
  - Post-meeting survey day of meeting