Protocol Flowchart

The BRT Referral is submitted via online form and is automatically emailed to all BRT members.

The referral source will receive an automated

response, verifying receipt.

To submit a BRT Referral, use our form: bit.ly/BRTReferralForm

To learn about the BRT, visit our site: http://www.hunter.cuny.edu/brt

In an emergency, call Public Safety at (212) 772-4444, or call 911

Is this a matter best addressed by the BRT?

Members of the BRT review the referral to determine initial disposition

YES. The referral will be addressed by the BRT

Is the matter urgent?

YES. Matter is urgent.

BRT members discuss intervention plan immediately and consult with referral source where possible, before implementing intervention

After consultation, BRT will proceed with intervention which will typically include proactive and swift outreach to locate and meet, or make contact, with the student

NO. Matter is not urgent.

BRT member will contact referral source, typically within 24 hours of receipt of referral, to discuss case and obtain additional information.
BRT member will consult with other Team members to formulate

appropriate response/intervention and will then inform referral source of plan of action

and implemented (which will always include consultation/ collaboration with referral source, and may include other offices to determine and mobilize appropriate intervention and outreach)

Alternate disposition is established

NO. BRT determines that alternate

disposition is indicated

Case will be closed and maintained in BRT records with appropriate notations

Has BRT
determined that meeting
with the student is
warranted?

YES. Team member will contact student to arrange a meeting with members of the BRT

Is the student responsive?

NO. After several unsuccessful attempts to make contact with student, BRT may, under certain circumstances, place a service indicator in on student's account, deactivate ID, or retrieve student from class, with goal to either meet with student immediately, or make timely contact to mobilize student to arrange meeting. Approach will depend on the issue at hand

YES. Contact with student is made and BRT meeting is arranged

Members of the BRT meet with student to identify and address the issue(s) of concern

Referral to College support services is offered, where indicated

BRT member will contact referral source to offer update on disposition of referral

NO. BRT determines that meeting with student is not warranted

A member of the BRT will contact the referral source to discuss determination and rationale, as well as offer recommendations where appropriate (e.g. the BRT may suggest that the referral source address inappropriate behavior, discuss available resources with student, etc.)

Case will be closed and maintained in BRT records with appropriate notations