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.

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

- 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

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

- NO. BRT determines that meeting with student is not warranted

Is the student responsive?
- 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

- NO. After several unsuccessful attempts to make contact with student, BRT may, under certain circumstances, place a service indicator in 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

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