

INTERDISCIPLINARY CENTER FOR STUDENT  
DEVELOPMENT (CEDE)

CONFIDENTIAL

International Association of Counseling Services, Inc.

IACS Office Use Only
Date Report Rec'd at IACS _____
Office _____

ANNUAL REPORT FORM

DIRECTIONS: Take as much space as you need to answer the questions on this form, do not alter this form. Please return the completed form to [iacsadmin@earthlink.net](mailto:iacsadmin@earthlink.net)

*Oct 15, 2014*

*AY 2014-15*

1. Name of Counseling Service: **Interdisciplinary Center for Student Development (CEDE)**

University/College: **University of Puerto Rico at Cayey**  
 Address: **205 Antonio R. Barceló Avenue**  
 City: **Cayey**  
 State: **Puerto Rico**  
 Zip/Postal Code: **PO Box 3722230, Cayey, Puerto Rico 00737-2230**  
 Phone Number: **787-738-2161 x.2436**  
 Fax Number: **787-263-4222**

Center Website Address:

Is the Center merged with other campus agency/agencies?

- Yes If Yes, merged with \_\_\_\_\_ for how long? \_\_\_\_\_
- No

2. Director's Name: **Carilú Pérez Caraballo** Degree: **Ph.D.** Title: **Professional Counselor**

Year you became Director: **Sept 2014** Director's E-Mail Address: [carilu.perez@upr.edu](mailto:carilu.perez@upr.edu)

3. Name & Title of person you report to: **Rochellie Martínez, Interim Dean of Student's Affairs**

Has this changed since the last report?

- Yes If Yes, Please explain. **The internal administrative structure at UPR-Cayey has changed. The Chancellor is who determines specific administrative positions.**
- No

4. Professional Counseling Staff in Center & Students at Institution

- a) Number of Professional Counseling Staff in Center (Include all clinical Professional Staff and the center Director). DO NOT include clerical, support staff, and trainees such as interns, externs, graduate assistants, etc. Current staff FTE: **6** Headcount: **6**
- b) Total number of FTE positions gained **1** or lost **0** since your last report.
- c) Numbers of Students Headcount at Institution: **3,816 (2013-14)**

5. Staff changes since the last report: (Do not include trainees) **Check Box if None:**

- a) Number of Terminations: **0**

Full Name	Degree	Reason for leaving
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1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

b) Number of Additions<sup>1</sup>: **1**

Full Name	Degree	Date Started
1. Ruth Mercado	Ph.D.	August 2014
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

6. Please describe any significant changes in the focus of your programs since your last report. If no significant changes have occurred in a particular service area, **write N/A.**
- a) Clinical service delivery (short term, time limits etc.) **To facilitate the student's completion of the initial interview, CCAPS 62 and CCAPS-34 the Ti Schedule Web Component was purchased.**
  - b) Outreach, consultation, etc. **To improve our process of supervision of interns in clinical psychology Web Cams were purchased.**
  - c) Career Counseling **To improve the services offered to our students, the program purchased technological equipment (laptops, tablets) for the Virtual Careers Room.**
  - d) Training, teaching, etc.
  - e) Changes in other service areas **We purchased Titanium Sync. We will start using it in September 2014.**
7. Describe any significant changes in internal administrative structure of center since your last report; such as, mergers, separations, changes in administrative responsibilities, or organizational reporting lines. If such changes have occurred, please include a copy of the new administrative structure and reporting lines with this survey.  
**A new director of CEDE is in place.**
8. Has your Operating Budget changed more than  $\pm 10\%$  since last year?
- Yes If Yes, Please explain. .
  - No
9. Are there other concerns or pressures that impact on your service delivery since the last IACS Report was

<sup>1</sup> Each new professional staff member needs to submit the completed IACS Abbreviated Personnel Vita

submitted:

Yes If Yes, Please explain. Even though there have been collaborative agreements to offer psychiatric services through means of referrals with the hospitals of mental health in the local area (Panamerican Hospital and INSPIRA), our budget assignment is tight, thus we need to identify the monies for a part-time in-house psychiatrist.

Also, because of budget constraints to pay pre-doctoral interns in clinical psychology, we have established agreements with other graduate schools on the island in order to receive graduate level practitioners in clinical psychology. However, in 2012-2013 we had two predoctoral interns without payment who covered a total of 1,713 hours of clinical practice under the supervision of Dr. Lino Hernandez.

No

10. Is there any way in which you feel IACS can assist your service in dealing with the concerns or pressures stated in question 9?

Yes If Yes, Please explain. Our internal reports to administrators (Chancellor, Deans) show that we use diverse information (accessible through the IACS webpage) to justify actions related to personnel and budget.

No

11. Please identify below those problems, issues, concerns or recommendations (if any) that were conveyed to your center in response to your most recent Full Evaluation and any subsequent Annual Reports that you have submitted to IACS.

Provide a brief report on any problems, issues, concerns, or recommendations previously identified by the Board that continue to remain unresolved.

I. Actual working plan

1. Increase staff racial/ethnic diversity.

In the Field Visitation Report (Baez & DiNuzzo) recommendations to attend to racial diversity in our staff are not directly stated. However, we will explore this issue with the clients by including a question on staff practices and diversity to expand our evaluation of the services offered at the end of the process of counselling/psychotherapy. Recently, we conducted a study at UPR-Cayey to explore how the Puerto Rican university student identifies with diverse racial categories. The findings show that the majority of students identify themselves as "Latinos/Puerto Ricans."

2. Expand group counseling program

Initiatives have been made to add two more groups; the support group for student-parents and the National Alliance of Mental Illness (NAMI) program on campus, which is a support group that targets students with mental health needs.

3. Develop in-house psychiatric services

The budget constraints system-wide has converted this area of psychiatric services one of mayor concern

and a challenge for UPR-Cayey. Currently, we are reaching agreements with the Office of Medical Services to meet the needs to contract this professional. Medical services has recently inaugurated an area of

specialized medical services which permits the hiring of a medical specialist with charges to the faculty and student's medical insurance. We look forward to include a psychiatrist in this group of specialists.

#### 4. Complete the policy and procedures manual.

The content of the new manual was evaluated in summer 2014. The manual includes a section on Interns and Practice Candidates. We are currently working a section on Titanium Schedule and services to students with special needs (impediments).

#### 5. Provide more funding and opportunity for professional development

CEDE personnel organized a Second University Forum on Mental Health titled: Aspects of Theory and Practice of Psychological Trauma. The professionals at UPR-Cayey benefited from the forum in diverse ways. The institution covered the fee and hours of continuing education for Cede's Staff and helped raise CEDE's professional development funds. Actually we assigned a fee for each of the staff members to help cover continuing education in diversified areas of interest.

Moreover, the institution last year also provides economic support to personnel for professional development. CEDE staff have been able to attend other professional activities such as the 2013 American College Counseling Association Annual Conference, and the 2013 Annual Conference of the Association of Psychology of Puerto Rico. Other trainings were completed for continued education hours in the areas of DSM-5 and Eating Disorders. CEDE's budget partially support those activities.

### II. Other important areas in progress:

#### 1. Increase use of objective Psychological Testing and Assessment for diagnosis and treatment planning.

CEDE purchased a DSM-5 for TI Schedule V10. The Test MMPI-2, and the Cirino System for Career Planning (version created for Puerto Rican university students). The TAT, STAIC, House Tree Person Projective Test and an Inventory for Study Habits and Techniques have also been purchased.

#### 2. Add an objective clinical assessment tool at intake

Under the supervision and support of the Center for Collegiate Mental Health (CCMH) at Penn State, Dr. Carliu Perez worked with the translation, adaptation and validation of CCAPS-62 and SDS. Currently, there is conversation with Dr. Ben Locke to incorporate the Spanish version for the Puerto Rican students in higher education who are in the TI Schedule and establish the group norms. The new Spanish version of the CCAPS-62 and SDS is expected to be administered regularly to the Puerto Rican clients who visit the center in the near future.

#### 3. Institute a formal system for Internal Evaluation

UPR Central Administration created a special committee to evaluate the various documents used for the evaluation of counseling and psychological services, and agreed to design a uniform evaluation system for counselor's system-wide. We started using this form in October 2014.

### III. Other areas attended:

CEDE recruited a professional with a doctoral degree in the area of counseling and rehabilitation. This empowers CEDE with a professional who by law is certified to coordinate the services offered to students with special needs/ impediments.

We continued improving and expanding the in-house library. We purchased books, and received donations from internal and external professionals.

**TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE ENCLOSED INFORMATION IS ACCURATE AND COMPLETE**

**NAME OF PERSON COMPLETING FORM: Carilú Pérez Caraballo**

**DATE: September 29, 2014**




Name of person completing this form: Carilú Pérez Caraballo

DATE: September, 30, 2014