

# **OZARKS TECHNICAL COMMUNITY COLLEGE**

Biennial Review of the Alcohol and Drug Policies, Procedures, Support Services and Educational Programs at Ozarks Technical Community College for the period of July 1, 2018 through June 30, 2020 as required by the Drug-Free Schools and Campuses Act.

Compiled by:  
Biennial Review Committee  
Ozarks Technical Community College  
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## Contents

|  |           |
|--|-----------|
| <b>Introduction and Biennial Review Process.....</b>         | <b>3</b>  |
| <b>Annual Notification Process.....</b>                      | <b>4</b>  |
| <b>Educational Services, Programs and Activities .....</b>   | <b>5</b>  |
| <b>Alcohol and Drug Violation Enforcement Analysis .....</b> | <b>6</b>  |
| <b>Assessment.....</b>                                       | <b>6</b>  |
| <b>Summary of Findings.....</b>                              | <b>7</b>  |
| <b>Appendix A .....</b>                                      | <b>10</b> |
| <b>Appendix B.....</b>                                       | <b>13</b> |
| <b>Appendix C.....</b>                                       | <b>16</b> |

## **Introduction**

Ozarks Technical Community College is committed to supporting the safety and health of its students and employees in furtherance of its mission to provide accessible, high quality and affordable learning opportunities that transform lives and strengthen the communities we serve. As part of that commitment, the college has implemented system-wide alcohol and drug abuse prevention programming. This programming incorporates a series of strategies including policies/procedures, formal notifications, education, cross-college collaboration, interventions, enforcement, and services.

The college monitors the effectiveness of this programming. This report is the result of a biennial review of OTC's alcohol and drug prevention programming, in compliance with Federal Drug Free Schools and Campuses Regulations (34 C.F.R. Part 86).

## **Biennial Review Process**

In support of the safety and health of its students and employees, and pursuant to its obligation to conduct a biennial review of its drug and alcohol abuse prevention programs, OTC has authorized an administrative review of those programs to be completed every two years. The purpose of this review is (1) to consider whether the college is meeting its obligations under the Federal Drug Free Schools and Campuses Regulations, (2) to summarize the related policies, procedures and programs, and (3) to recommend any appropriate enhancements to those policies, procedures and programs.

OTC formed a committee to conduct the 2016-2018 and 2018-2020 biennial review. The members of the committee for 2018-2020 include the following:

- Dr. Joan Barrett, Vice Chancellor for Student Affairs
- Joyce Bateman, Dean of Students and Chair of the Biennial Review committee
- Andrew Goodall, College Director of Student Success
- Ocki Haas, College Director of Human Resources
- Scott Leven, College Director of Safety and Security
- James Carpenter, Director of Counseling Services
- Lenord McGownd, Assistant Registrar
- Misty Tollett, Analyst, Research and Strategic Planning

The following materials, policies and programs were examined as part of the 2018-2020 biennial review:

- U.S. Department of Education, Complying with the Drug-Free Schools and Campuses Regulations. A Guide for University and College Administrators
- OTC's College Catalog and Student Handbook <https://catalog.otc.edu/>
- OTC's Annual Security Reports <https://services.otc.edu/security/annual-security-report/>
- OTC's Drug and Alcohol Prevention Policy 5.37 <https://about.otc.edu/policies/article-v-student-services/5-37-drug-and-alcohol-prevention/>
- OTC's Drug-Free Workplace Policy 3.47 <https://about.otc.edu/policies/article-iii-personnel/3-47-drug-free-workplace/>

- OTC's Public Disclosures webpage (Under "Annual Notices: Drug and Alcohol Prevention" - <https://about.otc.edu/public-disclosures/>)
- OTC's Sexual Misconduct Policy 4.06 (contains an amnesty clause related to drug and alcohol use) <https://about.otc.edu/policies/article-iv-operations/4-06-sexual-misconduct/>
- OTC's Standards of Student Conduct Policy 5.15 (contains clauses explicitly prohibiting drug and alcohol use, distribution, manufacture, sales and being present on campus or at college sponsored activities while under the influence) <https://about.otc.edu/policies/article-v-student-services/5-15-standards-of-student-conduct/>
- OTC's Student Disciplinary and Appeals Process Policy 5.16 (outlines disciplinary procedures and possible sanctions for students found responsible for violating college policies) <https://about.otc.edu/policies/article-v-student-services/5-16-student-discipline-grievances-and-appeals-process/>
- OTC's Student Services Code of Conduct Alcohol/Drug Violations
- Summary of OTC's alcohol and other drug-free programming/events

## **Annual Notification Process**

### **Students**

Beginning August 2016, OTC developed the Drug and Alcohol Prevention Program (DAAPP) notice that is sent each semester to all enrolled students' official student email accounts. The DAAPP notification content is updated annually by the Dean of Students and is attached as Appendix A. This notice includes the following:

- Standards of conduct prohibiting unlawful possession, use or distribution of illicit drugs and alcohol on the institution's property or as part of its activities
- A description of the health and safety risks associated with the use of illicit drugs and abuse of alcohol
- A description of applicable legal sanctions under local, state and federal law
- A description of available counseling services, referrals and educational programs
- A statement and description of the disciplinary sanctions the institution will impose on students

A distribution procedure was developed in August 2016 to ensure that the DAAPP, along with three other Public Disclosure Notifications (FERPA Notification, Updating Contact Information and Importance of Attending Classes) is sent to all currently enrolled students each semester. This distribution procedure includes the following:

- During the second week of the fall and spring semesters and the first week of summer semesters, all currently enrolled students are identified and sent the DAAPP via OTC email.
- After the first week of second 8-week block courses for fall and spring semesters and after the fifth week of classes during the summer term, this process is repeated to catch any students admitted to the institution after the first mailing.

The chart below outlines the percentage of students successfully notified each semester.

| SEMESTER     | NOTICES SENT | TOTAL NUMBER OF STUDENTS REGISTERED | OVERALL PERCENTAGE |
|--------------|--------------|-------------------------------------|--------------------|
| Fall 2018    | 10,915       | 11,213                              | 97.34%             |
| Spring 2019  | 11,551       | 11,786                              | 98.01%             |
| Summer 2019  | 3,861        | 3,967                               | 97.33%             |
| Fall 2019    | 12,188       | 12,762                              | 95.50%             |
| Spring 2020* | 9,808        | 10,873                              | 90.21%             |
| Summer 2020  | 4,068        | 4,068                               | 100.00%            |

\*Spring 2020: OTC did not send the DAAPP notification to new, second 8-week block students during the spring 2020 semester due to COVID-19.

### Employees

All college employees have access to the college's policies, procedures and resources related to drug and alcohol use via the college website. Drug and alcohol abuse treatment information and related resources are also made available to full-time employees through the college's employee health insurance plan, the Magellan EAP and the OTC Health and Wellness Center. Community resources and referrals are also available for all students and employees through the Counseling Services Office.

An employee notice and procedure for annual notification is currently under re-development and will be implemented August 2020. A copy of the employee annual notice is attached as Appendix B.

The following is the procedure for distributing this notification to all employees:

- All employees (both full and part-time) will receive the employee DAAPP annual notice in August of each year via their official employee email account.
- New full-time and part-time employees starting after August 1 will receive the DAAPP materials as part of the new employee onboarding process.

### **Educational Services, Programs and Activities**

OTC strives to ensure that our students and employees have a rich and worthwhile educational experience in a civil environment and is committed to providing ongoing educational support and resources on alcohol and drug abuse for our institutional community. Through a variety of services and prevention activities, OTC's Counseling Services department along with support from our Behavioral Intervention Team provide this ongoing support to students and employees in the area of drug and alcohol awareness and prevention. The following programs and services were available during the past two years (2018-2020). A detailed description of each program or service can be found in Appendix C.

1. Personal, mental health counseling services for currently enrolled students.
2. Community resources and referral services for students and employees.
3. Online resources for students and employees.
4. Drug and alcohol prevention and awareness activities for students and employees.

### Alcohol and Drug Violations Enforcement Analysis

The table below shows the number of alcohol and other drug arrests as reported in the OTC 2017 and OTC 2018 Annual Security Report. This chart consolidates statistics from each of the five campus locations for the calendar years 2017 and 2018. Data for the 2019 calendar year will be available in the fall 2020. The full annual security reports from each campus can be found at <https://services.otc.edu/security/reports/>.

| Arrests & Referrals | 2017 | 2018 | Totals |
|---------------------|------|------|--------|
| Alcohol violations  | 0    | 1    | 1      |
| Drug violations     | 2    | 0    | 2      |

The Office of the Dean of Students is responsible for enforcement of alcohol and drug policies for students. The Human Resources office is responsible for employee conduct violations related to alcohol and drugs. The table below summarizes sanctions imposed for student and employee incidents involving alcohol and drugs that were reported to campus officials.

| Sanctions Imposed | 2018 | 2019 | Totals |
|-------------------|------|------|--------|
| Student sanctions |      |      |        |
| Reprimand         | 4    | 7    | 11     |
| Probation         | 3    | 2    | 5      |
| Suspension        | 9    | 1    | 10     |
| Employee actions  |      |      |        |
| Resigned          | 0    | 0    | 0      |
| Terminated        | 0    | 1    | 1      |

### Assessment

#### Website Visits

Counseling Services has consulted with OTC's web services to determine the number of visits to the [Counseling Services referral guide for substance abuse](#). The total number of page views for the referral guide during 2018 and 2019 is 3,473 and broken down by year as follows:

2018: 1,686

2019: 1,787

The following are the total number of page views of the Substance Abuse Self-Assessment <https://students.otc.edu/counselingservices/mental-health-self-assessments-2/>, also located on the Counseling Services webpages:

2018: 84

2019: 65

### **Summary of Findings**

The Biennial Review Committee has considered the overall effectiveness of OTC's DAAPP. The Committee believes that, in light of the college's position as a local community college and its available resources, services and personnel, overall, the college's drug and alcohol abuse prevention program is effective.

During the course of its review, the Committee identified the following strengths/positives with the college DAAPP during the two year review period:

#### **Strengths:**

- Counseling Services and the Behavioral Intervention Team provide a wide variety of resources to help educate and support students about drug and alcohol abuse, health risks and resources.
- The updates to the student annual notification resource is thorough and the process of distribution to all students is consistent and inclusive.
- The revisions made to policy 5.37 as well as the DAAPP provide clarity of expectations, penalties, health risks and resources as they pertain to drug and alcohol use at OTC.

During the course of its review, the Committee identified the following areas for improvement/further consideration with the college DAAPP:

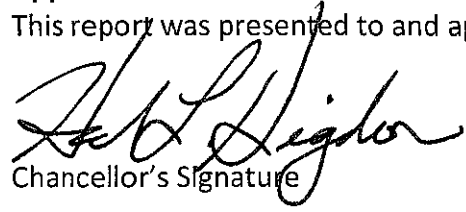
#### **Recommended areas of improvement:**

- Add professional development for employees to include the areas of alcohol and other drug use, recognizing the signs of alcohol and other drug abuse and referral recommendations. This type of presentation has been offered in previous years to faculty, however, offering on a more regular basis was recommended.
- Formalize assessment of substance use awareness and prevention activities provided through Counseling Services through the assistance of our Research, Strategic Planning and Grant Development department.
- Student and Employee Survey
  - Consider annual DAAPP survey of employees and students.
  - Research Partners in Prevention Missouri College Behavioral Health Survey
- Revisit Counseling Services webpages and online resources
  - Secure one location for all substance use education materials and screenings
  - Research evidence-based alcohol and drug prevention and education programs for Counseling Services (e.g. alcohol.edu)
  - Better utilize OTC's social media platforms (Facebook, Twitter) to inform college of health risks, drug and alcohol awareness events
- Complete and implement the annual notification for employees beginning August 2020

As the college considers and implements these efforts, they will be evaluated and adjusted as needed to accomplish the overall goal of emphasizing the importance of drug and alcohol abuse prevention to the college community.

**Approval**

This report was presented to and approved by the Chancellor in July 2020.

A handwritten signature in black ink, appearing to read "J. L. Hight", is written over the text "Chancellor's Signature".

Chancellor's Signature



## APPENDICES

## Appendix A Student Notification

Dear Student,

We are federally required to make available to the general public, all information regarding public disclosures and annual reports for OTC. As an OTC student, you have the right to know this information and where to find it. Please view the public disclosure and annual report information [here](#). If you have any questions regarding this information, please contact [righttoknow@otc.edu](mailto:righttoknow@otc.edu).

### **Drug and Alcohol Abuse Prevention Program (DAAPP)**

Ozarks Technical Community College is committed to providing a safe, positive and healthy environment for students and employees. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Ozarks Technical Community College has established a drug and alcohol abuse prevention program (DAAPP) for students and employees. This program is designed to raise awareness across the institution about the risks of, policies governing and available resources for alcohol and drug abuse. OTC policies provide, in part, that no student or employee shall consume, possess, manufacture, distribute or sell any unauthorized alcoholic beverages or illicit drugs or be under the influence of such substances on college-owned or controlled property or at events sponsored by OTC. Federal law, including the Drug-Free Schools and Communities Act Amendments of 1989, prohibits possession, use or distribution of marijuana on college premises or at college-sponsored events, including medical marijuana used or possessed under Missouri law. In observance of state law, no person under the age of twenty-one (21) may purchase or attempt to purchase, or have in his or her possession, any alcoholic or intoxicating beverage on the college premises or at college-sponsored events. OTC complies with all laws related to underage drinking, and any violation of the state's underage drinking laws will be referred to the appropriate authorities.

In accordance with legal mandates, OTC policies [3.47](#) and [5.37](#) and its commitment to providing a drug and alcohol-free workplace and learning environment, OTC will implement and enforce the following DAAPP elements:

1. The possession, purchasing, selling, or consumption of alcoholic beverages on college property (except as authorized in the course of a curricular program, e.g. Culinary Arts), or being present on campus while under the influence of such is strictly prohibited.
2. The unlawful possession, use, manufacture, distribution, or dispensation of illicit drugs or being present on campus or at college-sponsored functions while under the influence of such is strictly prohibited.
3. Students who violate these policies will be subject to [disciplinary action](#), the severity of which will be based on the seriousness of the offense. Sanctions will be applied consistently and may range from an informal reprimand to dismissal from the college. Employees who violate these policies will be subject to disciplinary action ranging from an informal reprimand to termination

of employment depending upon the seriousness of the offense. If the conduct resulting in discipline also involves a violation of state or federal law then the college will refer the matter to the appropriate authorities for prosecution.

#### Commonly Imposed Disciplinary Sanctions for On-Campus Policy Violations

Minor violations, such as first offense intoxication or possession of small amounts of alcohol or illegal drugs:

- Written reprimand
- Disciplinary probation up to one year and/or
- Referral for substance abuse evaluation/treatment (optional)

Subsequent or major violations, such as on-campus use, distribution or manufacture of alcohol or illegal drugs:

- Suspension for a period up to one year and/or
- Disciplinary probation up to one year and/or
- Referral for substance abuse evaluation/treatment (optional)

4. Local, state and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs.

Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971. Depending on the amount, first offense maximum penalties for trafficking marijuana range from up to five years' imprisonment and a fine of up to \$250,000 to imprisonment for life and a fine of \$4 million. Depending on the amount, first offense maximum penalties for trafficking other controlled substances (e.g., methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl and fentanyl analogue) range from five years to life imprisonment and fines range from \$2 to \$4 million. First offense penalties and sanctions for the illegal possession of small amounts of controlled substances, including marijuana, range from up to one year in prison or a fine of at least \$1,000. Penalties are more severe for subsequent offenses.

Convictions for federal drug offenses can also result in a student's loss of eligibility for federal financial aid.

State law and local law also provide penalties for violations of laws relating to the unlawful manufacture, sale, use or possession of (and/or imitation of) controlled substances and alcohol. In addition, states and localities have laws relating to underage drinking, driving while intoxicated or under the influence of alcohol and/or illicit drugs. Sanctions for violations may range from local citation to state law felonies. Penalties may range from small fines to prison terms, depending on the violation and past criminal history of the individual.

5. Serious health risks are associated with the use of illicit drugs and alcohol. Some, but not all, of the risks are listed below:

- Alcohol and other depressants: Consumption of alcohol and other depressants causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required for safety and care. Use of alcohol and depressants can lead to addiction and accidents as a result of impaired ability and judgment.
- Marijuana: Use of marijuana can lead to panic reactions, impaired short-term memory, increased risk of lung cancer and emphysema, particularly in cigarette smokers, and impairment of driving ability.
- Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as speed and uppers.
- Hallucinogens: Unpredictable behavior, emotional instability, violent behavior, and organic brain damage in heavy users, convulsions and coma.
- Narcotics (Heroin, Morphine, Codeine, etc.): Addiction, accidental overdose, risk of hepatitis and AIDS from contaminated needles.
- Inhalants (Gas, aerosols, glue, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds and impaired judgment.

For more information about the health risks associated with alcohol and particular types of drugs, please visit: <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

6. Any student or employee may contact OTC's Counseling Services Department for crisis intervention or for information about available community resources and referral assistance for drug or alcohol counseling, treatment, rehabilitation or re-entry services. OTC's Counseling Services provides educational information on drug and alcohol abuse through the distribution of printed materials, a website that includes substance abuse-related resources and online screenings as well as scheduled programming throughout the academic year. Other resources are also available, including, but not limited to, the following:

- Substance Abuse and Mental Health Service Administration (SAMSHA) (<https://www.samhsa.gov/>)
- National Institute on Drug Abuse (<https://www.drugabuse.gov/>)
- National Institution on Alcohol Abuse and Alcoholism (<https://www.niaaa.nih.gov/>)
- Alcoholics Anonymous (<https://www.aa.org/>)
- Narcotics Anonymous (<https://www.na.org/>)

For more information about OTC's Drug and Alcohol Abuse Prevention Program, contact the Office of the Dean of Students, [deanofstudents@otc.edu](mailto:deanofstudents@otc.edu), or Counseling Services, [counseling@otc.edu](mailto:counseling@otc.edu).

Sincerely,

Joyce R. Bateman, Dean of Students  
417-447-6973  
[batemanj@otc.edu](mailto:batemanj@otc.edu)

## **Appendix B Employee Notification**

Dear Employee,

We are federally required to make available to the general public, all information regarding public disclosures and annual reports for OTC. As an OTC employee, you have the right to know this information and where to find it.

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In accordance with legal mandates and policies [3.47](#) & [5.37](#), OTC is committed to providing a drug and alcohol-free workplace and learning environment, OTC will implement and enforce the following DAAPP elements:

- The possession, purchasing, selling, or consumption of alcoholic beverages on college property (except as authorized in the course of a curricular program, e.g. Culinary Arts), or being present on campus while under the influence of such is strictly prohibited.
- The unlawful possession, use, manufacture, distribution, or dispensation of illicit drugs or being present on campus or at college-sponsored functions while under the influence of such is strictly prohibited.

- Employees who violate these policies will be subject to disciplinary action ranging from an informal reprimand to termination of employment depending upon the seriousness of the offense. If the conduct resulting in discipline also involves a violation of state or federal law, then the college will refer the matter to the appropriate authorities for prosecution.
- Local, state and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 and imprisonment for terms up to and including life. The purchase, attempt to purchase, or possession of any intoxicating liquor by a person under 21 years of age is punishable by a fine of \$50 to \$1,000 and up to a year in jail. The same penalties apply to persons who knowingly furnish alcohol to minors and to persons under the age of 21 who are visibly intoxicated.
- Serious health risks are associated with the use of illicit drugs and alcohol. Some, but not all, of the risks are listed below:
  - Alcohol and other depressants: Consumption of alcohol and other depressants causes a number of marked changes in behavior. Even low doses significantly impair judgment and coordination required for safety and care. Use of alcohol and depressants can lead to addiction and accidents as a result of impaired ability and judgment.
  - Marijuana: Use of marijuana can lead to panic reactions, impaired short-term memory, increased risk of lung cancer and emphysema, particularly in cigarette smokers, and impairment of driving ability.
  - Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as speed and uppers.
  - Hallucinogens: Unpredictable behavior, emotional instability, violent behavior, and organic brain damage in heavy users, convulsions and coma.
  - Narcotics (Heroin, Morphine, Codeine, etc.): Addiction, accidental overdose, risk of hepatitis and HIV from contaminated needles.
  - Inhalants (Gas, aerosols, glue, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds and impaired judgment.
- Any employee may contact OTC's Counseling Services Department for information about available community resources and referral assistance for drug or alcohol counseling, treatment, rehabilitation or re-entry services. OTC's Counseling Services provides educational information on drug and alcohol abuse through the distribution of printed materials, a website that includes substance abuse-related resources and online screenings as well as scheduled programming throughout the academic year.

- Full-time employees may contact OTC's benefits administrator to find out about services offered through Cox HealthPlans, Magellan Employee Assistance Program, and OTC's Health and Wellness Clinic.
- In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, all employees will be emailed the DAAPP annually, which summarizes the college's drug and alcohol abuse prevention programs and refers them to the current Policies and Procedures Manual.
- During each even numbered year, a biennial review of the comprehensive DAAPP will be conducted to determine its effectiveness, make changes where necessary, and ensure that it is consistently enforced. This review will be conducted by a task force with representatives from the following offices: Human Resources, Safety and Security, Vice-Chancellor for Student Affairs, Dean of Students, Counseling Services and Institutional Research along with other relevant office representatives.

For more information about OTC's Drug and Alcohol Abuse Prevention Program, contact the Human Resources Office, [hr@otc.edu](mailto:hr@otc.edu) or Counseling Services, [counseling@otc.edu](mailto:counseling@otc.edu).

Sincerely,

OTC Human Resources

## **Appendix C**

### **Educational Programs, Services and Activities 2018 and 2019**

#### ***Counseling***

Students: Counseling Services offers free and confidential, short-term mental health and crisis intervention services to currently enrolled OTC students including our online students. Counselors are available on the Springfield, Richwood Valley and Table Rock campuses and student service representatives are available at our Lebanon and Waynesville Education Centers. Services are provided by Licensed Professional Counselors, Provisional Licensed Professional Counselors, and Social Workers

Employees: Full-time employees have mental health and substance abuse treatment options through our employee health plan, through the college EAP (Magellan) and through OTC's Health and Wellness Clinic. Full-time and part-time employees may also contact the Counseling Services department or view the Counseling Services webpages for self-help and referral recommendations.

#### ***Referral Services***

- A comprehensive network of mental health, social service and substance abuse treatment professionals and organizations is made available to OTC students and employees through the Counseling Services department. These include providers in the communities of all college locations.
- Referral recommendations by our Counseling Services staff can be requested via phone, business email, [counseling@otc.edu](mailto:counseling@otc.edu) or in person.

#### ***Online Resources [www.otc.edu/counselingservices](http://www.otc.edu/counselingservices)***

- Self-help articles on topics that include alcohol and drug abuse education and prevention
- Anonymous, mental health screening tools that include the following:
  - ULifeline substance use screener  
[https://screener.ulifeline.org/?\\_ga=2.184098278.1511196940.1592847644-1147436134.1592847644](https://screener.ulifeline.org/?_ga=2.184098278.1511196940.1592847644-1147436134.1592847644)
  - Drug Screening <http://www.drugscreening.org/>
  - Start Your Recovery <https://startyourrecovery.org/who/college>
- ULifeline access ([www.ulifeline.org/otc](http://www.ulifeline.org/otc)), which includes comprehensive support for alcohol and other drug use concerns

#### ***Substance Use and Awareness Activities***

- Classroom and professional development presentations at all college locations on a variety of topics are offered each semester by Counseling Services staff and members of the Behavioral Intervention Team. These presentations included the topic of drug and alcohol use and abuse as well as recognizing and responding to students who may be under the influence of drugs or alcohol.



- All currently enrolled students were sent a reminder about the substance abuse online screenings available through the Counseling Services web pages. This reminder was sent each semester in 2018 and 2019 to students' OTC email account.