



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 1734.1D
1/MDC
7 Jul 2020

USNA INSTRUCTION 1734.1D

From: Superintendent, U.S. Naval Academy

Subj: MIDSHIPMEN DEVELOPMENT CENTER

Ref: (a) Middle States Association of Colleges & Schools, Standards for Accreditation
(b) BUMEDINST 6010.30
(c) BUMEDINST 6010.31
(d) BUMEDINST 6010.17C
(e) NHCANNAINST 6320.11D
(f) NHCANNAINST 6320.9L
(g) DODINST 6025.13
(h) OPNAVINST 6320.7A
(i) USNAINST 1720.1A
(j) DODINST 6490.08
(k) SECNAVINST 5211.5F

1. Purpose. To publish policy, mission, procedures, and responsibilities regarding the operation of the Midshipmen Development Center (MDC), U.S. Naval Academy.

2. Cancellation. USNAINST 1734.1C.

3. Background. Reference (a) requires that all accredited institutions of higher learning provide counseling services to their students. Midshipmen face a range of challenges while at the U.S. Naval Academy and many find that consultation with a professional counselor improves their outlook, decision-making, and overall quality of life. Faculty and staff responsible for the professional development of midshipmen may recommend an individual for counseling or they may wish to consult with psychologically trained professionals on how to help resolve various issues. Additionally, there are times when the faculty and staff of the U.S. Naval Academy might benefit from specialized training on psychological, emotional, or developmental issues. It is essential that the U.S. Naval Academy maintain a designated counseling center staffed by professionally trained clinicians who are able to provide these services.

4. Policy. MDC is a nonmedical, voluntary counseling center that supports the development of midshipmen and the mission of the U.S. Naval Academy. MDC provides clinical (midshipmen only), consultation, and training services to the U.S. Naval Academy community. This instruction outlines the organizational structure and operational guidelines of MDC.

5. Mission. MDC exists to promote and enhance the adjustment, well-being, and development of midshipmen through psychological and nutritional counseling services and through

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consultation and training to the U.S. Naval Academy faculty and staff responsible for midshipmen development, while respecting diversity of gender, race, sexual orientation, and culture.

6. Chain of Command. The MDC Director reports to the Commandant of Midshipmen. The Commandant of Midshipmen will evaluate MDC operations with the aid of independent accreditation organizations and the MDC Performance Improvement Committee. At the end of each academic year, the MDC Director shall submit to the Superintendent, via the Commandant of Midshipmen, an annual report detailing the activities of the MDC during the previous academic year. This report should include information on the number and nature of services provided, significant trends noted, annual goals and whether or not they were met, and a chronology of other important events.

7. Appointment of a Medical Liaison Officer (MLO). The Commanding Officer (CO), Naval Health Clinic Annapolis (NHCA), shall appoint a privileged mental health provider as the MLO to the MDC. The MLO will typically be the Department Head for Behavioral Health at NHCA. The MLO serves in a supportive rather than a directive role, and helps ensure a cooperative relationship between the staffs of the MDC and NHCA. The role of the MLO is to:

- a. Establish and maintain open communications between NHCA and the MDC.
- b. Meet with the MDC staff as needed to discuss cases and other common issues, and to address any medical referral concerns.
- c. Participate in the monthly medical review of MDC and NHCA mental health clients with potential commissioning concerns. This monthly review is chaired by the Brigade Medical Officer (BMO).
- d. Following referral to NHCA Behavioral Health, assume medical management of cases that require medical record documentation.
- e. Review cases when there is a question of a midshipmen's suitability for commissioning, and assist with further evaluation and appropriate disposition, as needed.
- f. Serve on the MDC Performance Improvement Committee.

8. Credentialing and Privileging of MDC Providers

- a. The CO, NHCA, grants defined privileges to Health Care Practitioners at the MDC in compliance with references (b) through (h).
- b. The Individual Credential Files (ICF) for MDC providers are located in the NHCA Medical Staff Services Office and will be maintained according to references (b) and (e).
- c. If a provider's competence is questioned, their performance will be reviewed in accordance with references (c) and (e) through (h).

d. Any adverse credentialing action, Fair Hearing, Peer Review, or appeal process will be conducted in accordance with reference (c).

e. All Health Care Practitioners (active duty, civilian, or contract) assigned to or employed at the MDC will apply for clinical privileges at NHCA, as directed per reference (b) and (e). If approved, the CO, NHCA, will confer the appropriate clinical staff membership with accompanying clinical privileges. Once granted staff membership at NHCA, the military mental health providers assigned to the MDC will participate in the NHCA Duty Mental Health Watch.

f. Per reference (b) and (e), new privileged providers assigned to the MDC shall be monitored clinically by the MDC Director, and a completed NHCA Focused Professional Practice Evaluation shall be forwarded to the NHCA Medical Staff Services Office for filing in the individual provider's Clinical Activities File. An NHCA Ongoing Professional Practice Evaluation should be completed every eight months for each provider, and forwarded to the Medical Staff Services Office.

g. Per reference (f), peer review for each privileged provider shall be submitted to the Medical Staff Services Office quarterly for review by the NHCA Executive Committee of the Medical Staff (ECOMS). Clinical Psychologists and Social Workers shall review 15 patient encounters per quarter using USNA 1734/27 Midshipmen Development Center Peer Review Worksheet. The Dietitian shall submit review for 15 encounters per quarter using USNA 1734/28 Midshipmen Development Center Dietitian Peer Review form.

9. Performance Improvement

a. The MDC Performance Improvement Committee is tasked by the Commandant of Midshipmen to ensure that all MDC providers and MDC services to the Brigade of Midshipmen, faculty, and staff meet the highest professional standards and comply with all relevant directives.

b. The MDC Performance Improvement Committee's activities will comply with applicable Department of Defense and Chief of Naval Operations guidelines as defined in references (g) and (h).

c. The MDC Director is appointed the MDC Performance Improvement Committee Chairperson. Committee membership will also include all MDC staff members, the MLO, and other Health Care Practitioners assigned to the U.S. Naval Academy, as directed.

d. The Committee will assess the effectiveness and quality of MDC services, and at a minimum, shall review MDC activities at least three times a year: following Plebe Summer and after the Fall and Spring semesters. The Committee will conduct prospective monitoring (e.g., peer reviews, tracking of significant clinical events, and review of long-term cases) and retrospective oversight (e.g., client satisfaction surveys) as needed to ensure high-quality service.

10. MDC Accreditation. To verify that the activities, procedures, and services of the MDC meet the highest standards of practice for college counseling centers, the MDC shall comply with the

standards for college counseling centers published by the International Association of Counseling Services (IACS), Inc. The MDC is expected to be fully accredited by IACS at all times.

11. Emergency Mental Health Evaluations. Reference (i) provides policy, procedures, and responsibilities for the U.S. Naval Academy Suicide Prevention Program. Specifically, the Suicide Crisis Response Plan in reference (i) outlines appropriate actions for midshipmen to take when confronted with suicidal thoughts or behaviors in fellow midshipmen. Reference (i) also outlines procedures for the duty chaplain, duty mental health provider, and the Officer of the Watch (OOW), when faced with after-hours mental health emergencies.

12. Medical Referrals from MDC

a. If an MDC staff member determines that a midshipman is in need of medical evaluation or services, a referral will be made to NHCA Behavioral Health. Emergency referrals will be directed to Anne Arundel Medical Center Emergency Room or Walter Reed National Military Medical Center via the Brigade Medical Unit. Once a referral is made, the responsible Military Treatment Facility staff will determine the need for ongoing medical care of the midshipman. Follow-up care and services will be provided by NHCA Behavioral Health, although in some cases, MDC might also continue to provide care. The extent of MDC's involvement in such cases will be determined by the MDC Director.

b. All significant mental health disorders should be referred to NHCA Behavioral Health, with the results becoming a part of the midshipman's permanent health record. A significant mental health disorder is one that results in impairment to such a degree that a midshipman's ability to commission is jeopardized. Once a midshipman has been seen at MDC for 10 counseling sessions, the case shall be reviewed by the MDC Director for evaluation of appropriate level of care and potential transfer to NHCA Behavioral Health. MDC may continue to see cases beyond 10 sessions if approved by the MDC Director. Such cases will likely include, but are not limited to, midshipmen dealing with trauma and those under the care of the Eating Disorders Treatment Team.

13. Continuity and Coordination of Care Policy. Every midshipman seen at MDC is assigned to a primary provider, who is responsible for the overall coordination and provision of services provided by MDC. When the primary provider is not privileged for independent practice (e.g. psychology extern or social work intern), the MDC Director will designate a fully privileged supervisor with overall responsibility for the clinical services provided. Client will indicate understanding of participating in counseling with a psychology extern or social work intern by signing USNA 1734/23 U.S. Naval Academy Midshipmen Development Center Authorization for Treatment and Audio-Video Recording with a Psychology Extern and a Clinical Social Worker Intern.

14. Management of Information. In general, information about MDC clients may not be shared with persons, offices, or organizations outside of MDC that are not directly involved with the client's care or do not have an official need to know the information. When information is shared, it is the MDC Director's responsibility to ensure that all disclosures are consistent with

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the requirements of reference (j). Non-privileged providers and non-clinical staff of MDC indicate their understanding of the importance of protecting client confidentiality by signing the USNA 1734/29 U.S. Naval Academy Midshipmen Development Center Confidentiality Statement.

a. Privacy Act. Reference (k) outlines the Department of the Navy Privacy Act Program. Consistent with reference (k), each interaction between a midshipman and a provider at the MDC is recorded in an MDC client file. This client file is the property of the U.S. Government and may represent privileged communication. Access to this file by third parties is only allowed when required by law, regulations, or judicial proceeding, or as authorized by client on the USNA 1734/02 U.S. Naval Academy Midshipmen Development Center Authorization for Release of Information.

b. Limits to Confidentiality. Limits to confidentiality will be discussed with every midshipman who seeks clinical services at MDC. Midshipmen will indicate their understanding of these limits by signing the Midshipmen Development Center Informed Consent and Limits of Confidentiality Statement.

c. Handling of Case Files and Retention of Records. Client records are not allowed to leave MDC, and adequate safeguards must be taken in MDC to ensure that the privacy of clients is maintained. All hard copy case files will be kept in locked, central file cabinets with routine access restricted to the MDC staff. All electronic records are kept on a password protected secure database maintained by the Information Technology (IT) Department. As cases are closed, termination notes are entered into the MDC records. Case files are destroyed seven years after the commissioning date of the client, per IACS standards.

15. Psychological Consultation

a. Direct Consultation to the U.S. Naval Academy Staff. MDC providers serve as consultants to U.S. Naval Academy leadership on the psychological, emotional, and developmental needs of midshipmen. They specifically serve as consultants to the faculty, the Commandant of Midshipmen, the Commandant of Midshipmen Staff and Special Assistants, and Battalion and Company Officers.

b. Coordination of U.S. Naval Academy Services. MDC staff will coordinate with other support services available to midshipmen at the U.S. Naval Academy, including NHCA Behavioral Health, Chaplains, the Academic Center, Alcohol and Drug Education Officers, and the Character Development Department.

c. Coordination of External Resources. To expand the range of services provided at the MDC, MDC staff may access a variety of mental health and social services that operate outside of the U.S. Naval Academy, including the Fleet and Family Support Center (FFSC) and other community agencies. When these resources are used, the services will be provided on a consultant basis under the coordination of the MDC. All outside agencies will comply with all pertinent MDC and U.S. Naval Academy policies and procedures regarding the management of midshipmen (e.g., limits to confidentiality, disclosures to the media, etc.).

d. Support to Families of Midshipmen. MDC staff will be available to the families of midshipmen for general information and consultation, within MDC limits of confidentiality. Information regarding a midshipman's treatment shall not be disclosed to families without the written permission of the midshipman on USNA 1734/02.

e. Outreach. The MDC provides a variety of training and outreach programs to midshipmen. These services include, but are not limited to: eating disorders awareness and information dissemination, suicide awareness training and consultation, sports and performance enhancement consultation, diet and nutritional counseling and education, and grief counseling.

16. Action

a. Commandant of Midshipmen. The Commandant of Midshipmen shall oversee and evaluate all activities of the MDC.

b. Director, Midshipmen Development Center

(1) Responsible for all MDC operations, including program implementation; the coordination of clinical, consultation and training services; and the daily operation of MDC.

(2) Ensure MDC complies with standards set forth by IACS.

(3) Establish and maintain liaison with other entities at the U.S. Naval Academy, including the Superintendent, Commandant of Midshipmen, Academic Dean and Provost, Registrar, Command Chaplain, Division Directors, BMO, and their respective staffs.

(4) Ensure that all midshipmen seen at MDC are psychologically fit and suitable for duty prior to commissioning. Those midshipmen with potential suitability for commissioning issues will be referred to NHCA Behavioral Health and/or the BMO for further medical evaluation.

(5) Serve as the Chairperson of the MDC Performance Improvement Committee.

c. Commanding Officer, NHC Annapolis

(1) Appoint an MLO and ensure participation and cooperation of the MLO with the MDC.

(2) Serve as the privileging authority for providers at MDC per references (b) through (e).

e. Medical Liaison Officer

(1) Facilitate open communication and coordination between NHCA and MDC staff.

(2) Assume clinical responsibility for Behavioral Health cases referred by MDC for care.

17. Records Management

a. Records created as a result of this instruction regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact USNA records manager or the DON/AA DRMD program office.

18. Forms. USNA 1734/02 U.S. Naval Academy Midshipmen Development Center Authorization for Release of Information, USNA 1734/23 U.S. Naval Academy Midshipmen Development Center Authorization for Audio-Video Recording with a Psychology Extern and a Clinical Social Worker Intern, USNA 1734/27 Midshipmen Development Center Peer Review, USNA 1734/28 Midshipmen Development Center Dietitian Peer Review, and USNA 1734/29 Midshipmen Development Center Confidentiality Statement forms can be found on the USNA official forms website at <https://www.usna.edu/AdminSupport/FormsProgram/USNAOfficialFormsList.php>. All USNA forms should be submitted directly to the Midshipmen Development Center. NHCA OPPE Naval Health Clinic Annapolis Ongoing Professional Practice Evaluation and NHCA FPPE Focused Professional Practice Evaluation can be obtained from the Naval Health Clinic Annapolis Credentials Office and should be submitted directly to Naval Health Clinic Annapolis Medical Staff Service Office.



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