

# Crisis and Prevention Data Dictionary

The following established style guidelines are consistent with rules and guidance outlined in the Associated Press Stylebook and reflective of the Office of Military Community and Family Policy style and usage preferences.

## Do:

- Use the following disclaimer on all medical counseling content:

*Military OneSource does not provide medical counseling services for issues, such as substance abuse, suicide prevention or posttraumatic stress disorder. The article below is provided for informational purposes only. Military OneSource can provide referrals to your local military treatment facility, TRICARE or another appropriate resource.*

- Write in gender-neutral terms.
- Write in relationship-neutral terms (partner or spouse instead of husband or wife).
- Hyphenate “Post-traumatic Stress Disorder” unless it is used as a compound word in the name of an organization, like the National Center for Posttraumatic Stress Disorder.
- Flesh out and clarify statements and ideas.
- Ensure that subheads reflect the content of the following text.
- Use “softening” or qualifying words, such as “generally,” “may be,” “can be” or “might,” to avoid making blanket statements about how people feel, react, etc., in different circumstances.

## Do not:

- Make assumptions
- Tell people how they feel or how they should feel
- Tell people what they should, need to, must, ought, can’t or won’t do
- Tell people what they always or never do

## Preferred terms

Preferred	As opposed to
military treatment facility	medical treatment facility
might, can	ought, should, must
sometimes, occasionally	always, never
dies by suicide, takes own life	commits suicide

## Definitions:

- **Medical counseling** — This type of counseling is designed to address long-term or on-going mental health issues that can be better handled with medical treatment or medication, like

those that meet diagnostic criteria for common mental disorders found in the Diagnostic and Statistical Manual of Mental Disorders — Fifth Edition, including depression, substance abuse and PTSD. Individuals with a diagnosable mental disorder will be referred to a military treatment facility, TRICARE or other medical health care providers.

- **Non-medical counseling** offers support for short-term, solution-focused issues not requiring medical attention, such as improving relationships at home and work, stress management, adjustment issues (for example, returning from a deployment), marital problems, parenting, and grief and loss issues. Active-duty members, National Guard and reserve members and their families may receive up to 12 sessions of non-medical counseling from Military OneSource counselors and military family life counselors who are licensed or certified to practice independently.
- **Other cases inappropriate for non-medical counseling** — These cases include, but are not limited to:
  - Someone with active suicidal or homicidal thought or intent, or other threats of harm to self or others
  - Family Advocacy Program cases, sexual assault cases and situations involving child abuse or neglect, domestic violence, alcohol and substance abuse
  - Someone who has required recurring in-patient hospitalizations
  - Someone currently receiving therapy by another practitioner
  - Fitness for duty evaluations
  - Court-ordered counseling

### Topic list

Medical Counseling Topics	Non-medical Counseling Topics
addictive behaviors	stress management
substance abuse	problem solving
combat stress	anger management
PTSD	financial counseling
Suicide or suicidal or homicidal ideation	grief support
depression and anxiety	communication
mental illness	relationships, marital problems
vicarious trauma	parenting