



# Alpine Springs Counseling, PC

[www.alpinespringscounseling.com](http://www.alpinespringscounseling.com)

(970) 945-7858

## Temporary Video Conference Guidelines & Disclosure Clients

03/20/20

We hope you are healthy, safe, and following social distancing protocols. We have been given an opportunity by our state and federal regulators to temporarily allow for probation clients to be seen via video-conference in a group setting. We realize that not everyone has the technology or Wi-Fi available to attend video group; those who do not will have to wait until it is safe to return to in person treatment. To attend Video-Group you will need to be able to do the following:

1. **Confidentiality:** Maintain confidentiality as if you were in the group room setting. You must be in a confidential setting where the conversation and video can be kept private, even a bathroom. Ideally, this location would also be pet-free, but it must be human-free for the entire duration of the group session. Any violation of this is a violation of confidentiality, is strictly prohibited, and will result in consequences. Understand that attending video group to complete your treatment requirements is a privilege and you agree to have a confidential & comfortable place, where others cannot hear or see you or the group
2. You will receive a text message with instructions on how to access a secure UberConference for your video group which will remain at the normally scheduled group time
3. You must have a computer with a working web camera and appropriate internet speed. Cell phones do not work. The counselor must have a live video feed of you at all times during the session. Remember to mute yourself and use the chat box to ask questions
4. You must be able to email a progress note to your counselor after each session.
  - a. Counselor emails are listed on our website
  - b. Answer "What did I learn today," "How will I apply it," and other questions by your counselor
  - c. Subject line of the email must be: Town Name, Day of Week, Type of Group, Time
    - i. ex: Idaho Springs, Monday, DUI ED 500p
  - d. Your legal name should start and end your email to aid with filing and informing the court
    - ii. Your name cannot be in the subject line, per HIPAA
    - iii. It must be your full legal name to receive credit for the court system
    - iv. If you do not include your name, you will not get credit
5. Payment: Is required. Vouchers are to be discussed with your PO. You are ultimately responsible for the cost of your treatment. To make a payment [www.alpinespringscounseling.com/payment](http://www.alpinespringscounseling.com/payment).

**Confidentiality Agreement:** You have the right to confidentiality and privacy by the group leaders and other group members. Confidentiality within the group setting is a shared responsibility of all members and leaders. While group leaders may not discuss any client communications or information except as provided law, group members' communications are not protected and, as such, confidentiality within the group setting is often based on mutual trust and respect. Participants are required to honor a code of confidentiality, however privacy is not guaranteed. As a member of this group, **I agree not to disclose to anyone outside the group any information that may help to identify another group member.** This includes, but is not limited to, names, physical descriptions, biological information, and specifics to the content of interactions with other group members. Confidentiality will remain a priority. You are expected to maintain the same level of confidentiality in a video-group as they would in the group room

\_\_\_\_\_  
Client Name (Please Print)

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date