**Demonstrate Knowledge of HIPPA and Confidentiality Rules**

Group and Individual Supervision Activities

Supervisor’s Guide

Second Group and /or Individual Meeting

Tab 8

**Group or Individual Meetings**

**Competency 1: Demonstrate knowledge of HIPPA and Confidentiality rules (Tab 8)**

**Activities**

* **Discuss the following with the supervisee:**
  + The bulletins or forms he or she obtained that cover confidentially, informed consent, surrogate, guardian, and conservator consents
  + Discuss district or company policies in regards to:
    - Child abuse
    - Confidentially
    - Informed consent and educational rights
    - Record keeping
    - E-MAIL and any electronic transmission of confidential information
* Give the supervisee
  + Blank copies of consent forms and other HIPPA forms used by the company or the district
  + Provided forms must be placed in Tab 8
* Model and Role-play**:** 
  + Model for supervisees how you would introduce the forms and obtain signature from client(s).
  + Ask the supervisee to role play with you or with group members how he or she would introduce the forms and obtain signature from client(s)
* **Give the supervisee an opportunity to use the skills practiced during role play to introduce the forms and obtain signature from client(s)** 
  + Give immediate feedback the same day
    - When giving feedback, discuss correct and incorrect performance
    - If necessary, use modeling and role play to improve the deficient skills
  + Give the supervisee at least 3 opportunities to interact with the different clients by using the forms and obtaining informed consent
    - Give immediate feedback after each opportunity