**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