

Process for assignments that require recording clients

1. When preparing for the assignment, choose a client, with whom you have already built therapeutic rapport (at least a couple of sessions together).
2. Ask them ahead of time (at least two weeks before the assignment is due), in order to allow them time to think about it, if needed. Also, will allow you time to find an alternate candidate for the assignment, if this client is not interested.
3. Review in detail the “NSR Informed Consent to Videotape” with the client and obtain all signatures (client, intern, supervisor). If applicable, review the schools informed consent and obtain signatures. Upload these documents to client’s Procentive file. (In clinical/charting—add a case management note; Title the document “Informed Consent to Videotape”, press save in bottom right hand corner, you will then be able to upload attachment)

The screenshot displays the Procentive software interface for NorthStar Regional, Inc. It shows a clinical charting screen for a client named Testington, Tester. The 'Title' field is set to 'Informed Consent to Videotape' and is circled in red. Below the title field, there are checkboxes for 'Printed and Filed', 'Audit Ready', and 'Inactive'. The 'Attachments' section has a red circle around the 'upload attachment scan' link.

4. When doing the recording, ensure HIPPA compliance. Most easily, this can be done by using a NSR laptop, which is logged in to a staff user (vs. logging in on a guest/client account). Open the “camera” and record the session in this app. Once the video is recorded, you should immediately move the recording to a secure device (i.e. zip drive) that can be password protected. Once the recording is securely placed on the zip drive, you will delete it from the NSR computer and empty the recycle bin (which will permanently delete the recording off of the computer).
5. Treat the zip drive, as you would with any client files that contained PHI, keeping it secured 2 separate ways (i.e. password protected zip drive and stored in a locked drawer).
6. Once the assignment is complete, erase the recording completely from the zip drive.