

Electronic/Computer Disclosure Checklist

The Electronic/Computer Disclosure Checklist is a tool to assist rehabilitation counselors in the disclosure of technology-specific standards within the *Code of Professional Ethics for Rehabilitation Counselors*, should this be applicable or necessary in their involvement with a client.

Type

- Facsimile Computer Audio Other(s)
 Cellular phone E-mail Videoconferencing

Confidentiality

- Information transmitted** is is not secure/encrypted
 Communication with other parties (referral source, legal representative, employer, rehabilitation team, other(s): _____)
 Information transferred (referral source, legal representative, employer, rehabilitation team, other(s): _____)
 Minimal disclosure of identifying information (e.g., codes, numbers, etc.)
 Imposter concerns
 Identity of **parent(s)/guardian(s)** with minors or adults with guardians
 Other(s): _____

Limitations and/or Hazards

- Accessibility Documentation Reliability Security/Encryption
 Transferability Other(s)

Records Maintenance and Retention

- Safety/confidentiality** of taped, computerized, digital, or electronic counseling records created, maintained, transferred, or destroyed over time
 How, how long, and in what format **electronic records** are **maintained**
 Other(s): _____

(Un)authorized Monitoring of Transmissions

- Synchronous communication Technical assistance specialists
 Supervisors and/or Employers Other(s): _____

Counselor Availability

- When and frequency of when e-mail is checked
 Alternative and/or emergency contact(s) when unavailable electronically
 Electronic failure
 Lapses in ability to access the Internet
 Other(s): _____

Other

- Problems **inappropriate for distance counseling**
 Misunderstandings resulting from the lack of visual cues and/or voice intonations
 Self-description when there is no face-to-face interaction
 Level of **expected behavior** regardless of the form of communication
 Websites for certification bodies and/or licensing boards
 Other(s): _____

Counselor Signature

Date

Client Signature

Date



Electronic/Computer Counselor Checklist

Counselor Competency

- Secure client waiver in writing
- Review legal and ethics codes regarding potential violations results from distance counseling and supervision
- Use the Internet as a medium of communication with clients only if competent to do so
- Credibility and viability of Web links used or accessed in counseling
- Programs function properly and accurately in test administration
- Secure and properly encrypted Web sites or e-mail
- Awareness of cultural, linguistic, and time zone variables
- Confirming liability insurance covers online communication

Client Assessment

- Client's intellectual, emotional, and physical ability to use a computer
- Computer application appropriate for the needs of the client
- Client understanding of purpose and operation of computer applications
- Follow-up to correct misconceptions, discover inappropriate use, and assess further needs

Accessibility

- Equal access of clients to computer applications
- Providing barrier-free agency website(s)
- Maintaining updated hot links

RECOMMENDED CITATION

Commission on Rehabilitation Counselor Certification. (2009). *Electronic/Computer Disclosure Checklist*. Retrieved [date] from, http://www.crc certification.com/filebin/pdf/CRCC_ElectronicComputerChecklist.pdf

