

ACP Listserv Policies and Guidelines

On April 29, 2016 the ACP Executive Committee approved the ACP Listserv as a new benefit for all ACP members. All current and future ACP members will automatically be added to the ACP Listserv.

Please read the following listserv policies to get a sense of the mechanics of how this works, how it can be helpful to our community, and some of the things you can and can't do on the listserv. Some of this is commonsense and seems almost silly to write down. However, some of it is counterintuitive. This is being made official to prevent misunderstandings. It is also designed to protect us because some violations run the risk of the ACP losing its' very valuable IRS charitable organization tax-exempt 501(c)(3) status and/or being sued for antitrust or copyright violations.

To save us money we created the listserv through googlegroups. Googlegroups requires the group to have an owner/manager of the listserv. The ACP Communications Committee oversees all ACP Listservs. Thus, the current Chair of the Communications Committee, Dan Prezant, will be the owner/manager of theacplist@googlegroups.com Dan can be reached at prezantphd@gmail.com or 212-537-9161. Whenever there is a change in the Communications Committee Chair, the new chair will become the listserv owner/manager. If there is ever a need or desire to do so, the Executive Committee is empowered to reassign the role of listserv owner/manager to someone else.

You do NOT need a gmail address to be part of the ACP listserv.

PLEASE ENTER "acplist@googlegroups.com" INTO YOUR email ADDRESS BOOK to help reduce the chance of group emails going into your spam/junk folder, and also to help you remember the address to send emails to the list.

Please do NOT mark any acplist@googlegroups.com email as spam. This may lead to our group being blocked by your email provider (gmail, aol, yahoo, etc.).

TO SEND an email to the ACP listserv, send it to: acplist@googlegroups.com

The acplist@googlegroups.com will NOT be moderated.

A moderated listserv appoints a moderator who has to approve all messages to the listserv. With an unmoderated listserv any email sent to the listserv goes automatically to all listserv members. So with the ACP listserv, all of your emails will instantly go to every ACP member.

Moderated and unmoderated listservs each have advantages and disadvantages. A moderated listserv can help prevent antitrust and copyright violations. It can also help

prevent people from perseverating and attacking each other. However, it is a type of top down structure where someone is given the power to decide all of this.

The ACP Communications and Executive Committees have decided to create an unmoderated listserv so that communication can flow freely between all members. We are doing this to facilitate easy communication between members with the hope that we can all be respectful of each other and of listserv policies.

The Communications Committee Chair and/or his/her delegates are authorized to contact members who are violating listserv policies. The Communications Committee will attempt to educate such members about the policies. If a member is unwilling or unable to follow the policies, the Communication Committee reserves the right to require that member's emails be reviewed by the chair before they are passed onto the group. In other words that member's emails would become moderated. If the member remains unable or unwilling to follow ACP listserv policies, the Communications Committee is authorized to remove that member from the listserv temporarily or permanently. It is our MOST SINCERE WISH that this NEVER happens. The whole purpose of the listserv is to promote inclusion and a bottom up free flowing dialogue.

To help everyone get the most out of the listserv please send your thoughts, questions, and answers to the entire group by hitting reply to all. The answer to one member's question is probably of interest to many. Sending your email to the entire list or hitting reply to all encourages dialogue.

Depending on your email provider, you may not get a copy of the email that you send to acplist@googlegroups.com Some email providers don't send you a copy of your own message to reduce the volume of mail they're sending. Their rationale is that a copy exists in your sent email folder. If you want to ensure that you also get a copy of your email you can cc it to yourself.

To Unsubscribe send a message to: acplist+unsubscribe@googlegroups.com

You can also visit this group at <https://groups.google.com/d/forum/acplist>

You can also view messages at <https://groups.google.com/d/msg/acplist/topic-id/message-id>

The ACP requests that all members cooperate with the following:

1. Please be CIVIL and respectful of others' feelings and ideas at all times. Most of us have had experiences on the listservs of our other organizations where things get out of hand. There is something about not being in physical or voice contact with people that allows us to demonize others and say things we would probably never say directly to the person.

Please don't perseverate on the list about anything. If you're the only one talking about something on the list, saying it over and over makes it diatribe, not dialogue.

While everyone is free to criticize anyone's ideas or positions, no one should criticize the person. No one appreciates having his or her motives analyzed in public.

If you're wondering if you've made a certain point too many times or if something you're saying is too critical or would hurt somebody's feelings, that's a good clue to NOT send your message. You can always save your message for a day or two before sending it to see if you have second thoughts after sleeping on it. You can also send your message privately to the listserv owner to get some feedback before sending it to the entire list.

Remember, the vast ACP legal team is quite busy and doesn't want to attend to lawsuits involving defamation, slander, libel, and harassment.

If you have a problem with a fellow ACP member, please try to resolve it "backchannel" or off the list. If this fails and you feel the other member has violated ACP listserv rules, you may contact the office at childanalysis65@gmail.com for referral to the current list owner.

2. In an attempt to keep group posts off the internet and web browsers, this group is restricted to MEMBERS ONLY. Only ACP members may join our group. Web features like the group archives can only be viewed by members. However, nothing on the internet should be considered private. If one member forwards a listserv post to a non-member, that post could be sent anywhere and everywhere. Please do NOT forward to non-members or to other listservs list emails that have clinical material in them.

3. The listserv is an ideal way to increase REFERRALS among members. All members should keep in mind the inherent lack of confidentiality on a listserv. Because emails can be forwarded, one should assume when writing to a listserv that anyone and everyone can see what you've written. Therefore, referrals are best framed in terms of the type of analyst, therapist, or pharmacologist you're looking for as opposed to the type of patient your referring.

For example, requesting a French speaking female analyst in Houston, TX who has experience with trauma and immigration for a 3-year-old girl who must use United Health insurance is an informative and protective request. Whereas, requesting a referral for a 3-year-old girl who was abused by her paternal uncle and has just moved to Houston from France and needs to use United Health insurance because her mother works at Joe's mom and pop candy store, which only offers United Health insurance is a request that reveals TOO MUCH INFORMATION about the patient.

In order to eliminate the need for ACP members to open up all referral emails, all referral requests should include in the subject line Referral, Location of Analyst, any

Gender or Language requirements of the analyst, and any Insurance requirements of the analyst.

So in the above example, the subject line should read: referral, Houston, TX, Female French speaking analyst, United. This would allow anyone not interested or not knowledgeable about the request to ignore it.

4. The listserv can be used to discuss cases or CLINICAL MATTERS. However, keep in mind the need to protect patient's identity and confidentiality. The concept of TOO MUCH INFORMATION is often used here. One should always ask themselves if they are including information that might identify the patient or family and is not needed to discuss the general issue.

5. All emails should be IDENTIFIABLE. No emails should be anonymous. Please include your name in all emails you send to acplist@googlegroups.com This might be done by having your name within your email address (for eg., prezantphd@gmail.com clearly identifies me), by typing in your full name into the body of your email, or by having a signature line in all your emails (most email providers allow you to include this automatically in all of your sent emails).

6. If you want to send ACP members an interesting ARTICLE or BOOK, please send us a summary of some of the major points and/or a citation for the article or book. Please do not attach or include in the body of the email an entire article or book without the written consent of the author and the publisher. No matter your intent, this is a violation of COPYRIGHT LAW.

7. Generally, people are afraid to open ATTACHMENTS. So, if you want people to read what your attaching it's a good idea to also send it in the body of the email.

8. Do NOT use this list or group for COMMERCIAL purposes. This rule has to do with our tax-exempt status, which is very valuable to the ACP. It's rather complicated, but one way of thinking about it is that you can't announce anything that gives you substantial financial benefits, but you can announce something that gives you minor financial benefits. So for example, if you've written a book, you can send out an announcement to the list. You can even include a link to a website where you can buy the book. However, if you owned the publishing company or the website you cannot post it. You can recommend a product for our patients, practices, or offices, unless you were the one profiting from it. You can post an office for rent or sale, unless you're the landlord or seller. You can post jobs that are available, information about training programs, and/or conferences, unless you're earning money by doing so. So for example, you can announce a job, training program, or conference, which provides some financial benefit to a group or institute you belong to. If you help make your group money, it might in the long run indirectly lower every member's dues. Thus, one could argue that this is a violation, but it provides you with an indeterminate and small financial benefit, so it is allowed. If you were making a direct commission by advertising these programs, it would not be allowed.

9. It is **STRICTLY FORBIDDEN** to use the list to **ELECTIONEER** or to voice support or opposition to any candidate or party in any town, city, state, or federal primary or election. Although, this can be very tempting it is **NEVER** allowed. It is violation of our tax-exempt status.

10. You are allowed to use the list to voice support or opposition for any candidate for an ACP election.

11. It is **NOT** allowed to use the list to encourage members to join or support any other **ORGANIZATIONS** or **CAUSES**, no matter how valuable you think the cause is. This is true even with other tax-exempt organizations. This has to do with the fact that there are different classifications of tax exemption. Some tax-exempt organizations do **NOT** have the full tax-exempt status of the ACP. If we mingle our causes and work, we run the risk of losing our full tax-exempt status. The ACP is a 501(c)(3) organization, which has the top tax-exempt status of a charity. This is not something we want to risk losing.

12. It is **NOT** allowed to discuss **FEES**, salaries, stipends, or insurance reimbursements on the list. It is **NOT** allowed to use the list to suggest **BOYCOTTING INSURANCE** in general or any particular company. It is also **NOT** allowed to use the list to agree to not **COMPETE** with each other for patients or business. These discussions are potentially **ANTITRUST** violations. While we probably think of ourselves as a bunch of helpful colleagues, antitrust regulators would define us a group of competitors. Any discussion of fees runs the risk of being seen as **PRICE FIXING** and is **STRICTLY FORBIDDEN** on the list.

13. Please do not do anything **ILLEGAL** on the listserv.