

Revised: May 1, 2017

Dear ACP Members:

Welcome to the ACP Listserv. 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. It is open only to ACP members.

Your Executive Committee and Communications Committee is excited about this new member benefit and hope you will find it a valuable resource.

Outline of the basic facts

Quick start guide:

- **Address:** acplist@googlegroups.com
- **Send** an email to the listserv at acplist@googlegroups.com
- **Enter** acplist@googlegroups.com into your email address book
- **Do Not** mark any acplist@googlegroups.com emails as **spam**
- **Reply** to all, not just the person sending the email.

This listserv is restricted to **Members Only**.

- To **unsubscribe**, send a message to acplist+unsubscribe@googlegroups.com

Participation in the ACP Listserv constitutes agreement with all policies and rules, which are attached. Read them carefully as they outline important guidelines to assure that the ACP is in legal compliance, that our IRS charitable tax-exempt status is not jeopardized, and that standards of respect and confidentiality are adhered to.

This is an **unmoderated** listserv. However, the Communications Committee Chair or delegate will contact any member who is found to be in **violation** of the policies and rules and appropriate action will be taken.

The current Communications Chair and de facto owner/manager of the listserv is Dan Prezant. He can be contacted at prezantphd@gmail.com

ACP Listserv Policies

Please read the following ACP 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 google groups. Google groups 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 the acplist@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 and below are the basic steps in participating in 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.

The Communications Committee reserves the right to change the ACP listserv policies and rules.

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
- To send a message to the current list owner: prezantphd@gmail.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>

ACP Listserv Rules and Guidelines

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 current list owner/manager at prezantphd@gmail.com

2. This is a MEMBERS ONLY group and listserv.

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 indicate in your email whether or not you want your email to be forwarded to other listservs and/or to non-members.

3. Please FORWARD emails of talks, training programs, institute programs, etc. to non-members and to other listservs.

You do NOT need the explicit permission of the author to forward these announcements. This is a way to get our presentations, institutes, and training programs a wide audience. Please indicate in your email whether or not you want your email to be forwarded to other listservs and/or to non-members.

4. REFERRALS

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, especially when permission is given to forward a post to a non-member or other listserv. If someone forwards an email, with or without the author’s consent, that email can then be forwarded to anyone. 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.

In the above example, the subject line should NOT read: Referral. This would lead almost all members to open up the email and feel it was a waste of their time.

5. The listserv is NOT to be used to discuss cases or CLINICAL MATTERS.

The ACP listserv should NOT be used to talk about clinical material that can potentially be seen by patients and/or families. Although our listserv is private, once an email is sent there is no way of ensuring that it won't be forwarded to the whole world. Thus, there is no way to guarantee privacy on the listserv.

6. 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 e.g., 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).

7. 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.

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.

8. Attachments

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.

9. 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.

10. Do NOT ELECTIONEER

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 a violation of our tax-exempt status.

11. You are allowed to use the list to voice support or opposition for any candidate for an ACP election. PLEASE be RESPECTFUL when doing so.

12. 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.

13. It is NOT allowed to discuss FEES, salaries, stipends, or insurance reimbursements on the list. Please refer to point 15 for an explanation of PRICE FIXING.

14. It is NOT allowed to use the list to suggest BOYCOTTING INSURANCE in general or any particular company. Please refer to point 15 for an explanation of PRICE FIXING.

15. It is also NOT allowed to use the list to agree to not COMPETE with each other for patients or business.

The discussions not allowed in rules 13, 14, and 15 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.

16. Please do not do anything ILLEGAL on the listserv.

DISCLAIMER:

The ACP, Executive Committee, Communications Committee, Communications Committee Chair, group owner/manager, moderator, and administrators accept no responsibility for the opinions and information posted on this list. Although the owner/manager of this group will attempt to keep all objectionable emails off the list, it is impossible to review all emails. All emails express the views of the author; and neither the owner of the group, the manager, moderator, the Communications Committee Chair, the Communications Committee, the Executive Committee, nor the ACP will be held responsible for the content of any message. By continuing to be a member of this group, you agree to indemnify and hold harmless this group, its owners, administrators, moderators, managers, and hosting service with respect to any claim or demand, including reasonable attorney's fees, made by any third party due to or arising out of content you submit, post, transmit, modify or otherwise make available to or through this group, or your violation of any rights of another.

Respectfully submitted by the ACP Communications Committee,

Dan Prezant, PhD, Chair

Jim Bennett, MD

Susan Donner, MD

Nathaniel Donson, MD

Roderick Hall, PhD, Chair Website
Norka Malberg, PhD
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David Smith, MD
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Addendum June 28, 2016:

Our listserv, like anything new, requires some adjustments and tinkering with.

1. There has been an outpouring of thank you emails for which I and the communications committee are very grateful. It's wonderful to be so appreciated.

I'd like to think that this is also a measure of our desire to connect with each other and of the ultimate need for and potential success of the listserv.

Nonetheless, some members are annoyed with the volume. Anyone who is displeased can hopefully stay on board and ignore or delete these emails. This kind of volume is unlikely to continue.

It may also highlight that some emails could be sent just to the person you're thanking vs. to the acplist which will go to all ACP members.

2. There may be some confusion about email addresses. You don't need to send me or the list your email address. If you received yesterday's welcome note and/or this note then we have your correct email address. No need to do anything.

If you want to change your email address in the future or if you prefer that we use a different email address for you now, then please email me directly with the new or better email address. I will change your address for the listserv and Janet will also change your email address in the database.

Email address changes would be an example of an email that can go directly to me, instead of to the acplist. This will avoid unnecessary volume for our members.

3. There also seems to be some confusion about how to log on or get onto the listserv. There is nothing to log onto or get onto. There is no password. It's not a website. It's an email listserv.

If you want to send a note to all of the ACP members asking for a referral somewhere or telling us about something you're doing please write an email and address it to acplist@googlegroups.com Within a few minutes all 400 plus ACP members will get your email.

If someone wants to reply to an email from the acp listserv they can choose to reply to the one person who wrote the email (good for personal messages, thanks, etc) or they can reply to the listserv (good for referrals, discussions, ideas, talks, etc that we're all

interested in) and then all 400 plus ACP members will get your reply.

Hopefully these problems are just growing pains. Thanks for your appreciation, understanding, and input.

Addendum August 16, 2016:

Hi ACP,

While we do everything we can to protect the listserv from scams and hacked emails the truth is that all listservs and email accounts are vulnerable to this.

So here's what you can do:

NEVER open a google doc from anyone, even if you know the person, unless you're specifically expecting that person to send you a google doc.

Any google doc sent to an entire listserv should be regarded as highly suspicious.

Like with old fashioned junk mail, the more stickers on the envelope stating that it's important the more likely it's junk.

Any email from someone, even someone you know, stating they were traveling and lost their wallet and need you to send them lawyers, guns, and money should be IGNORED. These are always scams. Think about it, if you were really in trouble would you contact a listserv?

Any email written in poor English stating you've inherited \$ and they just need you to claim it, should be IGNORED. These are always scams.

Always remember the old adage, if it seems too good to be true it probably is.