



Step-In Autism Services of Alaska, LLC
Volunteer/Student Handbook

NAME: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

_____ **VOLUNTEER**

_____ **STUDENT**

_____ **OTHER**

MISSION, VALUES, AND PHILOSOPHY

Mission: SiAS will provide quality Applied Behavioral Analysis services and consultation for families and schools.

Philosophy: At SiAS, we pursue a simple business philosophy: to devote our talent, expertise, and continued education toward improving the quality of life for individuals and families experiencing autism or other behavioral needs. Our management and staff are dedicated to educating, empowering, and supporting individuals, families, and other organizations in the principles and techniques of Applied Behavior Analysis (ABA). We believe this support should be consistent and available. SiAS management and staff understand the unique challenges presented when living in Alaska and strive to overcome obstacles to provide optimum services.

Values: Our organization believes that there are many key components which contribute to a healthy and productive educational environment. If one were to compile all of the necessary values and moral components for an effective caregiver the list would be boundless, however we hold these key principles sacred:

- 1) **People:** Every person with whom we come into contact deserves to be treated with dignity and respect.
- 2) **Science:** Effective behavior therapy is based on good science which utilizes unbiased observation and systematic modification to support the individual's needs.
- 3) **Integrity:** Operating in an ethical manner is at the heart of our business.
- 4) **Insight:** Understanding that life experiences, cultural and individual differences impact the manner in which an individual absorbs knowledge and approaches varied situations.



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Volunteer/Student Handbook

SOCIAL MEDIA POLICY

SiAS demonstrates our commitment to quality and responsibility by establishing policies and procedures that carry out our mission. For example, SiAS adheres to the HIPAA Privacy Rule which provides federal protections for personal health information and the Security Rule which specifies that safeguards are in place to maintain the integrity, availability and confidentiality of clients' health information in electronic media.

SiAS has social media sites that include but are not limited to blog sites and Social Media. Social Media encompasses, but not all inclusive, Facebook, Google+, LinkedIn, Twitter, StumbleUpon and Digg. As a SiAS visitor you hereby agree to adhere to the SiAS Social Media Policy:

- Never post any content that is personal health information including client images on any Social Media site. All social media postings are public and SiAS has a procedure in place obtaining prior approval from clients before posting client images in any form.
- Do not post any information or conduct any online activity that may violate applicable local, state or federal laws or regulations, for example, laws governing defamation, discrimination, harassment, copyright and fair use.
- Use common sense. Refrain from posting comments containing embarrassing, harassing or potentially inflammatory language, such as and not all inclusive, harassing or offensive language, sexual references, ethnic slurs, or rude and offensive comments. Do not post any information regarding experiences which occur at SiAS, information regarding or alluding to any of the clients at SiAS.
- Never pretend to be any other person or entity. Site users also may not falsely represent their professional or other affiliation with any person or entity.

You expressly acknowledge that you assume all responsibility related to the security, privacy and confidentiality risks inherent in sending any content over the internet. By its very nature, a website and the internet cannot be absolutely protected against intentional or malicious intrusion attempts. Consider material that may contain a virus, worm, Trojan horse or other code that has contaminating or destructive properties.

By signing below I agree to adhere to SiAS Social Media Policy.

Date

Volunteer/Student Signature



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CONFIDENTIALITY POLICY

SiAS recognizes the paramount importance of the principle of confidentiality of client information, both for the benefit of the client and for the continued credibility of the agency. It will be the practice of all staff, paid and volunteer, to make every effort to respect confidentiality and to search for solutions to problems related to avoiding breaches of confidentiality. Per the Health Insurance Portability and Accountability Act (HIPAA) regulation, SiAS will not identify individuals who are clients. The agency will also not state that an individual is not a client. For the purposes of this policy, PHI is defined as any identifying information which is used or disclosed during the course of care. This includes patient names, addresses, telephone or fax numbers, social security numbers, email addresses, medical record numbers, vehicle identifiers, biometric identifiers, images, or any other unique identifier disclosed during care.

When preparing reports, responding to surveys or requests from the media, or providing educational presentations, only non-identifying information will be disseminated. All records containing confidential information will be maintained securely in locked files accessible only to representatives of SiAS.

The only exceptions to confidentiality include:

- 1) client requests in writing that the program release information,
- 2) client makes a report of child or elder abuse,
- 3) client threatens to hurt self or others, and/or
- 4) court orders disclosure via subpoena.

Even when such exceptional circumstances exist, staff shall, before breaking confidence, make every reasonable effort to communicate to the client that the breach in confidentiality is required.

A Release of Information form signed by the client will be required for all information released at the request of the client. Agency staff may request information about clients from records of other agencies with the written consent of the client on an appropriate Release of Information form.

All reported breaches of confidentiality will be investigated and shall include one of the following resolutions:

- Written and/or verbal reprimand
- Internal management resolution
- Termination of duties, paid or
- Brought to the Grievance Committee

The Client's Role in Confidentiality

SiAS also recognizes the importance of a client's role in maintaining confidentiality. Each client enrolled in services of SiAS will be expected to follow confidentiality guidelines in which he or she will not identify other individuals who are clients. All clients are expected to sign a consent form stating their understanding and agreement to this policy in order to access services of the agency. SiAS staff will make every effort to inform clients of this policy.



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CONFIDENTIALITY AND ETHICS PLEDGE

I, _____, as a volunteer or intern with STEP-IN AUTISM SERVICES OF ALASKA, LLC (SiAS) hereby acknowledge that I am fully aware of the confidential nature of my role. I agree not to disclose to any person without authority of the Management of SiAS the following: (a) information obtained from or about consumers, their families, or others engaged in business activities with SiAS; (b) SiAS's policies and procedures; (c) financial information about consumers and/or SiAS; (d) plans and strategies of SiAS; (e) consumer identities, including consumer lists; (f) any of SiAS's Handbooks, training manuals, or memoranda; and/or (g) any computer information, including any software.

I understand that all of this information, material, software, and documentation is proprietary and belongs to SiAS and not to me or to anyone else. I understand I will not take any hard copies or electronic media containing any such information, material, software, and documentation with me when I leave SiAS. I understand that this Confidentiality Pledge continues after I have left my role with SiAS.

I understand that SiAS's reputation and the trust and confidence of those with whom it deals are among its most vital corporate resources. SiAS is committed to conducting its affairs in a uniformly ethical manner and pursuant to a standard of fundamental honesty and fair dealing. This standard requires that I adhere to all laws including the Health Insurance Portability and Accountability Act requirements, regulations, and normal ethical practices that apply to SiAS's activities.

I understand that during and after the course of my time with and after that my manner of discussing SiAS and its business can affect SiAS's ability to conduct business. I agree that both during and after my time ends I will not express any negative thoughts, feelings or comments concerning SiAS or its business practices to anyone except the Management of SiAS.

Date

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BACKGROUND CHECK POLICY

It is the policy of Step-in Autism Services of Alaska, LLC that all new employees, volunteers and/or interns have certain credentials and criminal and other background information verified. It is the policy of the company that current employees, volunteers and/or interns have their criminal and other background information verified on an annual basis. All volunteers and/or interns without a background check will be supervised for the entirety of each visit.

SiAS is committed to be supported by qualified employees with a safe and secure environment for all constituents, including clients, their families and employees. This policy is intended to support the verification of credentials, criminal history, and other information related to decisions that assist the company in meeting its commitments.