

Policies & Procedures

Section: Clinical

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Subject: Audio/Video Recording of Therapy Sessions

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AUDIO/VIDEO RECORDING OF THERAPY SESSION

PURPOSE

Audio/video recordings of treatment sessions may be conducted by approved staff for the two limited purposes of 1) training members of the clinical team in order to improve skills and thereby improve outcomes for clients, or 2) conducting Parent-Child Interaction Therapy. **Any other use or intent associated with the audio/video recording of sessions is prohibited.**

POLICY

Any audio/video recording of treatment sessions will be conducted under the approval clinical supervisors of Davis Behavioral Health. Recordings shall be stored in a secure location on the DBH server and shall only be reviewed by approved staff, clinical supervisors or trainers. No recordings will be allowed or conducted by clients. Further:

- 1) A recording shall comply with all state and federal laws, rules, and regulations including, but not limited to, rules regarding use and disclosure under HIPAA and 42 CFR Part 2.
- 2) A recording may only be made after a client has been fully informed of the purposes of the audio/video recording of treatment sessions. The client shall be advised that there is no obligation to consent to the audio/video recording. The client may decline to participate in an audio/video recording without duress or fear of consequence. Once the client has been thus informed the client shall be provided with the proper consent form(s) for signature.
- 3) If the client is under the age of 18, a parent or legal guardian must also sign the consent form.
- 4) If the client is under the age of 8 a parent or legal guardian may sign on behalf of the client.
- 5) The recording shall not be removed from DBH premises. If the recording is conducted at a location other than on DBH premises, it shall be promptly submitted to DBH for proper storage.
- 6) Recordings for these two limited approved purposes are not part of the medical record. Recordings older than 180 days shall be deleted from the secure server site.

PROCEDURE

The audio/video recording of treatment sessions and the storing of those recordings shall be effectuated by the following procedures:

- 1) A clinical supervisor requests that an audio/video recording be made or has authorized the clinician to make the recording.
- 2) The client whose session will be recorded is informed of the purposes of the recordings, how the recordings may be used, and signs the consent form for the recording of treatment sessions without duress or fear of consequence.
- 3) If applicable, the client also signs an authorization allowing non-treating staff members to view the recordings for purposes of training.
- 4) For purposes of improvement of clinical skills, the session is reviewed prior to and/or during training at DBH. For purposes of PCIT, the parent-child interaction may be reviewed by the clinician and parent as well as clinical supervisors and trainers
- 5) The recorded session shall be kept for 180 days from the date of the initial recording. After 180 days, the recording shall be deleted by the clinical supervisor.