

NASW-NYS Private Practice Connect Listserv Guidelines and Rules of Engagement

To Join: You must be a current member of the NASW New York State Chapter. [Send us an email \(info@naswnys.org\)](mailto:info@naswnys.org) with “Private Practice Connect” in the subject line (from the email account that you would like to use for the listserv). Then please write your full name in the body of the email so that we can verify your membership.

Listserv Purpose:

The NASW-NYS Private Practice Connect Listserv is a resource for NASW-NYS members to engage with a network of peers to connect, to discuss, and share knowledge, information, and professional resources. This platform provides an opportunity for members to:

- Share information on best practice and relevant issues regarding:
 - Clinical practice
 - Practice management
- Serve as a source for referrals
- Share relevant community resources
- Serve as a conduit to promote communications among NASW-NYS private practitioners and the NASW-NYS Executive Director and Board of Directors to identify emerging needs with the Advocacy and Government Relations (AGR) Committee as they identify annual legislative priorities

To ensure a positive working environment for members to interact, NASW-NYS requires that all listserv members adhere to the following statements and guidelines below:

- Messages sent through the listserv do not necessarily reflect the views or opinions of NASW-NYS
- NASW-NYS is not responsible for any messages distributed on the listserv or for the activity of list members
- NASW-NYS Chapter staff will receive all messages and retain the right to ensure that members adhere to Listserv guidelines
- Maintain an active NASW-NYS or NASW-NYC membership (*Note: Chapter staff will monitor membership status*)
- Share individual NASW-related concerns to NASW-NYS Chapter staff at 800-724-6279 or at info@naswnys.org

Please note: NASW-NYS and NASW-NYC are two different Chapters. NASW-NYC members are welcome to join the Listserv as guest participants.

Guidelines for Listserv Use:

1. **Use appropriate professional behavior when posting to the listserv**

We encourage you to share your thoughts and opinions in a way that is professionally respectful to others. This behavior includes civility, respect, open-mindedness and adherence to the NASW Code of Ethics:

2. SOCIAL WORKERS' ETHICAL RESPONSIBILITIES TO COLLEAGUES

2.01 Respect

(a) Social workers should treat colleagues with respect and should represent accurately and fairly the qualifications, views, and obligations of colleagues.

(b) Social workers should avoid unwarranted negative criticism of colleagues in communications with clients or with other professionals. Unwarranted negative criticism may include demeaning comments that refer to colleagues' level of competence or to individuals' attributes such as race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, and mental or physical disability.

(c) Social workers should cooperate with social work colleagues and with colleagues of other professions when such cooperation serves the well-being of clients.

2. **Topics for Discussion**

The goal of the listserv is to promote communication among members of NASW-NYS on a variety of topics that pertain to social workers. These include:

- a. Seeking general advice from other members about a variety of topics areas and issues that pertain to social work.
- b. Questions about the business of practice building and maintenance, agencies/organizations of interest.
- c. Discussion regarding research, publications and other issues pertinent to social work research and practice are encouraged.
- d. Inquiries for information about where to refer clients or requests for referrals are permitted.
- e. FREE community-based events (rallies, marches, speakers) relevant to listserv subscribers.
- f. NASW-NYS meeting notices, NASW-NYS Committee meeting notices, NASW-NYS Continuing Education (CE) program opportunities.

Regarding Advertisements/Promotions: The listserv is not for commercial purposes, therefore we ask members to refrain from promoting events that are not co-sponsored by NASW-NYS or have not been given prior permission by NASW-NYS. Instead, please use one of our communications vehicles (NASW-NYS Classifieds, NASW JobLink) to advertise products, services, the seeking or offering of employment, office space, or supervision.

3. **Keep postings within the scope of the listserv**

NASW-NYS listserv is reserved for matters of professional interest to social workers. Please use restraint with out-of-scope postings.

4. **Confidentiality**

Information distributed via the listserv is not confidential. As such, **client information cannot be shared via the listserv**. If you are looking for guidance or assistance from your colleagues, be sure to be very general.

For instance, if looking for a referral:

State: "I am looking for a therapist who has experience working with children with disabilities and is available after-school hours. Please contact me directly at email@address.com"

Instead of "I have a 31-year-old male veteran who just came back from Afghanistan, is married with seven children and currently living in Newburgh, NY. He is exhibiting PTSD. Any suggestions?"

5. **Unsubscribe/Leave Listserv**

You can unsubscribe/change your e-mail settings by viewing the instructions here: <https://support.google.com/groups/answer/46608?hl=en>, or by sending an e-mail to info@naswnys.org with the subject line, "Unsubscribe Private Practice listserv"

Note: If you unsubscribe, you'll no longer be a member of the Listserv and you'll stop receiving e-mails

6. **Other Posting Considerations**

Provide context: Include a concise introduction to the topic, or make reference to the topic of a previous posting.

Keep postings brief and courteous. Instead of posting an entire document, consider including a hyperlink to the website.

Do not hesitate to search the thread for past posts discussions - you may find that someone else has posted something similar and/or have answered your question.

Adhering to NASW-NYS Listserv Guidelines

The goal of the Private Practice Connect Listserv is to be a resource for NASW-NYS members to engage with a network of peers to connect and share information in a manner that is in adherence with the NASW Code of Ethics. NASW-NYS is committed to providing a positive environment for our members, and as such, reserves the right to remove posting privileges of members who violate the Private Practice Listserv Guidelines.

The process for a member removal from the list is as follows:

- A notice will be sent to the member with a reminder of the rules and explanation of the violation. NASW-NYS staff will inform the member that a second violation will result in probation
- In the case of a second warning, the member will be placed on a probationary period for 90 days. This means, all posts will be filtered through the Moderator before it can be posted on the listserv. *NASW-NYS reserves the right to deny any posts deemed in violation of the listserv guidelines*

Thank you for your interest in the NASW-NYS Private Practice Connect Listserv. We trust this connection to your peers will prove invaluable. We are pleased to offer this membership benefit and we welcome your feedback.