

AAPA Membership Google E-mail Group (“Listserv”) Policy

A. Because AAPA is a non-profit 501(c)3 organization, our tax exempt status has legal requirements that guide how membership listserv may be used. Specifically:

1. Members may not use the listserv for commercial purposes, which means that we prohibit any communication whose primary purpose is to advance the business or financial interests of any person or entity, or otherwise to promote a financial transaction for the benefit of the author directly or indirectly. Examples of prohibited communications include advertisements for products or services, notices regarding rental of office space, or direct solicitations of listserv members to purchase products or services. Examples of messages that may be of financial benefit to listserv members but are not prohibited because they do not inure to the financial benefit of the author include news of job listings or position openings, or discussion of professionally-related products or services where the listserv member conveying the information is not in the business of selling the products or services.
2. Members may not use the listserv for any communication that could be construed in any way as support for or opposition to any candidate for a federal, state or local public office. There shall be no electioneering, campaigning, or fundraising for a candidate for any public office.
3. Moreover, members may not use the listserv for illegal purposes, including but not limited to defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws or violation of criminal laws.

B. Members may use the listserv to disseminate requests for research participants. While announcements for research studies conducted by AAPA members are preferred, members may also forward outside requests for participants to the listserv, provided that the research is consistent with AAPA’s mission to advance the mental health and well-being of Asian American communities. If using the listserv for this purpose, please observe the following rules and guidelines:

1. All research announcements must include the following information: a. the name and contact information for the Principal Investigator and if applicable, the PI’s Advisor/Mentor; b. the institution providing IRB approval; and c. the study number assigned by the institution’s IRB.
2. For any given research study, please do not send a solicitation for participants any more than once per 2 months. Overuse of the listserv for this purpose may result in decreased interest and lower likelihood of being read and responded to.
3. Members using the listserv for this purpose are also suggested to state the research focus in the subject line, in order to improve response rates.

B. The AAPA listserv may be used for patient/client referrals and consultation questions. When doing so, please remember to take reasonable precautions to protect confidentiality (refer to Standard 4 of [APA Ethics Code](#)). In other words, DO NOT provide enough information so that readers may be able to identify the patient/client (e.g. exact age and location, case specifics, information on family members, your personal relationship if applicable). This is especially important given that our members often interact with underrepresented populations and/or specific communities/ neighborhoods; and thus patients/clients may be more likely to be inadvertently identified even with limited information (e.g. identifying a client as a Southeast Asian refugee whom resides in a location with limited ethnic diversity). Remember that there are nearly 1000 possible readers whom may store e-mail indefinitely on unencrypted computers, which could be read if the computer is lost or stolen.

1. One of the benefits of the AAPA listserv is access to culturally competent providers. If a higher level of detail is required for your purpose, please request back channel communication through phone or e-mail.
2. When making referrals, more information on providers being sought (e.g., general location, languages spoken, specialties) rather than details about patient/client are preferred.
3. The examples below illustrate ways this may be done appropriately. When in doubt, please err on the side of fewer details. You may also consult with the Communications Chair or other Executive Committee members if any questions (current officers listed here: <https://aapaonline.org/about/executive-committee/>).

Type of Information	Appropriate Use
Age	<ul style="list-style-type: none"> • Please use descriptors: e.g., child, adolescent, young adult, older adult Therapist specialty: <ul style="list-style-type: none"> • “seeking child and family therapist” • “seeking therapist with experience working with older adults”
Location	<ul style="list-style-type: none"> • “Seeking referral for therapist in or near (city)” • “therapist preferred for (city)- area”
Ethnic/cultural background	<ul style="list-style-type: none"> • “therapists with experience working with (group)” • “(language)-speaking therapist needed”
Sexual orientation/ gender identity	<ul style="list-style-type: none"> • “seeking recommendations for therapists with experience working with LGBT individuals”
Reason for referral	<ul style="list-style-type: none"> • “seeking therapist specializing in adolescent anxiety” • “seeking therapist with expertise in substance

	use”
<u>Full examples of appropriate referrals</u>	
<ul style="list-style-type: none">• Seeking Mandarin speaking therapist in or near Oakland, CA. Please backchannel any recommendations.• Looking for referral to therapist in Portland, OR area with experience working with older Filipino adults. Needs to be in Blue Cross Network. Please back channel for more information.• Looking for therapists who treat school age children with anxiety, with experience working with immigrant families.	
<u>Examples of including excess potentially identifiable information (Inappropriate Referrals)</u>	
<ul style="list-style-type: none">• I am looking for referrals for a former client who lives in Taipei, Taiwan. Prefers expertise in anxiety and LGBT sensitive clinicians.• I am in need of a referral for a friend (she is Korean American, young professional in the city in her late twenties); looking for any Asian American therapist (preferably female?) in the Manhattan area who has experience with issues regarding relationships with family, friends, inter-racial romantic relationships, and changes in adulthood. Her insurance is United Healthcare Choice Plus.• I work within xxx high school setting. We have an international student program in which we sometimes receive students from China. We have one student, who is displaying behaviors indicative of a mental illness, however, it is difficult to communicate with him, since he is still learning English and is new to the school.	