

Division 42 Listserv Frequently Asked Questions (FAQ)

Welcome to the Division 42 Listserv, **The Community for Psychologists in Independent Practice!** We hope you will find the Listserv to be an essential resource and a fascinating source of collegial interaction with one of the largest and most active Divisions of APA. Please take some time to familiarize yourself with the Listserv policies and procedures. Feel free to jump in on conversations and start some of your own and peruse the website (www.division42.org) for additional information.

OVERVIEW AND BRIEF INTRODUCTION TO LISTSERV ETIQUETTE:

(please see detailed information under separate headings in this FAQ)

Thank you for taking a moment to familiarize yourself with Listserv rules and procedures. We are a big and active listserv community that is a fantastic resource! These policies are set in place to follow APA guidelines and to facilitate Division 42 members' enjoyment and navigation of our Listserv.

- a. use topic headings
- b. be collegial; unprofessional postings are not tolerated
- c. don't advertise
- d. filter out subjects that disinterest you
- e. contact the Listserv Moderation Team with questions anytime
- f. familiarize yourself with Division 42 and APA Listserv guidelines
- g. use the listserv as a resource
- h. remember that the Division 42 listserv is "reply-all" by default
- i. keep in mind antitrust regulations when posting
- j. the listserv is moderated, meaning posts from members must be approved by the Listserv Moderation Team before they are distributed to the list

*Topics are listed below; please see the FAQ below for full descriptions of each topic.

INTRODUCTION, CLINICAL, BUSINESS, NEWS, CHAT, CAMPAIGN MESSAGE, ETHICS, FORENSIC, TECH, RAMBLING, RESEARCH, RXP, STUDENT POST, ECP POST, LIST/HOUSEKEEPING, RETIREMENT, HUMOR, OTHER

1. Where can I learn more about the Listserv?

General listserv policies can be found as follows: Access our listserv policies here:

<http://division42.org/community/division-42-listserv/>

2. How can I get the digest form of the Listserv?

Division 42 has over 800 list members, each with various hardware and software configurations. This contributes to many variations of how things look in digest form when the email arrives to your inbox. One setting will not work for everyone, so please remember to try other digest formats if you do not like the choice you initially selected.

Change your listserv settings to digest form by following the steps below:

1. Go to: <http://lists.apa.org/cgi-bin/wa.exe?A0=DIV42>
2. Select 'Subscriber's Corner'
3. Select 'My Settings' tab
4. Select [Settings] next to Div 42
5. Under the 'Subscription Type' category select the 'radio button' for the type of digest you want to receive
6. At the bottom of the page select the 'Update Options' button
7. If you are still having trouble, please contact Mr. Jack Hutson, Listserv Administrator, directly at div42apa@gmail.com.

3. Who is on the Listserv Moderation Team and how do I contact them?

Our listserv moderation team is made up of volunteer Division 42 members. Please do not assume that by sending a message to the entire listserv that a moderator will see your message and respond to it.

To send a general query to the Listserv Moderation Team, please email us at:

div42listservmoderationteam@gmail.com and one of the team members will be in touch with you as quickly as possible. All members of the Team will receive your query.

Additional Listserv Moderation Members:

Jack Hutson: Listserv Administrator (div42apa@gmail.com)

Terrence Koller, PhD, ABPP: Publications and Communications Committee Chair (tjkoller@gmail.com)

4. What Listserv etiquette do I need use when posting to the Listserv?

The Division 42 listserv is a place to foster professional and collegial discussion. Consistent with APA ethical principles, list members will respect cultural, individual, and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status and will consider these factors when communicating with other list members, and when communicating about others on the list.

Personal (“ad hominem”) attacks are not tolerated on the list. This includes using the list to bait those with whom you disagree or calling out other members with whom you have ongoing disagreements or personal issues. Exchanges that are perceived by the listserv moderators as personal attacks or accusations may result in the moderators not approving distribution of your message to the list. This is to enhance the list community. The listserv is moderated, meaning that posts must be approved by the Listserv Moderation Team prior to being distributed to the list.

4a. Thank you replies

Send *“thank you”* emails and any other emails intended for one specific person via back channel by copying and pasting the personal email address into the “To” field of your email. Please note: the Division 42 Listserv is a default “reply all” list; please take this into consideration when

simply hitting “reply” to a post, as your email will be broadcast to the entire list, unless you erase the division list address from the “To” field.

4b. Threads and Subject Headings

If you are continuing a conversation and not starting a brand-new conversation, please do not change the subject heading. This mixes in more than one subject header within the same thread and creates more work for both those trying to follow the thread as well as those trying to filter out messages that are not of interest.

4c. Want to change the subject?

If you are asking a new question that is unrelated to the current topic, please create a new subject heading and create a new email rather than replying to the current message and keeping it as part of the old message thread.

4d. What topic headings should I use?

Please use the topic headings (found at the bottom of each email from the Division) to clarify the subject of your email. If you are not sure what heading to put it under, make your best selection or use [OTHER] if your post does not fit into any of the topic headings.

4e. Delete, delete, and delete some more (or do I have to receive all the emails sent to the list?)

Feel free to liberally use your delete button or set up your mail filtering settings to filter emails in which you're not interested to another folder. Typically, this can be achieved by using “settings” or “options” or the wrench icon in your email platform’s settings. Many email programs allow you to use “conversation” or “thread” to group messages on one topic together in your inbox.

*This is why it is important not to change subject headings unless you intend to start a new conversation thread.

4f. Replying from digest or to a long thread?

If you reply to a message from the Digest (or a thread that has become quite long), please delete the long string of messages that may be quoted in your reply, to keep volume down. You can directly quote the material you are replying to, to provide a context for your post if you think it will help others.

4g. Still have questions about Division 42 Listserv etiquette? Lastly, if you have other email list questions, please contact the Division 42 Listserv Moderation Team at: div42listservmoderationteam@gmail.com

Frequent Division 42 List Violations

5. I have office space to rent; can I post this information on the Listserv? No advertising of any kind is allowed on the Division 42 Listserv, as this jeopardizes APA's 501(c)(3) status. Advertising' includes promoting one's books, apps, office space for sublet, etc. If you are going to directly profit, then that is typically considered advertising; so that is a good rule of thumb to use regarding your posts.

Please see a fuller explanation of this issue in subject 5a below.

5a. I have a book I have just written and it has been published; may I tell my colleagues about my accomplishment? What about a journal article?

Again, no advertising of any kind is allowed on the Division 42 Listserv, as this jeopardizes APA's 501(c)(3) status. However, if you have just published a book and wish to share the news with your Division 42 colleagues, you may do so if there are no instructions as to how to purchase the book. You *can* add a link, but please do not indicate or suggest purchase of the book.

For example: *You may say:* [NEWS]: Dear Listmates,
I am thrilled to announce that APA Books has just published my book, The Do's and Don'ts of Listserv Behavior. This book may **be viewed** at www.dosandontsmoney.org
Sincerely, Dr. ABC

However, you cannot advertise the publication of a book with a link to purchasing websites, e.g.,

Dear Listmates,
I am thrilled to announce that APA Books has just published my new book, The Do's and the Don'ts of Listserv Behavior.
My new book may **be purchased** at: www.dosandontsmoney.org Sincerely,
Dr. ABC

You may similarly let members know about your journal article:

Dear Listmates,
I am excited that my data on treatment outcomes for social anxiety with adolescents receiving teletherapy has been published in [x publication]. You can find the issue at this link or email me off list for a copy.
Sincerely, Dr. ABC

The exact wording from the APA Rules is shown below:

"a. Further Explanation about Commercial Postings on APA Listservs: The Listserv agreement provides that "commercial use" includes communications 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 or office space, or direct solicitation 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.

Announcements that provide useful professional information to List members but may also have

some incidental commercial benefit to the sender (e.g. an author who is a list member merely advising the List of publication of a professional book) typically would not be “commercial” for purposes of this restriction.”

*... While these limitations on use of 501(c)(3) resources are clearly quite important, in administering the rules, **APA has sought to avoid being heavy-handed. For example, an individual author of a publication of professional interest to others on the list is not precluded by the policy from simply announcing the publication of a book to the list (as opposed to a de facto advertisement) and providing a link to another site where commercial information could be available.** In short, we are trying to balance the benefits of information exchange among members with our legal obligations and need to protect an important APA asset, its tax-exempt status.*

If you have questions about whether a post is allowable under these guidelines, please do not hesitate to ask the Listserv Moderation Team to offer an opinion. Send us an email at div42listservmoderationteam@gmail.com.

5b. But what about my [x/y/z] product that will be the perfect answer to the question a member posted? Can I share that on-list?

General rule: anything construed as advertising would be considered unallowable. Exception: a one-time posting of your **book title** is okay if it answers this member’s question. If someone asks about your thing (and it’s another product - see 5c below), then a *back channel/private email* response to a query for references or resources on the subject would also be ok - again just to the single member and without a link. A note to the list asking them to contact you privately is also okay. Other members may also say “Contact Dr. X at drx@abc.com because she has such a product.”

Any questions? Ask the listserv moderation team at div42listservmoderationteam@gmail.com.

5c. What about promotion of products such as software or CE offerings? Please do not list your new product or CE for sale unsolicited. If members ask for product recommendations, including software, apps, or CE courses, it is okay for *other* members to note *and link* to products they use on the Division list or for you to note that you have one of your own (without the link) and tell people they can write you off-list. Stand-alone announcements of new commercial products by the person who makes money selling them will be considered advertising. If you wish to advertise, we ask you to contact *the Independent Practitioner* (IP) magazine staff and place your paid ad in our publication. If you have a company that regularly pumps out new products each month, please do not use our list to announce each new item. Look at advertising in the IP.

5d. What does antitrust mean? How does this impact what we can discuss on the listserv?

Antitrust regulations are defined by federal law. Please note that violation of antitrust regulations can be punishable by severe fines and even jail time. Violation of antitrust on the Division 42 Listserv puts APA and all our colleagues in jeopardy.

The antitrust policy of APA explicitly states (Section A.2): “Generally applicable fees set and announced by insurers or other third-party payors may be discussed if the discussion is not accompanied by any commentary stating or implying:

(a) that other psychologists should not accept the rate or should not deal with the payor...or (b) what the rate should be.

Posting about psychologist fees, reimbursement rates from insurance companies, and beginning a discussion regarding boycotting particular insurance companies is clearly in violation of antitrust regulations.

Examples of what *is* okay to post (when not accompanied by improper commentary):

Did you hear that Company A is now paying \$110.00 for X code?

Medicare announced that its rate in this area for CPT code X will now be \$113.50, while Company Z pays \$105.00 for the same code.

Examples of what is *not* okay to post:

It is totally unacceptable that Company A is now paying \$110.00 for X code.

I can’t believe Medicare has cut the rate for all services by x%. If the rate from 20 years ago was adjusted for inflation, we would be getting paid almost 1.5 times the reduced rate.

The below is an excerpt of the APA Listserv Rule:

c. Antitrust concerns – APA by nature is subject to antitrust issues. Discussions about rates charged, efforts to exert collective pressure on payors, terms of contracts with insurance companies, internship salaries, etc., all are prohibited. The antitrust laws are broad and complex but on a very basic level they operate to prohibit and even in some cases criminalize certain anticompetitive agreements between competitors. A professional association like APA is almost by definition a group of competitors that has come together to pursue common interests. Where those common interests involve agreements on such terms of competition as rates charged, salaries paid, standards applicable to members of the profession, and other issues of the marketplace, the antitrust laws apply. Listservs provide a written record of statements that can create an antitrust risk even when there is no anti-competitive intent."

And, for your further review below, the following is from a document written by APA’s Office of General Counsel:

"The ban on commercial use of the lists is based in legal requirements that flow from APA's status as a 501(c)(3) organization. APA and its divisions enjoy exemption under 501(c)(3) of the Internal Revenue Code, which is the most favorable tax status available to any United States organization; it is the same tax exemption held by universities, churches, and charitable foundations. Because of this status, among other things, APA and its divisions pay no federal income tax on revenues from carrying out exempt activities; voluntary contributions are tax

deductible by donors as charitable contributions; and they are exempt from some kinds of local taxes. With these advantages come significant restrictions on how APA can conduct its business, including such restrictions as taking no role in political elections, restricting lobbying and using resources for tax-exempt purposes.

The commercial use ban derives from the related requirements that 1.) APA activities, including those of APA divisions, be focused on 501(c)(3) tax exempt purposes 2). APA's assets, such as its lists, be used for tax exempt purposes and 3.) APA does not provide financial support directly or indirectly to other persons or entities that are not 501(c)(3) organizations, absent certain limited conditions that would not apply to use of APA's lists by other organizations for their business purposes. Thus, the Listserv rules provide that sponsored lists hosted by APA cannot be used for commercial purposes or to promote the financial or commercial interests of others, as these are not tax-exempt purposes."

6. If I am unsure about whether I can post something, who should I ask?

If you are not sure about whether you can post something, feel free to send such queries to the Listserv Moderation Team at: div42listservmoderationteam@gmail.com.

7. How should I introduce myself if this is my first post to the list?

Please use the heading [INTRODUCTION] to let the list know this is your first post and a little bit about you. For example:

[INTRODUCTION]

Hi, I'm new to Division 42 and have been in practice for four years, I practice in New Hampshire and see mostly families and children. I'm writing to ask if anyone can recommend a good book for parents of middle school children with ADD. Thanks in advance for your thoughts.

Best regards, Dr. ECP

8. What are the topic headings I need to use when posting?

INTRODUCTION: Introduction by new list member

CLINICAL: Referrals, assessment, treatment, case Qs, pharmacology, etc.

BUSINESS: Business of practice

NEWS: Psychologists/psychology in the news, APA, or Divisional news

CHAT: Social/personal comments between members, thank you replies, congrats, etc.

CAMPAIGN MESSAGE: For Division/APA election campaign messages only

ETHICS: Ethical issue

FORENSIC: Assessment/legal issues

TECH: Questions or information about computers, devices, software, email, etc.

RAMBLING: Ramblings

RESEARCH: Discussions about research RxP: Prescription privileges

STUDENT POST: Posting by student member

ECP POST: Posting by early career psychologist member

LIST/HOUSEKEEPING: List management issues

RETIREMENT: Discussion of pre-retirement issues

HUMOR: Humor, satire, sarcasm, rant, or rave

MESSAGE TO THE BOARD: For messages to the Board that are relevant to all list members
MODSQUAD: Message from Listserv moderators
OTHER: All posts not falling into the above categories

*If CHAT/RAMBLINGS or HUMOR is not your cup of tea, that is reasonable. Please set your email to filter these posts out! Please do not leave the listserv and lose this great Division 42 benefit because you think someone else is off the wall. Simply do not read their posts. We are a diverse community and there is something for everyone – and some posts that are not for everyone! If you do not know how to use filters with your email service, ask the Moderation Team for help. We are good at that sort of thing.

Email us directly here: div42listservmoderationteam@gmail.com

9. I am a Division 42 student member and working on my dissertation. How might I query the listserv regarding my research project?

"(E) Research requests. Consistent with recently adopted APA guidelines, list members are requested not to make direct solicitations to respond to survey content or items on the list, or to forward such requests from non-list members. Members may post brief requests to participate in research with which they are associated by posting a message that includes information about how to contact the investigator(s) or how to access the survey via another online site."

Fundamentally, our intent with the policy was to prevent list members from being inundated with multiple surveys or the actual content of surveys on the list.

10. I am a student member of APA, but not a member of Division 42. I would like to ask Division 42 members for their contributions to my research project; may I do so?

We understand and agree your research is important and very much want to support your efforts, but we cannot breach our Listserv policy, which requires that only Division 42 members may post to the list. Please feel free to look at the student membership possibility. It is a very lively and involved student group!

Graduate students can join our Division. Here is the link: <http://division42.org/membership/>. If you do join, please see our relevant policy on research:

"(E) Research requests. Consistent with recently adopted APA guidelines, list members are requested not to make direct solicitations to respond to survey content or items on the list, or to forward such requests from non-list members.

Members may post brief requests to participate in research with which they are associated by posting a message that includes information about how to contact the investigator(s) or how to access the survey via another online site. Division members are encouraged to use the online survey software available through the Division."

11. Someone has made me very angry and hurt by comments on the Listserv. What should I do?

The Division 42 Listserv requires that members address issues with one another on the list in a

professional manner. Unprofessional behavior, insults, and name calling will not be tolerated on the list. Likewise, if you are viewed as comporting yourself on the list in a manner which is unprofessional, hurtful, or offensive, your posts will not be approved for distribution and you may be removed from the list by the Listserv Moderation Team.

If you feel someone has treated you unprofessionally, please, contact the Listserv Moderation Team at: div42listservmoderationteam@gmail.com. If you do not feel comfortable and would like to communicate with one person, rather than the whole group, please contact the Chair(s) of the Listserv Moderation Team directly.

12. I am from another Division and have a call for papers for our journal/division conference; may I post this call to your Division Listserv?

Division 42 strongly supports other APA divisions. We are happy to post calls for papers or proposals from other Divisions, supporting the larger APA community and providing Division 42 members with these opportunities to excel in their pursuits to present their work in the larger community. Calls are posted in agreement with Division 42 policy on posting research – please see FAQ for more information

13. Where can I review APA Listserv policies referred to in this FAQ? The full APA rules are located on this web page: <http://listserve.apa.org/infopages/APARules.html>

14. What happens when a Division member breaks the listserv rules?

We have made it quite difficult for people to get “removed” from the listserv and this has happened very infrequently. Sometimes, if a situation on list is perceived by members or the moderators to be threatening our collegial community, future posts will not be approved for distribution and/or members may be sent a private email with a “friendly request” to take the conversation off the list to private email.

LISTSERV ENFORCEMENT PROCESS

The Moderation Team may recommend any of the following actions:

1st offense: When a rule violation comes to the attention of the Moderation Team, the Moderation Team will email the person who violated the rule, informing them (a) which rule was broken, (b) how it was broken, and (c) they will be politely reminded to observe all the rules. The Moderator’s email will include a link to the Listserv FAQ and the formal, detailed APA Listserv Rules. The moderators may also post a public reminder, not mentioning names, but reminding all listserv members about the rules.

If someone continually breaks the rules, the Moderation Team may review the member’s conduct and come up with a remedial plan. The member will be notified by the list moderator that the member’s behavior is being reviewed by the Moderation Team.

New Moderation Team members may be added or rotated by appointment of the current president of the Division. If a current member of the Moderation Team has a conflict of interest

with reviewing this member's actions, they will notify the entire Team that they should sit out of the review process.

2nd offense: A private formal warning will be sent to the member, and they will be informed that if the infraction is repeated, there will be more serious action taken and this warning will be kept on record.

3rd offense: If similar behavior or other disruptive behavior is evidenced within 60 days, the member may get a second formal warning, and a record will be kept of this. The member will be told that this is a second formal warning and further disruptive behavior could lead to suspension from the list.

4th offense: At this point, the individual will be sent a notice that, due to multiple infractions, the member will be suspended from the list for a period of six months.

Returning members: If a member returns from the list and continues to display the same negative behavior, the member may be informed that they need to avoid repeating the infractions that led to their initial removal for a limited period specified by the Moderation Team. Behavior consistent with listserv rules for this period will "reset the clock" for that member. Failure to comply with list rules during their "welcome back" period may result in their being removed from the listserv for a one-year period.

Permanent removal: In cases in which the same member has gone through this process more than once, the member may be notified when they are welcomed back to the list that, if they continue to create problems for our listserv community, they risk permanent removal from our listserv.

Elastic clause: In certain cases, the Moderation Team may feel the need to move up this disciplinary ladder more quickly, to maintain appropriate collegial relationships and legal protections on the list.