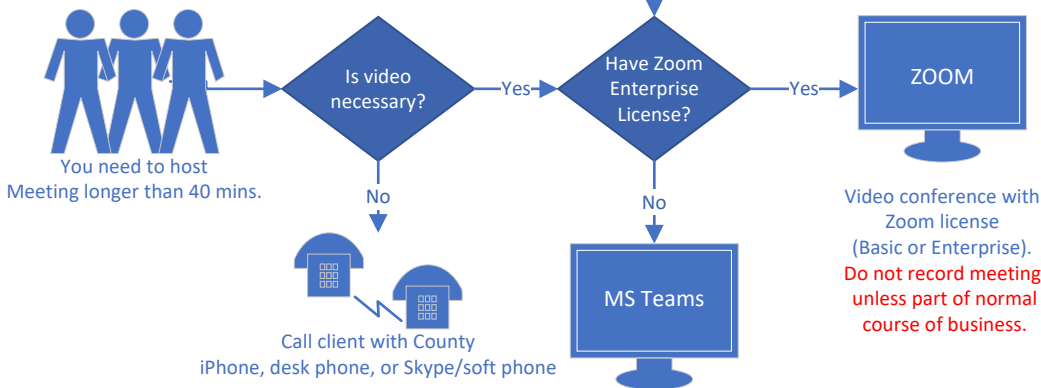
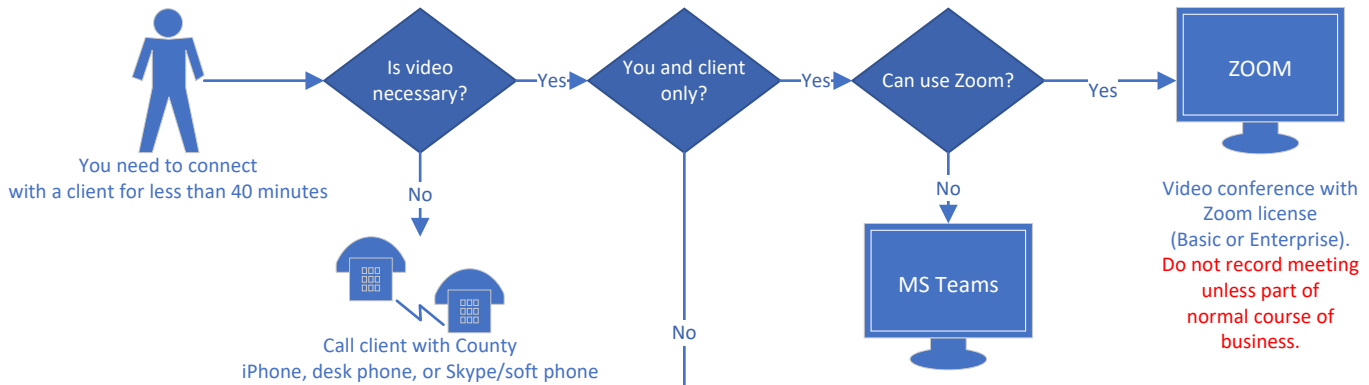


Dakota County

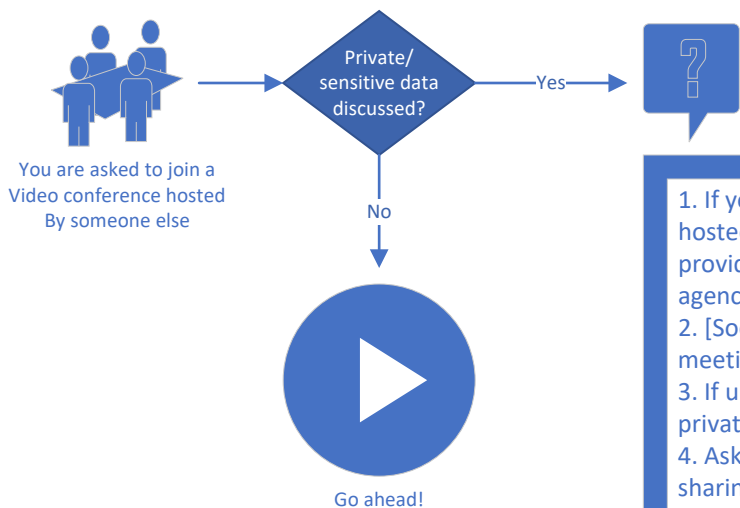
Staff Guidance for Conducting Virtual Meetings

*(Social Services Interactive Video (ITV) for Targeted Case Management (TCM) must follow other protocols)

** (Staff must not use Facetime to conduct meetings with clients, since it doesn't meet privacy requirements)



NOTE: Zoom meetings using a Basic license, with more than 2 participants, have a time limit of 40 minutes. Enterprise meetings have no time limit.



1. If you will be discussing client data, only join virtual meetings hosted by Minnesota government agencies, health care providers, or vendors under contract with Minnesota state agencies or with Dakota County.
2. [Social Services, Public Health & EEA Staff Only]: Ask the meeting host if the conference tool is HIPAA-compliant.
3. If unsure whether the conference tool is secure, don't share private information on the call; follow up later by phone.
4. Ask to share private files using encrypted email instead of sharing on video conference.
5. Do not join a virtual meeting that is broadcast on Facebook Live or another public-facing social media platform.
6. If you have any question, please email data.practices@co.dakota.mn.us.