



## Virtual Services Agreement

Dear Client,

Virtual Services will enable you to continue your DUI classes with a certified counselor via the Zoom virtual meeting platform. To participate in Virtual Services, you must:

- Sign the Client Letter and return it to Jackson-Bibby Awareness Group Inc. to the email based on your location:
  - Redlands: [redlands.admin@jacksonbibby.com](mailto:redlands.admin@jacksonbibby.com)
  - Victorville: [victorville.admin@jacksonbibby.com](mailto:victorville.admin@jacksonbibby.com)
  - Barstow: [barstow.admin@jacksonbibby.com](mailto:barstow.admin@jacksonbibby.com)
- Register in advance for the session via an email link that will be sent to you in advance of the scheduled session.
- To receive credit for the session, you must:
  - Register with your full name as provided to us at Enrollment. Credit will not be given if any aliases or other screen names are input into Zoom.
  - Make sure you have paid for your virtual session in advance. Payment of credit card or debit card is only accepted at this time and payments can be made over the phone in advance.
  - Be In the virtual meeting at the provided start time. It is recommended that arrive at least 5 minutes early so that you can make sure the program is downloaded and all speakers and microphones are working.
  - Attend the session in a private room, free of distractions.
  - Stay for the entire session and participate when called upon.
  - Not be under the influence of alcohol or other drugs during the session. This is up to the counselor's and administrators' discretion.

Certain technology is required to participate in this program. ***You must have either a computer, tablet, or phone with a working microphone, speakers, and a camera (for video meetings).*** You must also be able to download the free Zoom software onto a computer or download the Zoom application on a tablet or phone.

To take advantage of this unique opportunity and keep your DUI treatment program on track, read the privacy policy on the next page and sign where indicated. Return the signed page via email the email option listed above. If you have any questions, please email or contact your program location's manager.

I have read and agree to Jackson-Bibby Awareness Group, Inc's Virtual Services Agreement & Policy.

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Name – Printed

Date

Current Email Address

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Name – Signature

Date



## Privacy Policy for Virtual Services

Jackson-Bibby Awareness Group, Inc. will provide Virtual Services utilizing the Zoom Virtual Meeting Platform. To participate in Zoom meetings, you must read and agree to Zoom's [Privacy Policy](#).

Jackson-Bibby Awareness Group, Inc will continue to maintain confidentiality as stated in our Confidentiality Policy. Client's will also be held to the Confidentiality Agreement signed upon enrollment.

To participate in Virtual Services, sign the release below and email the signed page to the following:.

- Redlands: [redlands.admin@jacksonbibby.com](mailto:redlands.admin@jacksonbibby.com)
- Victorville: [victorville.admin@jacksonbibby.com](mailto:victorville.admin@jacksonbibby.com)
- Barstow: [barstow.admin@jacksonbibby.com](mailto:barstow.admin@jacksonbibby.com)

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### Virtual Services Release

I (print your name) \_\_\_\_\_, agree to participate in temporary Virtual Services at Jackson-Bibby Awareness Group, Inc. I understand that specific technology is required to participate, and I certify that I have access to the required technology. Additionally, I have read and understand the Zoom privacy policy. To receive credit for the session, I understand that I must adhere to the policies outlined in the Virtual Services Agreement.

I have read and agree to Jackson-Bibby Awareness Group, Inc and Zoom's Privacy Policy.

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Name – Printed

Date

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Name – Signature

Date