



ADAPTIVE ATHLETICS  
COMMUNITY HEALTHCARE  
WORKER MODEL PROGRAM

# Guía Training: Day 3

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UNIVERSITY of **HOUSTON**  
HEALTH and HUMAN PERFORMANCE

**ADAPTIVE ATHLETICS**  
at  
UNIVERSITY of HOUSTON

# Agenda

## **University of Houston's policies**

Mentor/Mentee boundaries

Anti-Discrimination

Code of Conduct

Sexual Misconduct

Confidentiality

## **Important acts to this study**

American Disabilities Act

the Health Insurance Portability

Accountability Act



# Mentor/Mentee Boundaries



# University's policy of mentor/mentee boundaries

- **Mentors** should establish basic expectations, prepare mentees to become researchers through teaching and advising, provide useful criticism and proper review, and supervision of mentees
- **Mentees** should maintain clear communication with the mentor, listen to advice, take constructive criticism, and complete the assigned work in a timely fashion

Relates to the core competencies that we discussed in the previous training\*

# Code of Conduct

- The University of Houston is **committed to the protection of the health, safety, welfare, property, and human rights of all its members and the property of the University itself.**
- Participants are **expected to behave with integrity that reflects well upon themselves, their families, and the University of Houston.**

(University of Houston, 2024)



# Code of Conduct

All participants are **expected to treat coaches, coordinators, resource advocates, community health workers, athletes, mentees, mentors, guias, volunteers, researchers, and event hosts with respect**, not make any physical contact without consent, and not engage in sexual harassment.

Report all knowledge of possible participant misconduct of any kind to:

**Dr. Michael Cottingham**  
**[mcotting@central.uh.edu](mailto:mcotting@central.uh.edu)**



# American Disabilities Act (ADA)

- The Americans with Disabilities Act (ADA) is a law that **prohibits discrimination against people with disabilities in everyday activities.**
- The ADA **guarantees that people with disabilities have the same opportunities as everyone else**

(The Americans With Disabilities Act, 2025)



# Who qualifies?

A person with a disability is someone who:

- has a **physical or mental impairment** that substantially limits one or more major life activities,
- has a **history or record of such an impairment** (such as cancer that is in remission), or
- is **perceived by others as having such an impairment** (such as a person who has scars from a severe burn).



# Anti-Discrimination





# Policy and Purpose

## Policy

- The University is committed to **maintaining and strengthening an educational, working and living environment where students, faculty, staff, visitors, and applicants are free from Discrimination and Harassment** of any kind.
- And to **take appropriate action in an effort to eliminate Discrimination and Harassment from occurring, prevent their recurrence and address their effects.**

## Purpose

- This Policy provides the exclusive mechanism for the University of Houston to **manage the reporting of unlawful Discrimination and Harassment**, as defined in this Policy, by providing a **prompt, fair, and impartial investigation and resolution process.**

(Policies, 2024)

# Defined Terms



<b><u>Term</u></b>	<b><u>Definition</u></b>
<b>Discrimination</b>	Treating an individual or members of a protected class less favorably
<b>Harrasment</b>	Giving unwelcome conduct that is severe enough to alter the conditions of the employee's working environment;
<b>Equal Opportunity Coordinator</b>	The person who is designated to coordinate efforts to comply with and implement this Policy.
<b>Protected Class</b>	A class of persons who are protected under applicable federal or state laws against Discrimination and Harrasment
<b>Resolution Agreement</b>	When a report is resolved by an agreement of the parties



# Prohibited Content

## Discrimination

Examples of discrimination includes, but not limited to:

- **denying an applicant employment**
- **taking adverse employment or academic action against a person**
- and **failing to provide reasonable accommodations to a person with a documented disability**, for pregnancy or related medical conditions (See SAM 01.D.16), and for a sincerely held religious belief.

## Harrassment

Examples of Harrassment includes, but not limited to:

- **epithets or slurs, threatening, intimidating or hostile acts or statements,**
- and **display or circulation (including through e-mail or virtual platforms) of written or graphic material in the learning, living, or working environment.**

(University of Houston, 2024)



# Prohibited Content

## Retaliation

Retaliation under this Policy includes, but not limited to:

- any adverse employment or educational action taken for making a report of unlawful Discrimination or Harassment,

**Any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting** of Discrimination or Harassment or the participation in proceedings relating to Discrimination or Harassment, may be considered a separate violation of this Policy and **may result in disciplinary sanctions.**



# Reporting Incidents

**Any person, regardless of whether they are the person being subjected to Discrimination or Harassment, may report Discrimination, Harassment, or Retaliation** to the Equal Opportunity Coordinator in person, by mail, by electronic mail, by telephone, or by the University's electronic reporting system.

Required reporting: **All employees, students, and third parties are encouraged to take reasonable and necessary action** to prevent unlawful Discrimination, Harassment, and Retaliation and to report the conduct to the Equal Opportunity Coordinator.

University of Houston System/University of Houston  
Office of Equal Opportunity Services  
713-743-8835



# Sexual Misconduct



# Policy and Purpose



## Policy

The University is committed to maintaining and strengthening an educational, working and living environment where students, faculty, staff, visitors, and applicants for admission or employment are free from sex discrimination of any kind. Sexual Misconduct, a form of sex discrimination, is antithetical to the standards and ideals of the University. The University also prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

## Purpose

This Policy provides the exclusive mechanism for the University of Houston System and its universities (“University”) to manage the non-criminal reporting of Sexual Misconduct, as defined in this Policy, by providing a prompt, fair, and impartial investigation and resolution process.

(Sexual Misconduct Policy, 2024)

# Defined Terms



<b>Term</b>	<b>Definition</b>
Consent	An informed and freely and affirmatively communicated willingness to participate in a particular sexual activity by a capacitated and legally competent
Harrassment	Subjecting an employee to unwelcome conduct that is severe enough to alter the conditions of the employee's working environment
Incapacitation	A person that is not legally competent and cannot consent to sexual activity if the person is unconscious or otherwise unable to resist, is unaware that sexual activity is occurring, and/or does not have the legal capacity to consent.





<b>Term</b>	<b>Definition</b>
Sexual Intimidation	Sexual Intimidation is a form of sexual harassment that involves threatening another with behavior of a sexual nature. Examples of this include, but are not limited to: engaging in indecent exposure (aka “flashing”), or transmitting or displaying a nude image where the action was unsolicited and a reasonable person would feel threatened or intimidated.
Stalking	Stalking, including cyber stalking, is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for their safety and/or the safety of others; or suffer substantial emotional distress.

# Reporting Incidents



The following steps are done when an incident is reported

## Step 1: You are notified of the sexual misconduct

- Keep a list of parties involved in the act and send the list to the Office of Equal Opportunity Services (EOS)

## Step 2: EOS response

Within five (5) business days of receiving the list of named parties, EOS shall inform the reporter if there has been:

1. A finding or determination that a PI or co-PI violated the University's policies or codes of conduct, statutes, regulations or executive orders relating to sexual harassment, other forms of harassment or sexual assault; or
2. The placement of the PI or co-PI on administrative leave or the imposition of any administrative action:
  - Based on a finding/determination of sexual harassment (including sexual assault);
  - Other forms of harassment; or
  - Any interim measure taken against the PI or co-PI in response to an alleged violation of the University's Sexual Misconduct or Anti-Discrimination policies.

\*If needed, the University will provide medical/mental services\*

# Confidentiality

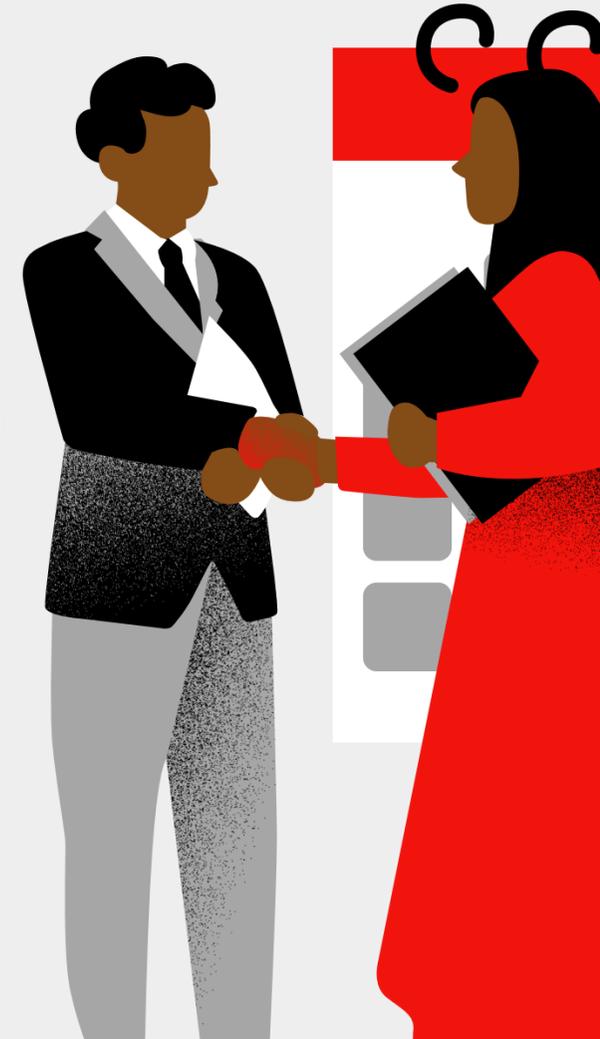


# Confidentiality

## What is confidentiality?

Confidentiality refers to the obligations of individuals and institutions to use information that has been disclosed to them and is under their control appropriately.

We will be dealing with very sensitive information with the mentees, so it is important that we know how to be confidential



# Confidentiality

As a mentor, the only people who should know about the mentee's personal information is the research team. The research team includes Dr. Cottingham, Dr. Johnston, Tiao Hu and us (the resource advocates).

## What happens if you break confidentiality?

You will be immediately dismissed from the program and no longer be a mentor.

## How will we remain confidential?

To remain confidential, the mentee's information/requests will be stored in one computer which will be in the AAUH lab space. Only the research team will have access to the computer



# Confidentiality

## What does breaking confidentiality look like?

Examples include but are not limited to:

- **Sharing the mentee's personal information to anyone who is not on the research team** (can be spoken, written or online)
- **Hacking of the computer** in the lab

## How can we prevent breaking confidentiality?

Examples include but are not limited to:

- **Not sharing the mentee's personal information to anyone** who is not on the research team
- **Password protecting** the information shared by the mentees on the computer

**\*Understand you will immediately dismissed from the program and get in trouble with the University of Houston, if you break confidentiality\***

# Health Insurance Portability and Accountability Act (HIPAA)



# What is HIPAA?

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that **requires the creation of national standards to protect sensitive patient health information** from being disclosed without the patient's consent or knowledge.

## HIPPA Privacy Rule

The Privacy Rule standards address the use and disclosure of individuals' health information (known as protected health information or PHI) by entities subject to the Privacy Rule

The Privacy Rule also contains standards for individuals' rights to understand and control how their health information is used.



(Health Insurance Portability and Accountability Act of 1996 (HIPAA), 2024)

# Permitted Uses and Disclosures

The law permits, but does not require, a covered entity to use and disclose PHI, without an individual's authorization, for the following purposes or situations:

- Disclosure to the individual (if the information is required for access or accounting of disclosures, the entity **MUST** disclose to the individual)
- Treatment, payment, and healthcare operations
- Opportunity to agree or object to the disclosure of PHI
  - An entity can obtain informal permission by asking the individual outright, or by circumstances that clearly give the individual the opportunity to agree, acquiesce, or object
- Incident to an otherwise permitted use and disclosure
- Limited dataset for research, public health, or healthcare operations
- Public interest and benefit activities—The Privacy Rule permits use and disclosure of PHI, without an individual's authorization or permission, for 12 national priority purposes :
  - 1.** When required by law
  - 2.** Public health activities
  - 3.** Victims of abuse or neglect or domestic violence
  - 4.** Health oversight activities
  - 5.** Judicial and administrative proceedings
  - 6.** Law enforcement
  - 7.** Functions (such as identification) concerning deceased persons
  - 8.** Cadaveric organ, eye, or tissue donation
  - 9.** Research, under certain conditions
  - 10.** To prevent or lessen a serious threat to health or safety
  - 11.** Essential government functions
  - 12.** Workers' compensation



# Checking for understanding

**What does breaking confidentiality look like?**

**What is the difference between sexual harassment and sexual assault?**

**How do we prevent breaking confidentiality?**

**If you get notified for any kind of misconduct who should you inform first?**

# Checking for understanding

## What does breaking confidentiality look like?

Telling friends/family about your mentee's problems

## How do we prevent breaking confidentiality?

Not sharing the mentee's personal information to anyone who is not on the research team

## What is the difference between sexual harrasment and sexual assault?

Harrasment: epithets or slurs, negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes

Assault: Sexual intercourse that occurs without consent.

## If you get notified for any kind of misconduct who should you inform first?

Dr. Micheal Cottingham  
mcotting@central.uh.edu

# Thank you!

Email: [aachw@cougarnet.uh.edu](mailto:aachw@cougarnet.uh.edu)



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