

## ADMINISTRATIVE POLICY

- 1 The following procedures will be followed at all times in order to safeguard confidential information from unauthorized disclosure:
  - 1.1 OPTIONS staff are legally mandated to protect the confidentiality of persons served at all times. The names and other identifying information of persons served are to be kept confidential, and are not to be used outside of the program or made public unless a valid, signed Consent for Release of Information Form is on file. Information obtained is to be used in a responsible professional manner at all times and must follow HIPAA guidelines.
  - 1.2 "Stories" about persons served will not be told outside of the program. Information regarding persons served is to be related in such a way that the person's dignity is upheld.
  - 1.3 Records of persons served will be stored at the individual service site and will be available only to the person, staff members, and persons authorized by signed consent for release of information to view the person's information.
  - 1.4 Information on unconserved legal adult persons served will not be released to the person's parent(s) or other family members without a signed Consent for Release of Information Form from the person. If a person is partially conserved, only that information relevant to the conserved domains may be released to the conservator. Information relevant to domains not included in the conservatorship will be released only with a signed Consent for Release of Information Form from the person.
  - 1.5 All OPTIONS employees will be instructed in the procedures for ensuring the confidentiality of persons served at the time of their employment and periodically thereafter during in-service training.

POLICY DATE: February 1996

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Confidentiality of Information

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