

## 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 supported persons confidentiality at all times. Supported person names and other identifying information 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 gained in the professional staff-supported person relationship is to be used in a responsible manner.
  - 1.2 "Stories" about supported persons will not be told outside of the program. Information regarding supported persons is to be related in such a way that the supported person's dignity is upheld.
  - 1.3 Records of supported person will be stored in a fire-resistant locking file cabinet at the individual program site and will be available only to the supported person, program staff, and persons authorized by signed consent for release of information to view supported person information.
  - 1.4 Information on legal, unconserved adult supported persons will not be released to the supported persons parent(s) or other family members without a signed Consent for Release of Information Form from the supported person. If a supported 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 supported person.
  - 1.6 All OPTIONS employees will be instructed in the procedures for ensuring supported person confidentiality at the time of their employment and periodically thereafter during in-service training.

POLICY DATE: February 1996

REVISED: May 2004

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