

ADMINISTRATIVE POLICY

- 1 All persons are ensured access to their personal records. Record access for supported persons will be implemented using the following steps:
 - 1.1 The person will make his/her request to review records to the Program Manager, or to a Community Support Specialist, who will then set up a time to review the records with the person.
 - 1.2 Staff will ensure the person has privacy from peers and other staff while he/she is reviewing his/her records.
 - 1.3 Staff will remain with the person during the record review to ensure that records remain intact and to answer questions and help locate specific information in the records.
 - 1.4 Staff will make an entry in the person's ID notes that reflects the review of his/her records.

POLICY DATE: February 1996

REVISED: May 2004

REVISED: August 2007