CEDAR VALLEY SERVICES, INC./SMART CONFIDENTIALITY POLICY

It is necessary to compile privileged information to ensure that a person served will receive the best possible services. Many staff members of C.V.S. have access to such privileged information.

Professional ethics and State and Federal law dictate that such information, whether written or obtained during programming, is to be used solely to aid in the provision of services to the person served.

A. GENERAL

Any discussion at C.V.S. relating to persons served or case histories will be held in private areas.

1. Case histories used in a research process or to gather statistical data shall be used without identifying the person served by name or number.
2. Discussion of persons served beyond the professional level shall be in general terms only, without disclosing the identity of the person served.

B. DISCLOSURE

Any person served asked to supply private or confidential data shall be informed of:

1. The intended use of the information.
2. Any known consequences that may arise by refusing to supply the requested information.
3. The identities of other persons or agencies which may receive the supplied information.

C. REPORTS AND RECORDS

No reports or records of any person served will be released to any person(s) except under the following conditions:

1. An informed consent to release information is signed by the person served and/or legal guardian.
2. The person served is informed of:
   - **a.** who the specific information is being disclosed to
   - **b.** the purpose/need for the disclosure
   - **c.** the expiration date of the consent to release information
3. The need/use of released information for public relations activities if applicable.

D. CASE RECORDS

All persons have been instructed in Data Privacy regulations and are expected to comply by those regulations. Access to case records shall be confined to the following:

1. Only authorized staff members of Cedar Valley Services, Inc. will have access to all active case files.
2. The Program Director, Designated Managers and administration support staff will have access to all out-of-service files.
3. Additional access to all files will be granted at the discretion of the appropriate Director.

E. MAINTENANCE OF CASE RECORDS

1. The information and documents of case records will be kept organized in a systematic fashion and affixed to the record jackets.
2. Case records and information therein will be controlled from the front office.
3. The Program Director will be responsible for control and implementation of policies regarding case records. The Program Director will designate specific duties to appropriate staff member.
4. All case records shall be filed systematically and stored under lock and key, with protection from adverse elements.
5. Case records may be taken out of the front office areas, given the conditions below:
   - **a.** The record is signed out on the sign out sheet on top of the file cabinets.
   - **b.** The record is treated as confidential information.
   - **c.** The record is never left unattended.
   - **d.** The record is signed in and returned to the file cabinet before the end of each day.

DOCUMENTATION OF RECEIPT:
Print Name:
Employee/Guardian Signature:
Date:
Training Provided By: