

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 02/90	SECTION: Confidentiality	
BOARD APPROVED ON: 03/90	DATE REVISED: 01/18/17, 05/16/18	SUBJECT: Individuals Supported Records	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/18/17, 05/16/18, 07/17/19		POLICY #: IB-002	PAGE #: 1 of 2

I. APPLICATION

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization that information regarding the individuals supported shall be kept confidential. Records are not to leave the premises of any facility operated by BWDH and shall be secured in a locking cabinet. Corporate policy on confidentiality and disclosure of information will be in strict adherence to Department of Mental Health Code 330.1748 on confidentiality.

III. DEFINITIONS:

Individual Supported: a person for whom BWDH provides support services to in any environment.

Legal Representative or person with authority to consent to various treatments, services, procedures, etc.:

- Individual receiving services, if over 18 years old and does not have a guardian for medical or other reasons.
- Guardian, with legal authority.
- Parent with legal and physical custody, if the individual is under 18 years of age.
- Representative authorized under a durable power of attorney or other advance directive.

IV. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Program Supervisor

1. Maintains primary access to individual's records by securing same in a locking cabinet.
2. Provides training on the individual's records to employees that includes a discussion on rights and confidentiality, prior to granting any employee access to any individual's Records.

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IV. NOTIFICATION/PROCEDURE (continued)

INDIVIDUAL ACCESS/REVIEW TO OWN RECORDS

WHO	DOES WHAT
Individual supported or legal representative	1. Requests access to files from program supervisor.
Program Supervisor	2. Provides access to records upon request by an individual or legal representative.

DISCHARGED INDIVIDUAL'S RECORDS

WHO	DOES WHAT
Program Supervisor	1. Labels and files all information regarding individuals who are no longer receiving services from BWDH.
	2. Secures inactive individual's records at a BWDH facility for a period of seven (7) years from date services were terminated. Two (2) years easily accessible and five (5) years in secured storage.
	3. After a period of seven (7) years legally disposes of records.