

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

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 12/03/81	SECTION: Confidentiality	
BOARD APPROVED ON: 01/30/02	DATE REVISED: 11/16/16, 06/20/18	SUBJECT: Release of Information	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 11/16/16, 06/20/18, 11/20/19		POLICY #: IB-003	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 to keep confidential all information and documentation regarding individuals receiving services and to establish policy and procedures regarding release of such information.

III. DEFINITIONS:

Confidential Information: All information in the individual case record including information acquired in diagnostic interviews, examination results and interpretation of tests ordered by mental health professionals, or entries and progress notes by mental health professionals and support personnel.

IV. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Program Supervisor

1. Obtains release of information forms from the individual's guardian and/or individual. The consent form should include:
 - a) information being released or requested
 - b) agency or person requesting information
 - c) agency or person releasing information
 - d) date release was signed

Case Manager

2. Information released to the requesting agency will not be shared with a third party unless so specified in the release and remains confidential to the requesting agency.
3. Copies of releases of information shall become part of each individual resident record.

Program Supervisor

4. Individual information and/or records may be viewed by agencies that provide services which directly benefit the individual and have a blanket release form, (i.e. CMH, DHS etc.) without authorization.

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IV. NOTIFICATION/PROCEDURE (continued)

Request from a Legal Party

WHO	DOES WHAT
Employee/Program Supervisor	1. Receives a subpoena for specific case record information.
	2. Immediately forwards the request to the division director.
Division Director	3. Reviews the request and forwards to the executive director within 24 hours of receipt.
Executive Director	4. Reviews the request and consults with legal counsel.
Legal Counsel	5. Reviews the request for adequacy and authenticity.
	6. Contacts the requestor for further information or to convey that there will be no response to the request.
	7. Determines without delay what information should be copied and sent to the requestor.
Executive Secretary	8. Makes two (2) copies of the selected material and sends one (1) copy to the requestor with a cover letter signed by executive director. The second copy is kept at the Administrative Office.
	9. Compiles a list of all documents sent and files in consumer case record under the HIPPA Log.