

Confidentiality

- Individuals' identity, referral information, admission, nature, diagnosis, prognosis, material pertaining to habilitation/treatment, programming and incidents that occur during the management of any active or terminated Individual of CHAMPIONS shall be confidential
- Contents of the records may be disclosed when the individual gives written consent to share their information.
- If the individual is a minor and not under the supervision of the NE DHHS, the parent or legal guardian must give written consent to release information.
- If the individual is legally incompetent, the legal guardian must give written consent to release information.
- If the individual is a minor and under the supervision of the NE DHHS, written consent to release information must be obtained through the client's caseworker.
- Storage of Individuals' Records
 - All records will be electronically stored along with a secured paper file. The paper file will be stored in a secured, locked environment for the complete time that an individual is served by CHAMPIONS OF SERVICES AND HEALTH INC.
 - Staff and/or EFH providers are in control of storing individual records in a locked file cabinet or locked room on-site at all residential locations.
- Transmission of Individuals' Information
 - "CONFIDENTIAL" must be stamped on material being sent and on the envelop of all information being mailed from CHAMPIONS locations.
 - If an individual threatens to commit a crime or harm personnel, personnel may pursue the assistance of, or report the crime to, a law enforcement. However, the report should not classify the individual as an individual in services.
 - It would be improper to talk about an individual in services while in a crowded location, as some confidential information pertaining to the individual could be overheard and may prove harmful to the individual or the agency. Individuals are not to be discussed by name with unauthorized persons.

Instructor: _____