

	3.1.7	RECORDS OF PERSONS RECEIVING SUPPORT	Effective: 02/74 Revised: 09/12; 05/23 Reviewed/Approved by Bd. of Dir.: 08/26  Teddi Hernandez, President/CEO
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Policy Statement:

To protect the integrity and confidentiality of the records, procedures are in place which designate employees responsible for maintaining the overall record, and how/when access may be gained to the various elements of the record. Access for employees is limited to those providing direct service and others as administratively authorized.

Policy:

A complete and accurate individual record of the program and progress of each person is maintained. Each program area maintains record procedures that designate the required content and specific time frames for the entries.

Policy reference: 1.6.1 Privacy & Security Practices for Protected Health Information Policy

Procedure references: Notice of Privacy Practice Brochure
Adult Services Procedure Manual
PRTF Program Procedure Manual
HIPAA Privacy Procedure Manual
HIPPA Security Procedure Manual
Record Retention Schedule

Application: All Services