

Stark County Board of Developmental Disabilities

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CONFIDENTIALITY

POLICY

The Stark County Board of Developmental Disabilities will utilize a system of record management that assures compliance with all Federal and State laws and with the professional standard of confidentiality. This record management shall also maintain and safeguard the right to privacy of persons served as well as confidential treatment of their information in their file. Board policies and procedures will be in accordance with OAC 5123-4-01. Confidentiality procedures shall also be in accordance with the Ohio Administrative Code for the Education of Handicapped Children Section 3301-51-04.

Historical Resolution Information	Reviewer(s):
Date	Director of EI & Nursing Services
1/19/13	Privacy Officer
10/25/16	
10/22/19	
01-09-13	
10-42-16	
10-48-19	

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PROCEDURE

A. Record Control Responsibility

In each program area, official responsibility for an individual's records, organizational systems, and procedural safeguards shall rest with the Compliance Committee members.

The Compliance Committee members shall assure the Board Policy and Procedure Manual, Chapter 2: Agency Administration policies and procedures are strictly observed.

B. Record Access

Pursuant to [HIPAA Procedure 18](#), no identifiable information either verbal or written shall be forwarded to any individual, agency or organization without the written consent of the individual or if applicable, parent/guardian or as provided in state or federal statute or rule.

C. Record Retention and Disposition

The Board's record retention schedule shall control the retention and destruction of records. Additionally, copies of records shall be offered to the individual or parent of a minor or guardian when requested with proof of identification. The Board construes "individual record information" to mean documents contained in the individual's case record. Other documents pertaining to an individual will be destroyed pursuant to the county records retention policy for the Stark County Board of Developmental Disabilities.

After the death of an individual served by the Board, individual information including case record information will be released in thirty (30) days of receipt of a written request from the executor or the administrator of the individual's estate.