

CCFFH substitute and adult household member training

Confidential client care information includes any individual identifiable information in possession or derived from a provider of health care regarding a client’s medical history, mental or physical condition or treatment, as well as the client’s and/or family member’s records, test results, conversations, research records and financial information.

All information relating to clients will be confidential and follow all applicable Health Insurance Portability and Accountability Act (HIPAA) laws.

Caregivers and adult household members will safeguard confidential information about clients. Including but not limited to:

1. Storage of client charts and medications
2. Procedure for visitation and phone calls
3. Maintaining client privacy

The home will inform clients about their confidentiality practices and will respect client privacy rights.

Client charts and reports are confidential and will not be released without the written consent of the client or the client’s legal representative, as applicable. The client’s CMA will be informed of any request for the release of information concerning clients and will retain a copy of the client’s written consent to release information.

By signing below I agree:

1. To follow the CCFFH’s confidentiality and privacy policies and procedures
2. To respect and maintain confidentiality of all discussions, deliberations, client care records and other information in connection with client care.
3. To access client care information only in the performance of my duties and where permitted by law.
4. To make no voluntary disclosure of any client information except to persons authorized to receive it under HIPAA law.
5. Not to discuss client information outside of the work place or within hearing distance of other persons who are not authorized to know such information.
6. To follow the CCFFH’s emergency management plan including fire safety and evacuation

Signature_____ Date_____ SCG or HHM

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Updated 8/13/14 A.England

Foster Family Homes may use these sample policies/forms. If chosen, they will be followed as written. Homes may write their own policies and make their own forms. However, they must meet the Hawaii Administrative Rules guidelines. Homes do not have to use samples provided by CTA.