



Confidentiality/Information Protocol

Purpose: The purpose of the Confidentiality/Information Protocol is to specifically outline the process by which the CDDO maintains confidential information.

Protocol:

1. The CDDO will maintain a release, as needed, on all active individuals that are MR/DD eligible who do not have a Targeted Case Manager. This release will allow the CDDO to communicate and exchange information with individuals the release specifically identifies.
2. If information is requested from an entity not identified on the release the CDDO cannot release any information regarding the individual without a new release signed by the individual.
3. All CDDO files containing confidential information are stored in the CDDO offices or scanned onto the CDDO network drive.