

**OHIO NETWORK FOR INNOVATION (ONI)
CONFIDENTIALITY POLICY**

I. SUBJECT

All Directors of Operation, Supervisors of Direct Support Professionals, Direct Support Professionals, and Volunteers of *ONI* shall abide by the policy outline. No provider associate shall seek special privileges, criticize employees publicly, disclose confidential information or consider a complaint by or against an employee, service, or program of the provider.

II. PURPOSE

In compliance with ORC 5123:2-2-08 (M) (1) (i) (i), a written confidentiality of individuals records policy that addresses agency provider's management practices and adheres to the requirements of this rule shall be developed.

III. POLICY

ONI's employees have access to confidential information and are prohibited from disclosing or sharing it with unauthorized persons. Release of unauthorized information is subject to disciplinary actions.

IV. APPLICATION

ONI requires a signed release of information in order to share confidential documents.

ONI defines confidential information as, but not limited to:

- a. All information designated as confidential, restricted access, or internal use only.
- b. All individual's information: Name, address, telephone number, diagnosis, treatment, financial information, photos, videos, support needs, or any documentation concerning individuals.
- c. All personnel information: salaries, benefits, performance, and disciplinary information.
- d. Medical information
- e. Agency or sub-contracting agency information, including agency-specific access codes

Retention of documents may be in electronic or hard copy format but will have limited internal agency access and will only be shared upon request and with current release of information.

V. DEVELOPMENT OF PROCEDURES

(*ONI* and/or board of directors authorizes the CEO or designee to develop and implement written procedures consistent with agency policy and applicable rules, regulations, and statutes.

Adopted:

Revised:

