



## Waiver Homes Privacy Policy

Date of Origin: 5/2019

Modification Date(s): 8/2021

Date of Last Review: 11/12/24

### **I. Purpose**

This policy is to ensure the privacy and dignity of program members is protected in all settings.

### **II. Policy**

UCP of Maine will protect the privacy and confidentiality of all members through staff training, policy and procedure, and facility design. The agency will have policy in place to protect healthcare information and personal documentation. The agency will enforce all HIPAA related rules. Facilities will have necessary privacy equipment such as curtains and doors.

### **III. Procedure**

Staff will follow all confidentiality policies and procedures. The following items will not be posted in common areas of the home: behavior support plans, medical appointments, dietary requirements, therapeutic services such as PT, OT, Speech, medication administration schedules.

Documentation tools such as progress notes or care plans will be stored in the office. Computer monitors will be positioned to protect privacy of the data.

Staff will monitor facility to ensure privacy devices such as curtains, windows, and doors function appropriately. Any malfunctioning equipment will be reported to Facility Manager for repair.

Each member of the home will have his/her private bedroom. The doors will be equipped with locks. The member will have access to the key and be able to lock the bedroom door for privacy. Staff will not enter member's private bedroom without knocking and being invited in.

Staff will report any suspected violation of member's privacy or dignity to the Program Manager.

  
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Scott Tash, CEO

  
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Date