
GST MICHIGAN WORKS! POLICY 15-01

TO: GST Michigan Works! Service Providers and Agency Staff

FROM: Jody Kerbyson, CEO

SUBJECT: Confidentiality of Information

EFFECTIVE: October 1, 2015

PROGRAMS AFFECTED: All

RESCISSIONS: None

BACKGROUND: Certain agency, program and participant information is confidential and subject to state and federal laws and regulations. Therefore, all confidential information must be protected against unauthorized access and/or disclosure. All access to and release of information must be in compliance with legal requirements and policy.

POLICY: GST Michigan Works! and Service Providers (referred to as Agency), shall maintain the confidentiality of any information, regarding program participants and the immediate family of any applicant or participant, that identifies or may be used to identify them, and which may be obtained through application forms, interviews, tests, reports from public agencies, or counselors, or any other source. In addition, parties having contract monitoring and evaluating responsibilities, and governmental authorities to the extent necessary under proper leave, shall have access to such documents. No release of information, if federal or state law requires such release, shall be construed as a breach of this policy.

Agency employees/representatives who are authorized to access any information are:

1. Not to make or permit unauthorized use of any information.
2. Not to seek personal benefit or permit others to benefit personally by any confidential information which has come to them by virtue of their work assignment.
3. Not to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with Agency policies.
4. Not to knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
5. Not to remove or copy, physically or electronically, any official record or report from the office where it is kept except in performance of job responsibilities.

6. To assure that the visual display devices will be protected from casual use or observation by unauthorized persons.
7. To protect the confidentiality of OSMIS sign-on procedures. User IDs are not to be shared with anyone including agency staff and participants.
8. To require proper identification before discussing information pertinent to the individual's record.
9. To ensure secure management of Agency information and files.
10. To ensure proper notification of confidential data requests to the appropriate agency staff.

The MWA takes participant confidentiality very seriously. Breach of this policy could result in the immediate termination of an Agency's contract.

Agency officials are responsible for knowing the confidentiality laws, policies, and guidelines. Agency officials are also responsible for informing Agency employees/representatives about restrictions on confidential information. All Agency employees/representatives must comply with this policy.


Action:

Agencies shall take the appropriate actions necessary to implement the directives of this policy issuance. Agency officials shall ensure the information contained in this policy is disseminated to all appropriate staff.

Inquiries:

Questions regarding this policy issuance should be directed to Sharon Bowen, at 810-233-5974 Ext. 154.

SIGNED:



Jody Kerbyson, CEO

10/1/15
Date