

Community Workshop & Training Center, Inc.  
Confidentiality 2017 Version

1. True or False All CWTC staff members are allowed to reveal or release any information that identifies a person as a client/consumer.
2. True or False Confidentiality regarding personal information is protected by professional codes of ethics, regulations, and by state and federal laws.
3. True or False Staff members are permitted to discuss information about consumers freely anywhere at any time without any limitations.
4. What kind of information is protected?
  - a. Name
  - b. Social Security number
  - c. Address and/or telephone number
  - d. Medical information
  - e. All of the above
5. True or False If a CWTC staff member needs to release protected information to another source, the staff member must fill out an Authorization to Release Information and include all the required specific information on the form, including signatures (consumer/guardian and a witness).
6. True or False All individuals, even severely disabled persons, legally become their own guardian at the age of 18. Some parents will claim they are the consumer's guardian, simply because they are the parent. In order to be the legal guardian, the parent has to go to court and get a court order.
7. True or False A consumer (or his/her legal guardian if applicable) may withdraw consent at any time. This means a consumer (or his/her guardian if applicable) can change their mind and tell staff members he/she no longer gives permission to talk to a certain person. The withdraw may be verbal and should be obeyed; but the revocation (withdraw of consent) is then required in writing.

8. The basic rule of Confidentiality is that we cannot share information unless we have an Authorization for Release of Information. However, there are some exceptions. What is **one exception**? Under what circumstance can you give information about a consumer without a written Authorization for Release of Information? What is one of those exceptions?
- \_\_\_\_\_.

**Only one answer is needed:**

9. If a CWTC staff member breaches confidentiality, for example, identifying the consumer and/or telling information about the consumer, the staff member could face:
- a. disciplinary action including termination.
  - b. criminal charges.
  - c. loss of a professional license or certification, if applicable.
  - d. be fined and CWTC could be fined.
  - e. All of the above
10. As a CWTC employee you are responsible to:
- a. Protect personal identifying and confidential information of all CWTC consumers.
  - b. Review and comply with CWTC policies and procedures concerning confidentiality
  - c. Report information losses, misuse, or other security breaches immediately to your supervisor.
  - d. All of the above

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Score

Rev: 6/17, 3/17, 6/15, 1/11, 2013,