

Community Workshop & Training Center, Inc.

Confidentiality 2021 Version

1. True or False                      All CWTC staff members are allowed to reveal or release any Information that identified a person as a client and/or consumer.
  
2. True or False                      Confidentiality is protected by professional codes of ethics, regulations and 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. Personal information such as the consumers name, address, phone number, date-of-birth, age, or social security number.
  - b. Health information such as medical history or records, healthcare provider's name or address, medications, treatment plans, therapy reports or personal care issues.
  - c. Financial information, including name of financial institutions, account numbers, PIN codes or passwords, bank records and financial statements, credit or debit card information, or insurance information.
  - d. Other information relating to ethnic or racial origin, political opinions, religious or philosophical beliefs, health, or gender identity.
  - 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 for Release of Information and include all the required specific information on the form, including signatures (consumer/guardian and a witness).
  
6. True or False                      All individuals served, even those with severe disabilities, legally become their own guardian at the age of 18. In order to be considered a consumer's legal guardian, the parent must provide CWTC with court documents indicating that a judge has appointed the parent to be the individual's legal guardian.

7. True or False            The consumer or their legal guardian may withdraw their consent to release protected information at any time. This revocation may be made verbally and must be obeyed. Then the revocation must be obtained in writing and signed by the person who originally gave consent.
8. There are several exceptions to the basic rule of Confidentiality, whereby information may be disclosed without an authorization for release of information. Each of these circumstances must meet stringent criteria for it to be a valid exception. Name one exception: \_\_\_\_\_
9. Consequences you could face for violating the Confidentiality policy include...
- a. Disciplinary action, including termination
  - b. Criminal charges
  - c. Loss of a professional license or certification
  - d. Fines
  - e. All of the above
10. As a CWTC employee, you have a responsibility to...
- a. Protect personal identifying and confidential information of all consumers
  - b. Review and comply with CWTC policies and procedures concerning confidentiality
  - c. Report information losses, misuse, and other security breaches immediately to your supervisor
  - d. All of the above

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Score