

Review of Individual's Confidential Records



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Revisions: 8/10/05, 10/1/13, 12/18/15, 12/17/18, 7/19/21
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HRC Review 12/7/22

Applies to: all

Policy number: 6.0.24
Regulatory reference: 115 CMR 4.06 (1), (4), (5)

S:\Agency Policy\6 - Program Related Policies and Procedures\6.0.24 Review of Individual's Confidential Records

At Communitas, every person we support will have the choice to review their confidential record. It is important that every person receive the opportunity to read or to have someone read and explain to them what the record contains. Employees at Communitas will offer the person a 1:1 opportunity to discuss what is being written about their current progress and give the individual an opportunity and assistance, if necessary, if they wish to respond.

1. People new to Communitas will receive an initial orientation of their program that will include the location of their confidential files. The person will have access to their files upon request.
2. People will be offered the opportunity to review information on a monthly or quarterly basis. Employees will set aside time to review progress.
3. The person will have the opportunity to comment (with assistance in writing if necessary). If the person decides not to read or comment, the employee will note the date it was offered in a progress note.
4. If the person has a concern about what is written, the program's supervisor will set up a meeting with the person.