

When people are receiving supports from Community Living Fort Frances and District, records are kept to help the organization do its job. These records are confidential, and may be shared only with the person receiving support, with people authorized by the person receiving services, and in some situations, with people authorized by law or in an emergency. Consent may be limited by the person to only certain pieces of information. If the person is not able to understand his or her rights to confidentiality, then the staff along with the person's support network should act in the best interests of the person. In addition, people receiving services will be told about the types of records and information kept about them by Community Living Fort Frances and District, and upon request, can review their records and information.

Community Living Fort Frances and District may keep the following records for each individual receiving service, providing that the information kept is relevant and necessary to its provision of services to each individual:

#### Financial Information

- name of bank(s)
- account number (s)
- beneficiary's name and address
- cosignatories (if applicable)
- location of will
- copies of leases or rental agreements
- bank statements or pass books
- cheque record books
- copies of life insurance policies
- copies of income tax returns
- ODSP correspondence
- consents to share financial information

#### Personal Information

- name, address and phone number of next of kin
- name, address and phone number of emergency contact person(s)
- copies or originals (if individual cannot maintain securely):
  - birth certificate
  - social insurance card
  - health card
- face sheet with personal statistics
- correspondence
- inventory of personal belongings
- specialists reports (non-medical)

- incident reports
- serious occurrence reports
- consents to share personal information/access file

#### Personal Health Information

- names of doctor, dentist, optometrist, specialists
- medical reports and correspondence
- parents' and siblings' medical concerns that may relate to individual's health history
- summary of individual's health history
- medication and treatment records (if used with this individual)
- medical visits record (if used with this individual)
- consents to share medical information
- (also see Your Personal Health Information "Statement" located in the CIMS Policy and Procedure manual)

#### Service Plans and Actions

- minutes individual planning meetings
- service plans
- applications for developmental services and supports
- supports intensity scale assessment
- staff daily notes
- rights restriction reviews
- behavioural analysis data
- consents to share service plan/actions information

A "Consent for Accessing Files Form" will be reviewed with each person who receives services. A signed copy is sent to the primary worker's supervisor and the original kept in the person's file.