



PROGRAM POLICIES & PROCEDURES

TITLE: Locked & Separate Confidential Files

POLICY #: 450 – R1

REVISION#: 1

ORIGINAL DATE: July 1, 2001

EFFECTIVE DATE: November 1, 2011

APPLIES TO:

Adult, Dislocated Worker and Youth programs funded by the Workforce Investment Act (WIA).

CHANGES:

Revision # 1 – EO Officer Name and Contact Information

POLICY:

Any information provided to program staff that contains information related to any customer's physical or mental disability, medical condition, or perception of a disability must be kept in a separate locked file, and apart from working files. Any confidential information that continues to describe the disability (e.g. case notes) will be kept with the participant's separate locked files.

PURPOSE:

This policy provides guidance to WIA contractors, WorkSource Center/Affiliate staff and partner agencies on record keeping of confidential information.

BACKGROUND: State Mandated

PROCEDURE: None

DEFINITIONS: None

ATTACHMENTS: None

REFERENCES:

Washington State Methods of Administration Workforce Investment Act (WIA), Element Five (5). Pacific Mountain Workforce Development Area's Policies and Procedures for Serving Customers with Disabilities.

EQUAL OPPORTUNITY:

The PMWDC is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.

DIRECT INQUIRIES TO:

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APPROVED BY:



Michael Kennedy, Chief Executive Officer