

## 6001-C ACCESS TO PERSONALLY IDENTIFIABLE INFORMATION

REVISION DATE: 9/1/2014

EFFECTIVE DATE: July 31, 1993

REFERENCES: A.A.C. R6-6-103.

A *Record of Access* documents all requests for receipt and review of confidential information. The confidentiality officer is responsible for assuring that a *Record of Access* is maintained for each member in service. Requests for information by other State agencies, local or State officials, organizations conducting approved studies, advocacy groups or accrediting organizations will be honored, with ALL personally identifying information deleted.

While Department of Economic Security (DES)/Division of Developmental Disabilities (DDD) do not require a standardized *Record of Access*, all *Record of Access* documents shall include:

- A. Requestor's name;
- B. Date information copied/sent;
- C. Purpose for request;
- D. Specific information released;
- E. Where information was sent; and
- F. Verification of consent.

A *Record of Access* is not required for the following:

- A. Member/responsible person or their written designee;
- B. Federally authorized members including AHCCCS and DHS staff; or
- C. Direct care staff, Qualified Intellectual Disabilities Professional (QIDP)s or Support Coordinators in the performance of their job duties.

The confidentiality officer must maintain a Log Book which documents the names of persons, other than Support Coordinators, or supervisors reviewing the case record and date/time of the review is maintained. The *Record of Access* is typically maintained in the central case record, but may be kept in a location other than the member's master file. In such instances, the Support Coordinator shall document in the master file the required information recorded on the *Record of Access* (See Master Folder Access Log).