

**ADvantage Program
Consumer-Directed Personal Assistance
Services and Supports (CD-PASS)
Confidentiality Agreement**

1. Obligation to safeguard information

You are responsible for protecting your Employer's confidential information. Any information about your Employer that you obtained during your employment is confidential. Confidential information is information that is not shared with anyone. You must respect your Employer's right to privacy. And, you will not ask for private or personal information from your Employer unless it is necessary to provide personal assistance.

2. Written consent

You are responsible for protecting the confidentiality of all information gained through your employment, which includes personal information. Personal information is: family circumstances, living environment, and lifestyle choices. This information may be shared with others only with your Employer's (or legal guardian's) written consent or in situations where there is clear and immediate danger to the Employer, to others, or to society.

3. Informed consent

If you are being asked to release confidential information because of a legal requirement, you must tell your Employer before you may release his or her personal information.

4. Responsibility to inform others

When you are communicating to families, friends, caregivers, or other professional service providers and administrators, you are responsible for telling the people involved that you cannot release confidential information without the consent of your Employer. Even after receiving consent of your Employer, you may release only the minimum amount of information necessary. Each person should be aware of your Employer's right to privacy and his or her obligation to preserve the privacy of the Employer's personal information.

5. Discussion and communication of personal information

You should not discuss confidential information in any setting unless privacy can be ensured. You are responsible for protecting the confidentiality of personal information that you give to other people through the use of computers, electronic mail, facsimile machines, telephones, telephone answering machines, and other electronic or computer technology.

Source: Adapted from The Case Manager's Handbook "Legal and Ethical Responsibilities of the Case Management Profession" pp. 63 and Code of Ethics of NASW – "Social Workers' ethical responsibilities to clients" 1.07 Web site: www.ssc.msu.edu/sw/ethics/nasweth.html

Acknowledgement of Understanding

As a Personal Services Assistant or Advanced Personal Services Assistant who has been given access to an Employer's home and to personal information, I agree to protect the confidentiality of my Employer. I will not provide any health information or any personal information to any other person without the prior written consent of my Employer.

Signature: _____

Date: _____