



STATE OF DELAWARE  
Division of Developmental Disabilities Services  
Delaware Health and Social Services

If you are interested in applying for services from the Division of Developmental Disabilities Services (DDDS), the attached application forms will need to be completed. Please note that **the applicant, if they are over age 18 and/or their legal guardian, if appropriate, must sign ALL forms.** If the applicant is unable to sign their name, they must make a mark on the signature line and have it witnessed by a friend or family member.

Completed forms need to be sent to:

**Dorphine Abrams-Rojas  
Office of Applicant Services  
Division of Developmental Disabilities Services  
Woodbrook Professional Center  
1052 South Governor's Avenue, Suite 101  
Dover, DE 19904**

In addition, the Division **requires** that all applications **MUST** be accompanied with a photocopy of the applicant's Birth Certificate, Social Security Card, Medicare and/or Medicaid Card and/or Private Health Insurance Card. Photocopies of Guardianship papers, Immigration/Visa papers are also required, if applicable. Proof of Delaware residency and proof of citizenship or lawful alien status is also required which can best be met with a copy of a Delaware Driver's License or Delaware State Identification Card. Past educational, psychological, medical, and social evaluations, which can assist in determining eligibility, are required. ***Without these documents, your application will be considered incomplete and we will not be able to initiate the application review process.***

Following the receipt of an application, the assigned Applicant Services Coordinator will send for copies of records that are important for establishing an applicant's eligibility for services as noted above. Please be advised that it may take up to four months to complete the application and receive the required documents. An application is considered complete when all the required information is received. A 45 day period is allowed for determination for Medicaid eligible applicants and 90 days for non-Medicaid applicants. However, if the applicant is able to **submit copies of records** with the application, the amount of time could be greatly reduced. In some cases, it may be necessary to schedule the applicant for a psychological evaluation with the Division's psychologist. If further testing does become necessary you will be contacted by phone regarding the process for the testing.

If you need any help or have any questions regarding these forms or the application process, please do not hesitate to call (302) 744-9700 or **TOLL FREE at 1-800-522-5758, Option 2.**

Sincerely,

Dorphine Abrams-Rojas  
Director of Applicant Services



## **Division of Developmental Disabilities Services**

### **Eligibility Criteria**

**1.0** The Division of Developmental Disabilities Services provides services to those individuals with a developmental disability who meet all of the following criteria:

1.1 citizen or a lawful alien of the United States;

1.2 a resident of the State of Delaware;

1.3 a disability/disorder attributed to one or more of the following:

1.3.1 Mental Retardation; defined as a significant generalized limitation in intellectual functioning. Significant generalized limitation in intellectual functioning is defined as IQ scores approximately two standard deviations below the mean. (American Association on Intellectual and Developmental Disabilities; Classification Manual, 2002); and/or

1.3.2 Autistic Disorder (299.00; American Psychiatric Association; Diagnostic & Statistical Manual - IV, 1994); and/or

1.3.3 Asperger's Disorder (299.80; American Psychiatric Association; Diagnostic & Statistical Manual - IV, 1994); and/or

1.3.4 Prader-Willi Syndrome (documented medical diagnosis; World Health Organization; International Classification of Diseases - 9); and/or

1.3.5 Brain injury or neurological condition related to mental retardation that meets: a) a significant generalized impairment in intellectual functioning (defined in 1.3.1); b) significant limitations in adaptive behavior functioning (defined in 1.4); and c) originates before age 22 (defined in 1.5);

1.4 Significant limitations in adaptive behavior functioning;

1.4.1 Significant limitations in adaptive behavior functioning is defined as performance that is at least two standard deviations below the mean of either:

1.4.1.1 Score on a standardized measure of conceptual, social, or practical skills; or

1.4.1.2 Overall score on a standardized measure of conceptual, social and practical skills;

1.5 the disability originates before age 22;

1.6 Any individual who is receiving services on the effective date of these regulations who meets the requirements of 1.1 and 1.2 of this section and meets either the requirements of the regulations under which the individual initially established eligibility or the requirements of 1.3 through 1.5 shall be deemed eligible for services.

**2.0** Intellectual functioning, adaptive behavior functioning, Autistic Disorder, and Asperger's Disorder shall be established and based on the use of standardized assessment instruments accepted by the Division.

**(Register of Regulations March 1, 2008)**



**CONFIDENTIAL**

**DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES  
Application**

**Part I- Clinical Determination**

**INFORMATION ABOUT YOU (the person making application)**

Name:	MCI Number <i>(for office use only)</i> :
Address:	Birth Date:
City:                      State:                      Zip:	Social Security #:
Phone Number:	Gender (Male/Female):
E-Mail Address:	

**\*This information is for demographic purposes only. This will not be used for eligibility determination.\***

Race/Ethnicity	<input type="checkbox"/> White/Caucasian	<input type="checkbox"/> Asian
	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Native American
	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other (specify):
	<input type="checkbox"/> Pacific Islander	
Religious Preference	<input type="checkbox"/> Christian	<input type="checkbox"/> Jewish
	<input type="checkbox"/> Islamic	<input type="checkbox"/> Buddhist
	<input type="checkbox"/> Hindu	<input type="checkbox"/> Other (specify)

**Citizenship and Residency Information: (The following information will be used for determination purposes)**

Is the applicant a citizen or lawful alien of the United States of America?    ____ Yes    ____ No (If a lawful alien, the applicant must produce documentation of their alien status)
Is the applicant a resident of the State of Delaware?    ____ Yes    ____ No

**APPLICATION**

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**Health Insurance**

Insurance Company: Name of Policy Holder: Policy Number:	Address of Insurance Company:
Medicaid Number:	Blood Bank Member <input type="checkbox"/> YES <input type="checkbox"/> NO Policy/Acct. Number:
Medicare Number:	<input type="checkbox"/> Part A <input type="checkbox"/> Part B
Medicaid Managed Care Provider:	Medicare Prescription Plan (Part D)
Medicare Supplemental Plan: Provider/Acct. Number:	

**INFORMATION ABOUT YOU & PEOPLE WHO KNOW AND CARE FOR YOU**

(This information will help us to contact your family and other important people)

**Who is your primary support person/care giver(s)?**

Name	Relationship	Date of Birth	Address	Phone Number

**Parents**

Name of Mother:	Name of Father:
Mother's Date of Birth: Mother's Date of Death:	Father's Date of Birth: Father's Date of Death:
Mother's Social Security #:	Father's Social Security #:

**Other Family Members (brothers, sisters, half-siblings, grandparents)**

Name	Relationship	Date of Birth	Date of Death	Address	Phone Number

**Emergency Contact Person(s)**

Name	Relationship	Address	Phone Number

**APPLICATION**

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Does anyone come into your home to help you?  YES  NO

If yes, what is the name of the support agency or person who helps you in your home? \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Is someone assigned as your guardian of  Person  Property

If yes, please attach a copy of the guardianship order with this application.

**Guardian Information**

Name of Guardian	Relationship to You	Date of Court Order	Address	Phone Number(s)

Do you have **advanced directive**?  Yes  No

If yes, please attach a copy with this application.

Have you established a **Power of Attorney**?  Yes  No

If yes, please attach a copy with this application.

Name of Power of Attorney	Relationship to You	Address	Phone Number(s)

**ABOUT YOUR BIRTH**

Were there any difficulties with your birth (example: cord wrapped around neck, breech birth)?  Yes  No

If yes, please explain: \_\_\_\_\_

Were you:  Full Term  Premature (how many months was your mother pregnant with you?) \_\_\_\_\_

Was anesthesia used during your birth?  Yes  No  Not Sure

Were instruments used?  Yes  No  Not Sure

**APPLICATION**

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Did you cry at once?  Yes  No  Not Sure

Did you require special treatment to help you breathe (injections, oxygen, etc.)?  Yes  No  Not Sure

What was your weight at birth? \_\_\_\_\_

What was your Apgar score (if known)? \_\_\_\_\_

**ABOUT YOUR DEVELOPMENT**

Did you receive early childhood intervention services?  Yes  No

If so, when did you receive the early childhood intervention services? \_\_\_\_\_

Where did you receive the early childhood intervention services? \_\_\_\_\_

Please tell us how old you were when the following developmental milestones happened for the first time?

Teething \_\_\_\_\_ Sitting Alone \_\_\_\_\_ Standing Alone \_\_\_\_\_

Walking Alone \_\_\_\_\_ Beginning to talk \_\_\_\_\_ Toilet Trained \_\_\_\_\_

**SCHOOL HISTORY**

Where did you last (or currently) attend school?

Name of School	Address	Phone Number	Contact Person	Last Grade Attended	Dates Attended

Did you receive special education services?  Yes  No

If yes, what was your Special Education classification (if known)? \_\_\_\_\_

Did you receive a Certificate of Attendance?  Yes  No If yes, what year? \_\_\_\_\_

Did you receive a diploma?  Yes  No If yes, what year? \_\_\_\_\_

**CRIMINAL HISTORY**

Have you ever been convicted of a criminal offense?  Yes  No

If yes, please tell us the following information:

Conviction	Sentence	Location	Date

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Are you currently on parole or probation?

If yes, please tell us the following information:

Condition(s) of Probation or Parole	Name of Probation/Parole Officer	Address of P/P Officer	Phone Number of P/P Officer

**WORK HISTORY**

Where Have You Worked	Describe The Work You Did	When Did You Work There (give dates)?

**SERVICE HISTORY**

Do you or have you received services from any of the following?

	Current	Past		Current	Past
Adult Protective Services			DDDS Community Programs		
A.I. DuPont Hospital			Governor Bacon		
Alcohol/Drug Rehab			Meadowood Hospital		
ARC			Mental Health Outpatient Services Location:		
Child Mental Health			Nemours Children's Clinic		
Community Legal Aid			Rockford Center		
Delaware Autistic Program			Stockley Center		
Delaware Psychiatric Hospital			Terry Center		
Division of Family Services			Vocational Rehabilitation Location:		
Division of Visually Impaired			St. Jones Hospital/Treatment Center		
Division of Youth Rehabilitation			Division of Services for Aging and Adults with Physical Disabilities		
Other:			Other:		

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Are you now or have you ever received day or residential services in Delaware or any other state?  Yes  No

If yes, please tell us the following information:

<b>Name of Residential/Day Program Attended</b>	<b>Address</b>	<b>Phone</b>	<b>Dates Attended</b>	<b>Contact Person</b>

**LAST PSYCHOLOGICAL EVALUATION**

When was your most current psychological evaluation completed (date)? \_\_\_\_\_

Who tested you? \_\_\_\_\_

Where was the psychological evaluation completed (address)? \_\_\_\_\_

**PSYCHIATRIC HISTORY**

Have you ever received out-patient psychiatric/mental health treatment in Delaware or any other state?  Yes  No

If yes, please tell us the following information:

<b>Name of Clinician</b>	<b>Address of Clinician or Treatment Center</b>	<b>Date of Treatment</b>

**APPLICATION**

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Have you ever received in-patient psychiatric treatment in Delaware or any other state?  Yes  No?

If so, please tell us the following information:

Name of Psychiatrist	Address of Psychiatrist or Treatment Center	Date of Treatment

**MEDICAL INFORMATION:**

Please list your current medical diagnosis/health problems: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list your current psychiatric/mental health diagnosis: \_\_\_\_\_  
\_\_\_\_\_

Name	Address	Phone	How Often Seen?
Family Doctor:			
Psychiatrist:			
Psychologist:			
Dentist:			
Hospital Preference:			
Other Doctors: 1. _____ 2. _____ 3. _____ 4. _____			

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I take my medicine by myself.

I need help/reminders to take my medicine.

Please tell us about ALL the medicines that you are taking including prescription and non-prescription. (For example, aspirin, suppositories, supplements, vitamins).

Name of Medication: \_\_\_\_\_

Prescription     Non-Prescription

Reason for medication: \_\_\_\_\_

How do you take it (describe any help you may need)? \_\_\_\_\_

\_\_\_\_\_

Name of Medication: \_\_\_\_\_

Prescription     Non-Prescription

Reason for medication: \_\_\_\_\_

How do you take it (describe any help you may need)? \_\_\_\_\_

\_\_\_\_\_

Name of Medication: \_\_\_\_\_

Prescription     Non-Prescription

Reason for medication: \_\_\_\_\_

How do you take it (describe any help you may need)? \_\_\_\_\_

\_\_\_\_\_

Name of Medication: \_\_\_\_\_

Prescription     Non-Prescription

Reason for medication: \_\_\_\_\_

How do you take it (describe any help you may need)? \_\_\_\_\_

\_\_\_\_\_

Name of Medication: \_\_\_\_\_

Prescription     Non-Prescription

Reason for medication: \_\_\_\_\_

How do you take it (describe any help you may need)? \_\_\_\_\_

\_\_\_\_\_

Do you have or have you ever had a seizure?     Yes     No

Describe your seizures: \_\_\_\_\_

How often do you have seizures? \_\_\_\_\_

How long do they last? \_\_\_\_\_

How do you feel after a seizure? \_\_\_\_\_

How do people who know you best support you during a seizure? \_\_\_\_\_

\_\_\_\_\_

**Part II- Waiver Eligibility and Enrollment**

**FINANCIAL**

Who manages your money?  Self  Other: Name & Relationship of Person \_\_\_\_\_

Do you have a representative payee?  Yes  No

Please tell us the following information about your representative payee, if applicable:

Name	Address	Phone Number(s)

**Income Information:**

**Copies of all applicable documents listed below must be provided in order to process your application. Processing of your application cannot begin until all required documentation and information is received.**

All Sources of <u>Earned</u> and <u>Unearned</u> Income	Monthly Amount	Did you include verification?
SSI		
SSDI/OASDI		
VA Benefits		
Railroad Benefits		
Pension (company name: _____ )		
Wages		
Child Support		
Public Assistance		
Other (Please specify): _____		

**Bank Information**

**Copies of all applicable documents listed below must be provided in order to process your application. Processing of your application cannot begin until all required documentation and information is received.**

	Account Number	Name of Bank	Current Balance	Verification Enclosed?
Checking Account				
Savings Account				
Certificate of Deposit (CD's)				
Credit Union Account				
Money Market Account				
Mutual Funds Account				
Stocks				
Bonds				

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Have you closed a bank account within the last 36 months?  Yes  No (if yes, supply a copy of the closing balance and description of where the funds went).

Have you transferred ownership (including giving away property or cash) of any resources within the last 36 months?

Yes  No (if yes, supply verification and description of where the assets went).

**Trust Account Information:**

**Copies of all applicable documents listed below must be provided in order to process your application. Processing of your application cannot begin until all required documentation and information is received.**

Trust Fund: Trustee's Name: \_\_\_\_\_  
Trustee's Phone Number: \_\_\_\_\_  
Value of Trust Fund: \_\_\_\_\_  
Name of Financial Institution: \_\_\_\_\_

Other Funds (Income or Resources): Type: \_\_\_\_\_  
Value: \_\_\_\_\_

**Life Insurance Information:**

**Copies of all applicable documents listed below must be provided in order to process our application. Processing of your application cannot begin until all required documentation and information is received.**

Name of Person Insured	
Policy Owner	
Insurance Company	
Company Address	
Face Value of Policy	
Table of Cash Surrender Value	
Name of Beneficiary	

Do you have a pre-paid funeral arrangement?  Yes  No

**Other Required Documents:**

**Copies of all applicable documents listed below must be provided in order to process your application (includes all highlighted documents and all other documents that apply to you. Processing of your application cannot begin until all required documents and information are received.**

Required Documentation	Indicate the document provided as verification	Date Provided
Birth Certificate		
Social Security Card		
Verification of Delaware Residence		
Proof of U.S. Citizenship		
Lawful Alien Documentation		

**APPLICATION**

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Comprehensive Physical (MAP-25)		
ICAP Information List		
Private Health Insurance Card		
Medicaid/Medicare Card		
Guardianship Order		
Advanced Directive		
Living Will		
Power of Attorney Order		
Pre-paid Funeral Arrangement		
Life Insurance Policies with table of cash surrender values		
Verification of wages for most recent 3 months		
Bank Statements for each account for the most recent 3 months		
Statements for all Certificate of Deposits, Money Markets, Mutual Funds for most recent 3 months		
Copy of Stocks and most recent 3 months statement		
Copy of Bonds with Maturity Schedule attached		
Verification of unearned income for most recent 3 months		
Verification of earned income for most recent 3 months		
Copy of Social Security/SSI Award Letters		

May a representative from DDDS leave a telephone message on your recorder/voice mail?  Yes  No

May a representative from DDDS leave a telephone message with a person at your home or business?  Yes  No

May a representative from DDDS contact you via the e-mail address on page one of this application?  Yes  No

***I certify that I have provided true and complete answers to the questions on this application for DDDS services, to the best of my knowledge. I understand that providing false information for government subsidized benefits is punishable by law.***

Person helping you to complete this application: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of person providing information: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

**APPLICATION**

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**Required Signatures:**

Signature of Individual Applying for Services: \_\_\_\_\_

Signature of Guardian/Family Member (if applicable): \_\_\_\_\_

**Final Review:**

Signature of Director of Applicant Services: \_\_\_\_\_

POLICY OF THE STATE OF DELAWARE AS ESTABLISHED BY STATE LAW AND EXECUTIVE ORDER ASSURES EQUAL OPPORTUNITY AND PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, RELIGION, COLOR, ORIGINAL ORIGIN, SEX OR AGE.

**PARC Approved: 11/06/03**  
**Date Revised: PENDING**  
**Form #: 09/Admin**



**Division of Developmental Disabilities Services**

**Authorization to Release Information-Intake  
Office of Applicant Services**

Applicant: \_\_\_\_\_ D.O.B. \_\_\_\_\_ SS# \_\_\_\_\_

I, \_\_\_\_\_ hereby authorize the following agencies indicated below to release  
Applicant/Guardian/Parent

and send information to The Division of Developmental Disabilities Services at Woodbrook Professional Center, 1052 South Governor's Avenue, Suite 101, Dover, Delaware 19904 or fax number (302) 744-9711.

A. I. duPont Hospital for Children	Yes _____	No _____
Child Development Watch	Yes _____	No _____
Division of Child Mental Health	Yes _____	No _____
Division of Adult Mental Health	Yes _____	No _____
Division of Vocational Rehabilitation	Yes _____	No _____
Delaware Autistic Program	Yes _____	No _____
Delaware Psychiatric Center	Yes _____	No _____
Division of Family Services	Yes _____	No _____
Meadowood Hospital	Yes _____	No _____
School _____	Yes _____	No _____
Rockford Center	Yes _____	No _____
Terry Center	Yes _____	No _____
Other: _____	Yes _____	No _____

This release of information is for the purpose of determining an applicant's eligibility for DDDS services and to assist in planning for services.

The type of information to be released is not limited and is to specifically include any history (social, behavioral, developmental, psychiatric) medical evaluations, psychological testing, consultations and discharge summaries. The dates of service to be covered by this authorization include all years of services received/admissions.

I understand that this authorization is valid for one (1) year from the date signed, and that I may revoke this authorization by written communication to the Director of Applicant Services at the Woodbrook Professional Center, 1052 South Governor's Avenue, Suite 101, Dover, DE 19904.

Disclosure of specific information authorized for release is limited to the above-mentioned applicant only. Federal regulations 42 CFR Part 2 prohibits the redisclosure of information, unless the consent expressly permits further disclosure or is otherwise permitted under regulation.

\_\_\_\_\_  
**Applicant Signature (if over age 18)/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian/Legally Authorized Person**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Relationship to Applicant**

**This Authorization must be signed by the applicant (if over the age of 18) or his/her court appointed guardian/legally authorized person. In the case of a minor, a parent or court appointed custodian must sign this Authorization.**



**Division of Developmental Disabilities Services**  
**Authorization for Release of Information Addendum**  
**Office of Applicant Services**

It may be necessary to speak with various agency personnel regarding your application and the records that we need in order to determine your eligibility for Division of Developmental Disabilities Services (DDDS). In addition, several other agencies sometimes have a need to know the status of your application and your eligibility for DDDS services. Below are listed those agencies with which we are in frequent contact. By checking the appropriate box you can let us know if you object to our discussing your application and eligibility for services. If approved, we will limit our exchange to information that is necessary in assisting you with services and will be kept in strictest confidence. This Authorization will remain in effect for one year from the date of signature.

	<u><b>Approve</b></u>	<u><b>Disapprove</b></u>
Personnel at the School(s) you attended	<input type="checkbox"/>	<input type="checkbox"/>
Voc Rehab Counselor	<input type="checkbox"/>	<input type="checkbox"/>
Division of Family Services/Child Mental Health	<input type="checkbox"/>	<input type="checkbox"/>
Health Care Provider	<input type="checkbox"/>	<input type="checkbox"/>

I have read the information on this page and/or had it read to me and explained in a language I can understand. I understand my confidentiality rights.

\_\_\_\_\_  
 (APPLICANT/GUARDIAN/LEGALLY AUTHORIZED  
 PERSON'S SIGNATURE)

\_\_\_\_\_  
 (DATE SIGNED)

\_\_\_\_\_  
 (OFFICE OF APPLICANT SERVICES STAFF PERSON'S  
 SIGNATURE)

\_\_\_\_\_  
 (DATE SIGNED)



***DELAWARE HEALTH  
AND SOCIAL SERVICES***

Division of Developmental  
Disabilities Services

**FINANCIAL RESPONSIBILITY NOTICE**

I understand that I may have some financial responsibility for the cost of services provided by the State of Delaware, Department of Health and Social Services, Division of Developmental Disabilities Services, as established by 29 Del. C §7940.

In order to determine any financial responsibility for the services I receive, I will be asked to disclose all information with regard to my financial status and assets including any jointly held financial accounts or accounts bearing my name. That includes all sources of earned and unearned income.

The parents of a minor child receiving services may be asked to disclose their financial status and assets in order to determine any financial obligations and responsibilities they may have for the services provided to their child.

Financial resources received by the Division of Disabilities Services (DDDS) for an individual will be applied to the costs of the service(s) received in accordance with applicable Social Security, Medicaid and State rules and regulations.

Each individual receiving services has the responsibility of informing the DDDS of any changes in their financial status. Periodic updates of an individual's financial status and assets may be necessary during the receipt of services in order to assess the individual's financial responsibility and ensure continued eligibility for federal benefit programs.

Failure to fully disclose one's financial status and assets may result in a denial or loss of services.

I have read and understand the above notice and agree to assist the DDDS in determining any financial obligations I may have for services I receive.

**Name of Applicant:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent (if applicant is a minor) or  
Substitute Decision-Maker /Legal Guardian (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**PARC Approved: 02/10/04  
26/Admin  
Revised: Pending**



## **DELAWARE HEALTH AND SOCIAL SERVICES CONFIDENTIALITY NOTICE TO APPLICANTS**

We want you to know why we need to collect information about you and your family, the steps we take to protect your privacy, and your rights to know what information we will keep in our records.

Please ask us for more details if you have any questions.

Why do we keep records? Delaware laws authorize the Department to collect and keep information we need to carry out our duties. This information is important for planning how to best work with you and your family.

Who else may learn this information? For the most part, only Department staff are permitted to know this information, unless you give us written permission to share it with someone else. If you are working with a team of people from different agencies within the Department, information may be shared among the team. The law requires us to share information in some other situations, such as court orders; emergencies threatening health or safety; and investigation of waste, abuse, or fraud.

Will Department staff keep this information confidential? All of our staff sign a confidentiality agreement, which clearly describes their duty to protect the privacy of all of our clients. In addition, the ethical codes of physicians, psychologists, nurses and social workers require them to keep information shared with them confidential.

Information shared with licensed physicians, psychologists and social workers cannot be subpoenaed, with the following exceptions: hospitalization proceedings; court ordered examinations; proceedings in which a guardian is sought, if the condition of the individual receiving services is part of the individual's legal claim or defense; and alleged child/impaired adult abuse or neglect cases.

Where is information stored? When not in use, all written records about you are kept under lock. Some information about you may be stored on a computer system. We protect information stored in computers by "locking-out" all but the staff authorized to learn that information.

What are your rights? You have a right to find out what records we keep about you, how they will be used, and how they will be shared with others. You also have a right to review your records, except for certain confidential information and investigative files. If you object to or do not agree with the information in our records, you may ask us to change our records.

If we decide that we cannot change the records, you may give us your information in writing, and we will put it in the records.

What if you have other questions? Please ask the staff person working with you if you have any other questions. If you ask, we will give you a copy of our policy on confidentiality.