
POLICY

The Poverello Center, Inc. handles private information per Federal, State and Local law and guidelines. Each new client of the center receives the Notice of Privacy Practices as part of their orientation/intake.

PROCEDURE

- II. The Poverello Center, Inc. intake staff shall provide a copy of the agency's Notice of Privacy Practices to each new client of the agency upon intake.
- II. Each client of the agency shall sign acknowledgement that the privacy practices were received upon admission to the agency.
- III. The Notice of Privacy Practices is available in the three main languages in use in the community, English, Spanish and Haitian Creole.

Approvals:

Signature: _____


Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

Date: _____

01/11/19

BOD Approved Date: Pending

Date Established: 11.21.2016

Date Reviewed/Revised: 07.09.2017; 06.11.2019