

Division of Developmental Services  
Acknowledgement of Confidentiality-Waiver Slot Assignment Committee

**It has been determined by the Division of Development Services (DDS) that during your tenure as an approved member of the Waiver Slot Assignment Committee (WSAC) you will have access to non-Private Health Information (PHI) about individuals for the purposes of determining urgency of need and assignment of waiver slots. Although PHI will not be accessed or provided, any and all individual information you receive may not be shared with any person or entity, fully or in part, except with an active member of the WSAC upon which you serve.**

You are to abide by the following guidelines:

- Maintain the confidentiality of any information you receive related to your role as a WSAC member, this includes non-PHI identified information.
- View and use this information only as necessary to perform your role as a WSAC member.
- Descriptions of the circumstances of persons being considered for a slot, even though containing no PHI, will be collected by the WSAC Facilitator and returned to the CSB at the close of each meeting and may not be saved or stored for any purpose.
- Access to and proper use of this information will be monitored by DDS for compliance with these standards.
- When meeting, whether telephonically or in person and in any setting, information provided for slot assignment discussion purposes may not be discussed in any other setting except in the committee meeting for the purpose of slot assignment.
- Improper access to or use of any information about individuals being considered for waiver slot assignment will result in your removal from the WSAC and may result in legal action.
- If, at any time, you know or suspect you know someone that is being considered for a DD waiver slot, you will contact the WSAC facilitator and recuse yourself from that series of WSAC meetings. Failure to do so may result in an inability to continue to serve upon the committee.

I, \_\_\_\_\_, have reviewed and hereby agree to abide within these policies and procedures.

\_\_\_\_\_  
Waiver Slot Assignment Committee Member

\_\_\_\_\_  
Date