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Revised 04/20/2017

Policy on Right to Personal Privacy, Security & Respect for

I-11-C

Reviewed 02/05/2018

Individuals Served

It is ProAct's policy to ensure that all individuals served have the right to personal privacy, security and respect.

- All instance of lost or stolen property of an individual served will be documented and investigated by a Designated Coordinator.
- Scheduled appointments, medication lists, and all other personal information will be kept private.
- ProAct will ensure that information about an individual served is not visible to other individuals served or visitors in public areas.
- All individuals participating at ProAct have access to a telephone in a private area, unless restrictions are indicated in the CSSPA/Plan of Care.
- Assistance provided for personal care of individuals served will be provided in a private area.
- Staff members are expected to treat each individual served with respect in interpersonal communications. For example, by acknowledging the manner in which a person would like to be addressed, by using a respectful tone of voice when speaking to the person, or in other ways.
- ProAct will ensure that interactions between individuals served and staff members and/or information sharing among staff members regarding individuals served, will be respectful, private, and only contain the type and amount of information that is necessary for implementation of the individual plan or to ensure the health and safety of the individual served.