



ALL STAFF – MUST READ

Because LADD provides health care services, all employees are required to follow the HIPAA guidelines to safe guard and secure protected information of the people we support, which includes visits or calls by former employees.

Therefore, any employee leaving LADD's employment is not allowed back on the premises unless they are an approved Natural Support. Only Administration, in conjunction with the Guardian, can approve a Natural Support.

Former employees are not allowed to receive any information about the people supported, LADD employees, or the organization at any time, through any means (face to face, phone, meetings in community etc.).

The following employee, _____, is no longer working for LADD and therefore, is not allowed on the premises, and the above information applies. The employee named above is also not currently an approved Natural Support.

Former employees are made aware that they are not allowed on the premises so this should not be a problem. However, if the former employee named above tries to call for information and/or tries to visit; staff are not to give any information and/or open the door; i.e. allow them into the home.

Due to the important service we provide, staff must call the local police department to inform them that the former employee is not following these requirements, and it is considered to be trespassing.

Former employees know that they are always welcome to call the Executive Director, Julia Jeffreys; if they have a disagreement with the above directive.

Thank you for following this required procedure!!