

DATA SHEET

LEGAL NAME (Last, First, Middle Initial, Jr. etc) PRINT				Social Security Number	
Home Street Address					Apt #
City, State & Zip Code					
County of Residence		Home Phone		Cell/Pager	
Date of Birth		State or Country of Birth			
Sex	Marital Status	Ethnic Group			Citizenship
<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Single <input type="checkbox"/> Married	<input type="checkbox"/> Alaska Native <input type="checkbox"/> Am Indian <input type="checkbox"/> Asian	<input type="checkbox"/> Black <input type="checkbox"/> Hawaii/Pac <input type="checkbox"/> Hispanic	<input type="checkbox"/> Multirace <input type="checkbox"/> White	<input type="checkbox"/> USA <input type="checkbox"/> Other- Where _____
Education Information					
Mark highest level of Education <input type="checkbox"/> Less than high school <input type="checkbox"/> High school/GED <input type="checkbox"/> Technical School <input type="checkbox"/> Some College <input type="checkbox"/> 2 yr. College degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Specialist in Ed. <input type="checkbox"/> Some Graduate School <input type="checkbox"/> Doctorate-Academic <input type="checkbox"/> Doctorate-Professional <input type="checkbox"/> Post Doctorate					
Name of School beyond HS: _____					
Graduation Date: _____ Major Course of Study: _____					
Licensure / Certification					
Professional License _____ Clinical License _____ Certifications _____ <input type="checkbox"/> Copy was included in Hiring Pkg. <input type="checkbox"/> Copy Attached <input type="checkbox"/> Copy Needed					
Previous Employment					
Previously been employed by ANY State Agency in Georgia <input type="checkbox"/> Yes <input type="checkbox"/> No					
Person To Contact In Case of Emergency					
Name: _____					
Relationship: _____ Phone #: _____					

SIGNATURE

DATE SIGNED

COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD
APPLICATION FOR STUDENT PLACEMENT/INTERNSHIP

Name: _____

Date: _____ Phone Number: _____

Dates for placement/internship: begin: _____ end: _____

Days and times available for placement/internship: _____

School, College, Institution: _____

Degree of Certification Desired: _____ Major: _____

Program Course for which placement/internship is required: _____

Projected Graduation date: _____.

1. Describe the educational objectives of this placement/internship:

2. Please list course work you have completed related to this placement/internship:

3. List previous work experience including volunteer work related to this placement/internship:

4. Indicate by rank order which of the following are your priority choices for placement/internship:

_____ Mental Health Services for children/adolescents

_____ Substance Abuse Services for children/adolescents

_____ Mental Health/Substance Abuse Services for children/adolescents

_____ Mental Health Services for Adults

_____ Substance Abuse Services for Adults

_____ Mental Health/Substance Abuse Services for Adults

_____ Day Treatment for Adults

_____ Developmental Disability Services for Adults

5. I request this placement/practicum experience for the above named student and am in agreement with the objectives for the placement/internship with the following, if any, changes or additions:

If needed, I will meet with the student supervisor or other staff of the Division.

Academic Representative/Professor

Date

COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

ATTACHMENT B

CONSENT FOR RELEASE OF INFORMATION

I hereby give my consent and understand that I will be subject to an FBI and GBI Criminal History Record Check. I understand that this is a check for employment purposes. All prior arrest information will be reported by the Federal Bureau of Investigations (FBI) and Georgia Crime Information Center (GCIC) to the Georgia Department of Behavioral Health & Developmental Disabilities (DBHDD). I understand that information received from the criminal history record check may be used as a basis for separation from employment. You have the right to challenge the contents of the Criminal History Record. I understand that failure to disclose any prior arrest will be grounds for termination of employment with Cobb / Douglas County Community Services Boards.

I understand that this consent is voluntary; however, I acknowledge that refusal to give this consent will remove me from further consideration for the position for which I applied. I also acknowledge that providing false information or failure to disclose any information pertaining to my identity or criminal history may be a violation of O.C.G.A. disclose § 16-10-20.

I also acknowledge by my signature that I have been provided with the following Applicant Fingerprint Notices:
Attachment A – NON-CRIMINAL JUSTICE APPLICANTS PRIVACY RIGHTS
Attachment B – PRIVACY ACT STATEMENT
Attachment C – FEDERAL STATUTES TITLE 28 CFR 16.30 through 16.34

PRINT CLEARLY

Full Name: _____
Last First Middle

SSN _____ Citizen of: _____

Date of Birth: _____ State of Birth: _____

Sex: _____ Height: _____ Weight: _____

Address: _____
Street City State Zip

Email: _____ Daytime Phone #: _____

Circle One In Each Category

RACE: Asian Pacific Islander Black American Indian
Alaskan Native White Mexican Latino

EYE Color: Black Blue Brown Green Gray
Hazel Maroon Multicolored Pink

HAIR Color: Black Blonde Blue Brown Gray Orange
Purple Pink Red Sandy White

HIPAA

Print your Name: _____

Date: _____

Employee/Volunteer/Intern/Contractor Signature

1. (True or False) HIPAA stands for *Health Insurance Portability and Accountability Act*
2. (True or False) There are multiple laws and regulations (federal and state) that cover privacy of client information?
3. (True or False) Individually Identifiable Health Information (IIHI) contains information about a client that relates to past, present, or future, physical or mental health.
4. (True or False) Protected Health Information (PHI) includes: Client's name, address, birth date, telephone number, social security number, and insurance number.
5. (True or False) If a state or federal law or regulation gives client health information greater protection from disclosure then it will preempt HIPAA?
6. (True or False) Client Rights under HIPAA include: Receive Notice of Privacy Practices, accounting of disclosures, file a complaint, request restriction on communication and request confidential communications, and access to designated record & request amendment to designated record set.
7. (True or False) Notice of Privacy Practices (NPP) describes how information about a client is used by the Cobb/Douglas CSB and when the information will be disclosed without a client's consent.
8. (True or False) Each client receiving services after April 14, 2003 is given a copy of the CSBs NPP, NPP must be posted at each Cobb/Douglas CSB site, and the NPP must be posted on Cobb/Douglas CSB web site.
9. (True or False) Minimum Necessary Standard refers to limiting the disclosure of information to information that is reasonably necessary to accomplish the purpose for which disclosure is sought. This includes the CSB staff as well as outside entities.
10. (True or False) As an employee of Cobb/Douglas CSB you can do your part to protect client's privacy by: Not sharing your computer password with co-workers, accessing only information you need to do your job, keeping computer screens out of sight of others, monitoring faxes containing PHI/IIHI, not talking about clients in public areas and reporting problems/violations?
11. (True or False) You recognize a client receiving services and tell a mutual friend the person is in treatment, the penalty? \$50,000 and/or imprisoned for not more than a year
12. (True or False) The procedures to follow if you receive a subpoena and/or court order are: Notify your supervisor and medical record director

Infection Control Orientation Quiz

1. Hand Washing is the number one activity to reduce the spread of infection.
T or F
2. Bio- hazardous containers display a warning label on the outside.
T or F
3. The following are considered personal protective equipment: gloves, mask, apron, hat and goggles.
T or F
4. Employees are encouraged to report to work when they have a fever greater than 100 degrees F.
T or F
5. The agency has a list of approved cleaning agents, but anyone can use their own chemicals and soap if they so choose.
T or F
6. Hepatitis B is not a contagious virus even though it is found in blood and body fluids of infected persons.
T or F
7. Tuberculosis prevention consists of screening, and testing if necessary. A positive skin test does not need to be followed up by a physician.
T or F
8. Standard (Universal) precautions apply to blood and any other body fluid containing visible blood, semen, vaginal secretions, urine, feces, sputum, vomitus, nasal secretions breast milk, sweat and tears.
T or F
9. Personal Protective equipment is found in state vehicles and agency sites.
T or F
10. After wearing gloves hands do not need to be washed since the hands were protected.
T or F

Employee/Volunteer/Intern/Contractor Acknowledgement

I, _____, hereby acknowledge that I have received a copy of the Cobb/Douglas Community Services Boards' Infection Control Packet, which provides important information about infection control procedures. I understand that Cobb/Douglas can, at its sole discretion, modify, eliminate, revise, the information contained in this Infection Control Packet as circumstances or situations warrant.

I accept responsibility for familiarizing myself with the information and agree to follow all the rules and guidelines contained in this Infection Control Packet. I will seek verification or clarification of its terms or guidance where necessary.

Employee/Volunteer/Intern/Contractor Signature

Date

COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

I _____, have never been shown by credible evidence (e.g. a court of jury, a department investigation, or reliable evidence) to have abused, neglected, sexually assaulted, exploited, or deprived any person or to have subjected any person to serious injury as a result of intentional or grossly neglect misconduct.

Employee Signature

Date

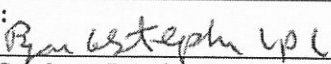
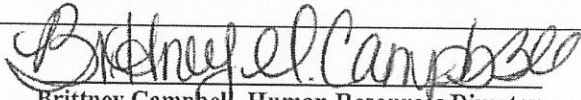
Staff Witness Signature

Date



COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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Policy # 4019	Drug-Free Workplace
Origination Date: January 1998	
Revision Date: December 2003; April 2006, May 9, 2013	
Reviewed Date: February 2005; May 9, 2007; May 14, 2008 April 3, 2009; April 16, 2010, May 2011, March 7, 2012, October 5, 2016	
Approved:	
 Bryan G. Stephens, Interim Executive Director	 Brittney Campbell, Human Resources Director

REFERENCES: Georgia Drug-Free Public Work Force Act of 1990
Federal Drug-Free Workplace Act of 1988

POLICY:

The Cobb County Community Services Board and the Douglas County Community Services Board (hereinafter referred to as "the Boards") is concerned with the health, safety and effectiveness of its employees and with the workplace safety of members of the public with whom such employees may come in contact with during the performance of their duties. A drug-free workplace encourages employee productivity and is essential in achieving the Boards' goals and objectives.

PROCEDURE:

A. General

1. In accordance with the Georgia Drug-Free Public Work Force Act of 1990 and the Federal Drug-Free Workplace Act of 1988, no employee of the Board may unlawfully engage in the manufacture, distribution, dispensing, possession or use of a controlled substance at any time or place including the workplace. Such unlawful activity will be considered sufficient grounds for a serious adverse personnel action, including dismissal from employment. Failure to make good faith effort to provide a drug-free workplace may result in the loss of federal funding.
2. Employees of the Boards are also prohibited from possession or consumption of alcohol in the workplace or reporting to work under the influence of alcohol.
3. Employees should store personal medication in a secure manner.
4. For purposes of this policy, the following definitions shall apply:
 - a. A **controlled substance** is defined as those drugs or substances listed in Schedules I through V of 21 U.S.C. 812- The Federal Controlled Substance Act and any matter included in the definition of "controlled substance under O.C.G.A. 16-13-221(4) or of "dangerous" drugs under O.C.G.A. 16-13-71 or of "marijuana" under O.C.G.A. 16-23-21(16).
 - b. The **workplace** is defined as a geographic location at which an employee performs work pursuant to employment with the Boards, including any travel while in travel status.

- c. **Conviction** means a finding of guilt, acceptance of a plea of guilty, or acceptance of a plea of *nolo contendere* or imposition of sentence of both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- d. A **criminal drug statute** is defined as a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

B. Employee Drug-Related Convictions

1. Any employee who is convicted for the first time, under a criminal drug statute of this state, the United States, or any other state, or any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance shall, at a minimum be suspended from his/her employment for a period of not less than two (2) months. Any such employee shall be required as a condition of completion of suspension to complete a drug abuse treatment and education program licensed under Chapter 5 of Title 26 and approved by: (1) the State Personnel Boards in the case of employees in the classified service of the Georgia Merit System; for (2) the Boards in the case of other employees.
2. Any employee who is convicted for a second or subsequent time, under a criminal drug statute of this state, the United States, or any other state, or any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance shall, at a minimum be terminated from his/her employment and shall be ineligible for other employment for a period of five years from the most recent date of conviction.

C. Applicant Drug-Related Convictions

1. Any person who has been convicted for the first time, under a criminal drug statute of this state, the United States, or any other state, of any offense involving the manufacture, distribution, sale or possession of a controlled substance shall, at a minimum, be ineligible for any employment with the Boards for a period of three months from the date of conviction.
2. Any person who has been convicted two or more times under a criminal drug statute of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance shall, at a minimum, be ineligible for any employment with the Boards for a period of five years from the period of most recent conviction.

NOTE: The suspension, expulsion and ineligibility sanctions set forth above are intended as *minimum* sanctions and nothing in this policy shall be construed to prohibit additional or more stringent sanctions for criminal offenses and other conduct involving the unlawful manufacture, distribution, sale or possession of a controlled substance.

D. Drug Abuse Treatment Program for Employees

If prior to an arrest for an offense involving a controlled substance, an employee notifies the employee's supervisor that the employee illegally uses a controlled substance and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed under Chapter 5 of Title 26 and approved by (1) the State Personnel Board in the case of employees in the classified service of the State Merit System; or (2) the Boards in the case of other employees, the employee shall be entitled to maintain the employee's employment for up

to one year as long as the employee follows the treatment plan. During this period, the employee shall not be separated from employment solely on the basis of the employee's drug dependence, but the employee's work activities may be restructured if practicable to protect persons of property. No statement made by an employee to a supervisor of the employee or other person in order to comply with this policy shall be admissible in any civil, administrative or criminal proceeding as evidence against the employee. The rights granted by this policy shall be available to an employee only once during a five-year period and shall not apply to any employee who has refused to be tested or who has tested positive for a controlled substance.

E. Retirement

Employees shall be advised that current state law provides essentially as follows:

1. If an employee (first hired after July 1, 1990 or who becomes a member of a retirement system after July 1, 1990) who is not vested under a public retirement system commits a drug-related crime and is convicted for the commission of such crime, such employee shall forfeit all rights and benefits under membership in the public retirement system in which the employee is not a vested member, effective on the date of final conviction. Any such employee shall not at any time after such final conviction be eligible for membership in any public retirement system. Any employee contributions made by any such employee to any public retirement system in which the employee is not a vested member shall be reimbursed, without interest, to the employee within 60 days after the date of final conviction for the commission of the drug-related crime.
2. If an employee (first employed after July 1, 1990 or who becomes a member of a retirement system after July 1, 1990) who is vested under a public retirement system commits a drug-related crime, such employee's active membership in any public retirement system shall terminate on the date of final conviction and such employee shall not at any time thereafter be eligible for active membership in any public retirement system. For any such employee, the right to any benefit or any other right under any public retirement system in which the employee is a vested member shall be determined as of the date of final conviction.

The foregoing is a summary and an employee who may be affected by such laws should consult the employee's personal counsel.

F. Board Procedures for Maintenance of a Drug-Free Workplace

1. The Boards shall maintain a drug-free workplace.
 - a. The Georgia Department of Administrative Services (DOAS) publishes an annual certification that the DOAS and its sub-grantees for Federal funds provide a drug-free workplace and as a sub-grantee to DOAS for federal funds, the Boards are bound by this certification.
This certification is sent to all federal agencies that provide grants to DOAS. Copies will also be sent to all DOAS Division/Office Directors.
A copy of this certification is included with a DOAS Division or Office applies for any federal grant or contract to document that DOAS does provide a drug-free workplace.
 - b. In addition, the State Drug-Free Public Work Force Act of 1990 requires that the Boards take certain actions concerning employees or applicants for employment who are convicted under a criminal drug statute.
2. Drug-Free Workplace Acknowledgment Statement

The Boards will publish a statement notifying employees that the unlawful manufacture, distribution, sale or possession of a controlled substance is prohibited in the workplace and specifying that disciplinary action will be taken against employees for violation of such prohibition.

- a. Each current Board employee will receive a copy of the drug-free workplace statement and will be required to abide by its provisions.
 - b. New employees, when appointed will be required to sign a drug-free workplace acknowledgement memorandum (Attachment A) stating that they will abide by the provisions of the drug-free workplace policy as a condition of employment.
 - c. The Human Resources Department will retain a copy of the signed drug-free workplace statement in the newly hired employee's official personnel file.
3. Reporting Criminal Drug Convictions
- a. The Executive Director of the Boards will insure that any alleged criminal drug offense which has occurred in the workplace is reported to the appropriate law enforcement agency.
 - b. Employees are required to report any personal arrests for violation of a criminal drug statute or convictions for violation of a criminal drug statute to their supervisor within five (5) calendar days after the arrest or conviction occurs. Supervisors should insure that information related to an employee's arrest or conviction will be held in confidence and shared with other agency officials or agents on a "need to know" basis only.
 - c. The employee's supervisor must report the arrest or conviction to the Executive Director of the Boards within three (3) calendar days after being informed by the employee.
 - d. The Executive Director of the Boards must notify the DHR Personnel Director grantor within ten (10) days after the employee first reports a conviction for violation of a criminal drug statute to the supervisor. Only convictions should be reported to the federal grantor, and only if the conviction was committed in the workplace **and** the employee works in a program area funded by the federal grant or contract.
 - e. The Executive Director shall evaluate each reported conviction for violation of a criminal drug statute and within thirty (30) days of notification:
 1. Take appropriate disciplinary action against the convicted employee up to and including dismissal from employment and/or
 2. Require the convicted employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved as provided in the policy.
 - f. The Boards will provide a drug-free awareness program to inform employees about:
 - the dangers of drug abuse in the workplace;
 - the Boards' policy of maintaining a drug-free workplace;
 - any available drug counseling, rehabilitation, and employee assistance programs; and
 - the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - g. The Boards shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

4. Appointment Packet

The agency Human Resources Department is required to include in appointment packets the drug-free workplace acknowledgement statement informing new employees about the Boards' policy of maintaining a drug-free workplace and requiring new employees' signatures on the acknowledgement form (Attachment A).

MEMORANDUM

TO: All Employees
Cobb County Community Services Board
Douglas County Community Services Board

FROM: Human Resources Director

SUBJECT: DRUG-FREE WORKPLACE

The Cobb County Community Services Board and the Douglas County Community Services Board is concerned with the health, safety, and effectiveness of its employees. A drug-free workplace encourages employees' productivity and is essential in achieving the Boards' goals and objectives. In accordance with the Federal Drug-Free Workplace Act of 1988 and the Georgia Drug-Free Public Work Force Act of 1990, no employee of the agency may illegally engage in the manufacture, distribution, dispensing, possession or use of a controlled substance at any time or place including the workplace. Such unlawful activity will be considered sufficient grounds for a serious adverse personnel action, including dismissal from employment. Failure to make a good faith effort to provide a drug-free workplace may result in the loss of federal funding.

Employees of the Boards are also prohibited from possession or consumption of alcohol in the workplace or reporting to work under the influence of alcohol.

The Boards have adopted a "Drug-Free Workplace" Policy and Procedure. The Policy and Procedure will be posted on official bulletin boards and is available for review in the Human Resources Department.

Please sign below, indicating that you have received this information, and return this document to the Human Resources Department. This signed document will be placed in your official personnel file.

Employee Name (Please print)

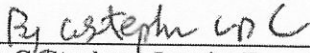
Employee Signature

Cobb County Community Services Boards
Douglas County Community Services Board



COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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Policy # 4089	Standards of Conduct & Ethics
Origination Date: January 1998	
Revision Date: June 2004; April 2006; January 3, 2008; February 5, 2009, August 2, 2010, March 7, 2012, May 9, 2013, October 23, 2013. April 28, 2016, May 5, 2016	
Reviewed Date: June 2005; June 14, 2007; February 4, 2010,	
Approved:  Bryan G. Stephens, Interim Executive Director	

- REFERENCES:**
1. O.C.G.A.: 45-2-1 et seq.; 45-10-1; 45-10-20 et seq; and 45-10-40
 2. Rules of the Georgia Department of Administrative Services, Human Resources Administration

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board (CSB) to maintain a code and standards of ethical conduct that support the mission and values of the agency. All employees of the agency are expected to maintain and exercise at all times the highest moral and ethical standards in carrying out their responsibilities and functions. Employees must conduct themselves in a manner that prevents all forms of impropriety, placement of self-interest above public interest, partiality, prejudice, threats, favoritism, and undue influence.

APPLICABILITY

The provisions of this policy apply to all employees regardless of status. Employees, students, volunteers, independent contractors, and anyone who acts as a representative of the CSB in any way are affected by this policy.

PROCEDURE:

A. GENERAL PROVISIONS

1. Guidelines

- a. Employees are required to observe high moral and ethical standards in official relationships and conduct while on the job in compliance with Rules of the Department of Administrative Services (DOAS) Human Resources Administration, and other agency policies.
- b. Written guidelines, which are explicit in covering all phases of an employee's conduct, are not possible. This policy provides general guidance and some specific examples, which establish a framework of principles to assist employees in performing their job in a professional manner.
- c. The CSB reserves the right to take appropriate disciplinary action, to decline to appoint or promote an applicant/employee, and to reassign an employee in order to avoid or eliminate the appearance of conflict of interest based employee/employer or employee/client relationships. Any violations of these standards will be handled according the Disciplinary Actions for Classified Employees and Disciplinary Actions for Unclassified Employees, and also the Client Rights policies if applicable.

If an investigation is deemed necessary, the Executive Director or designee may direct that an investigation be conducted.

- d. Any employee should report violations of ethical standards to the respective supervisor, department director, or Human Resources Director. Such reports will then be discussed with the Executive Director who will determine if an investigation is warranted. Results of investigations with appropriate recommendations will be submitted to the Executive Director.

2. Non-Work Time

In general, the CSB is not concerned as an employer with the non-work time of employees. Off-duty conduct becomes a legitimate concern, however, when it affects departmental operations or reflects unfavorably on the CSB. Such off-duty conduct may result in appropriate disciplinary actions against the employee concerned.

Employees are required to notify their supervisor or Human Resources Director of any arrests and/or convictions within five calendar days of the date of arrest or conviction. A determination of appropriate action will be made on a case-by-case basis.

3. Conditions of Employment

Employees must comply with the conditions of employment specified in policies, rules, and laws, which are applicable to all employees. Examples include but are not limited to:

- a. Appropriate dress (See Dress Code Policy #4018).
- b. Professional relationships with co-workers and supervisors. Seeking, accepting and completing assignments within deadlines. Maintaining a courteous, professional demeanor in the presence of clients, the general public, and other employees. Giving clear and accurate information in a professional manner. Using appropriate telephone courtesy.
- c. Punctuality in reporting to work. Observing appropriate call-in procedures for late arrival and/or absence. Observing provisions of the Fair Labor Standards Act. Observing policies on break and lunch periods. Using work time for work related activity.
- d. Appropriate use of leave including timely requests and provision of documentation for use of leave when required.
- e. Observance of established policies on health, safety, security and sanitation. Notification to supervisors of circumstances or situations that present potential health hazards.
- f. Maintaining the necessary training for their position, and being able to demonstrate the skills taught in training.
- g. Observance of rules and policies that are prescribed within these standards of conduct and others specifically related to job responsibilities.

B. Specific Provisions

1. Use of Privileged Information or Confidential Information

- a. Financial or Other Advantage: Many employees are exposed to privileged or confidential information through their knowledge of official plans and programs which are of significant interest to the public. Privileged or confidential information cannot be used by employees to gain advantage for themselves or for their relatives, friends, or acquaintances.
- b. Release of Information: Privileged or confidential information (e.g., contract bids, certain financial, personnel, or client information, etc.) is to be released only by authorized CSB persons. The release of any privileged or confidential information, financial or otherwise, is not authorized to any person who does not have a legitimate need to know.

- c. Use of Computer Information: Use of computers to obtain information about clients, other employees, or third parties for non-work related reasons is strictly prohibited. (See Confidentiality/Technology Agreement Sanction Policy #5017)

2. Use of CSB Property

- a. Employees are responsible for reporting suspected criminal or administrative misconduct including fraud, waste, and abuse relating to any CSB program or operation. Negligent use and/or destruction of CSB property is prohibited. (See Ethics and Compliance Policy #6007)
- b. Employees are not to use or permit the use of CSB property for other than official activities. Any form of communication (e.g., voice mail, e-mail, or fax transmittals) should convey only professional, business-like messages. CSB property includes but is not limited to:
- Telephones (including agency cell phones), and other communications devices
NOTE: Local telephone calls of infrequent, short duration are permitted; However, this is a privilege and not an employee right. If abused, this Privilege may be withdrawn.
 - Automobiles and other agency or state-owned vehicles
 - Office equipment (including computers)
 - Supplies of all kinds

3. Personal Appearance during Work Hours (Also see Dress Code Policy #4018)

- a. As representatives of the CSB, employees should present a business-like professional image. In certain types of jobs, employees may be asked to meet specific dress code standards or required to wear uniforms. Policies may be developed by individual programs as necessary or appropriate. Such policies are subject to approval by the Executive Director prior to Implementation. Designation of a periodic casual dress day in CSB program is permitted. Dress on a casual day may be less formal but should always be neat, clean and suitable for the work place. If lettered or illustrated attire is worn, it should not promote a particular political, moral, religious, personal, or other opinion. Attire, which is obscene, vulgar, offensive, or inflammatory, will not be allowed. Employees will be required to change inappropriate dress or not to wear the same or similar dress in the future.

4. Activities and Conduct during Working Hours

- a. Employees are expected to maintain a professional and business like relationship with fellow employees. The CSB will not tolerate acts or threatened acts of violence in the work place. Reports of threats or acts of violence will be taken seriously and thoroughly investigated by management. Examples of prohibited behavior are:
1. Threatening, abusive, or profane language or written material;
 2. Argumentative behavior, whether directed toward a supervisor, client, co-worker, or any other party while on duty or while acting under color of office;
 3. Fighting; and
 4. Unprofessional behavior such as sexual-related conversations, inappropriate touching of another employee (e.g., kissing, hugging, massaging, sitting on laps), racial or ethnic jokes and slurs, and other verbal or physical conduct of an offensive nature;
 5. Intimate relationships between managers or supervisors and their subordinate staff members, through any line of authority, based on the significant potential for such relationships to present an actual or perceived conflict of interest. Employees who enter into such relationships are expected to notify higher management of the

need for one or both of the employees in the relationship to be reassigned, so that a line relationship no longer exists between the employees.

NOTE: Intimate relationships between co-workers are prohibited when the relationship has a demonstrated negative effect on the performance of either co-worker or the effective, efficient functioning of the work unit.

- b. Employees are required to cooperate and provide assistance, when appropriate, with any type of investigation regarding alleged criminal or administrative misconduct. This includes activities such as cooperating in interviews; answering questions related to the performance of official duties, producing requested documents, handwriting samples and polygraph examinations.
- d. Employees are not authorized to tape-record conversations at work unless work related and specifically approved by the manager of the program. Managers are not to tape-record conversations; meetings, etc. unless there is a specific work related reason for doing so. Managers should consult with the Human Resources Director prior to taping or authorizing the taping of conversations. Certain individuals, such as state investigators, due to the nature of their job, are authorized to tape-record conversations when necessary and appropriate.
- e. Employees are prohibited from falsifying records (i.e. time cards, sign in/out sheets, case management and/or client records) or any other documents prepared in the course of business.
- f. Employees are not authorized to carry weapons (e.g., knives, firearms, or explosive devices) while at work.
- g. Possession or consumption of alcohol or illegal drugs; and/or reporting to work or being on duty while under the influence of drugs or alcohol is prohibited.
- h. In order to minimize interference with normal operations and to avoid potential hazards and liability for the CSB, visitors (e.g., children, other relatives, friends or acquaintances of employees) in the work place during work hours are discouraged. If visitors (e.g., children, other relatives, friends or acquaintances of employees) are in the work place during working hours the time should be limited. Children are only allowed to be present during work hours with prior approval by the program director. These occurrences should only be in extreme emergencies and with no other options available to the employee. "Babysitting" of children by employees while on duty is prohibited. Children should have no to minimal access and interactions with clients. Work units may establish specific prohibitions in accordance with work-related needs.
- i. Offices, workstations, and office furniture are CSB property and are reserved for work-related activities. This does not preclude the occupant of an office or workstation from placing personal items in the office or workstation, consistent with a business environment and standards of reasonableness. Examples include family photographs, certificates, and diplomas; small, discreet decorative or inspirational items intended for the comfort and enjoyment of the occupant. Such items must not be offensive or inflammatory, or otherwise inconsistent with the work setting. The CSB at all times reserves the right to require removal of a particular item or items from the office or workstation.

5. Activities and Relationships with Non-Employees

- a. Employees must be alert in conducting business with non-employees to avoid even the appearance of misconduct, personal or financial gain or conflict of interest.

- b. Employees must report ownership or partial ownership of a company if the company in which the employee is part owner is doing business, or seeks a business relationship with the CSB where the employee works.
- c. Employees are prohibited from accepting personal favors or benefits under circumstances which may be reasonably construed as influencing or giving the appearance of influencing the employee's official activities. Such favors and benefits may not be accepted by the employee on behalf of other individuals. For additional information, see Conflict of Interest Policy # 1030).
- d. Employees are prohibited from involvement in official activities in which a client/applicant/recipient of CSB services or financial assistance is a relative, or in-law. Employees are prohibited from involvement in official activities in which a client/applicant/recipient of the CSB services or financial assistance is a personal acquaintance when the relationship creates a conflict or perception of conflict of interest. Employees are required to report such circumstances to their supervisors to avoid the appearance of giving unjustified preference or conflict of interest. Employees are encouraged to discuss the above circumstances with their supervisors if there are any questions concerning relatives, in-laws, or acquaintances with regard to this policy.
- e. Employees must conduct themselves in a positive and courteous manner toward clients/staff. Mistreatment of clients in any form or engaging in other activities during work hours is a matter of concern to all supervisory levels and will not be tolerated. Prohibited activities include, but are not limited to:
 - Procuring alcohol or illegal drugs for or from clients;
 - Receiving gifts or favors from clients or from relatives, friends or acquaintances of clients;
 - Gambling, buying, selling, trading, borrowing or lending goods or money with clients;
 - Using relationship with, or clinical information obtained, on current or former clients to take unfair advantage of the client, their relatives, friends, or personal acquaintances; and
 - Engaging in sexual relationships, physical sexual conduct, or inappropriate verbal sexual conduct with clients, or otherwise taking sexual advantage of clients.
 - Abuse and/or neglect of clients will not be tolerated and is grounds for disciplinary action up to and including termination of employment.
 - Personal fund raising,
 - Witnessing of personal documents of clients for example powers of attorney, guardianship, and advance directives.
 - Respect for and safeguarding the personal property of persons served, visitors, personnel and property owned by the organization
 - Conducting an outside business while on duty by any means of communication, such as operating fax or copier machines, telephones, etc.; and
 - Being on call for other employment.
- f. Employees are prohibited from membership on the Board of Directors of any private or private non-profit agency with which the CSB contracts.

6. Marketing and Advertising

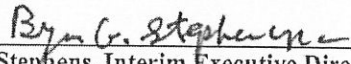
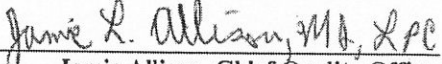
With the approval of the Executive Director marketing and advertising activities efforts may be used to educate the public, provide information to the community, increase awareness of CSB services, and to recruit colleagues. Only truthful, fully informative, and non-deceptive

information will be used in marketing and advertising materials. All marketing materials will reflect services available and the level of licensure and certification. The inclusion of clients in marketing and advertising must be closely managed and limited to activities which respect the clients' rights to privacy by prohibiting their exploitation.



COBB COUNTY COMMUNITY SERVICES BOARD
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Policy # 5017	Confidentiality/Security Awareness & Electronic Media Communication (Email, Internet, Instant Messaging) Usage Agreement - HIPAA
Origination Date: March 2000	
Revision Date: April 6, 2005; April 3, 2006; July 18, 2008; July 14, 2009, November 21, 2011, February 19, 2013, April 10, 2013, September 25, 2014	
Reviewed Date: January 2004; June 13, 2007, August 10, 2010 , September 26, 2012, August 30, 2016	
Approved:	
 Bryan G. Stephens, Interim Executive Director	 Jamie Allison, Chief Quality Officer

POLICY:

It is the policy of the Cobb County Community Services Board and Douglas County Community Services Board (CSB) to provide security awareness and training to all employees that includes client's privacy rights, approved procedure for upholding those rights, for accessing and using the CSB's information system and for maintaining the integrity and security of protected health information. It is also the policy that all employees using its computer technology strictly adhere to the Confidentiality/Security Awareness Agreement and that appropriate sanctions be applied against any employee who fails to comply with its security policies and procedures.

PROCEDURE:

1. All employees are provided training on the client's privacy rights and on the CSB's privacy practices as part of the initial employment orientation and annually thereafter.
2. Security reminders may be sent by e-mail to all employees at any time by the Security Officer, if needed.
3. Information regarding access to the agency's information system is provided during initial orientation. Each employee including, but not limited to, full-time, part-time, contracted, or temporary, who use the agency's computer systems will sign the "Confidentiality/Security Awareness Agreement" (Attachment A) during initial orientation. This document includes, but is not limited to, information about passwords, antivirus, ECR permissions, regular and ECR e-mail, agency provided Instant Messaging, which is only used for business related purposes, confidentiality of PHI, and loading software.
4. Each employee is responsible for reviewing and adhering to all confidentiality and security policies and procedures.
5. The Information Technology (IT) department staff is responsible for setting up and maintaining the CSB's information system. The IT staff has access to and control over protected health information and is trained to a level of competence in the CSB's information system and security appropriate with their duties and responsibilities.
6. Suspected misuse of the CSB's information system should be reported to the IT Department.
7. Violation of the Confidentiality and Security policies by any employee will include disciplinary action up to and including termination of employment.
8. Specific instructions regarding Instant Messaging

- a. Log into VSee (Messenger) at the beginning of your shift and check to make sure you continue to stay logged in all day.
- b. Do not add any external contacts to your agency instant messenger. This is for internal (work) communication only.
- c. Only staff designated by their supervisor should contact a clinician.
- d. Do not use the "buzz" feature to try to get someone's attention.
- e. If there is no response, wait 5 minutes before sending another message.
- f. Do not type in all capital letters. This looks like you're shouting.
- g. Do not use VSee for file sharing.
- h. Use the VSee name to contact staff.



CONFIDENTIALITY/SECURITY AWARENESS AGREEMENT

As an employee of the Cobb County Community Services Board and the Douglas County Community Services Board, hereafter referred to as CSB, I understand that I may see or hear information on clients, families, employees, former employees and CSB business in written, verbal, photographic, and electronic form that must be held in strict confidence.

I will protect the privacy and confidentiality of all clients.

I will protect the anonymity of all people who are, have been, or will be clients of this agency.

I will access only the information I need to do my job.

I will only discuss information about clients, families, employees, former employees, and CSB business with authorized personnel of the CSB unless otherwise permitted by policy or state and federal laws.

I understand that certain types of records are considered privileged under Georgia law and cannot be disclosed for any reason, absent of a court order or expressed client consent.

I agree to strictly follow the agency's Confidentiality policy.

I will not divulge confidential information even if I am no longer an employee of the CSB.

I understand that the CSB is subject to Georgia's Open Records Act and all E-mails are public records unless they fall within a statutory exception and are open to public disclosure.

I understand that E-mail, Internet, Instant Messaging, and other software or hardware of the CSB are provided by the CSB at their own expense and are tools for my use in agency business transactions or business communications.

I will not modify the personal computer that I use in any way including changing settings, relocating the computer, loading software, or adding additional equipment without prior Information Technology staff authorization.

I will not print, download, or send any material that may be seen as insulting, disruptive, or offensive by other persons or harmful to morale. **I will inform** anyone sending these kinds of items that I am not permitted to receive such information and not to send it again.

I will not use the computer to play games, and **I will not** download or load from other media sources gaming software.

I understand that any type of Internet E-mail account or Instant Message is not secure and therefore, I will not use a client's full name when sending E-mail. I understand that I may use the client's initials and CID# in a regular Internet E-mail.

I understand that I can send ECR communication system E-mail using the client's name, as the system is secure.

I will not use E-mail or Internet to solicit business for a non-work related venture or for my personal cause. **I will** check with my supervisor if I have questions about circulating certain information.

I understand that E-mail messages can be traced to the sender even after they have been deleted and that the CSB may be required to produce E-mail messages if litigation develops.

I understand that I have no right to privacy with respect to the organizations' software, E-mail, or Internet access and that the CSB will regularly review and audit access on all systems. On request, I will make available to my supervisor and Human Resources the content of E-mail messages.

I agree not to allow anyone else to use my unique login ID and access code to view, print, download, or modify any information owned by the CSB. **I agree not** to use anyone else's password to access the CSB system or Relias Learning System.

I agree to dispose of all printed information in accordance with department policies. i.e. shredding confidential information that is not a part of the permanent client record.

I agree not to allow viewing of on-screen data by unauthorized personnel and to position the screen as to discourage this practice.

I agree not to bring personal computing devices, thumb drives, or cell phones/smart phones to work and connect to the agency network.

I agree not to forward agency e-mail to personal e-mail accounts.

I agree not to setup/download agency e-mail to a personal cell phone/smart phone.

I will password protect any client information stored outside of the Electronic Clinical Record (ECR) and **I will** delete the information when it is no longer necessary.

I am aware that my Internet activity can/may be monitored by the IT Department. This includes Internet browsing history and emails sent/received.

I agree to take full responsibility of all computer equipment that gets assigned to me.

I understand that failure to comply with this agreement may result in termination of my employment with the Cobb County Community Services Board and the Douglas County Community Services Board and/or civil or criminal legal penalties. My signature indicates I have read, understand, and will comply with the CSB's Confidentiality/Security Awareness Agreement.

Employee/Volunteer/Intern/Contractor Signature

Date

Print Full Name

Witness Signature

Date