1. List the two things you must do, after reviewing the Confidentiality & Security Policies & Procedures for Client-level Data Slide set, before you can be a secure user and have access to client-level data:

1. What does client-level data consist of?

1. List the three types of client-level data records:

1. What is confidentiality?

1. What is a secured area?

1. List 5 characteristics that a computer must have if client level data is stored on it:

1. What must be done if you are working with client-level data and there is a person visiting who is not a secure user?

1. What must be done if you are working with client level data and you need to leave the area for more than 30 minutes?

1. Describe what needs to happen if you are in the field and you are collecting client level data verbally from a client:

1. Describe what needs to happen if you are in the field and a client is completing a form with client level data?

1. How must client level data be handled in the field?

1. Describe the length of time that the three types of client level data records must be kept and how they must be disposed of

Paper records:

Portable electronic records:

Electronic records:

1. Describe what you must do when mailing client-level data, faxing client level data, printing or photocopying client level data and discussing client level data:

1. What must be done with a request for client-level data from an individual or agency outside of your own?