

LONG TERM CARE OMBUDSMAN PROGRAM Access to the Kentucky Ombudsman Documentation & Information System	DAIL – LTCOP – 16.17
Effective Date: December 30, 2009 Revised Date: July 1, 2017 Previous Revision: January 4, 2016	Page 1 of 1

Policy Statement

DAIL, through the Office of the Kentucky Long-Term Care Ombudsman will ensure the integrity and security of all data recorded in the Ombudsmanager Data System in a manner that maintains confidentiality of all individuals. Information in the required data system may only be recorded and accessed by those persons in possession of their own user identification and password. Access shall be limited to information pertinent to the certification level of the user. Use of Kentucky data system is limited to KLTCO, DAIL, District Ombudsman and Certified LTCO.

Legal Authority: 910 KAR 1:210

Procedure:

- (1) Each District Ombudsman, designated Districts data entry persons, shall by the 15th of each month, complete data entry into Ombudsmanager for the previous month's cases and program activities. The Area Agency on Aging is responsible to ensure all data is entered and approved by the Commissioner of DAIL, accurately, and by the 15th of each month.
- (2) The KLTCO shall determine access limitations within Ombudsmanager. All program staff and volunteers must adhere to all confidentiality provisions of the Office of the Kentucky Long-Term Care Ombudsman Program as provided by 910 KAR 1:210 Section 9.
- (3) For audit purposes, the Commissioner of the State Unit on Aging may request reports that do not disclose the identity of residents or complainants, as provided by 910 KAR 1:210 Section 9.