



Electronic Monitoring Reminders



The Basics

- Residents have the right to use electronic monitoring.
- There are policies and procedures that must be followed *before* installing a device.
- **Your building's privacy officer and the security officer are responsible for handling everything related to electronic monitoring devices.**
- Authorized devices will have an official sign citing approval by the HIPAA committee.

Staff Responsibility

- You must direct any resident/representative who inquires about using an electronic monitoring device to the privacy officer.
- Direct all requests, questions, and concerns regarding the camera from residents, family, and/or staff to the privacy officer.
- **Staff are not responsible to answer any questions or explain the process**, please leave that to the privacy and security officers.
- If you notice a device has been placed without authorization it must be taken down.
 - Notify the privacy officer during business hours and admin on call during off hours.
- If you notice the device has been moved, please notify the privacy officer.
 - The privacy officer will investigate and update the neighborhood
- **YOU CANNOT TURN OFF, MOVE, OR TAMPER WITH A DEVICE**
 - You may be subject to a Class B misdemeanor if you do so.

The Process

- When an electronic device is requested, staff will notify the privacy officer.
- The privacy officer will contact the resident/family and discuss the necessary policies and procedures. If the resident/family agree, authorizations are signed and an installation plan is made.
- The privacy officer will notify the neighborhood that the request has been approved and will provide information about the installation plan.
- On the day of installation, the privacy officer will meet with the resident/family to verify that the device is installed in an appropriate spot and records only the allowed area. The privacy officer will place an official notice on the door which will indicate that electronic monitoring is in progress and has been approved.
- Any questions or concerns regarding the device should be directed to the privacy officer.

Questions?
Reach out to your building's
privacy officer

VC - Susie Blue x7990
WV - Shannon Holte x7830
TM - Summer Rainoshek x7600
WT - Cheryl Ekren x7566
Security Officer - George Overby x7993