Policy and Procedure: DSHS form 03-374b Confidentiality Statement

1. It is the policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that all new staff working in DSHS funded programs shall sign DSHS form 03-374b upon hire.
2. DSHS form 03-374b shall be signed annually and stored in the staff personnel file.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_