

<b>Community Healthlink Policy and Procedure Manual</b>		
<b>Section:</b> 7 Clients' Rights and Responsibilities	<b>Policy Number:</b> 7-12-2	<b>Effective Date:</b> 04/29/2014
<b>Title:</b> Address Confidentiality		<b>Review Date:</b> 4/5/17
<b>Scope:</b>		<b>Originated:</b> 4/3/06
<b>References:</b>		
<b>Revisions:</b> 04/29/2014, 08/25/2015, 4/5/17		

**Purpose:**

To provide additional protection to victims of domestic violence by assisting clients in registering with the state's Address Confidentiality Program (ACP) and other internal procedures to protect a victim's identity.

**Policy:**

Staff working with victims of domestic violence, sexual assault, or stalking will educate these individuals about the Massachusetts Address Confidentiality Program.

**Responsibility:** All direct care staff.

**Procedures:**

ACP will serve as a confidential mail forwarding program for clients who are victims of domestic violence, sexual assault, or stalking who are accepted into the program. Staff will educate and encourage the client to consider applying for the Address Confidentiality Program.

1. Managers will ensure that staff working with victims of domestic violence, sexual assault, or stalking are trained on the Massachusetts Address Confidentiality Program.