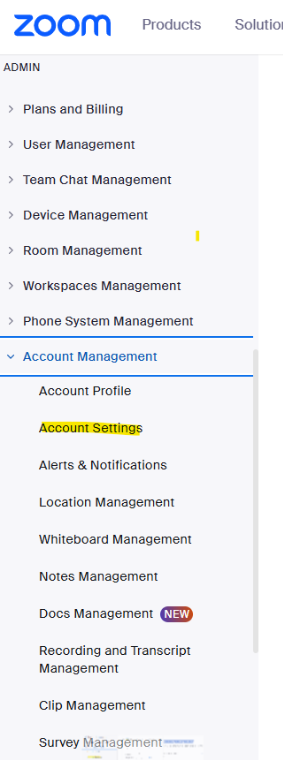
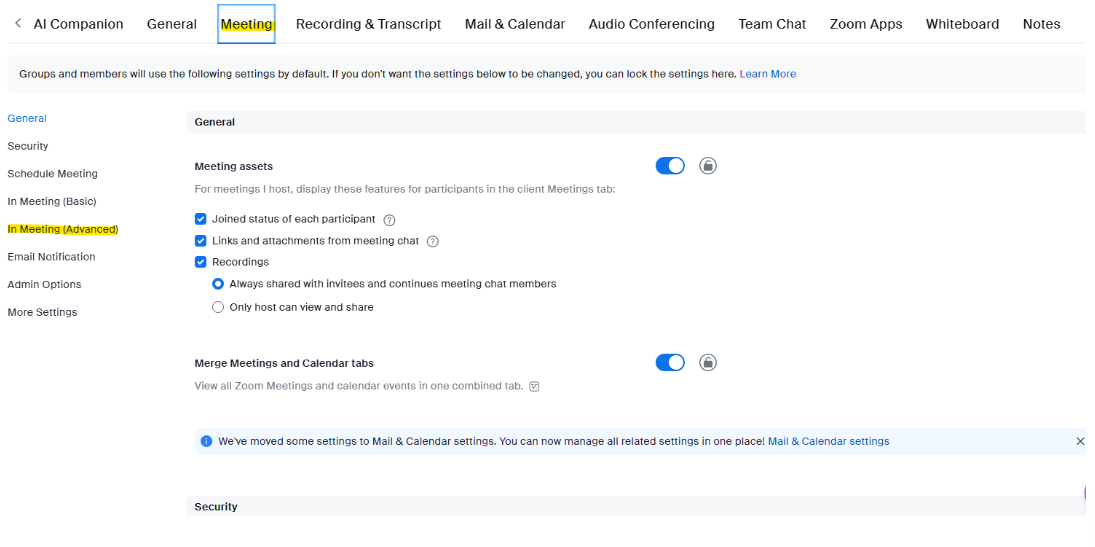
**Confidentiality Agreement in Zoom**

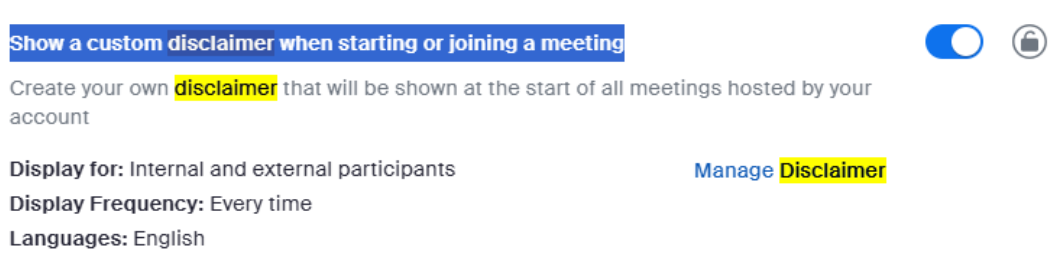
1. Log into Zoom
2. Go to ‘My Account’
3. Click on ‘Account Management’ in the left-hand bar menu near the bottom
4. Select ‘Account Settings’



1. Go to the menu bar along the top and select ‘Meeting’
2. Select ‘In Meeting (Advanced) in the list to the left



1. Scroll down -or- select ctrl+f and type ‘*Show a custom disclaimer when starting or joining a meeting’*
2. Select ‘Manage disclaimer’ and set up the Confidentiality Agreement



Confidentiality Agreement—*Replace your county in all of the \*\* sections below*:

The purpose of the \*\* Elder Death Review Team (EDRT) meetings is to conduct a full examination of suspected abuse and/or neglect of an at-risk adult. In order to ensure a coordinated response that fully addresses all systemic concerns surrounding these cases, the \*\* EDRT should have access to existing records on each person’s abuse and/or neglect as they are available. This may include social services reports, court documents, police records, mental health records, hospital or medical related data, and any other relevant information available.

Each participating agency will engage in a review of its own policies and protocols to determine the extent to which they are designed to aid in improving the identification, investigation, prosecution, and adjudication of cases or elder abuse, financial and other forms of exploitation and neglect, including physical abuse, domestic violence, dating violence, sexual assault, and stalking. Each participating agency will abide by all confidentiality laws and regulations applicable to such agency during EDRT meetings. Each participant will also collaborate with \*\* EDRT and other participants and engage in timely follow-up with relevant information pertaining to the cases reviewed, as agreed upon in the meeting.

All information discussed and/or provided in \*\* EDRT meetings is and will remain confidential and will not be used for reasons other than for which it is intended. No materials will be taken from the meeting with the case identifying information, except as expressly authorized by the \*\* EDRT.