

Johnson County Developmental Supports Notice of Information Practices

Purpose

This notice describes how your medical, program planning, payment and other information is used and disclosed and how you can get access to this information. Please review it carefully.

Understanding Your Personal Record

Beginning with your application for support, Johnson County Developmental Supports (JCDS) creates a case record of your information. Typically, this record contains your:

- Social and health history
- Current services and funding for each
- Assessment, diagnoses, and medications
- Plan for the supports you receive

Understanding what is in your records and how your information is used helps you to:

- Ensure its accuracy and completeness.
- Understand who, what, where, why, and how others may access your information.
- Make informed decisions about authorizing disclosure to others.

Your Rights under the Federal Privacy Standard

Although your records are the physical property of JCDS, you have the right to:

- Request restriction on uses and disclosures of your information for treatment, payment, and health care operations, although in certain situations for example, those required by law, we do not have to agree to the restriction. If, however, you request restriction on a disclosure to a health plan, for the purposes of payment or healthcare operations (not for treatment / service), we must grant the request if the health information pertains solely to an item of service for which we have been paid in full.

- Ask us to communicate with you by alternate means, and if the method of communication is reasonable, we must grant the alternate communication request.
- Obtain a copy of the detailed version of this notice.
- Inspect and copy your information upon request. In certain situations we can deny access, and in some situations we must provide you a review of our decision denying access.
- Request correction of your information. We do not have to grant the request if we did not create the record, the records are not available to you, or if the record is accurate and complete.
- Obtain an accounting of non-routine uses and disclosures, those other than for service, payment, and health care operations until a date that the federal Department of Health and Human Services will set after January 1, 2011. After that date, we will have to provide an accounting to you upon request for uses and disclosures for service, payment, and health care operations. We do not need to provide an accounting for disclosures to you, the facility directory, national security, law enforcement, and for those that occurred before April 14, 2003.
- We must provide the accounting within 60 days and must include specific information.

Our Responsibilities under the Federal Privacy Standard

In addition to providing you your rights, we are required to:

- Maintain the privacy of your information.
- Provide you this notice.
- Abide by the terms of this notice.
- Train our personnel concerning privacy and confidentiality.
- Have a policy to discipline those who breach our privacy/ confidentiality policies.

- Lessen the harm of any breach of privacy/confidentiality.

We will not use or disclose your information without your authorization, except as described in this notice or otherwise required by law.

How to Get More Information or to Report a Problem

You may contact the JCDS privacy officer by calling 913-826-2637 if you have questions, would like additional information, would like to report a problem, or would like a copy of the detailed version of this notice.

Examples of Disclosures for Service, Payment, and Administrative Operations

With the regulatory consent granted by the Department of Health and Human Services (“DHHS”), if you give us consent, we may use your information for:

- Providing services like case management.
- Processing of payment for those services.
- Approved administrative operations like the Quality Assurance Committee.
- Providing services through contracts with business associates like affiliate case managers. We require the business associates to appropriately safeguard your information.
- Notification and communication to notify or assist in notifying a family member, a personal representative, or another person responsible for your care, your location, and general condition. Health professionals may disclose to them information relevant to that person’s involvement in your support or payment related to your support.
- Research such as the University of Kansas research on the use of adaptive devices.
- Contacting you as a part of a fundraising effort for Friends of JCDS. You have the right to request not to receive subsequent fundraising materials.

- Complying with laws relating to workers compensation or other similar programs.
- Complying with laws that require disclosure of health information to agencies like those charged with preventing disease, etc.
- Complying with laws that require disclosure of information for law enforcement purposes or in response to a valid subpoena.
- Using your health information by health oversight agencies and/or public health authorities when a member of our work force or a business associate believes in good faith that we have engaged in unlawful conduct or otherwise violated professional standards and are potentially endangering one or more consumers, workers, or the public.
- Determining our compliance with the privacy standards, we must disclose your health information to DHHS as necessary and as stated in the privacy standards.

We reserve the right to change our practices and to make the new provisions effective for all individually identifiable information that we maintain. If we change our information practices, we will mail you a revised notice to the address that you have given us.

Effective date: April 30, 2010