

## NOTICE OF PRIVACY PRACTICES:

### *Acknowledgement of Receipt*

#### ACKNOWLEDGEMENT OF RECEIPT

By signing this form, you acknowledge receipt of the *Notice of Privacy Practices* of San Diego Youth & Community Services ("SDYCS"). Our *Notice of Privacy Practices* provides information about how we may use and disclose your protected health information. We encourage you to review it carefully.

Our *Notice of Privacy Practices* is subject to change. If we change our Notice, you may obtain a copy of the revised Notice by visiting our website at <http://www.SDYCS.org> or on request from your health care team.

I acknowledge receipt of the *Notice of Privacy Practices* of SDYCS.

Signature: \_\_\_\_\_  
(Service Partner)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Parent/Guardian/Legal Representative)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Parent/Guardian/Legal Representative)

Date: \_\_\_\_\_

#### INABILITY TO OBTAIN ACKNOWLEDGEMENT

To be completed only if not all of the authorized signatures were obtained. If it is not possible to obtain acknowledgement of all of the authorized individuals, describe the good faith efforts made to obtain the acknowledgements, AND the reasons why the acknowledgements were not obtained:

Signature of agency representative: \_\_\_\_\_ Date: \_\_\_\_\_

#### Reasons why an acknowledgement was not obtained:

- Service Partner refused to sign.
- Parent/Guardian/Legal Representative refused to sign.
- Service Partner is a Dependent/Ward and unable to obtain signature of Parent/Guardian/Legal Representative.
- Other \_\_\_\_\_

Comments:

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## **NOTICE OF PRIVACY PRACTICES:**

### **SAN DIEGO YOUTH & COMMUNITY SERVICES**

*Effective Date: April 14, 2003*

**THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW CAREFULLY.**

#### **WHO WILL FOLLOW THIS NOTICE**

This notice describes San Diego Youth & Community Services practices and that of:

- All employees, staff and other SDYCS personnel.
- Any member of a volunteer group we allow to help you while you are at SDYCS.

#### **OUR PLEDGE REGARDING HEALTH INFORMATION**

We understand that information about you and your health is personal. We are committed to protecting health information about you. We create a record of the care and services you receive at SDYCS. We need this record to provide you with quality care and to comply with certain legal requirements. This Notice applies to all of the records of your care generated by the agency. As required and when appropriate, we will ensure that only the minimum necessary information is released in the course of our duties.

This notice will tell you about the ways in which we may use and disclose health information about you. We also describe your rights and certain obligations regarding the use and disclosure of health information.

We are required by law to:

- Keep your health information, also known as "protected health information" or "PHI," private;
- Give you this Notice of our legal duties and privacy practices with respect to your PHI; and
- Follow the terms of the Notice that is currently in effect.

#### **HOW WE MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION**

The following categories describe different ways that we use and disclose protected health information. For each category of uses or disclosures we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

##### For Treatment (Service Delivery)

We create a record of the treatment and services you receive at SDYCS. We may use your PHI to provide you with health treatment or services. We may disclose your PHI to case managers,

therapists, counselors, doctors, nurses, technicians, or other agency personnel who are involved in working with you at SDYCS. For example, a case manager working with you on a substance abuse problem may need to consult with a psychologist to know if you have learning disabilities or emotional problems interfering with your care. We may share your PHI in order to coordinate the different things you need such as therapy, drug tests, support groups, and to determine a correct diagnosis and service plan.

We may also disclose elements of your PHI to people outside the agency who may be involved in your treatment, such as your Social Worker/Probation Officer, or other persons for coordination and management of your health care. Your mental health information may only be released to health care professionals outside this agency with your authorization if they are responsible for your physical or mental health care.

#### For Payment

We may use and disclose your PHI in order to get paid for the treatment and services we have provided for you. For example, we may need to provide information about a visit, medication, or counseling session you received at SDYCS so your health plan or the funding agency will pay us. We may also tell your health plan or funding agency about a service you are going to receive to obtain prior approval or to determine whether your plan or the funding agency will cover the treatment.

#### For Health Care/Service Delivery Operations

We may use and disclose your PHI to carry out activities that are necessary to run our centers and to make sure that all of our Service Partners receive quality care. For example, we may use your health information to review our treatment and services and to evaluate the performance of our staff in caring for you.

#### Appointment Reminders

We may use and disclose your PHI to contact you as a reminder that you have an appointment for services or health care at SDYCS.

#### Service Alternatives and Health-Related Products and Services

We may use and disclose your PHI to recommend possible service delivery options or alternatives that may be of interest to you. Additionally, we may use and disclose PHI to tell you about health-related benefits or services that may be of interest to you.

#### Fundraising Activities

We may use your PHI to contact you in an effort to raise money for SDYCS and its operations. If you do not want SDYCS to contact you for fundraising efforts, you must notify the Center Director and state that you do not want to receive further fundraising communications.

#### Individuals Involved in Your Care or Payment for Your Care

We may disclose your PHI to a family member who is involved in your health care or payment related to your health care, provided that you agree to this disclosure, or we give you an opportunity to object to this disclosure. However, if you are not available or are unable to agree or object, we will use our judgment to decide whether this disclosure is in your best interests.

#### Disaster Relief Purposes

We may disclose your PHI to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status and location. We will give you the opportunity to agree

to this disclosure or object to this disclosure, unless we decide that we need to disclose your PHI in order to respond to the emergency circumstances.

#### As Required by Law

We will disclose your PHI when required to do so by federal, state or local law.

#### To Avert a Serious Threat to Health and Safety

We may use and disclose your PHI when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would be to someone able to help prevent the threat.

#### Workers' Compensation

We may release your PHI for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

#### Public Health Risks

We may disclose health information about you for public health activities, such as those aimed at preventing or controlling disease, preventing injury or disability, and reporting the abuse or neglect of children, elders and dependent adults.

#### Military and Veterans

If you are a member of the armed forces, we may release your PHI as required by military command authorities. We may also release health information about foreign military personnel to the appropriate foreign military authority.

#### Health Oversight Activities

We may disclose your PHI to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

#### Lawsuits and Disputes

If you are involved in a lawsuit or dispute, we may disclose your PHI in response to a court or administrative order. We may also disclose your PHI in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request (which may include written notice to you) or to obtain an order protecting the information requested.

#### Law Enforcement

We may disclose PHI to government law enforcement agencies in response to a court order, warrant, subpoena, summons or similar process issued by a court.

#### Coroners, Health Examiners and Funeral Directors

We may release PHI to a coroner or health examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release health information about patients of the agency to funeral directors as necessary to carry out their duties.

### Specialized Government Functions

We may release your PHI to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law. We may disclose your PHI to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.

### Inmates

If you are an inmate of a correctional institution, you lose the rights outlined in this Notice. Furthermore, if you are an inmate or under the custody of a law enforcement official, we may release your PHI to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

### Other Uses of Your Health Information

Other uses and disclosures of your PHI not covered by this Notice or the laws that apply to use will be made only with your written authorization. If you provide us authorization to use or disclose your PHI, you may revoke that authorization, in writing, at any time. If you revoke your authorization, we will no longer use or disclose your PHI for the reasons covered by the authorization, except that, we are unable to take back any disclosures we have already made when the authorization was in effect, and we are required to retain our records of the care that we provided to you.

## **YOUR RIGHTS REGARDING YOUR PHI**

You have the following rights regarding your PHI in our records:

### Right to Inspect and Copy

With certain expectations, you have the right to inspect and copy your PHI from our records. Usually, this includes health and billing records. In order to inspect and copy PHI that may be used to make decisions about you, you must submit your request in writing. A form will be provided to you for this request. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy your PHI in certain circumstances. If you are denied the right to inspect and copy your PHI in our records, you may request that the denial be reviewed. With the exception of a few circumstances that are not subject to review, another licensed health care professional within SDYCS, who was not involved in the denial, will review the decision to deny access. We will comply with the outcome of the review.

### Right to Request Amendment

If you feel that your PHI in our records is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as we keep the PHI. To request an amendment, you must submit your request in writing. A form will be provided to you for this request. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend PHI that:

- Was not created by us, unless you can provide us with a reasonable basis to believe that the person or entity that created the PHI is no longer available to make the amendment;
- Is not part of the PHI kept by or for the agency;
- Is not part of the PHI which you would be permitted to inspect and copy; or
- Is accurate and complete.

Even if we deny your request for amendment, you have the right to submit a Statement of Disagreement, with respect to any item or statement in your record you believe is incomplete or incorrect. If you clearly indicate in writing that you want this form to be made part of your health record, we will attach it to your records and include it whenever we make a disclosure of the item or statement you believe to be incomplete or incorrect.

#### Right to an Accounting of Disclosures

You have the right to request an "accounting of disclosures." This is a list of the disclosures we made of your PHI other than our own uses for treatment, payment and health care operations, (as those functions are described above) and with other exceptions pursuant to the law.

To request this list or accounting or disclosures, you must submit your request in writing. A form will be provided to you for this request. Your request must state a time period that may not be longer than six years and may not include dates before April 14, 2003. The first list you request within a 12-month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

#### Right to Request Restrictions

You have the right to request that we follow additional, special restrictions when using or disclosing your PHI for treatment/service delivery, payment or health care operations. You also have the right to request that we follow additional, special restrictions when using or disclosing your PHI to someone who is involved in your care or the payment for your health care, like a family member or friend. For example, you could ask that we not use or disclose that you are receiving services at SDYCS.

We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

To request restrictions, you must submit your request in writing. A form will be provided to you for this request. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply, for example, disclosures to your spouse.

#### Right to Request Confidential Communications

You have the right to request that we communicate with you about your appointments or other matters related to your treatment in a specific way or at a specific location. For example, you can ask that we only contact you at work or by mail.

To request confidential communications, you must submit your request in writing. A form will be provided to you for this request. Your request must specify how or where you wish to be contacted. We will not ask you the reason for your request. We will accommodate all reasonable requests.

### Right to a Paper Copy of This Notice

You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice.

You may obtain a copy of this Notice at our website: <http://www.sdycs.org>

To obtain a paper copy of this Notice, please contact the designated SDYCS employee.

### **CHANGES TO THIS NOTICE**

We reserve the right to change the terms of this Notice. We reserve the right to make the revised or changed Notice effective for health information we already have about you as well as any information we receive in the future. We will post a copy of the current Notice at the Center. The Notice will contain on the first page, in the top right-hand corner, the effective date. In addition, each time you enroll in a program at the agency to receive services, for we will offer you a copy of the current Notice in effect.

### **COMPLAINTS**

If you believe your privacy rights have been violated, you may file a complaint with SDYCS or the Federal Government. All complaints must be submitted in writing. **You will not be penalized or retaliated against for filing a complaint.** To file a complaint with SDYCS, please follow the procedure outlined in the SDYCS Complaint and Grievance Process. If you have comments or questions regarding our privacy practices, contact:

**San Diego Youth & Community Services, Inc.**

**SDYCS Privacy Officer**

**3255 Wing Street**

**San Diego, CA 92110**

**(619) 221-8600**

To file a complaint with the Federal Government, contact:

**Office of Civil Rights (Room 515 F)**

**U.S. Department of Health and Human Services**

**200 Independence Avenue, S.W.**

**Washington, D.C. 20201**

**(202) 619-0805**

**(202) 619-0553**