

L-06: Provision of Notice of Privacy Practices

POLICY: See L-06 Provision of Privacy Practices Policy at www.cosdcompliance.org.

DEFINITIONS: See HHSA Policy L-30.

PROCEDURES:

- A. Provision of NPP. The Program shall:
1. Except in an emergency, provide the NPP to the individual with authority (see HHSA Policy L-27) no later than the date of the first service. In an emergency, Program will provide NPP at the first opportunity.
 2. Provide a copy of the NPP to individuals upon request
 3. Post the NPP in a prominent location accessible to the public
 4. Provide individuals the website link for an electronic copy of the NPP: www.cosdcompliance.org
 5. Upon material revision, provide revised NPPs to individuals and post the revised NPP as above
 6. At its discretion, provide the NPP to an individual by email, if the individual agrees; however, that individual retains the right to also obtain a paper copy of the NPP.
 7. Provide copies of the NPP in all threshold languages and will provide interpreter services to ensure all individuals understand their Privacy Rights and the County's Privacy requirements.
 8. Not combine the NPP with any other document
- B. Provision of the NPP Acknowledgement form:
1. The Program will have the individual complete the Acknowledgment form when the NPP is provided.
 2. If the individual declines to sign the Acknowledgment form, Program staff shall document as follows:
 - a. On the Acknowledgement form itself: Staff shall draw a line through the Acknowledgement form, write "Client declined to sign" and the date the client declined to sign.
 - b. In the case record, staff shall document the efforts taken to obtain client's acknowledgement, the date, and any known reason the Acknowledgment form was not signed.
 3. Acknowledgment forms will be filed with the individual's medical record and will be retained in accordance with County policies for record retention.

QUESTIONS/INFORMATION: HHSA Privacy Officer at 619-338-2808