



**COMMUNITIES IN SCHOOLS OF THE PERMIAN BASIN
MENTAL HEALTH SUPPORT PROGRAM
NOTICE OF PRIVACY PRACTICES**

A client's mental health record contains personal health information referred to as "PHI". PHI may identify the client and relates to past, present, or future physical or mental health condition(s) and related health care services. This Notice of Privacy Practices describes 1) how we, Communities In Schools of the Permian Basin, may use and disclose a client's PHI in accordance with applicable law, 2) your rights, and 3) how you may gain access to and control your PHI.

Communities in Schools of the Permian Basin (CISPB) is required by law to maintain the privacy of all clients' PHI and to abide by the terms of this Notice of Privacy Practices (NOPP), which includes notice of the legal duties and privacy practices with respect to PHI. We reserve the right to change the terms of our NOPP at any time; any new NOPP will be effective for all PHI that we maintain at that time. We will provide all clients with a copy of any revised NOPP by posting a copy on the CISPB website, sending a copy to all active clients in the mail or email upon request, or providing one at the next appointment.

HOW WE MAY USE/DISCLOSE PHI:

- With Initial Written Consent for Treatment
 - By consenting to treatment with Communities In Schools of The Permian Basin, a client's PHI may be used/disclosed for the purpose of providing, coordinating, or managing health care treatment and related services, such as consultation with clinical supervisor(s) or other treatment team members, including school/district personnel (for student clients only).
 - PHI may be used/disclosed to third-party services (i.e. technological support services, electronic record keeping, data tracking and analysis, etc.) for the purposes of Health Care Operations. All third-parties have a written contract with Communities In Schools of The Permian Basin that requires the third-party to safeguard the privacy of all PHI.
- With Separate Authorization
 - Many clients wish to involve other parties in their treatment, which requires coordination. We may only disclose a client's PHI to professionals outside of CISPB with prior written authorization. This authorization, which includes the release of psychotherapy notes and treatment summaries, may be revoked at any time, will be reviewed/updated every year, and will expire on the date listed on the Authorization form.
 - If you wish to involve other family members in your care, you may give prior verbal authorization. This will be noted in your file. You may revoke this authorization at any time.
 - Communities In Schools of the Permian Basin supervises clinical interns and supervisees and utilizes these individuals as Mental Health Counselors in some circumstances. PHI is disclosed to clinical interns and supervisees only with your prior written authorization.
- Without Separate Authorization (Verbal or Written)
 - Under the law, we must make disclosures in certain circumstances. These circumstances include

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- The Secretary of the Department of Health and Human Services for the purpose of investigating or determining compliance with the requirements of the Privacy Rule
- The Texas Behavioral Health Executive Council, the Texas State Board of Social Work Examiners, and/or the Department of Health and Human Services for the purposes of audits or investigations
- Department of Family Protective Services for the purpose of reporting abuse and/or neglect
- The courts for judicial and administrative proceedings, by court order
- Law Enforcement or others reasonably able to prevent or lessen threat of harm to you/your student/the public in case of an emergency, national security concerns, or concerns for public safety (Duty to Warn)

A CLIENT’S RIGHTS REGARDING HIS OR HER OWN PHI

All clients have the following rights regarding their own PHI maintained by our office. To exercise any of these rights, please submit a request in writing to the CISPb Program Manager of Mental Health Support, Jessi Morgan, LMSW, at PO Box 10532, Midland, Texas, 79702.

- Right of Access to Inspect and Copy
 - All clients have the right to inspect and copy PHI that may be used to make decisions about a client’s care. The client’s right to inspect and copy PHI will be restricted only in those situations where there is compelling evidence that access would cause serious harm.
- Right to Amend
 - If a client feels that his or her PHI is incorrect or incomplete, the client may request an amendment to the information. Please note that an agreement to the requested amendment is not guaranteed.
- Right to an Accounting of Disclosures
 - All clients have the right to request an accounting of certain PHI disclosures.
- Right to Request Restrictions
 - All clients have the right to request a restriction or limitation on the use or disclosure of PHI for treatment or health care operations. An agreement to the request is not guaranteed.
- Right to Request Confidential Communication
 - All clients have the right to request that we communicate about medical matters in a certain way or at a certain location.
- Right to Copy of this Notice
 - All clients have the right to a copy of this notice.

BREACH NOTIFICATION

If there is a breach of a client’s unsecured PHI, we may be required to notify the client of this breach, including what happened and what the client can do to protect yourself. The client authorizes Communities In Schools of the Permian Basin to provide notice by telephone or verbally in the event of a breach of a client’s PHI.

COMPLAINTS

If any individual believes someone with Communities In Schools of the Permian Basin has violated privacy rights, the individual has the right to file a complaint. The individual may do so by using the Complaints Form found by visiting cispb.org or by contacting Jessi Morgan, LMSW, the Program Manager of Mental Health Support, at PO Box 10532, Midland, Texas, 79702 or (432) 205-1364. An

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individual may also file a complaint with the Secretary of Health and Human Services at 200 Independence Avenue, S.W., Washington, D.C. 20201, or by calling (202) 619-0257 (HIPAA concerns) or with the Texas Behavioral Health Executive Council at 333 Guadalupe St., Ste. 3-900, Austin, Texas, 78701 or by calling 1-800-821-3205.

The law prohibits any retaliation against any persons for filing a complaint. All complaint records are kept for 6 years of the creation or effective date.

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