



## **CENTRAL CALIFORNIA ADULT SERVICES**

### **NOTICE OF PRIVACY PRACTICES FOR HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

**THIS NOTICE DESCRIBES HOW PERSONAL, CONFIDENTIAL AND/OR MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

#### **A. INTRODUCTION**

During the course of providing services and care to you, Life Steps Foundation-Central California Adult Services gathers, creates, and retains certain personal and confidential information about you that identifies who you are and relates to your past, present, or future physical or mental condition, the provision of health care to you, and payment for your health care services. This Notice of Privacy Practices describes how Life Steps Foundation-Central California Adult Services maintain the confidentiality of your protected personal, confidential and health information, and informs you about the possible uses and disclosures of such information. It also informs you about your rights with respect to your all of protected information.

#### **B. LIFE STEPS FOUNDATION-CENTRAL CALIFORNIA ADULT SERVICES RESPONSIBILITIES**

Life Steps Foundation-Central California Adult Services is required by federal and state law to maintain the privacy of your protected health information. Life Steps Foundation-Central California Adult Services is also required by law to provide you with this Notice of Privacy Practices that describes Life Steps Foundation-Central California Adult Services legal duties and privacy practices with respect to your protected health information. Life Steps Foundation-Central California Adult Services will abide by the terms of this Notice of Privacy Practices. Life Steps Foundation-Central California Adult Services reserves the right to change this or any future Notice of Privacy Practices and to make the new notice provisions effective for all protected personal, confidential and health information that it maintains, including protected personal, confidential and health information already in its possession. If Life Steps Foundation-Central California Adult Services change its Notice of Privacy Practices, it will personally deliver or mail a revised notice to you at your current address.

**C. USE AND DISCLOSURE WITH YOUR AUTHORIZATION**

Life Steps Foundation-Central California Adult Services will require a written authorization from you before it uses or discloses your protected personal, confidential and health information; unless a particular use or disclosure is expressly permitted or required by law without your authorization. Life Steps Foundation-Central California Adult Services has prepared an authorization form for you to use that authorizes Life Steps Foundation-Central California Adult Services to use or disclose your protected personal, confidential and health information for the purposes set forth in the form. You are not required to sign the form as a condition to obtain services. If you sign an authorization, you may revoke it at any time by written notice. Life Steps Foundation-Central California Adult Services then will not use or disclose your protected personal, confidential and health information, except where it has already relied on your authorization.

**D. HOW LIFE STEPS FOUNDATION-CENTRAL CALIFORNIA ADULT SERVICES MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION WITHOUT YOUR AUTHORIZATION**

**1. Mandatory Disclosures**

Life Steps Foundation-Central California Adult Services will disclose protected personal, confidential and/or health information to outside persons or entities without your written authorization as required by law in the following circumstances:

a. Court Order; Order of Administrative Tribunal

Life Steps Foundation-Central California Adult Services will disclose protected personal, confidential and/or health information in accordance with an order of a court or of an administrative tribunal of a government agency.

b. Subpoena

Life Steps Foundation-Central California Adult Services will disclose protected personal, confidential and/or health information in accordance with a valid subpoena issued by a party to adjudication before a court, an administrative tribunal, or a private arbitrator. Reasonable efforts will be made to notify you of the subpoena, or attempts will be made to obtain an order or agreement protecting your protected health information.

c. Law Enforcement Agencies

Life Steps Foundation-Central California Adult Services will disclose protected personal, confidential and/or health information to law enforcement agencies in accordance with a search warrant, a court order or court-ordered subpoena, or an investigative subpoena or summons.

- d. Coroner  
Life Steps Foundation-Central California Adult Services will disclose protected personal, confidential and/or health information to a coroner where the coroner requests the information to identify a decedent; to notify next of kin; or to investigate deaths that may involve public health concerns, suspicious circumstances, elder abuse, or organ or tissue donation.
  
- e. Elder Abuse Reporting  
Life Steps Foundation-Central California Adult Services will disclose protected personal, confidential and/or health information about a participant who is suspected to be the victim of elder abuse to the extent necessary to complete any oral or written report mandated by law. Under certain circumstances, Life Steps Foundation-Central California Adult Services may disclose further protected personal, confidential and/or health information about the participant to aid the investigating agency in performing its duties. Life Steps Foundation-Central California Adult Services will promptly inform the family member(s), participant, caregiver(s) about any disclosure unless Life Steps Foundation-Central California Adult Services believes that informing the participant would place the participant in danger of serious harm, or would be informing the participant's personal representative, whom the Provider believes to be responsible for the abuse, and believes that informing such person would not be in the participant's best interest.
  
- f. Other Disclosures Required by Law  
Life Steps Foundation-Central California Adult Services will disclose protected personal, confidential and/or health information about a participant when otherwise required by law.

## **2. Permissive Disclosures**

Life Steps Foundation-Central California Adult Services may, in its discretion, use or disclose your protected personal, confidential and/or health information without your written authorization in the following circumstances:

- a. Your Care and Treatment  
Life Steps Foundation-Central California Adult Services may use or disclose your protected personal, confidential and/or health information to provide you with or assist in your treatment, care and services. For example, Life Steps Foundation-Central California Adult Services may disclose your health information to health care providers who are involved in your care to assist them in your diagnosis and treatment, as necessary. Life Steps Foundation-Central California Adult Services may also disclose your protected health information to individuals who will be involved in your care if you leave Life Steps Foundation-Central California Adult Services.

b. Billing and Payment

- i. Medicare, Medi-Cal and Other Public or Private Health Insurers – Life Steps Foundation-Central California Adult Services may use or disclose your protected personal, confidential and/or health information to public or private health insurers (including medical insurance carriers, HMOs, Medicare, and Medi-Cal) in order to bill and receive payment for your treatment and services that you receive at the Life Steps Foundation-Central California Adult Services. The information on or accompanying a bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.
- ii. Health Care Providers – Life Steps Foundation-Central California Adult Services may also disclose your protected personal, confidential and/or health information to health care providers in order to allow them to determine if they are owed any reimbursement for care that they have furnished to you and, if so, how much is owed.

c. Health Care Operations

Life Steps Foundation-Central California Adult Services may use your protected health information for health care operations at Life Steps Foundation-Central California Adult Services. These uses and disclosures are necessary to manage Life Steps Foundation-Central California Adult Services and to monitor our quality of services and care. For example, we may use your protected health information to review our services and to evaluate the performance of our staff in caring for you.

d. Licensing and Accreditation

Life Steps Foundation-Central California Adult Services may disclose your protected personal, confidential and/or health information to any government or private agency, such as to the California Department of Health Services and the California Department of Social Services, responsible for licensing or accrediting Life Steps Foundation-Central California Adult Services so that the agency can carry out its oversight activities. These oversight activities include audits; civil, administrative, or criminal investigations; inspections; licensure or disciplinary actions; civil, administrative, or criminal proceedings or actions; or other activities necessary for appropriate oversight.

- e. Provision of Basic Information about Participants  
Life Steps Foundation-Central California Adult Services allow staff to provide certain basic information about a participant to persons who ask for the participant by name and to members of the clergy. Unless you notify Life Steps Foundation-Central California Adult Services that you object, it will disclose your name, your location in Life Steps Foundation-Central California Adult Services, and your general condition to anyone who asks for you by name. It will disclose your name, your location in Life Steps Foundation-Central California Adult Services, your general condition, and your religious affiliation to members of the clergy.
  
- f. Individuals Involved in Your Care or Payment for Your Care  
Unless you specifically object, Life Steps Foundation-Central California Adult Services may disclose to a family member, other relative, a close personal friend, or to any other person identified by you, all protected personal, confidential and health information directly relevant to such person's involvement with your care or directly relevant to payment related to your care. Life Steps Foundation-Central California Adult Services may also disclose your protected health information to a family member, personal representative, or other person responsible for your care to assist in notifying them of your location, general condition, or death.
  
- g. Disaster Relief  
Life Steps Foundation-Central California Adult Services may disclose your protected personal, confidential and/or health information to a public or private entity authorized to assist in disaster relief efforts.
  
- h. Disclosures within Provider Community  
Unless you specifically object, Life Steps Foundation-Central California Adult Services may disclose certain general information about you (e.g., past activities, present interests, birthday, and location if hospitalized) to members of its community, including other participants and staff, by means such as newsletter or bulletin board.
  
- i. Business Associates  
Life Steps Foundation-Central California Adult Services may contract with certain individuals or entities to provide services on its behalf. Examples include data processing, quality assurance, legal, or accounting services. Life Steps Foundation-Central California Adult Services may disclose your protected personal, confidential and/or health information to a business associate, as necessary, to allow the business associate to perform its functions on Life Steps Foundation-Central California Adult Services' behalf. Life Steps Foundation-Central California Adult Services will have a contract with its business associates that obligate the business associates to maintain the confidentiality of your protected personal, confidential and/or health information.

- j. Research  
Life Steps Foundation-Central California Adult Services may disclose your protected health information for research purposes, provided that an outside Institutional Review Board overseeing the research approves the disclosure of the information without a written authorization.
- k. Public Health Activities  
Life Steps Foundation-Central California Adult Services may disclose protected health information to any public health authority that is authorized by law to collect it for purposes of preventing or controlling disease, injury, or disability.
- l. Coroner  
Life Steps Foundation-Central California Adult Services may disclose protected personal, confidential and/or health information to the coroner to allow the coroner to perform its duties.
- m. Members of Workforce  
It is Life Steps Foundation-Central California Adult Services' policy to allow members of its workforce to share participants', child(ren)', family member's protected personal, confidential and/or health information with one another to the extent necessary to permit them to perform their legitimate functions on Life Steps Foundation-Central Coast Adult Services' behalf. At the same time, Life Steps Foundation-Central Coast Adult Services will work with and train its workforce members to ensure that there are no unnecessary or extraneous communications that will violate the rights of its participants, or their family members to have the confidentiality of their protected personal, confidential and/or health information maintained.

**E. YOUR RIGHTS REGARDING PROTECTED HEALTH INFORMATION**

You have the following rights with respect to your protected health information. To exercise these rights, contact Life Steps Foundation-Central California Adult Services at the following address:

**Life Steps Foundation-Central California Adult Services**  
**Attention: Human Resource Manager/HIPAA Compliance Officer**  
**5757 West Century Blvd., Suite 880**  
**Los Angeles City, California 90045**

- a. Right to Receive a Copy of the Notice of Privacy Practices  
You have the right to request and receive a copy of Life Steps Foundation-Central California Adult Services' Notice of Privacy Practices for Protected Health Information in written or electronic form.

- b. Right to Request Access  
You have the right to inspect and copy your health records maintained by Life Steps Foundation-Central California Adult Services. In certain limited circumstances, Life Steps Foundation-Central California Adult Services may deny your request as permitted by law.
- c. Right to Request Amendment  
You have the right to request an amendment to your health records maintained by Life Steps Foundation-Central California Adult Services. If your request for an amendment is denied, you will receive a written denial, including the reasons for such denial, and an opportunity to submit a written statement disagreeing with the denial.
- d. Right to Request Use or Disclosure Restrictions or Confidential Communications  
You have the right to request restrictions on the use and disclosure of your protected health information for treatment, payment or health care operations, or providing notifications regarding your identity and status to persons inquiring about or involved in your care. Life Steps Foundation-Central California Adult Services is not required to grant your request, but if it does, it will comply with your request, except in an emergency situation or until the restriction is terminated by you or Life Steps Foundation-Central California Adult Services. You also have the right to request that Life Steps Foundation-Central California Adult Services communicate protected health information to the recipient by alternative means or at alternative locations.
- e. Right to an Accounting  
You have the right to receive an accounting of disclosures of your protected health information created and maintained by Life Steps Foundation-Central California Adult Services. Life Steps Foundation-Central California Adult Services is not required to provide an accounting of certain routine disclosures or of disclosures of which you already are aware.

**F. COMPLAINTS**

If you believe that your privacy rights have been violated, you may file a complaint with Life Steps Foundation-Central California Adult Services at the following address:

**Life Steps Foundation-Central California Adult Services**  
**Attention: Human Resource Manager/HIPAA Compliance Officer**  
**5757 West Century Blvd., Suite 880**  
**Los Angeles City, California 90045**

You also have the right to submit a complaint to the Secretary of the U.S. Department of Health and Human Services, 90 7<sup>th</sup> Street, Suite 4-100 San Francisco, CA 94103, Attention OCR Regional Manager. **Life Steps Foundation-Central California Adult Services will not retaliate against you if you file a complaint.**

**G. FURTHER INFORMATION**

If you have questions about this Notice of Privacy Practices or would like further information about your privacy rights, contact Life Steps Foundation-Central California Adult Services at the following address:

**Life Steps Foundation-Central California Adult Services  
Attention: Human Resource Manager/HIPAA Compliance Officer  
5757 West Century Blvd., Suite 880  
Los Angeles City, California 90045**

The effective date of this Notice of Privacy Practices is \_\_\_\_\_

I hereby acknowledge receipt from Life Steps Foundation-Central California Adult Services of a copy of its Notice of Privacy Practices for Protected Health Information effective on the date set forth above.

**PARTICIPANT:**

\_\_\_\_\_  
(Printed or typed name)

\_\_\_\_\_  
(Signature)

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

**OR**

**PARTICIPANT'S PERSONAL REPRESENTATIVE:**

(if signing on participant's behalf)

\_\_\_\_\_  
(Printed or typed name)

\_\_\_\_\_  
(Signature)

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

Relationship to Participant: \_\_\_\_\_