

L - 06: Provision of Notice of Privacy Practices

POLICY: See HHSA-L-06 Provision of Notice of Privacy Practices, at www.cosdcompliance.org.

DEFINITIONS: See HHSA Policy L-30 Privacy Definitions.

PROCEDURES:

1. Provision of Notice of Privacy Practices (NPP)
 - a. The program shall:
 - i. Provide the NPP to the individual with authority (see HHSA Policy L-27) no later than the date of the first service. In the event of an emergency, the program will provide the NPP at the first opportunity.
 - ii. Provide a copy of the NPP to individuals upon request.
 - iii. Post the NPP in a prominent location accessible to the public.
 - iv. Provide individuals the website link for an electronic copy of the NPP (see <http://www.cosdcompliance.org>).
 - v. Upon material revision, provide revised NPPs to individuals and post the revised NPP as above.
 - vi. 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.
 - vii. 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.
 - viii. Not combine the NPP with any other document.
 2. Provision of the NPP Acknowledgement Form
 - a. The program will have the individual complete the acknowledgment form when the NPP is provided.
 - b. If the individual declines to sign the acknowledgment form, program staff shall document as follows:
 - i. On the acknowledgment form itself, staff shall draw a line through the acknowledgment form, write "Individual declined to sign" on the form, and write the date the client declined to sign.
 - ii. In the case record, staff shall document the efforts taken to obtain individual's acknowledgement, the date, and any known reason the acknowledgment form was not signed.
 - c. 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: Please contact HHSA Business Assurance and Compliance (BAC) by email at Compliance.HHSA@SDCounty.ca.gov or by phone (619) 237-8571.