

NOTICE OF PRIVACY PRACTICES FOR SUBSTANCE USE DISORDER TREATMENT INFORMATION Child & Family Agency of Southeastern Connecticut, Inc.

This notice describes how health information related to Substance Use Disorder (SUD) treatment by Child & Family Agency of Southeastern Connecticut, Inc (CFA) may be used and disclosed, your rights with respect to your SUD treatment information and how to file a complaint concerning a violation of the privacy or security of your SUD treatment information, or of your rights concerning your SUD treatment information. You have a right to a copy of this notice, in paper or electronic form, and to discuss it with our Privacy Officer, whose contact information is listed below if you have any questions.

Kim Kalajainen Chief Operating Officer & Privacy Officer

Phone: 860-437-4550

Email: kalajainenk@ctcfa.org

This notice supplements the information in our Notice of Privacy Practices, which is required under the Health Insurance Portability and Accountability Act (HIPAA), and describes the additional protections for records related to SUD treatment information. We are required to provide clients with this notice of our legal duties and privacy practices with respect to SUD records and to notify affected clients following a breach of unsecured SUD records.

This notice is applicable to SUD treatment information protected under 42 U.S.C. Section 290dd-2 and Code of Federal Regulations (CFR), Subchapter A Part 2 which is limited to SUD treatment programs and does not apply to information related to care provided outside of these programs, such as substance use screening that is performed in emergency rooms or by your primary care provider.

Your Choices

With your consent, we can use and share your information as we:

- Treat you;
- Run our organization;
- Bill for our services;
- Fulfill your requests to share information with your consent;
- Prevent multiple program enrollments;
- Report about court-referred treatment;
- Report on prescription drug monitoring programs.

How We May Use and Share Your Information

CFA protects your health information according to federal and Connecticut laws as defined by CFA's Notice of Privacy Practice. There are additional safeguards specific to the confidentiality of SUD client records, maintained by CFA. With your consent, we will share your SUD treatment information amongst our staff as needed to provide care to you, bill you for services, or assist us with our operations. Generally, however, we may not say to a person outside of CFA that you are a client of CFA or disclose any information identifying you as a person with substance use disorder except as permitted by law and described below.

Instances where we may share information without your consent:

- The disclosure of information is between or among personnel having a need for the information in connection with their duties to provide diagnosis, treatment, or referral for treatment if the communications are within CFA, due to having direct administrative control over the respective service;
- The disclosure is made to medical personnel in a medical emergency;
- The disclosure is made to Qualified Service Organizations providing services on our behalf who agree in writing to protect the information in the same way that we are required to protect the information;
- The disclosure is made to law enforcement to report a crime you commit, or threaten to commit, in our facility or against our personnel;
- The disclosure is made to the Connecticut Department of Children and Families to report suspected child abuse and neglect as required by Connecticut state law;
- The disclosure is to a public health authority, if the information has been de-identified;
- The disclosure is to assist cause of death inquiries;
- The disclosure is made to qualified personnel for audit or evaluation who a) agree in writing to protect the information as required under our policies, b) represent federal, state, or local government agencies that are authorized by law to oversee CFA, or c) provide financial assistance to CFA or provide payment for health care, such as the Department of Mental Health and Addiction Services;
- We can use or share your information to improve the quality of our services, obtain needed credentials, and cooperate with oversight agencies for activities authorized by law, as long as those who view or receive the information agree to destroy or return the information when they are finished and agree not to use it against you.
- The disclosure is allowed by a court order and that order includes a subpoena or other legal mandate requiring that we share your information. Note that records, or testimony about your records, cannot be shared in any civil, administrative, criminal, or legislative proceedings against you unless there is specific written consent or a court order. If there is a court order, we must let you know and provide you with an opportunity to object.

In all other circumstances, we will ask for your consent to release your information outside of CFA. Instances where we may share information with your consent:

- When you ask us in writing to share your information;
- When you consent to allow us to share information about you outside of CFA for all future treatment, payment, and healthcare operations purposes. Organizations who receive your information for these purposes are required by law, or contract, to protect your information as required by federal law, including 42 U.S.C. Section 290dd-2 and Code of Federal Regulations (CFR), Subchapter A Part 2, or by HIPAA. Once your information is shared, it may be redisclosed by recipients in accordance with HIPAA. However, federal law prohibits the use or disclosure of these records in civil, criminal, administrative, or legislative proceedings against you without your specific written consent or a court order.
- We must follow certain procedures before using or sharing your information for investigations and legal proceedings.
 - We will only respond to a court order to use or share your health information if it is accompanied by a subpoena or other similar legal mandate requiring us to comply.
 - We will only use or share your information in proceedings against you based on a court order after we have received notice and an opportunity to be heard or you tell us that you have received notice.
 - We may use or share your information to respond to legal proceedings against CFA based on a court order, and you may not be notified in advance. You have the right to seek to overturn or change the court order after you learn about it.

At any point in time, you may change your mind regarding sharing your information. If you change your mind, we will stop any future sharing of your information but will be unable to stop any information that has already been released.

Your Rights as a Client of CFA

As a client of CFA, you have certain rights with regard to your information in addition to those rights described in our Notice of Privacy Practices:

- You have a right to request restrictions of disclosures made with your prior consent for purposes of treatment, payment, and health care operations. We will review your request but are not required to agree, unless the request relates to sharing information with your insurance provider and your care has already been paid by another source. If we agree to your request, we may still share your information where needed for emergency care or where required by law.

- You have a right to an accounting of disclosures of electronic records of your care by CFA to people outside of CFA.
- You have a right to inspect and obtain a copy of your SUD treatment records, subject to limited exceptions permitted by law.
- You have a right to obtain a paper or electronic copy of this notice as well as our Notice of Privacy Practices, upon request. You may also find this notice at <https://www.childandfamilyagency.org/privacy-policy/>
- You have a right to elect not to receive fundraising communications.

Our Commitment to You

We respect the need to maintain the confidentiality of your care. We are required to follow the terms of the notice currently in effect. If we make changes to how we manage your records, we will change our notice and provide you with a new notice on your next visit if you are still receiving care. If you are no longer receiving care at CFA, you may request an updated copy of our notice or you may find the most recent notice in effect on our website at <https://www.childandfamilyagency.org/privacy-policy/>.

If you have a concern or question about this notice or your privacy, you may contact the Privacy Officer whose contact information below. In addition, you have a right to file a complaint with the Secretary of the Department of Health and Human Services. For directions on how to contact the Secretary, please contact the Privacy Officer. You will not be retaliated against for filing a complaint.

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