DAUPHIN COUNTY MH/MR PROGRAM
POLICY AND PROCEDURE

Department  __X__ MH  Policy No. __03-06__

__X__ MR  Effective Date __08/01/03__

__X__ Admin  Revision Date

__X__ Crisis  Approved

**Name of Policy:** Distribution of Dauphin County Notice of Privacy Practices

**Policy:** The Dauphin County MH/MR Program will make reasonable efforts to assure that all consumers receiving services from or funded by the program receive a copy of the Dauphin County Notice of Privacy Practices.

**Definitions:**

1. Acknowledgment of Receipt of the Notice of Privacy Practices of Dauphin County form – The form defined in the Dauphin County HIPAA Privacy Policy where the consumer (or personal representative) signs to acknowledge receipt of the Notice of Privacy Practices.

2. Dauphin County Notice of Privacy Practices – The consumer notification form defined in the Dauphin County HIPAA Privacy Policy.

**Procedure:**

1. The Dauphin County MH/MR Program will post a copy of the Dauphin County Notice of Privacy Practices in a public area of the Administrator’s Office and in the office of Crisis Intervention Services.

2. The Dauphin County MH/MR Program will provide a copy of the Dauphin County Notice of Privacy Practices to any person upon verbal or written request.

3. The Dauphin County Crisis Intervention Services program will provide a copy of the Dauphin County Notice of Privacy Practices to all consumers with whom a crisis worker meets face-to-face. The crisis worker will attempt to secure written acknowledgment of receipt of the Privacy Notice from the consumer on the Acknowledgment of Receipt of the Notice of Privacy Practices of Dauphin County.
form. If such written acknowledgment is not available, the crisis worker shall indicate the reason the signature is not available on the form. This form shall be filed in the consumer’s clinical record.

4. The Dauphin County Crisis Intervention Services program will mail a copy of the Dauphin County Notice of Privacy Practices to all consumers with whom a crisis worker talks on the telephone and for whom a name and address is available. The mailed form shall include an Acknowledgment of Receipt of the Notice of Privacy Practices of Dauphin County form and return mailing instructions. Forms that are returned by consumers shall be filed in the consumer’s clinical record.

5. In order to minimize duplication but also to assure the all consumers of Crisis Intervention Services receive a copy of the Dauphin County Notice of Privacy Practices, the Crisis Intervention Services program shall maintain a database of consumers who have received the Privacy Notice and shall indicate in the consumer clinical record and the client database those consumers who have received the Privacy Notice. Where possible, the crisis worker shall review the information contained in these resources to determine if a consumer has received the Privacy Notice. If no record exists that the consumer has received the Privacy Notice or if the crisis worker is unable to review the information contained in the resources prior to meeting with or talking to a consumer, the crisis worker shall provide the consumer a copy of the Privacy Notice as described in numbers 3 and 4 above.

6. The Dauphin County MH/MR Program shall direct the CMU to provide copies of the Dauphin County Notice of Privacy Practices to all consumers currently open for services and all new consumers requesting services from the county program. The CMU shall develop a policy and procedure describing the process for this distribution and submit this policy to the Dauphin County MH/MR Program for approval. A copy of this approved policy will be filed as an attachment to this policy.