



Notice of Privacy Practices

Effective November 7, 2018, this notice describes how personal information about you may be used and disclosed, as well as how you can get access to this information. Please review it carefully.

Our Organization

This notice describes the privacy practices of the Miami County Board of Developmental Disabilities (MCBDD), otherwise known as Riverside. This notice also describes the privacy practices of persons or entities which have signed a contract with MCBDD and which are acting as business associates and have promised to follow the same rules of confidentiality.

If you want to know about the privacy practices of service providers who are not employed by the MCBDD and who are not business associates, you should contact them directly.

Privacy Promise

The MCBDD understands that your personal information needs to be kept private. Protecting your personal information is important. We follow strict federal and state laws that require us to keep your personal information confidential.

How we use your personal information

When you receive services from the MCBDD, we may use your personal information for activities such as: providing you with services, billing for services, and conducting our normal board business. If you have chosen a personal representative and have agreed to let your personal representative obtain your personal information, we will provide the information to your personal representative. If you have a guardian, we will provide the information to the guardian.

Examples of how we use your information include:

Treatment - We keep records of the care and services provided to you. For example, your Service and Support Administrator (SSA) keeps notes on all contacts made in coordinating and arranging for services. MCBDD staff may share your personal information amongst themselves while helping to develop your services plan. If an MCBDD staff wants to share your personal information with anyone who is **NOT** employed by the MCBDD, you must give them written permission first.

Some personal records, including confidential communications with mental health professional and substance abuse records, may have additional restrictions for use and disclosure under state and federal law.

Payment - We keep records that include payment information and documentation of the services provided to you. Your information may be used to obtain payment for your services from Medicaid, insurance, or other sources. For example, we may disclose personal information about the services provided to you to confirm your eligibility for Medicaid and to obtain payment from Medicaid. The MCBDD may use your personal information to determine the amount and type of Medicaid services you need and send this information to the proper state department.

Health Care Operations - We use personal information to improve the quality of care, train staff, manage costs, conduct required business duties, and make plans to better serve you and other individuals enrolled at the MCBDD.

Other Services We Provide

We may also use your personal information to:

- Determine whether you are eligible for services from the MCBDD
- Recommend to you service alternatives and other possible benefits
- Tell you about service providers who may be able to help you
- Remind you of appointments
- Allow the MCBDD to review direct service contracts
- Allow local, state, and federal agencies to monitor your services
- Investigate incidents affecting health and safety, to report these types of incidents, and to take steps to protect your health and safety
- To allow the MCBDD to prepare reports required by the Ohio Department of Developmental Disabilities (DODD) and the Ohio Department of Job and Family Services (ODJFS)

More Information

For more information about the practices and rights described in this notice, contact the MCBDD at the phone number and address provided at the bottom of this notice.

Sharing Your Personal Information

There are limited situations when we are permitted or required to disclose personal information without your signed authorization. These situations are:

- To protect victims of abuse, neglect, or domestic violence
- To reduce or prevent a serious threat to public health and safety
- For health oversight activities such as investigations, audits, and inspections
- For lawsuits and similar proceedings
- For public health purposes such as reporting communicable diseases, work-related illnesses, or other diseases and injuries permitted by law, reporting births and deaths, and reporting reactions to drugs and problems with medical devices
- When required by law
- When requested by law enforcement as required by law or court order
- To coroners, medical examiners, and funeral directors

- For organ and tissue donation
- For worker's compensation or other similar programs
- For specialized government functions such as intelligence and national security

All other uses and disclosures not described in this notice require your signed authorization. You may revoke your authorization at any time with a written statement.

Disability Rights Ohio (DRO) filed a statewide class action captioned, "Ball v. Kasich Case No. 2:16-cv-282" in the U.S. District Court for the Southern District of Ohio. The suit was filed on March 31, 2016 against the Governor, the Ohio Department of Developmental Disabilities (DODD), the Ohio Department of Medicaid, and Opportunities for Ohioans with Developmental Disabilities (OOD); the Ohio Association of County Boards Serving People with Developmental Disabilities (OACB) may become a defendant in the lawsuit. The Plaintiffs are represented by DRO and other lawyers from Massachusetts, Illinois, Michigan, and Washington, D.C.

The action potentially affects all adults with DD. The parties to the lawsuit, through their lawyers, have sought and will continue to seek documentation, including Protected health Information, on individuals who are or who may be a part of this lawsuit, who may have information relative to this lawsuit, or who are simply receiving services from DD boards. The DD Board will comply with requests for information and may provide Protected Health Information on any person served by the MCBDD to the lawyers for any of the parties. All information provided in connection with this lawsuit is covered by a protective order issued by the court which complies with HIPAA and other privacy regulations and ensures that the information about any individual cannot be disclosed outside of the lawsuit without permission. At the conclusion of the lawsuit, all protected health information that was disclosed or retained by any party in the course of the lawsuit will be destroyed.

For further information on the lawsuit or the Protective Order, contact the OACBDD.

Our Privacy Responsibilities

The MCBDD is required by law to:

- Maintain the privacy of your personal information
- Provide this notice that describes the ways we may use and share your personal information
- Follow the terms of the notice currently in effect

We reserve the right to make changes to this notice at any time and make the new privacy practices effective for all information we maintain.

You may also request a copy of any notice from the MCBDD privacy officer.

Your Individual Rights

You have the right to:

- Request restrictions on how we use and share your personal information. We will consider all requests for restrictions carefully but are not required to agree to any restriction.*
- Request that we use a specific telephone number or address to communicate with you

- Inspect and copy your personal information including service, medical, and billing records. Fees may apply.*
- Request corrections or additions to your personal information. You must give the reasons for wanting the change.*
- Request an accounting of certain disclosures of your personal information made by us. Your request must state the period of time desired for the accounting which must be within the 6 years prior to your request. The first accounting is free, but a fee will apply if more than one request is made in a 12-month period.
- Request a paper copy of this notice even if you agree to receive it electronically

Requests marked with an (*) must be made in writing. Contact the MCBDD privacy officer for the appropriate form for your request.

Contact Us

If you would like further information about your privacy rights, are concerned your privacy rights have been violated, or disagree with a decision that we made about access to your personal information, please contact the MCBDD.

Miami County Board of DD

Brian Green, Superintendent
1625 Troy Sidney Rd.
Troy, OH 45373
(937) 440-3000

We will investigate all complaints and will not retaliate for filing a complaint.

You may also file a written complaint to:

Centralized Case Management Operations

U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201

To find other methods of filing a complaint with HHS, visit www.hhs.gov/hipaa/filing-a-complaint/complaint-process or call toll free at 1 (800) 368-1019 or TDD toll free at 1 (800) 537-7697.