

Your Individual Rights

You have the right to:

- Request restrictions on how LCBDD uses and shares your personal information. The Board will consider all requests for restrictions carefully but is not required to agree to any restriction.*
- Receive confidential communication of your personal information.
- 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 provide a reason for requesting the change.*
- Request an accounting of certain disclosures of your personal information made by LCBDD. Your request must state the period of time desired for the accounting, which must be within six years preceding your request. The first accounting is free but a fee may apply if more than one request is made in a 12-month period.*
- Request that LCBDD use a specific telephone number or address to communicate with you.
- Request a paper copy of this notice even if you agree to receive it electronically.

**Request must be made in writing. Please contact your service coordinator for help making a request.*

LCBDD Privacy Responsibilities

LCBDD is required by law to maintain the privacy of your personal information, provide this notice that addresses the ways the agency may use and share that information and follow the terms of the notice currently in effect. You may request a copy of this notice by calling LCBDD at (740) 349-6588. LCBDD reserves the right to make changes to this notice at any time and make new privacy practices effective for all information it maintains. Future revisions to this notice can be found on the Board's website: www.lcountydd.org.

This notice also pertains to persons or entities that contract with LCBDD and have promised to follow the same rules of confidentiality. If you are interested in the privacy practices of service providers not employed by LCBDD and who are not business associates, please contact those providers directly.

For More Information

If you would like additional information about your privacy rights, are concerned that your privacy rights have been violated or disagree with a decision that LCBDD has made about access to your personal information, please contact:

Abby Spear
Director of Service Coordination
Licking County Board of DD
565 Industrial Parkway
Heath, OH 43056
(740) 349-6588 or (800) 325-2848
abby.spear@lcountydd.org

LCBDD will thoroughly investigate all complaints and will not retaliate against any individual who files a complaint. You also may file a complaint with:

The Office for Civil Rights
U.S. Department of Health and
Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, DC 20201
(800) 368-1019

About the Licking County Board of Developmental Disabilities

The Licking County Board of Developmental Disabilities (LCBDD) supports 1600 young children, youth, and adults in our community with services that include an early childhood program, transition planning for high school students, family support services, adult services, supported living, service coordination and more. The Board is in substantial compliance with state accreditation from the Ohio Department of Developmental Disabilities.

Notice of Privacy Practices

**How Your Personal
Information May be
Used and Disclosed
and How You Can Get
Access to this
Information**

Please Review



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Learn more at LCOUNTYDD.ORG

Revised August 2018

LCBDD Privacy Promise

Protecting your personal information is important to the Licking County Board of Developmental Disabilities (LCBDD). We follow strict state and federal laws that require your personal information to be kept confidential.

How LCBDD Uses Your Personal Information

If you receive services from the Board, we may use your personal information to bill Medicaid and other insurance carriers for services provided and other normal business operations.

If you have a legal guardian, we will provide information to your guardian. If you are an adult who has chosen a personal representative and have agreed to let that person obtain your personal information, LCBDD will provide the information to him or her.

Your Records

LCBDD keeps records of the care and services it provides to you. You have the rights to inspect and copy these records. Requests must be made in writing; please contact your service coordinator for help making a request. Your service coordinator keeps notes on all contacts made in arranging and coordinating services. If you see a therapist working for the Board, records will be kept of care or services you receive. LCBDD staff may also share your personal information amongst each other when developing or updating your support plan (ISP or IFSP). If LCBDD staff wish to share your personal information with anyone who is not also employed by the Board, you must first give them written permission, called a "release of information."

Some personal records, including confidential communications with mental health professionals and other specialists, may have additional restrictions for use and disclosure under state and federal laws.

Payment

Your personal information may be used to obtain payment for your services from Medicaid, insurance or other sources. LCBDD may also disclose personal information about the services provided to you to confirm your eligibility for Medicaid, as well as determine the amount and type of Medicaid services you require.

Quality Assurance

LCBDD uses personal information to make plans to better serve you and other people we support, improve its overall quality, train staff, manage costs and conduct required business duties. For example, the Board may use your personal information to evaluate the quality of treatment and services provided by our staff.

Other Services

LCBDD may also use your personal information to:

- Determine whether or not you are eligible for Board services;
- Recommend service alternatives and other possible benefits to you;
- Tell you about other service providers that may be able to help you;
- Allow the Board to review direct service contracts;
- Allow local, state and federal agencies to monitor your services;
- Determine whether the waiting lists are being kept in accordance with law;
- Investigate incidents affecting health and safety, report these incidents and take steps to protect your health and safety in the future;
- Prepare reports required by the Department of Developmental Disabilities, the Ohio Department of Job and Family Services, and the Ohio Department of Medicaid;
- And for other reasons determined appropriate and consistent with your privacy rights.

For Your Information (2017):

Disability Rights Ohio (DRO) filed a state-wide 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, Department of Developmental Disabilities, Department of Medicaid and Opportunities for Ohioans with Disabilities. The Ohio Association of County Boards serving people with Developmental Disabilities 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 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, or who may have information relevant 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 DD Board 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 HIPPA and other privacy regulations and which ensures that the information about any individual cannot be disclosed outside of the lawsuit without their permission. At the conclusion of the lawsuit, all protected health information, which was disclosed or retained

by any party in the course of the lawsuit will be destroyed.

Disclosing Your Personal Information

There are limited circumstances when the Board is permitted or required by law to disclose personal information without your signed "release of information." These situations are:

- To protect victims of abuse, neglect or domestic violence;
- To prevent serious threats to public health and safety;
- For oversight activities such as investigations, audits and inspections;
- For providers to obtain payment for services;
- For providers so they can plan your services;
- For lawsuits and similar proceedings;
- For public health purposes, such as reports of communicable diseases, work-related illnesses or other diseases and injuries permitted by law, reports of births and deaths and reports of reactions to drugs and problems with medical devices;
- For requests by law enforcement required by law or court order;
- To coroners, medical examiners and funeral directors;
- For organ and tissue donations;
- For Workers' Compensation if you are injured at work and are covered by Workers' Compensation or a similar program;
- For specialized government functions such as intelligence and national security.

All other uses and disclosures not described in this brochure require your signed "release of information." You may revoke your authorization at any time with a written statement. If you have provided written authorization of disclosure of personal information and wish to revoke it, please contact your service coordinator for assistance.