

NOTICE OF PRIVACY POLICY

Community Action EAP Inc. (CAEAP) values its relationships with client organizations, its employees and their family members. CAEAP is not a covered entity under HIPAA and does not store or collect "Protected Healthcare Information" (PHI) as defined by HIPAA, but as a business associate, on varying occasions given specific tasks to be conducted, of covered entities under HIPAA, all parties--who use and have used the services of CA/EAP--have and will continue to have the assurance of privacy safeguards that protect and secure their personal confidentiality and privacy. Given this frame of reference, CA/EAP is committed to maintaining the security and the confidentiality of health-related information and maintains compliance with applicable federal and state health information and confidentiality laws and regulations.

CAEAP's Privacy Standards

- C CAEAP maintains all individual health-related information in a protected and secured manner.
- C CAEAP and CAEAP's representatives adhere to all federal, state, and professional statutes governing confidentiality and privacy.
- C CAEAP maintains a secure procedure for conducting any business around the electronic transfer of health-related information.
- C CAEAP and CAEAP's representatives educate all program participants prior to assessment through a Statement of Understanding which states specifically the limits of confidentiality-- when information may be disclosed without written authorization of the individual (refer to the following Confidentiality Policy on Information Disclosure).
- C CAEAP and CAEAP's representatives assure all entities that they have never and will never be involved in any way with marketing or selling nonpublic personal information (i.e. name, address, telephone number, gender, social security number, date of birth, etc.).

Information Collected by CAEAP

CAEAP in the course of the intake/assessment/referral process does not maintain medical information files but collects case information regarding assessment/problem identification outcomes, case management procedures performed and pertinent nonpublic personal information and health-related information required for individual case administration and follow-up.

Use of Collected Information by CAEAP

CAEAP uses all individually collected information to coordinate the EAP service functions with the appropriate EAP assessment representatives selected for each service function in managing the case from the point of case referral to case conclusion. All of CAEAP's representatives conducting EAP assessment services are governed by CAEAP's confidentiality and privacy policy at the time of conducting such services. All information communicated from CAEAP to CAEAP's representatives and from CAEAP's representatives to CAEAP are bound within mutual confidentiality under the law and individual provider service agreements. All participants prior to assessment understand through the Statement of Understanding that at the time of case closure that EAP referral outcomes for individual cases are maintained by law for seven (7) years, but individually collected information not related to EAP case outcomes is not maintained.

Confidentiality Policy on Information Disclosure

Limits of Confidentiality: Four areas are subject to disclosure by CAEAP without written release from client: (1) when reporting child abuse and/or elder abuse and/or dependent adult abuse, (2) when relating information about being a risk to oneself or others, (3) when relating the intention to commit illegal acts or threats to the organization, other employees, or the EAP, and (4) when a supervisory referral is made by a supervisor, information that the employee contacted the EAP and attended educational/assessment session(s) will be communicated by the EAP to the designated supervisor.

Access to Individual Information

An individual who has participated in EAP services with CAEAP may receive a copy of case information by requesting such from the Quality Assurance Manager. There is a procedure in place for identifying the rightful person *[the person who may legally receive such information]. After an individual has been identified as that *rightful person, a copy of case information will be supplied to that individual. For purposes of legal claims, litigation, disciplinary action, or otherwise, third party entities will not receive EAP case information directly from CAEAP; such a transmission of said information is only achieved through the discretion of the *rightful person who would decide to supply such information to a third party.

Designation of Privacy Official

For questions or further information regarding the privacy policy, please contact CAEAP's Director of Operations.

**Para preguntas o mas información contra la Nota de Póliza Prevacidad, por favor contactén al EAP.