

Early Learning Resource Center-Region 8

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

The ELRC agency administers child care subsidy for the Pennsylvania Department of Human Services (DHS). The regulations related to child care subsidy require a parent/caretaker to reveal to the ELRC agency certain health information about your child and, in some cases, about the parent/caretaker (yourself). This notice describes how health information about you or your child may be used and disclosed and how you can get access to this information. Please review it carefully.

I. How the ELRC Agency Use and Disclose Your Health Information:

The ELRC agency may use or disclose your health information to:

- a) Verify your eligibility for subsidized child care services.
- b) Administer DHS's subsidized child care program in accordance with Federal & State subsidy, licensing and registration regulations.
- c) Assess and improve the services we provide and the achieved outcomes.
- d) Inform you about other public programs and services that may be available to you or your family.
- e) Agents of DHS who review the ELRC agency's compliance with its contract to administer the child care subsidy program for DHS.

II. Your Health Information Rights:

You have the right to:

- a) Request a restriction on certain uses and disclosures of your health information.
- b) Obtain a paper copy of the notice of privacy practices upon request.
- c) Inspect and copy the health information in your record.
- d) Amend your health information.
- e) Obtain an accounting of disclosures of your health information.
- f) Request communication of your health information by alternative means or at an alternative location.
- g) File a complaint with the ELRC agency and/or the U.S. Secretary of Health and Human Services, if you believe your privacy rights related to your health information have been violated.

III. The ELRC Agency's Responsibilities:

The ELRC has a duty to:

- a) Maintain the privacy of your health information.
- b) Provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you.
- c) Abide by the terms of this notice.
- d) Notify you if we are unable to agree to a requested restriction.
- e) Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

The ELRC reserves the right to change our practices and to make the new provisions effective for all protected health information we maintain at the direction of DHS. Should our information practices change, we will mail a revised notice to the address you have supplied us.

The ELRC will not use or disclose your protected health information without your authorization, except as described in this notice. (See Part V).

IV. For More Information or to Report a Problem:

If you have questions and would like additional information, you may contact the ELRC HIPAA delegate at:
Early Learning Resource Center-Region 8
Ann Walker
2565 Park Center Blvd., Suite 100
814-231-1352 or 888-440-2247

If you believe your privacy rights have been violated, you can file a complaint with ELRC HIPAA delegate, Ann Walker or with the United States Secretary of Health and Human Services. There will be no retaliation for filing a complaint.

V. Examples of Disclosures for Treatment, Payment and Health Operations:

We will use your health information to determine eligibility for subsidized child care services.

For example: Health information that you provide to the ELRC agency will be recorded in your record and used to determine whether you are eligible for subsidized child care due to your health condition or disability, or if your child is developmentally disabled and therefore remains eligible for subsidy past 13 years of age.

We will use your health information to provide you with referral information.

For example: Health information regarding you or your child may be recorded in your record in order to provide resource and referral information regarding child care and other social services available to you.

We will collect health information from you as required by law.

For example: The federal regulation for subsidized child care requires the ELRC to obtain immunization information regarding your child.

Department of Human Services: The ELRC agency provides services through a contract with DHS. As a business associate, we are required to disclose your health information to DHS and its agents to ensure compliance with our contract and applicable regulations. The DHS is required to appropriately safeguard your health information.

Research: We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

Public Health: As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

Law Enforcement: We may disclose health information for law enforcement purposes as required by law or in response to a valid court order.

A copy of this notice was provided to [redacted] on the date indicated below.

(Parent/Caretaker Signature)

(Date)

(ELRC Staff Signature)

(Date)