



Notice of Privacy Practices Record of Receipt

Notice of Privacy Practices Acknowledgment

Kansas City Recovery-oriented System of Care (KC ROSC) is a group of agencies working together to more effectively coordinate services for our clients by utilizing a shared web-based tool and database.

****See the next page for a list of participating agencies.****

From time to time, additional agencies may wish to join KC ROSC, at which time the above list will be updated and redisplayed at all participating organizations for your convenience. You may request a copy of this document from any one of them at any time. The KC ROSC Notice of Privacy Practices provides a detailed explanation of your rights and the practices guiding how information in the KC ROSC is treated.

List of Participating Agencies

Amethyst Place, Inc.
2732 Troost Ave.
Kansas City, MO 64109
816-231-8782

Artists Helping the Homeless
3238 Gillham Rd
Kansas City, MO 64109
816-668-1007

Benilde Hall
3220 E. 23rd St.
Kansas City, MO 64127
816-842-5836

Children's Mercy/TIES
2401 Gillham
Kansas City, MO 64108
816-960-8401

Comp. Mental Health / RennWest
5840 Swope Parkway
Kansas City, MO 64130
816-333-2990

Comp. Mental Health / Gateway
17421 Medical Center Parkway
Independence, MO 64057
816-254-3652

C.O.P.S.
3800 Agnes
Kansas City, MO 64128
816-923-9212

Cornerstones of Care
421 E. 137th St.
Kansas City, MO 64145
816-508-3600

Crittenton Children's Center
10918 Elm Ave.
Kansas City, MO 64134
816-765-6600

DeLaSalle Education Ctr.
3740 Forest Ave.
Kansas City, MO 64109-3200
816-561-4445

Dismas House of KC
301 East Armour Blvd., #201
Kansas City, MO 64111
816-531-6050

First Call
9091 State Line Rd
Kansas City, MO 64114
816-361-5900

Guadalupe Center
2641 Belleview Street
Kansas City, MO 64108
816-561-6885

Heartland Center for Behavioral
Change
1730 Prospect
Kansas City, MO 64109
816-421-6670

Hope House
P.O. Box 577
Lee's Summit, MO 64063
816-461-4188

Kansas City Rescue Mission
Women's Center
2611 E. 11th Street
Kansas City, MO 64127
816-348-3287

**KCMO Municipal Court

Mattie Rhodes Center
1740 Jefferson St.
Kansas City, MO 64108
816-471-2536

Midwest Foster Care and Adoption
Associates
18600 E 37th Street
Independence, MO 64057
816-350-0215

MOCSA
3100 Broadway, Ste. 400
Kansas City, MO 64111
816-931-4527

Niles Home for Children
1911 East 23rd St.
Kansas City, MO 64127
816-241-3448

Olufemi Sharp, MA, LPC
7611 State Line
Kansas City, MO 64114
816-665-3003

Plaza Academy
4050 Pennsylvania, #143
Kansas City, MO 64111
816-561-0770

ReDiscover
301 E. Armour Blvd.
Kansas City, MO 64111
816-931-6500

ReStart, Inc..
918 E. 9th Street
Kansas City, MO 64106
816-472-5664

Rose Brooks Ctr.
P.O. Box 320599
Kansas City, MO 64132-0599
816-523-5550

Salvation Army - ARC
1351 E. 10th Street
Kansas City, MO 64106
816-421-5434

Salvation Army - MOSOS
5100 E. 24th St.
Kansas City, MO 64127
816-483-2281

Samuel U. Rodgers Health Ctr
825 Euclid
Kansas City, MO 64124
816-889-4610

Sarita'Lynne Ministries
622 Benton Blvd
Kansas City, MO 64124
816-561-0035

Sheffield Place
6604 East 12th St.
Kansas City, MO 64126
816-483-9927

Swope Imani House
3950 E. 51st St.
Kansas City, MO 64130
816-929-2600

Synergy Services
400 E 6th Street
Kansas City, MO 64152
816-587-4100

The Center for Healing and
Recovery
8801 E 63rd Street
Kansas City, MO 64133
816-407-1887

TMC - Corrections Behavioral Health
& Assertive Community Treatment
2211 Charlotte
Kansas City, MO 64108
816-404-5700

TMC - Behavioral Health
2211 Charlotte
Kansas City, MO 64108
816-404-5700

TMC-Lakewood
300 SE 2nd St., Ste. 100
Lee's Summit, MO 64063
816-524-5310

Veronica's Voice
816-483-7101

NOTICE OF PRIVACY PRACTICES

Effective June 1, 2011

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU OR YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The KC ROSC is a multidisciplinary collaborative effort designed to enhance sustainability of recovery for substance abusing persons and their families. By coordinating services through the use of a shared web-based tool, **KC ROSC** programs can more effectively and efficiently provide services to individuals and their families. It also assists the participating agencies in the betterment of quality of service by coordinating, delivering, and managing client care through simplified processes and improved communications.

At the core of the KC ROSC is a shared web-based tool that connects the agencies involved to a central data repository. Authorized users will access this tool using a web browser to share a uniform set of personal information (name, nickname, gender). Additional treatment and personal information will be entered into the tool in the event that you receive services at one of the participating KC ROSC agencies. Although this data is being stored in a central data repository, only agencies that provide services to a client will be authorized to view the data and have access to the file. These files will remain locked to all **other** agencies until a client presents themselves for service to a new agency and authorizes the information to be released. Only those individuals authorized by each of the KC ROSC agencies will have access to the information in the shared web-based tool.

As part of the KC ROSC, follow-up health surveys may be conducted with clients via telephone six and twelve months after exiting services. Data collected through the surveys is used to help the KC ROSC improve services and treatment for clients in the future.

NOTICE REQUIREMENTS

This Notice explains how agencies participating in the KC ROSC may use and disclose your personal health care and treatment information. Generally, federal and state law requires health care information that identifies you be kept private.¹ Further, the agencies participating in the KC ROSC must give you this information related to their legal duties and privacy practices with respect to any health care information they create or receive about you. The KC ROSC participating agencies are required to follow the terms of the KC ROSC Notice of Privacy Practices that is currently in effect.

We reserve the right to change this Notice. We reserve the right to make the revised or changed Notice effective for health information we already have about you as well as any information we receive in the future. We will post a copy of the current Notice in each of the participating KC ROSC agencies. A copy of the current Notice in effect will be available at the receptionist's desk at each of the participating agencies.

This Notice applies only to the personal health care and treatment information that is generated by participants in the KC ROSC and received by the KC ROSC shared web-based tool and database. All references to health information in this document describe information about the treatment and services provided by participating KC ROSC agencies.

Contact: If you have any questions about this notice, please contact Michelle Comtois, Vice President of Programs at First Call - Alcohol/Drug Prevention & Recovery for any updated information.

¹ The Health Insurance Portability and Accountability Act (HIPAA) of 1996, 42 U.S.C. §1320d et seq., 45 C.F.R. Parts 160 & 164 and the Confidentiality Law, 42 U.S.C. § 290dd-2 and 42 C.F.R. Part 2.

USE AND DISCLOSURE OF YOUR HEALTH INFORMATION

Generally, you must sign a written authorization before KC ROSC participating agencies can share health information about you to anyone outside the agency. You may cancel your authorization in writing at any time. If you revoke your authorization, we will no longer use or disclose health information about you for the reasons covered by your written authorization but we will be unable to take back any disclosures we have already made with your permission, and we are required to retain our records of the care that we provided to you.

Federal law allows us to release information without your written permission for the following reasons:

Business Associates: Some services of participating KC ROSC agencies are provided through contracts with business associates such as accreditation agencies, management consultants, and quality assurance reviewers. We may disclose your health information to these business associates so they can perform the job a participating agency has asked them to do.

Commitment of a Crime. A participating agency may report crimes committed on its premises or against its program personnel, or a threat to commit such crimes.

Suspected Child Abuse or Neglect. We may disclose information about suspected child abuse or neglect to appropriate state and local authorities.

Health Oversight Activities: We may disclose health information to a health oversight agency for activities authorized by law. These oversight activities include audits, investigations, inspections and licensure. These activities are necessary for the government to monitor the health care system, government programs and compliance with civil rights laws.

Medical Emergencies. We may provide your medical and treatment information to medical providers responding to your medical emergency.

Required by law: We will disclose health information about you without your permission when required to do so by court order or federal, state, or local law.

YOUR HEALTH INFORMATION RIGHTS

Although your record is the physical property of the KC ROSC participating agency from which you receive services, the information belongs to you. You have the right to:

Copy: Obtain a copy of this Notice of Information Practices upon request.

Inspect: Inspect and request a copy of your health record for a fee. We may deny your request under very limited circumstances. If you are denied access to health information, you may request that another health care professional, chosen by someone on our health care team, review the denial. We will abide by the outcome of that review.

With respect only to the records held by the KC ROSC participating agencies *that must comply with federal HIPAA privacy laws*, you have the right to:

Restriction: Request a restriction on certain uses and disclosures of your information. We are not required by law to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment.

Amend: Request an amendment to your health record if you feel the information is incorrect or incomplete. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. Also, we may deny your request if the information was not created by the KC ROSC participating agency's health care team, is not part of the information kept by one of the participating agencies in the coalition, is not part of the information which you would be permitted to inspect and copy, and if the information is accurate and complete. Please note that even if we accept your request, we are not required to delete any information from your record.

Accounting: Obtain an accounting of certain disclosures of your health information during the six years prior to your request, but not earlier than April 14, 2003.

Confidential: Request communication of your health information by alternative means or locations.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint. This complaint must be in writing to: Michelle Comtois, Vice President of Programs, First Call - Alcohol/Drug Prevention & Recovery. There will be no retaliation or punishment for filing a complaint.

You also have the right to share your complaints with the Secretary of the Department of Health and Human Services. Secretary, Dept. of Health and Human Services, 200 Independence Ave. S.W., Washington, D.C. 20201 – Phone (202) 619.0257.

Violation of the federal Confidentiality Law by a program is a crime. Suspected violations may be reported to the United States Attorney in your district.