

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 29, 2009

What's Inside: Notice of Privacy Practices

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: NOTICE OF PRIVACY PRACTICES

DISCUSSION:

The purpose of this memorandum is to inform staff of their duty to provide written notice of the Department's privacy practice in accordance with standards set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191. HIPAA requires the Department of Social Services to send out privacy notices every three years, especially to families receiving healthcare services through the MoHealthNet Division.

Effective immediately, staff need to hand out the CSE-10 Notice of Privacy Practices form to every team member of every Family Support Team (FST) involving any Legal Status 1 (LS1) youth. Those receiving notice should include, but not be limited to, the LS1 youth, the child's biological parents, the guardian ad litem, parent's attorneys, resource providers and representatives of the juvenile court. Depending on age and level of understanding, staff should consider explaining the document in an age and developmentally appropriate manner with the LS1 youth.

The CSE-10 form may be accessed through the Children's Division Forms folder on the desktop of staff computers. Staff should provide this notice as outlined above for any current or new Family Centered Out-of-Home Care case involving a LS1 youth from October 1, 2009 through April 1, 2010. Should there be a need to convene additional FST meetings within this six month period, staff do not have to provide a second round of notices at subsequent FST meetings.

NECESSARY ACTION

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT Scott B. Montgomery 573-526-5408 Scott.B.Montgomery@dss.mo.gov	DEPUTY DIRECTOR Melody Yancey 573-522-8024 Melody.Yancey@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS N/A	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS N/A Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS N/A	