

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

August 20, 2012

M E M O R A N D U M

<b>What's Inside:</b> HIPAA Policy Resources
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TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPAA) POLICY RESOURCES

DISCUSSION:

The purpose of this memorandum is to provide information regarding Health Insurance Portability and Accountability Act, HIPAA, resources.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, resulted in the establishment of HIPAA Privacy Rule in December of 2000. The HIPAA Privacy Rule is a federal rule designed to protect individuals' medical records and other personal health information.

In the course of business, the Children's Division (CD) receives, discloses and utilizes Protected Health Information of employees and clients for a variety of reasons. Employees should exercise care at all times to discuss confidential, sensitive, or personal health information in a manner or place where the discussion is not able to be easily overheard. Measures should be taken to ensure that health information is not accessible to anyone other than the authorized personnel. CD staff will maintain privacy, confidentiality and integrity with regard to protected health information as required by state and federal laws, rules and regulations and professional ethics. Employees found to be in violation of this policy may be subject to disciplinary action up to and including dismissal as well as prosecution in a court of law.

Required HIPAA documents are located on Children's Division E-forms. The informational PowerPoint and Video presented by Children's Division Privacy Officers in 2003 is located in Training Resources on CD Intranet page.

The requirement to provide the two HIPAA documents, Notice of Privacy Practices Regarding your Protected Health Information, MO866-4061 and Resource Provider Health Insurance Portability and Accountability Information, CD-194, has been added to the list of documents to provide to resource parents to the list of documents provided to resource provider applicants during the assessment process and at licensure renewal.

The CD-194 is read and signed at each re-licensure. One (1) hour of in-service training credit is earned only for the initial time.

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Elizabeth Tattershall 573-522-1191 <a href="mailto:Elizabeth.Tattershall@dss.mo.gov">Elizabeth.Tattershall@dss.mo.gov</a>	<b>DEPUTY DIRECTOR</b> Marta Halter 573-751-2427 <a href="mailto:Marta.Halter@dss.mo.gov">Marta.Halter@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> <a href="#">Record Access, Health Information Portability and Accountability Act</a> <a href="#">Resource Provider Training-STARs, Working with Prospective Foster/Adoptive Parents</a> <a href="#">Resource Provider Training-STARs, In-Service</a> <a href="#">Resource Family Assessment &amp; Licensing Process, Guide for Conducting Resource Provider Family, Attachment A</a> <a href="#">Resource Family Assessment &amp; Licensing Process, Guide for Conducting Renewal Assessment, Attachment D</a> <a href="#">Resource Family Assessment &amp; Licensing Process, Guide for Conducting Adoptive Family Assessment Services, Attachment H</a>	
<b><u>FORMS AND INSTRUCTIONS</u></b> Resource Provider Health Insurance Portability and Accountability Information, CD194 Request for Restriction of Health Information, MO 886-4450 Individual’s Request for Access to Protected Health Information, MO 886-4451 Request for Amendment/Correction of Protected Health Information, MO 886-4457 PHI Disclosure Tracking Log, MO886-4452 Request for an Accounting of Disclosures, MO 886-4453 Notice of Privacy Practices Regarding Your Protected Health Information, MO 886-4061 Health Insurance Portability and Accountability Act Complaint, MO 886-4456	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">Memo CS03-07, Health Insurance Portability and Accountability Act (HIPAA)</a> <a href="#">HIPAA Training</a>	
<b>RELATED STATUTE</b> <a href="#">Public Law 104-191</a>	
<b>ADMINISTRATIVE RULE</b> <a href="#">CSR Title 13 Division 35 Chapter 60</a>	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> 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