

James Morehouse Project
(formerly the ECHS Community Project)
El Cerrito High School – Room A210 – Phone: (510) 524-8252
540 Ashbury Avenue, El Cerrito, CA 94530

Notice of Privacy Practices

Effective July 1, 2009

Parents: Please keep this for your records.

Purpose of Notice: This notice describes how we may use or disclose information about students who participate in services and programs at the James Morehouse Project (school health center, formerly called the ECHS Community Project) located at El Cerrito High School, and how you can get access to this information. Please review it carefully.

Joint Notice Statement: This is a shared (joint) notice, used both by the ECHS James Morehouse Project (which is the name of the school-based health center collaborative located at ECHS, Room A210), and Brookside Community Health Center (which is the lead agency providing medical services at the ECHS James Morehouse Project). This notice is specifically for use by representatives of these two agencies when they are providing the range of health services at the James Morehouse Project. Throughout this document, for the purposes of this joint notice, wherever it is written “James Morehouse Project”, Brookside Community Health Center is also included.

A. Description of the ECHS James Morehouse Project Health Center:

The James Morehouse Project is a collaborative program located on the El Cerrito High School campus that provides direct medical services, counseling, health education and other supportive programs to ECHS students. The mission of the James Morehouse Project is to work with the ECHS community to create positive change through health services, counseling, youth development, peer-to-peer programs, academic support, and the arts. Along with James Morehouse Project staff, support services are provided by staff and interns from: Bay Area Community Resources/ Gateway, Brookside Community Health Center, Cal State East Bay Social Work Program, Community Works, Familias Unidas, SF State University Department of Social Work, Teen Age Program (CC County), UC Berkeley School of Social Welfare, Y-Team/YMCA, and others.

B. Health Center Duties Related to Privacy and Confidentiality:

The James Morehouse Project is required by law to maintain the privacy and protect the confidentiality of the protected health information that you and your child communicate to us. We are also required to give this notice to you, outlining the James Morehouse Project’s legal duties and privacy practices with respect to protected health information. The rest of this notice describes the guidelines we are required to follow. If you have any questions about this, please talk to your child’s counselor/health care provider or one of the James Morehouse Project staff members.

C. Privacy Practices:

All student files are kept in locked file cabinets in the James Morehouse Project. All correspondence about students is transmitted sealed or covered, so that the contents are not visible. We do not transmit identifiable student information via internet, unless it is through a secure log-in process. Our FAX machine is kept out of public view. The James Morehouse Project keeps student records locked for 12 years, and then they are destroyed. The parent/guardian MUST give written permission before we can exchange information about your child with anyone outside of the James Morehouse Project (exceptions are listed in section D below).

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D. Description of Situations When Private Information May Be Used or Disclosed Without Parent/Guardian's Written Authorization:

This section describes when and how private information from your child's file may be used without the parent or legal guardian's specific written authorization:

1. **For Treatment:** At the James Morehouse Project, a student may be seen by one of staff members, a counseling intern, or a health care provider or counselor from one of our partner agencies. James Morehouse Project counseling interns are supervised by MSW social workers. These people work as a team, sometimes discussing your child's situation, to come up with the best possible plan to support your child. We may inform your child's teacher that your child is participating in a James Morehouse Project program, but we do not share what is being talked about in counseling unless we have gotten specific written permission from you and/or your child to do so. If there are any other counselors, doctors, case managers, etc. in the community, with whom you would like us to coordinate, you must sign a written "Authorization for Release of Health Information" giving us permission to discuss your child's situation.
2. **For Payment:** All James Morehouse Project programs are provided free to the students/families of ECHS. Some of our partner agencies get reimbursed by Medi-Cal. In order to receive Medi-Cal funding, they have to submit billing information (i.e., what kind of services we are providing, to whom, when, how often, etc.) to the county health department that runs the Medi-Cal program. The county health department is accountable under the same strict privacy law that we are to keep this information confidential. Some of our programs are funded by grants, and sometimes the agency providing the grant wants to see the same kind of limited information.
3. **For Health Care Operations:** "Health care operations" refers to the things that we do to operate a high quality, responsible program. For example, the program supervisors review the information that our counselors collect from you and your child to make sure that we are doing a good job. Some agencies that provide our funding review the records of some clients to make sure we are doing all the things that we are supposed to do to provide the best services possible to you and your child. However, anyone who works with our files is required to maintain your confidentiality.
4. **Keeping Your Child Safe (Exceptions to the Contract of Confidentiality):** There are five types of situations (usually when someone's health or safety is at risk) in which the law requires us to break confidentiality. These situations are:
 - a. If we learn that your child has plans to hurt him/herself, we are required by law to inform you and are permitted to inform others as needed;
 - b. If we learn your child has plans to cause injury to another person(s), or has brought a weapon to school, we must alert the intended victim(s) and the appropriate authorities;
 - c. When we have suspicion or direct knowledge of neglect or abuse of a child or of an elderly or disabled person, we must report our concern to the appropriate authorities;
 - d. In the event of a medical emergency, we may disclose information as needed;
 - e. If a court of law orders disclosure of information, we must comply.
5. **Times When the James Morehouse Project May Contact You:** The James Morehouse Project may use your personal information to contact you for the following reasons:
 - a. To follow-up regarding a medical appointment or service received from the James Morehouse Project:

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- b. To provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual;
- c. To discuss insurance billing or as a part of a fundraising effort for the Health Center;
- d. To invite the student or family to a Health Center event.

- 6. Sharing Information Among Collaborative Partners in the James Morehouse Project:** The James Morehouse Project is a collaborative. Representatives of the James Morehouse Project, Brookside Community Health Center and other collaborative partners may share protected health information with each other, as necessary to carry out treatment, payment, or health care operations relating to services occurring at the James Morehouse Project.

E. Written Authorization to Share Private Health Information for Any Other Uses: Besides the reasons stated in section D, in order for the James Morehouse Project to give any of your private health information to anyone outside the James Morehouse Project collaborative we must have written authorization from you, and you have the right to revoke that authorization at any time. (“Authorization for Release of Health Information” Forms are available at the James Morehouse Project).

F. Additional Rights Regarding Your Information:

You have the following rights regarding the records that we keep about your child.

1. **Right to Inspect and Copy:** You have the right to inspect and copy some of the information in our records. We may deny your request in certain circumstances. If you are denied access to information, you may request that the denial be reviewed as provided by law.
2. **Right to Amend:** If you feel that information we have about your child is incorrect or incomplete, you may ask us to amend the information. (Request for Amendment form is available upon request.) You must provide a reason that supports your request. We are not required to make the amendment if we determine the existing information is accurate and complete. If there is an error, it will be corrected by adding, clarifying or supplementing information. We may deny your request if you ask us to amend information that:
 - a. Was not created by us, unless the creator of the information is no longer available to make the amendment;
 - b. Is not part of the information kept by or for our program;
 - c. Is not part of the information you would be permitted to inspect or copy.
3. **Right to Accounting of Disclosures:** You have the right to request an “accounting of disclosures.” This is a list of the disclosures we made of information about your child in the 6 years prior to the date you request the accounting. The accounting will not include:
 - a. Disclosures that we made to you.
 - b. Disclosures that were made with your written authorization.
 - c. Certain other disclosures that we made as allowed or required by law.

Your request must state a time period, which may not be longer than 6 years.

4. **Right to Request Restrictions:** You have the right to request a restriction or limitation on the information we use or disclose about your child. We are not legally required to follow your request. If we agree to your request, we will follow it except in emergency situations. You cannot limit the uses or disclosures that we are required to make by law.

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- 5. **Right to Request Confidential Communications:** You have the right to request that we communicate with you about your child’s counseling in a certain way or at a certain location in order to maximize confidentiality. For example, you may ask that we contact you only at work or only by mail. We will not ask you for the reason for the request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

- 6. **Right to Obtain a Paper Copy if this Privacy Notice Upon Request:** Even if you already agreed to receive this privacy notice electronically, you also have the right to obtain a paper copy of this notice upon request.

If you wish to exercise any of the rights listed above, you must submit a request in writing or by using a form that we have prepared for that purpose. We may charge a reasonable fee for the costs of copying, mailing or other supplies associated with your request.

G. Changes to this Notice:

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for information we already have about your child as well as any information we receive in the future. We will post a copy of the current notice at the James Morehouse Project office. The notice will contain the effective date of the revised notice. You may request a current notice at any time.

H. Complaints:

If you believe your privacy rights have been violated, you may file a complaint with:

Executive Director James Morehouse Project El Cerrito High School 540 Ashbury Ave., Room A210 El Cerrito, CA 94530 (510) 524-8252	OR	Secretary of U.S. Department of Health and Human Services Office for Civil Rights Attn: Regional Manager 50 United Nations Plaza, Room 322 San Francisco, CA 94102 (800) 368-1019
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All complaints must be submitted in writing. You will not be penalized, nor retaliated against for filing a complaint.

I. For Further Information on Anything Pertaining to this Notice of Privacy Practices, please contact:

Executive Director
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