

<b>COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEASTERN MICHIGAN</b>		<i>Policy and Procedure</i> <i>Confidentiality &amp; Access To Clinical Records</i>	
Department: Compliance Author: CJ Witherow		Local Policy Number (if used)	
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**I. PURPOSE**

To establish guidelines for maintaining confidentiality of recipient records and to identify circumstances under which information may be disclosed.

**II. POLICY**

Information in the record of a recipient and other information obtained while providing services to a recipient, shall be kept confidential, including the fact that a person is or is not receiving services. Confidential information may be disclosed outside the CMHSP and its contractual agencies only in the circumstances allowed by law and referenced in this Policy.

**III. APPLICATION**

All officials, board members, employees students, and volunteers of the affiliation, which is comprised of: the WCHO (as the Prepaid Inpatient Health Plan/PIHP), the Comprehensive Specialty Services Networks (CSSN's), and the Comprehensive Specialty Services Network look-alike (CSSN-LA) within the Community Mental Health Partnership of Southeast Michigan (CMHPSM). This includes some Licensed Independent Practitioners and all subcontracted providers and substance abuse agencies under contract with the CMHPSM.

**IV. DEFINITIONS**

Affiliation - The Community Mental Health Partnership of Southeast Michigan composed of Lenawee, Livingston, Monroe, and Washtenaw counties (CSSN's/CSSN Look-alikes and PIHP). For the purposes of this policy, "affiliation" or CMHSPM will include all four counties and any providers/entities with which they have a contractual agreement.

Community Mental Health Partnership of Southeastern Michigan (CMHSP) - The affiliation of the WCHO as the PIHP and the four community mental health boards/CMHSP's that provide services to Medicaid and Indigent consumers with developmental disabilities, mental illnesses and substance abuse recipients either directly or through contract agencies.

Community Mental Health Service Provider (CMHSP) – the individual community mental health authorities that comprise the affiliation. This is the county-specific entity or community mental health authority/agency where services are provided to recipients either directly or through contract agencies.

Comprehensive Specialty Services Network (CSSN) - An organization that is certified as a CMHSP, including a recipient rights systems, services across all populations (either directly operated or through a network of contract providers), has a publicly appointed Board of Directors, and is accredited.

CSSN Look-a-Like (CSSN-LA) - A public entity that has a publicly appointed board of directors or has publicly appointed officials that delivers Medicaid and indigent services and is accredited.

Confidential Information - All personally identifiable information and material about a recipient, including information contained in automated data banks, and the information that an individual is or is not receiving services.

Confidentiality – To keep all personally identifiable information about a recipient private and not allow such information to be seen or used by anyone who does not have specific authorization to do so.

Data Use Agreement – An agreement that assures that the recipient of a limited data set will only use or disclose the protected health information for limited purposes. The Agreement must establish permitted uses and disclosures of the limited data set, establish who is permitted to use or receive the limited data set, and provide for the confidentiality of the limited data set.

Documentable Request - A written request, or a verbal request which shall be documented by staff in the clinical record.

Holder of the Record - The agency charged with responsibility for maintaining and safeguarding each recipient's primary record. The CMHSP is the holder of the record for all recipients receiving services from the CMHSP or from an organization providing services under contract with the CMHSP. The CMHSP may delegate to organizations under contract the responsibility of maintaining portions of the record.

Limited Data Set – Protected health information that excludes direct identifiers of the recipient or of relatives, employers, or household members of the recipient. Direct identifiers are: name, postal address information, phone and fax numbers, e-mail address, social security numbers, health plan beneficiary numbers, account numbers, certificate/license numbers, vehicle identifiers, device identifiers or serial numbers, URL's, internet protocol address numbers, biometric identifiers, and photographic or any comparable images.

Pre-paid Inpatient Health Plan (PIHP) - The organization that manages specialty health care services under the Michigan Medicaid Waiver Program for Specialty Services. The PIHP provides specialty health care services to enrollees under contract with the state, and on the basis of prepaid capitation payments or other payments that do not use State plan payment rates. The PIHP provides, arranges for, or otherwise has the responsibility

for the provision of hospital or institutional services for its enrollees, and does not have a comprehensive risk contract.

Privileged Information - Information obtained by a psychiatrist, psychologist or other staff member in connection with examination, diagnosis or treatment of a recipient.

## **V. STANDARDS**

### **A. General**

Confidential information entered into the clinical record on or after March 28, 1996, shall be disclosed to a legally competent adult recipient upon his/her request without regard to detriment. Disclosure shall be made as expeditiously as possible, but in no event later than the earlier of 30 days from the date of the request or prior to release from treatment.

Except as provided above, confidential information may be released with consent from one of the following:

1. Recipient
2. Recipient's guardian with authority to consent
3. Parent with legal custody of a minor recipient
4. Court approved personal representative or executor of the estate of a deceased recipient to:
  - a. Providers of mental health services to the recipient.
  - b. An attorney for the recipient.
  - c. The recipient or any other person or agency in accordance with this policy.

Confidential information must be disclosed, with consent if possible or without consent, under one or more of the following circumstances:

1. Order or Subpoena of a court or legislature for non-privileged information.
2. To a prosecutor as necessary for the prosecutor to participate in a proceeding governed by the Mental Health Code.
3. To the Auditor General.
4. When necessary to comply with another provision of law, e.g., Children's Protective Services Act, Adult Protective Services Act. (Within 14 days after receipt of a written request from DHS Child Protective Services, pertinent records and information shall be released.) Specific procedures are set forth in the policy on Abuse and Neglect.
5. To the Department of Community Health when necessary in order for the Department to discharge a responsibility placed upon it by law.
6. To the recipient's surviving spouse or, if none, closest relative of the recipient in order to apply for and receive benefits, but only if the spouse or closest relative has been designated the personal representative or has a court order.
7. Under order or subpoena from a Court, to an attorney or other regarding a Child Protective Services civil action per MCLA 722.631.

Confidential information may be disclosed, with consent if possible or without consent, at the discretion of the holder of the record:

1. To enable a recipient to apply for or receive benefits which shall accrue to the Board or shall be subject to collection for liability for mental health services.
2. For research, evaluation, accreditation, or statistical compilation. In the case of research, disclosure will not be allowed without an authorization, or an authorization waiver from an Institutional Review Board, unless disclosure is limited to a limited data set and a data use agreement is in place.
3. To providers of mental or other health services or to a local police agency or other public agency when there is a compelling need for disclosure based upon a substantial probability of harm to the recipient or others.

The holder of the record, when authorized to release information for clinical purposes by the recipient, guardian, or parent of a minor, shall release a copy of the entire medical and clinical record to the provider of mental health services.

Recipient information and records may be exchanged among CMHSP staff and with contractual agencies which provide mental health services without obtaining a Release of Information authorization to the extent that such exchange of information is necessary for the provision of services and set forth in the Notice of Privacy Practices.

Privileged information shall not be disclosed in civil, legislative, or administrative cases or proceedings, unless the client has waived the privilege, except under circumstances required by law.

Information shall be provided to private physicians or psychologists appointed or retained to testify in civil, criminal, or administrative proceedings. The holder of the record shall:

1. Notify physician or psychologists, before the review of records, when the records contain privileged communication which cannot be disclosed in court.
2. Inform the court or other entity that issues a subpoena or order and the Attorney General's office, if involved, if subpoenaed or ordered information is privileged under a provision of law. Privileged information shall not be disclosed unless disclosure is permitted because of an express waiver of privilege or because of other conditions which, by law, permit or require disclosure.

Redisclosure: Specific information in the record obtained from other agencies through a Release of Information authorization will be released with a signed Release of Information authorization unless precluded by 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records. Persons requesting information that cannot be redisclosed shall be referred directly to the source agency. If the request is made by the recipient, or someone legally authorized to act on behalf of the recipient, for the purpose of obtaining access to the recipient's own record, the entire medical and clinical record will be made available, including information obtained from other agencies.

Information regarding persons other than the recipient identified on the Release of Information authorization shall not be disclosed without similar consent from those persons. With regard to family members, a Release of Information authorization signed by the parent of a minor, guardian, or recipient does not permit disclosure of information regarding any other member of the family unless:

1. The release form specifically includes the other family members and all adult family members have signed a release of information form, or
2. The information released is general and does not include specificity on any family member who has not signed a release of information.

The holder of the record shall not decline to disclose information if a recipient, guardian, or parent of a minor has consented, except for a documented reason. When information is disclosed, the identity of the person to whom it pertains shall be protected and shall not be disclosed unless it is germane to the authorized purpose for which disclosure was sought; and, when practicable, no other information shall be disclosed unless it is germane to the authorized purpose for which disclosure was sought and based on the requestor's "need to know".

Clinical record information released to any agency or individual shall be accompanied by a Notice of Federal and State Laws Against Further Disclosure.

A record shall be kept on the Confidential Information Release Log of all disclosures of confidential information and shall include the following information:

1. Information released
2. To whom it is released
3. The date it was released
4. The purpose claimed by the person requesting the information and how the disclosed information relates to the purpose.
5. The legal basis under which a disclosure was made.
6. Statement that the persons receiving the disclosed information can only further disclose consistent with the authorized purpose for which it was released, e.g., Notice of Federal and State Laws Against Further Disclosure.

A summary of Sec, 748, Confidentiality, of P.A. 258 as amended, Michigan Mental Health Code, shall be made a part of each recipient's record.

### **Accounting of Disclosures**

A recipient has the right to request an accounting of disclosures of their confidential information made in the six years prior to the date on which the accounting is requested, but no sooner than April 14, 2003. This accounting does *not* have to include: disclosures that were for treatment, payment, and healthcare operations as outlined in the Notice of Privacy Practices; disclosures made without an authorization that were required by law; disclosures for national security or intelligence purposes; disclosures made as part of a limited data set; or disclosures made pursuant to a signed Release of Information authorization.

The accounting must be provided to the recipient within sixty days of receipt of their request and must include disclosures that occurred during the preceding six years (or a shorter time period at the request of the individual), but not prior to April 14, 2003, and must include disclosures made to or by the CMHSP and its business associates.

The accounting must include the date of the disclosure; the name of the person or entity to whom the disclosure was made; a brief description of the confidential information

that was disclosed; and a brief statement of the purpose of the disclosure that reasonably informs the individual of the basis for the disclosure.

### **Peer Review**

The records, data, and knowledge collected for or by individuals or committees assigned a peer review function, including the review function under Sec. 143a(1) of the Mental Health Code, are confidential, shall be used only for the purposes of peer review, are not public records, and are not subject to court subpoena.

### **B. Requests for Information from Attorneys, Prosecutors and from Attorneys or Others through Subpoena**

If a staff member receives a request for information from an attorney or receives a subpoena requesting confidential information, that Program's Administrator/Department Head or his/her designee shall be informed. That Program's Administrator shall inform the CMH Director and shall make available to the CMH Director a copy of the subpoena or request for information along with a description of the actions contemplated by the program.

Information shall be provided by the holder of the record to attorneys, other than prosecuting attorneys:

1. Who present a consent for release of confidential information completed by the recipient, guardian, or parent of a minor.
2. Who are retained or appointed by a court to represent a recipient and present identification and a properly executed Consent for release of confidential information.
3. Who do not represent a recipient but present a certified copy of an order from a court directing disclosure.

A prosecutor may be given non-privileged information pursuant to a subpoena if it relates to proceedings under the Mental Health Code, and a good faith effort has been made to notify the recipient and provide the recipient an opportunity to file an objection with the court. Privileged information may be disclosed pursuant to a court order, if it relates to proceedings under the Mental Health Code, including all of the following:

1. Names of witnesses to acts which support the criteria for involuntary admission.
2. Information relevant to alternatives to admission to a hospital or facility.
3. Other information designated in policies of the governing body.

### **C. Court Services Confidentiality**

Information obtained in interviews that take place as part of the court commitment procedure, including commitment interviews and alternative report interviews, may be disclosed without a Release of Information authorization only with respect to the particular purpose for which the examination occurred. A staff member conducting such an interview must explain to the recipient that any information obtained in the interview is not confidential, in relation to a court proceeding. If the recipient was not informed that communications could be used in court proceedings, then those

communications are privileged and shall not be disclosed, unless the person has waived the privilege.

#### **D. Disclosure of Information Regarding HIV/AIDS Status**

A Release of Information authorization that specifies that consent is given for disclosure of information regarding HIV/AIDS status must be obtained before releasing such information. A general consent to release medical or health information is not sufficient.

State law allows information regarding a recipient's HIV/AIDS status to be released without a Release of Information authorization to those staff, students, or volunteers of the CMHSP or organizations under contract to the CMHSP who are diagnosing or caring for the recipient. These are the only staff, students, or volunteers who have a "need to know" this information, and includes only those who are providing direct treatment or managing the treatment of the consumer's physical and mental health care. Disclosure to anyone else will require a signed Release of Information authorization.

Disclosure may be made to the local Department of Public Health regarding HIV/AIDS status without a Release of Information authorization if necessary to:

1. Protect the health of an individual.
2. To diagnose and care for a recipient.
3. To prevent further transmission of the virus.

Disclosure to the local Department of Public Health shall not contain information that identifies the individual to whom the information pertains, unless the identifying information is determined by the person making the disclosure to be reasonably necessary to prevent a foreseeable risk of transmission of the virus.

#### **E. Disclosure of Information Regarding Substance Abuse Treatment Program Services**

A Release of Information authorization indicating the specific information to be disclosed must be obtained before releasing information regarding recipients who are receiving any alcohol or drug abuse related services, including assessment, diagnosis, counseling, or referral for treatment.

A substance abuse treatment program may not inform a person outside the program that a recipient attends the program, or disclose any information identifying a recipient as an alcohol or drug abuser unless:

1. The recipient consents to disclose about substance abuse treatment in writing, or
2. The disclosure is allowed by court order, or
3. The disclosure is made to medical personnel in a medical emergency, or
4. The disclosure is made to qualified personnel for research, audit, or program evaluation, or
5. The recipient commits or threatens to commit a crime either at the program or against any person who works for the program, or
6. There is suspected child abuse and/or neglect which must be reported to DHS Child Protective Services, or

7. Information is needed by a qualified service organization in order to provide services to the program.

**F. Disclosure of Information to Protection and Advocacy Staff**

If a staff member receives a request for information from Protection and Advocacy staff, that Program's Administrator/Department Head or his/her designee shall be informed. That Program's Administrator/designee shall inform the CMH Director or his/her designee prior to the disclosure of confidential information.

If Michigan P&A receives a complaint or has probable cause to suspect abuse, the following conditions must be met before Michigan P&A may have access to the record:

1. Request must be in writing.
2. In the interest of ensuring that the record is not released inappropriately, the CMH Director/designee must determine if, in the Director's professional judgment, the purpose of the Michigan P & A request for access to the record is due to reasonable cause to suspect that the recipient has been or is being subjected to abuse or neglect.
3. The CMHSP must limit the disclosure to the relevant information expressly authorized by statute or regulation.
4. The CMHSP must maintain documentation of all disclosures.

If the above criteria are met, a representative of P&A shall have access to the clinical records of all of the following:

1. A recipient, if the recipient, or other empowered representative has consented to the access.
2. A recipient, including a recipient who has died or whose whereabouts are unknown, if all of the following apply:
  - a. Because of mental or physical condition, the recipient is unable to consent to the access.
  - b. The recipient does not have a guardian or other legal representative, or the recipient's guardian is the state.
  - c. Michigan P&A Services has received a complaint on behalf of the recipient or has probable cause to believe, based on monitoring or other evidence, that the recipient has been subject to abuse or neglect.
3. A recipient who has a guardian or other legal representative if all of the following apply:
  - a. A complaint has been received by the P&A system or there is probable cause to believe the health or safety of the recipient is in serious and immediate jeopardy.
  - b. Upon receipt of the name and address of the recipient's legal representative, Michigan P&A Services has contacted the representative and offered assistance in resolving the situation.
  - c. The representative has failed or refused to act on behalf of the recipient.

In order for a P&A representative to determine whether a recipient is subject to a guardianship or conservatorship order and to determine who has the power to

authorize a release of information, the P&A shall be provided with the name, address, and telephone number of a guardian, conservator, or parent upon written request and presentation of a statement that a complaint has been received, or that P&A has probable cause to believe the recipient has been subjected to abuse or neglect or that the health or safety of the recipient is in serious and immediate jeopardy.

## **G. Use and Protection of Consumer Social Security Numbers**

Social Security numbers shall be protected as confidential information when obtained in the course of business by CMHSPM staff and contracted providers. No person shall knowingly obtain, store, transfer, use, disclose or dispose of a Social Security number that the CMHSPM obtains or possesses except in accordance with the Social Security Privacy Act and this policy.

### **Obtaining Social Security Numbers**

Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this policy. Legitimate reasons for collecting a Social Security number include, but are not limited to:

- Where required for billing purposes.
- When state or federal law, rule, regulation, or court order authorizes, permits, or requires that a social security number appear in the document.
- When a document is sent as part of an application or enrollment process initiated by the consumer.
- When a document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, health insurance benefit.
- When a document or information is received by a public body under any of the following circumstances:
  - i. The document or information is a public record and is received in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.
  - ii. The document or information is a copy of a public record filed or recorded with a county clerk or register of deeds office and is received by that office to a person entitled to receive that record.

### **Use of Social Security Numbers**

Wherever possible, identifying information other than a consumer's Social Security Number shall be used in the course of providing services and supports. Such other identifying information includes the electronically assigned consumer identification number.

All or more than 4 sequential digits of a social security number contained in a public record are exempt from disclosure under the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246. Therefore a consumer's SSN shall not be disclosed/shall be

protected from disclosure with any documents that are sent out in response to a request under the Freedom of Information Act.

#### Public Display

No more than four sequential digits of a Social Security number shall be placed on, or any materials or documents designed for public display (i.e. identification cards, badges, time cards).

Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.

Forms used in the provision of services to consumers shall use the Consumer ID number assigned to each consumer. Where use of a consumer's Social Security number is necessary in the course of assuring provision of services/supports, no more than the last four numbers of a consumer's social security number shall be used.

#### Account Numbers

No more than four sequential digits of a Social Security number shall be used as a primary account number for an individual.

#### Computer Transmission

No more than four sequential digits of a Social Security number shall be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.

#### Mailed Documents

All documents containing more than four sequential digits of a Social Security number shall only be sent in cases where state and federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document.

Documents containing more than four sequential digits of a Social Security number that are sent through the mail shall not reveal the number through the envelope window or otherwise be invisible from outside the envelope or package.

#### Storage

All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

#### Access to Social Security Numbers

Only staff that has a need to know for legitimate business reasons shall have access to records containing Social Security numbers. Staff using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.

## Disposal of Documents with an SSN

Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding. See the CMHPSM Record Retention policy for more specific information on state and federal disposal/destruction requirements.

## Unauthorized Use or Disclosure of Social Security Numbers

The CMHPSM shall take reasonable measures to enforce this policy and to correct and prevent the occurrence of any known violations. Any staff who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The CMHPSM will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains uses or discloses Social Security numbers through the CMHPSM for unlawful purposes.

### **H. Disclosure of Information for Purposes of Evaluation, Accreditation, Compilation of Statistical Information, or Research**

Confidential information may be disclosed in the discretion of the holder of the record for the purposes of evaluation, accreditation, or compilation of statistical information:

1. Only when it is essential to achieve the purpose for which the information is sought, or
2. When preventing such identification would clearly be impractical. Confidential information shall not be released if the subject of the information is likely to be harmed by its release.

Whenever possible, aggregate data shall be provided which does not identify recipients or disclose confidential information.

Requests for information in connection with evaluation, accreditation or statistical compilation shall be reviewed by the Director's office, which shall ensure that:

1. Confidential information is not disclosed in any manner, including inspecting or sampling of information, unless such disclosure is essential to achieve the purpose and allowed by law.
2. Disclosure is not to be made when identification would be harmful to a recipient.
3. When an evaluator, an accreditor or compiler of statistical information asserts that withholding confidential information about a recipient would be too impractical to be prevented, documentation is provided which verifies this assertion before approval for disclosure is given.
4. Recipient confidentiality shall be safeguarded in any document which is to be disseminated outside the CMHSP.

Requests for information in connection with research, investigative activities, and/or utilization of experimental intervention methods or medication are subject to review by an Institutional Review Board as described in CMH Policy on Research. Confidential information will be disclosed without a Release of Information authorization only if:

1. An authorization waiver is approved by an Institutional Review Board, or
  2. Disclosure is limited to a limited data set where there is a data use agreement in place.
- I. Report of Potential Physical Harm and Duty to Warn

If a staff member assesses that a situation exists or that information received indicates that "substantial or serious physical harm may come to the recipient or to another person in the near future" s/he shall immediately inform the Program/Administrator/Department Head or his/her designee and complete the standard affiliate form on Report of Potential Physical Harm (see Exhibit A). The CMH Director shall be immediately notified and the Report of Potential Physical Harm submitted to him/her. Then, confidentiality policies may be waived to disclose necessary information to the local police agency or to others.

If the threat of physical violence is against a reasonably identifiable person, and the recipient has the apparent intent and ability to carry out that threat in the foreseeable future, the staff member or Director/designee has a duty to take one or more of the following actions in a timely manner:

1. Hospitalize the recipient or initiate proceedings to hospitalize the recipient.
2. Make a reasonable attempt to communicate the threat to the threatened person and communicate the threat to the local police department for the area where the threatened person resides.
3. If the staff member or Director/designee has reason to believe that the threatened person is a minor or is incompetent by other than age, they will communicate the threat to the threatened person's parent, legal guardian, or whoever is appropriate in the best interests of the threatened person, in addition to communicating the threat to the threatened person, if appropriate, and to the local police department.

A Report A copy of the Report of Potential Physical Harm (see Exhibit A) shall be included in the recipient's record.

#### **J. Delay in Release of Confidential Information**

Confidential information entered into the mental health clinical record on or after March 28, 1996 shall be promptly disclosed to a third party, without regard to possible detriment, upon an adult recipient's legally competent request. Information in the record will be redisclosed only to an extent consistent with the authorized purpose for which the original disclosure was made. Confidential information related to substance abuse will be released to a third party who is not the recipient or the recipient's legal representative only as allowed by 42 CFR, Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records.

Except as provided above, disclosure of confidential information entered into the clinical record on or before March 27, 1996 may be delayed (unless it is to be released pursuant to an order or a subpoena of a court or the legislature for non-privileged information, to a prosecutor as necessary for the prosecutor to participate in a proceeding governed by the Mental Health Code, to a recipient's attorney with the recipient's consent, the auditor general, or when necessary to comply with another provision of law) if:

1. Staff has determined, in the exercise of professional judgment, that such disclosure would produce a substantial probability of detriment to the recipient or others; or
2. The recipient, guardian or parent of a minor requests that information not be released or declines to consent, except that information shall be released to a recipient's attorney without delay if the recipient has consented even though guardian or parent of a minor requests a delay.

If a staff member believes that the disclosure of information contained in the record to a person or agency would produce a substantial probability of detriment to the recipient or others, the staff member must obtain permission of the Program Administrator/Department Head for any delay in the disclosure. The Program Administrator/Department Head shall review the request and make a determination whether the disclosure will be allowed within three business days if the record is located on-site and within ten business days if the record is at another location. The record will be released if the benefit of disclosure to the recipient outweighs the risk. The Program Administrator/Department Head shall also determine whether part of the information can be released without risk.

If information is not disclosed, a statement shall be included in the record explaining why the information was not disclosed. The requestor shall be given written notification of the determination regarding detriment and the justification for the determination. If the requestor disagrees with the determination, s/he may file a Recipient Rights Complaint.

#### **K. Recipient Access to His/Her Own Record**

A recipient requesting access to his/her own record shall be asked to provide a written request to see part or all of the record, and provide appropriate identification before seeing the record (see Exhibit B). The assigned staff, supervisor, Program Administrator/Department Head, or designee shall be available to review the contents of the record with the recipient.

If a recipient requests a copy of his/her record, the record shall be copied onto watermarked paper and made available to the recipient within thirty days of receipt of the request. A reasonable amount for photocopying may be charged. The cost per page shall be calculated annually. Upon receipt of copy, the recipient shall sign a statement that confirms receipt and advises the recipient that the CMHSP cannot protect the confidentiality of records that are released into his/her possession; the recipient will be responsible for protecting the confidentiality of those records.

A competent adult recipient has the right to see all information entered into his/her clinical record on or after March 28, 1996, including reports obtained from other

agencies, without regard to possible detriment unless such access is prohibited by 42 CFR Part 2.

A recipient has the right to see all information entered into his/her clinical record on or before March 27, 1996, including reports obtained from other agencies. Access will be denied in whole or in part, however, if in the judgment of the Program Administrator /Department Head :

1. The access is reasonably likely to endanger the life or physical safety of the recipient or another person; or
2. The record makes reference to another person (who is not a health care provider) and providing access to the record is reasonably likely to cause substantial harm to such other person; or
3. If the request is made by the recipient's personal representative and the provision of access to such personal representative is reasonably likely to cause substantial harm to the recipient or another person.

If a request from a recipient for access to his/her record is denied in whole or in part, the CMHSP must provide the recipient with a written denial and offer the recipient the option of obtaining a review of the denial. The written denial must describe the basis for the denial and a description of how the recipient can complain to the CMHSP or to the Secretary of Health and Human Services, including the name, title, and telephone number of the contact person at the CMHSP who will handle such complaints.

If the recipient chooses to have the denial reviewed, the Director will designate a licensed psychologist, master's level social worker, or master's level psychologist, who did not participate in the original decision to deny access, to act as a reviewing official. The CMHSP must provide written notification to the recipient of the reviewing official's determination, and must provide or deny access in accordance with the determination made by the reviewer.

If the CMHSP does not maintain the record that is the subject of the recipient's request for access, and the CMHSP knows where the requested record is maintained, the CMHSP must inform the recipient where to direct the request for access.

#### **L. Recipient's Right to Amend His/Her Own Record**

A recipient, guardian, or parent of a minor may add a notation at any time in the clinical record, and this statement shall become part of the clinical record. A recipient, guardian or parent of a minor may challenge the accuracy, completeness, timeliness, or relevance of factual information in the record and may insert into the record a statement correcting or amending the information at issue, and this statement shall become part of the clinical record within 30 days of its receipt.

The CMHSP must make reasonable efforts to inform and provide the amendment to any health care provider the recipient identifies as being in need of the amendment, and to persons, including business associates, that the CMHSP knows have the record that is subject to amendment and that may have relied, or could foreseeably rely, on the information to the detriment of the recipient.

The CMHSP has the right to deny a recipient's request for an amendment if the

information that is subject to the request was not created by the CMHSP, unless the recipient provides a reasonable basis to believe that the originator of the record is no longer available to act on the request for amendment. If the request is denied in whole or in part, the CMHSP must:

1. Provide a timely written denial containing the basis for the denial and, if possible, informing the recipient where to direct the request for amendment.
2. Notify the recipient that he/she may either submit a statement of disagreement or that he/she may request that the CMHSP provide the request for amendment and denial with any future disclosures of the confidential information that is the subject of the amendment.
3. Provide a description of how the individual may complain to the CMHSP or to the Secretary of Health and Human Services, including the name, title, and telephone number of the contact person at the CMHSP who will handle such complaints.

#### **M. Record Storage**

Hardcopy recipient records shall be stored in locked file cabinets or a locked record room under the supervision of one person designated by the Program Administrator/Department Head. File cabinets or record rooms containing recipient records shall be kept locked overnight and when unattended to control access to records.

Each program shall institute a system to control the location of recipient records on the premises. No records are to leave the program site unless explicit permission has been granted by the Program Administrator. Recipient records shall be signed out by staff when the record is removed from the office. Sign-out forms shall be placed in the appropriate file when the recipient record is removed.

**Recipient records in electronic form shall be maintained and protected under the same state and federal laws and guidelines outlined in this policy.**

Department of Community Health Guidelines on Record Retention and disposal shall be followed for all recipient records (paper and electronic). Consumer records will be retained until the last date of service plus 20 years. Records closed for 20 years or longer from the last date of service will be destroyed by shredding, burning or chemical recycling. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22). Refer to the CMHPSM Record Retention and Destruction of Records Policy for more specific information on the retention and disposal/destruction of consumer records.

#### **VI. EXHIBITS**

- A. CMHPSM form on Report of Potential Physical Harm
- B. Request for Access to Review or Receive a Copy of a Clinical Record form

**VII. REFERENCES**

Reference:	Check if applies:	Standard Numbers:
45 CFR Parts 160 & 164 (HIPPA)	X	
42 CFR Part 2 (Substance Abuse)	X	
Michigan Mental Health Code Act 258 of 1974	X	
JCAHO- Behavioral Health Standards	X	
MDCH Medicaid Contract	X	
MDCH Substance Abuse Contract	X	
Michigan Medicaid Provider Manual	X	
PIHP Policy Review Schedule		
Michigan Department of Community Health Policy, Resident Records: Release to Protection and Advocacy, 07-C-1748/GL-00	X	
Confidentiality of HIV/AIDS Information, MCL 333.5131; Michigan Public Health Code, Public Act 488 of 1988, as amended	X	
Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81	X	
CMHPSM Policy on Sanctions for Breaches of Security or Confidentiality	X	
CMHPSM Record Retention and Destruction of Records Policy	X	
Michigan Department of Community Health Policy, Records Retention and Disposal Schedules, 07-C-1746/GL	X	

**VIII. PROCEDURES**

None

## REPORT OF POTENTIAL PHYSICAL HARM

In the event of imminent danger, all steps necessary and appropriate to protect the immediate health and safety of consumers, staff and the public should be initiated.

Per the CMHPSM, if a staff member assesses that a situation exists or that information received indicates that “substantial or serious physical harm may come to the recipient or to another person in the near future” s/he shall immediately inform the Program Administrator/Department Head or his/her designee and complete a “Report of Potential Physical Harm. The Director/Designee shall be immediately notified and the Report of Potential Physical Harm be submitted to him/her. Then, confidentiality policies may be waived to disclose necessary information to the local police agency or to others under Duty to Warn”.

- This form is divided into three sections:
- (1) Report of Potential Harm
  - (2) Director or Director’s Designee Response
  - (3) Documentation of Notifications Made

Please be sure to complete *all three* sections.

### I. Report of Potential Harm

Report Date:		
Consumer Name:	ID #:	D.O.B.
Date of Threat:	Threat Made to:	
Description of Consumer:		
Description of Threat:		
Identity of person(s) threatened:		
Nature of Threat:		
Assessment of <i>intent</i> to carry out threat in foreseeable future:		

Assessment of <i>ability</i> to carry out threat in foreseeable future:	
Have procedures been initiated to hospitalize recipient?	
Rationale for waiving confidentiality policy:	
Who has been consulted in making this recommendation?	
Is contact information available for threatened person(s)? If not, what attempts have been made to secure this information?	
Law enforcement agency to be notified:	
Signature and Credentials of Staff:	
Date:	Time:

**II. Director or Director's Designee Response:**

Waiver of confidentiality approved?	
Rationale:	
Signature:	
Date:	Time:

**III. Documentation of Notifications Made:**

Person Notified (include description of/relationship to consumer):	Date:	Time:
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Description of information provided:
Description of individual's response:

Law Enforcement Agency Notified:		
Agency Contact Name:	Date:	Time:
Description of information provided:		
Response:		

Health & Safety Alert Placed in Electronic Record:    Yes            No	Date:
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Describe any additional follow up action planned/steps taken to protect others: (If minor is involved, include any reports to DHS, parent (custodial or non-custodial), legal guardian)
Signature and Credentials of persons completing notification:

Cc: Office of Recipient Rights  
Program Administrator/Department Head  
Legal Section of Client File

### Request for Access to Review or Receive a Copy of a Clinical Record

I, \_\_\_\_\_ request access to review or receive a copy of the  
(Person making request - Print)  
clinical record for \_\_\_\_\_.  
(Consumer name)

I confirm that I am either the person identified as the consumer, the consumer’s guardian, legal representative, or parent of a minor. I am aware that in order for this request to be reviewed I must show proof of my identity and/or legal ability to make this request.

I am requesting to:

- Receive a copy of the record
  - In whole
  - In part

If the request is in part, I am requesting a copy of the following portions of the record:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

And/Or:

- Be given access to review the record

I understand that if I am requesting a copy of or access to the clinical record (either in whole or in part):

- I may be charged a reasonable fee for the cost of photocopying the record.
- I will need to sign a statement that I received a copy, that the community mental health services provider cannot protect the confidentiality of any records that are released into my possession, and that I will be responsible for protecting the confidentiality of those records.
- If I am requesting access to review the record, a CMH staff person will be available to review the record.

I also understand I may be denied access to or a copy of the records in whole or in part. If this occurs, I will be informed in writing of the reason that this request is denied and be given information on how to file a complaint.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

\*\*\*\*\*

For Staff Use Only:

- Proof of Identification Shown (with picture, i.e. police ID or driver’s license; including guardianship/court papers where applicable)

Type of ID shown: \_\_\_\_\_

Staff Name/ Signature: \_\_\_\_\_