



Minnesota Disability Support Alternatives

9705 45<sup>th</sup> Avenue North #41982 | Plymouth, MN 55442

Phone: 651-317-4679 | Fax: 1-651-560-5578 | [main@mndsa.org](mailto:main@mndsa.org) | [www.mndsa.org](http://www.mndsa.org)

## Your Information. Your Rights. Our Responsibilities.

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This notice describes how medical information about you may be used and disclosed and how you can get access to this information. **Please review it carefully.**

### Your Rights

You have the right to:

- Get a copy of your Community Support Plan (CSP) and Health and Safety Plan (HSP)
- Correct your CSP and HSP
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

### Your Choices

You have some choices in the way that we use and share information as we:

- Answer questions related to your CSP and HSP

### Our Uses and Disclosures

We may use and share your information as we:

- Help create, manage, and amend your CSP and HSP
- Run our organization
- Help with public health and safety issues
- Do internal research
- Comply with the law
- Address law enforcement and other government requests
- Respond to lawsuits and legal actions



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## Your Rights

**When it comes to your health information, you have certain rights.** This section explains your rights and some of our responsibilities to help you.

### Get a copy of your CSP and HSP

- You can ask to see or get a copy of your CSP and HSP and other health information we have about you. Ask us how to do this.
- We will provide a copy of your CSP and HSP, usually within 30 days of your request.

### Ask us to correct CSP and HSP

- You can ask us to correct your CSP and HSP if you think they are incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

### Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will consider all reasonable requests, and must say “yes” if you tell us you would be in danger if we do not.

### Ask us to limit what we use or share

- You can ask us not to use or share certain health information in the course of creating, managing, or amending your CSP and HSP.
- We are not required to agree to your request, and we may say “no” if it is an ethical or legal violation.

### Get a list of those with whom we’ve shared information

- You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about payment and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

### Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.



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### Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

### File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting our HIPAA Compliance Officer:  
Misha Liang, Director of Educational Planning.  
Email: [misha@mndsa.org](mailto:misha@mndsa.org) Phone: 651.317.4685
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).
- We will not retaliate against you for filing a complaint.

## Your Choices

**For certain health information, you can tell us your choices about what we share.** If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others
- Share information in a disaster relief situation

*If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*



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## Our Uses and Disclosures

### How do we typically use or share your health information?

We typically use or share your health information in the following ways.

#### Help create, manage, and/or amend your CSP and HSP

We can use your health information and share it with your case manager and fiscal support entity (FSE).

*Example: We contact your case manager to clarify if a paid parent/spouse is approved to work overnight hours.*

#### Run our organization

- We can use and disclose your information to run our organization, do internal research, and contact you when necessary.

*Example: We use health information about you to develop better services for you.*

### How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways related to court mandated reporting and fraud.

#### Help with public health and safety issues

We can share health information about you for certain situations such as:

- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone’s health or safety

#### Comply with the law

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.

#### Address law enforcement and other government requests

We can use or share health information about you:

- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law



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### Respond to lawsuits and legal actions

We can share health information about you in response to a court or administrative order, or in response to a subpoena.

### Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

### Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, on our web site, and we will mail a copy to you.

### Additional Information

- All of our employees are court mandated reporters. We are required by law to report suspected child/vulnerable adult abuse and/or neglect.
- All of your files containing personal health information will be deleted and/or destroyed after 6 years if you are inactive with our agency.
- HIPAA Compliance Officer: Misha Liang, Director of Educational Planning  
Email: [misha@mndsa.org](mailto:misha@mndsa.org)  
Phone: 651.317.4685



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## Acknowledgement of Receipt of Notice of Privacy Practices

I, \_\_\_\_\_, have received a copy of

**(Consumer/Legal Guardian/Responsible Party)**

Disability Support Alternatives Notice of Privacy Practices.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Consumer/Legal Guardian/Responsible Party Signature

\_\_\_\_\_  
Date

\*Attempted to obtain written acknowledgement of receipt of our Notice of Privacy Practices, but acknowledgement could not be obtained because:

- Individual refused to sign
- Other (Please Specify)