

Agreement * to Comply with HIPAA & Confidentiality – Federal & State Laws

Carefully read this agreement and sign off in the two indicated places and return signed copy to the CRB office.

The Children, Youth, and Families Department is a “covered entity” and as such must have a relationship with other “associates or partners” through agreements in how confidential information is handled. This Agreement was the result of a meeting between CYFD, CASA, and CRB. (Over for information on types of unauthorized disclosures.)

With the implementation of the Health Insurance Portability and Accountability Act (HIPAA), **CRB remains privy to confidential information** as stated in New Mexico State Law but how CRB deals with the information must be clearly spelled out and documented. (In regards to HIPAA, state confidentiality law supercedes federal law.)

If the following procedures are not followed your continued participation as a CRB volunteer or board regional specialist will need to be re-evaluated.

Before a CRB Review Day

- If you print off your monthly case information packet, put it in a secure location such as a desk drawer.
- When reading case information, remember this is material for your eyes only. Put material in the desk drawer or some where secure when not in your possession.
- If discussing the case with a fellow board member (for example, the board chair calling to assign a case) make sure that others can not identify whom you are speaking about.
- If you can not make it to a review day, you will need to destroy the packet.
- If you saved any of the case file information on your computer, you must delete the information after your review day.

During a CRB Review Day

- Do not allow interested parties at the review to look at the materials you have or the day's schedule. Talk only about the case you are reviewing.
- If you go out for lunch make sure your packets are secure. Do not leave in CYFD conference room.

After a CRB Review Day

- Turn in your packet and all notes to the regional specialist for shredding. Board chairs if you take your notes (not the packet) with you so that you can approve the recommendations when your regional specialist calls, destroy your notes after your regional specialist calls for recommendation approval

I hereby agree to the above procedures and understand that if I do not follow the specified procedures my status with CRB will be re-evaluated and I may be removed as a board member or regional specialist.

Name _____ Board # _____ Date _____

Refer to your volunteer manual for the Three Kinds of Unauthorized Disclosure

Remember CRB is by state law privy to confidential information in the abuse and neglect arena. With HIPAA, state law supercedes federal law. From the CYFD training module: “HIPAA is not about refusing to share important information or refusing to work together. HIPAA is about protection of privacy.”