

# Stark County Board of Developmental Disabilities


HIPAA Procedure 25: HIPAA Board Committee Members Utilizing Non-Staff Individuals	Effective: 4/14/2003
Chapter 2: Agency Administration	Page 1 of 1

**Subject: HIPAA Board Committee Members Utilizing Non-Staff Individuals**

Pursuant to Board policy and certain state or federal regulations, the Board must request members of the general public and/or Individuals Served (and their representatives or legal guardians) to serve on committees including, but not limited to, Steering Committees and Human Rights Committees. As committee members, these individuals may be given access to Protected Health Information (PHI) of individuals served by the Board.

The Privacy Officer is responsible for developing, implementing and overseeing an educational program to inform the committee members regarding the legal obligations placed on the committee and the Board to maintain the confidentiality and privacy of the PHI disclosed to them in their capacity as a committee member. Each committee member will be required, as a pre-requisite to participating on the committee, to sign a [confidentiality statement form \(HIPAA-CS\)](#) agreeing to adhere to the restrictions placed on the use and disclosure of PHI by state and federal law, in addition to Board policy.

Any PHI that is supplied may only be supplied in compliance with [HIPAA Procedure 14, HIPAA Minimum Necessary Standard](#). Each committee member is required to maintain the safekeeping and security of any information supplied to them in their capacity as a committee member. All committee members are strictly prohibited from improperly disclosing written materials supplied to them as a committee members.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Applies to:</td> <td style="width: 15%;">Yes</td> <td style="width: 15%;">No</td> </tr> <tr> <td>All employees</td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>Non Represented</td> <td></td> <td></td> </tr> <tr> <td>SCEPTA</td> <td></td> <td></td> </tr> <tr> <td>SCDD SSA</td> <td></td> <td></td> </tr> <tr> <td colspan="3">(1) <u>See Current Bargaining Agreement</u></td> </tr> </table>	Applies to:	Yes	No	All employees	X		Non Represented			SCEPTA			SCDD SSA			(1) <u>See Current Bargaining Agreement</u>			<p><b>Historical Resolution Information</b> Policy 2.22 HIPAA</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Date</b></td> <td style="width: 50%;"><b>Resolution</b></td> </tr> <tr> <td>1/19/13</td> <td>01-09-13</td> </tr> </table>	<b>Date</b>	<b>Resolution</b>	1/19/13	01-09-13
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Superintendent's Signature: 	Reviewer(s): Privacy Officer Security Officer																						