

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.

Your health record contains personal information about you and your health. State and federal law protects the confidentiality of this information. "Protected health information"(PHI) is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services. The confidentiality of alcohol and drug abuse Client records is specifically protected by Federal law and regulations. The confidentiality of mental health client records is specifically protected by state law. Nicasa is required to comply with these additional restrictions. This includes a prohibition, with very few exceptions, on informing anyone outside the program that you attend the program or disclosing any information that identifies you as an alcohol or drug abuser. The violation of these laws or regulations by this program is a crime. If you suspect a violation you may file a report to the appropriate authorities in accordance with Federal regulations or applicable law.

How We May Use and Disclose Health Information About You

- **For Services.** We may use medical and clinical information about you to provide you with services.
- **For Payment.** With your authorization, we may use and disclose medical information about you so that we can receive payment for the services provided to you. If you are receiving substance abuse treatment services, this will only be done with your authorization.
- **For Health Care Operations.** We may use and disclose your protected health information ("PHI") for certain purposes in connection with the operation of our program.
- **Without Authorization.** Applicable law also permits us to disclose information about you without your authorization in a limited number of other situations, such as with a court order. These situations are explained on the following pages.
- **With Authorization.** We must obtain written authorization from you for other uses and disclosures of your PHI.

Your Rights Regarding Your PHI. You have the following rights regarding PHI we maintain about you:

- **Right of Access to Inspect and Copy.** You have the right, which may be restricted in certain circumstances, to inspect and copy PHI that may be used to make decisions about your care. We may charge a reasonable, cost-based fee for copies.
- **Right to Amend.** If you feel that the PHI we have about you is incorrect or incomplete, you may ask us to amend the information although we are not required to agree to the amendment.
- **Right to an Accounting of Disclosures.** You have the right to request an accounting of the disclosures that we make of your PHI.
- **Right to Request Restrictions.** You have the right to request a restriction or limitation on the use or of your PHI for treatment, payment, or health care operations. We are not required to agree to your request.
- **Right to Request Confidential Communication.** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location.
- **Right to a Copy of this Notice.** You have the right to a copy of this notice.
- **Complaints.** You have the right to file a complaint in writing to us or to the Secretary of Health and Human Services if you believe we have violated your privacy rights. *We will not retaliate against you for filing a complaint.*

**If you have any questions about this Notice of Privacy Practices,
please contact Nicasa's Privacy Officer at
Nicasa, 31979 Fish Lake Road, Round Lake, IL 60073, (847) 546-6450**

This Notice of Privacy Practices describes how we may use and disclose your protected health information (“PHI”) in accordance with all applicable law. It also describes your rights regarding how you may gain access to and control your PHI. We are required by law to maintain the privacy of PHI and to provide you with notice of our legal duties and privacy practices with respect to PHI. We are required to abide by the terms of this Notice of Privacy Practices. We reserve the right to change the terms of our Notice of Privacy Practices at any time. Any new Notice of Privacy Practices will be effective for all PHI that we maintain at that time. We will make available a revised Notice of Privacy Practices by posting a copy on our website NICASA.ORG, sending a copy to you in the mail upon request, or providing one to you at your next appointment.

How We May Use and Disclose Health Information About You

Listed below are examples of the uses and disclosures that Nicasa may make of your protected health information (“PHI”). These examples are not meant to be exhaustive. Rather, they describe types of uses and disclosures that may be made.

Uses and Disclosures of PHI for Services, Payment and Health Care Operations

Services. Your PHI may be used and disclosed by your physician, counselor, program staff and others outside of our program that are involved in your care for the purpose of providing, coordinating, or managing your health care treatment and any related services. This includes coordination or management of your health care with a third party, consultation with other health care providers or referral to another provider for health care treatment. For example, your protected health information may be provided to the state agency that referred you to our program to ensure that you are participating in treatment. In addition, we may disclose your protected health information from time-to-time to another physician or health care provider (e.g., a specialist or laboratory) who, at the request of the program, becomes involved in your care. Except for emergency services, we will not send your PHI to an outside health care provider who is caring for you unless you give us written authorization to do so.

Payment. Examples of payment-related activities are: making a determination of eligibility or coverage for insurance benefits, processing claims with your insurance company, reviewing services provided to you to determine medical necessity, or undertaking utilization review activities. If you are in a substance abuse treatment program, we will not use your PHI to obtain payment for your health care services without your written authorization. If you are in a mental health program, we may use your PHI to obtain payment for your health care services without your written authorization.

Healthcare Operations. We may use or disclose, as needed, your PHI in order to support the business activities of our program including, but not limited to, quality assessment activities, employee review activities, training of students, licensing, and conducting or arranging for other business activities. For example, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your physician or counselor. We may also call you by name in the waiting room when it is time to be seen. We may share your PHI with third parties that perform various business activities (e.g., billing or typing services) for Nicasa, provided we have a written contract with the business that prohibits it from re-disclosing your PHI and requires it to safeguard the privacy of your PHI.

We may contact you to remind you of your appointments or to provide information to you about treatment alternatives or other health-related benefits and services that may be of interest to you. We may also contact you concerning Nicasa’s fundraising activities.

Other Uses and Disclosures That Do Not Require Your Authorization

Required by Law. We may use or disclose your PHI to the extent that the use or disclosure is required by law, made in compliance with the law, and limited to the relevant requirements of the law. You will be notified, as required by law, of any such uses or disclosures. Under the law, we must make disclosures of your PHI to you upon your request. In addition, we must make disclosures to the Secretary of the Department of Health and Human Services for the purpose of investigating or determining our compliance with the requirements of the Privacy Rule.

Health Oversight. We may disclose PHI to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies and organizations that provide financial assistance to the program (such as third-party payors) and peer review organizations performing utilization and quality control. If we disclose PHI to a health oversight agency, we will have an agreement in place that requires the agency to safeguard the privacy of your information.

Medical Emergencies. We may use or disclose your protected health information in a medical emergency situation to medical personnel only. Our staff will try to provide you a copy of this notice as soon as reasonably practicable after the resolution of the emergency.

Child Abuse or Neglect. We may disclose your PHI to a state or local agency that is authorized by law to receive reports of child abuse or neglect. However, the information we disclose is limited to only that information which is necessary to make the initial mandated report.

Deceased Clients. We may disclose PHI regarding deceased Clients for the purpose of determining the cause of death, in connection with laws requiring the collection of death or other vital statistics, or permitting inquiry into the cause of death.

Research. We may disclose PHI to researchers if (a) an Institutional Review Board reviews and approves the research and a waiver to the authorization requirement; (b) the researchers establish protocols to ensure the privacy of your PHI; (c) the researchers agree to maintain the security of your PHI in accordance with applicable laws and regulations; and (d) the researchers agree not to redisclose your protected health information except back to Nicasa.

Criminal Activity on Program Premises/Against Program Personnel. We may disclose your PHI to law enforcement officials if you have committed a crime on program premises or against program personnel.

Court Order. We may disclose your PHI if the court issues an appropriate order and follows required procedures.

Interagency Disclosures. Limited PHI may be disclosed for the purpose of coordinating services among government programs that provide mental health services where those programs have entered into an interagency agreement.

Public Safety. If you are in a mental health treatment program only, we may disclose PHI to avert a serious threat to health or safety, such as physical or mental injury being inflicted on you or someone else.

Uses and Disclosures of PHI With Your Written Authorization

Other uses and disclosures of your PHI will be made only with your written authorization. You may revoke this authorization at any time, unless the program or its staff has taken an action in reliance on the authorization of the use or disclosure you permitted.

Your Rights Regarding your Protected Health Information

Your rights with respect to your protected health information are explained below. Any requests with respect to these rights must be in writing. A brief description of how you may exercise these rights is included.

You have the right to inspect and copy your Protected Health Information

You may inspect and obtain a copy of your PHI that is contained in a designated record set for as long as we maintain the record. A “designated record set” contains medical and billing records and any other records that the program uses for making decisions about you. Your request must be in writing. We may charge you a reasonable cost-based fee for the copies. We can deny you access to your PHI in certain circumstances. In some of those cases, you will have a right to appeal the denial of access. Please contact our Privacy Officer if you have questions about access to your medical record.

You may have the right to amend your Protected Health Information

You may request, in writing, that we amend your PHI that has been included in a designated record set. In certain cases, we may deny your request for an amendment. If we deny your request for amendment, you have the right to file a statement of disagreement with us. We may prepare a rebuttal to your statement and will provide you with a copy of it. Please contact the Nicasa Privacy Officer if you have questions about amending your medical record.

You have the right to receive an accounting of some types of Protected Health Information disclosures.

You may request an accounting of disclosures for a period of up to six years, excluding disclosures made to you, made for treatment purposes or made as a result of your authorization. We may charge you a reasonable fee if you request more than one accounting in any 12 month period. Please contact our Privacy Officer if you have questions about accounting of disclosures.

You have a right to receive a paper copy of this notice.

You have the right to obtain a copy of this notice from us. Any questions should be directed to our Privacy Officer.

You have the right to request added restrictions on disclosures and uses of your Protected Health Information.

You have the right to ask us not to use or disclose any part of your PHI for treatment, payment or health care operations or to family members involved in your care. Your request for restrictions must be in writing and we are not required to agree to such restrictions. Please contact our Associate Director if you would like to request restrictions on the disclosure of your PHI.

You have a right to request confidential communications.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. We will accommodate reasonable, written requests. We may also condition this accommodation by asking you for information regarding how payment will be handled or specification of an alternative address or other method of contact. We will not ask you why you are making the request. Please contact the Client Services Department if you would like to make this request.

Complaints

If you believe we have violated your privacy rights, you may file a complaint in writing to us by notifying Nicasa’s Privacy Officer at Nicasa, 31979 Fish Lake Road, Round Lake, IL 60073, (847) 546-6450 . **We will not retaliate against you for filing a complaint.** You may also file a complaint with the U.S. Secretary of Health and Human Services as follows:

200 Independence Avenue, S.W.
Washington, D.C. 20201
(202) 619-0257

The effective date of this Notice is April 14, 2003.

Nicasa Behavioral Health CLIENT RIGHTS

Nicasa provides treatment for individuals and families. Your rights are protected in accordance with Chapter 2 of the Mental Health and Developmental Disabilities Code (405 ILCS 5). Although each of Nicasa's individual programs vary in the type of care offered, the following policies and procedures are made to improve the dignity of all clients and to protect their rights as human beings. These rights will be given to you in all cases.

You have the right:

1. To personalized treatment that is fair, with no unfairness shown because of your race, religion, gender, age, ethnicity, sexual orientation, sexual identity, HIV status, or disability.
2. To have your disabilities accommodated as required by the Americans with Disabilities Act section 504 of the Rehabilitation Act and the Human Rights Act.
3. To be treated at all times with dignity and respect in a setting that is free from the following: physical punishment or abuse; sexual abuse or harassment; psychological abuse including humiliating, threatening and exploitive actions; verbal abuse; neglect; and exploitation for financial gain.
4. To treatment in a setting that is the least interfering to your personal freedom and that provides privacy within the limits of the agency's capabilities.
5. To know that any testing you have regarding HIV/AIDS will be anonymous and that your HIV/AIDS status and testing will remain completely confidential.
6. To know the clinical staff responsible for your care, their credentials, qualifications, and professional experience.
7. To participate in your treatment and discharge planning, including periodic review of your treatment plan.
8. To confidentiality and privacy governed by the Confidentiality Act and the Health Insurance Portability and Accountability of 1996.
9. To confidentiality and privacy and to know that confidentiality is limited by law in cases such as medical emergencies, suspected child abuse, court order, suspected abuse of adults who cannot protect themselves, threats to the lives of others, and any other instances specified by law when disclosure may be made without client's consent.
10. To know that identifiable photographs, video tape, films, etc., will not be made or used without your written consent, nor will you be required to make public statements which acknowledge gratitude to Nicasa, NFP for its services.
11. To complain, initiate a grievance, or report any inappropriate activity without fear of reprisal or retaliation.

For clients receiving mental health services, clients have the right to:

- a) Contact the Guardianship and Advocacy Commission and Equip for Equality, Inc.
- b) Assistance in contacting these groups, giving each client the address and telephone number of the Guardianship and Advocacy Commission and Equip for Equality,

Inc.: GUARDIANSHIP AND ADVOCACY COMMISSION 160 N. LaSalle Street, Suite S500 Chicago, IL 60601 Voice: (312) 793-5900 or (866) 274-8023 Fax: (312) 793-4311 Website: www.gac.state.il.us.

- c) The right or the guardian's right to present grievances up to and including the provider's executive director or comparable position.
 - d) The right not to be denied, suspended or terminated from services or have services reduced for exercising any rights; and
 - e) The right to contact the public payer or its designee and to be informed of the public payer's process for reviewing grievances.
12. To give your informed consent, informed refusal, and/or expression of choice (and to be advised of the consequences of your decisions) in regard to service delivery, release of information, the availability of concurrent services, composition of your service delivery team, and your involvement in research projects.
 13. To know that Nicasa adheres to all federal and state-required research guidelines and ethics, and to refuse to participate in any research projects without compromising your access to services.
 14. To have access and/or referral to legal entities for appropriate representation, as well as access to self-help and advocacy support services.
 15. To have access to your record and other information pertinent to your treatment planning, and to have that information released in a timely and appropriate manner that will facilitate decision making. The only exception to this right being the restrictions permitted by federal law (HIPAA) which include psychotherapy notes and information compiled in reasonable anticipation of or for use in a civil, criminal, or administrative action or proceeding.
 16. To a prompt investigation and resolution of alleged infringement of these rights.
 17. To know that all other legal rights to which you are entitled will be recognized and enforced while you are a client at Nicasa.
 18. To request an ethics review/investigation of any staff member without fear of reprisal.

For Residential Clients

19. (For residential clients) To visitation in a suitable area by all concerned persons who have been clinically determined to be of benefit to your treatment in accordance with agency policies.
20. To the receipt and sending of mail without censor and to know that your mail will not be read by staff members.
21. To conduct private telephone conversations in accordance with agency policy unless contraindicated by clinical considerations.

Nicasa Behavioral Health Services
CONSENT FOR SERVICES

I, _____, am choosing to complete the Retail Theft Intervention Program, as a result of my legal involvement related to retail theft.

I understand that the service includes an intake appointment with a brief interview, screening for the need for further services (two short questionnaires and toxicology testing), 3-4 hours of an interactive web-based curriculum and a comprehensive exam designed to help participants:

- Identify the thoughts, beliefs and attitudes which led them to shoplift.
- Understand the truth about the law and its consequences.
- Examine their behavior and understand how much they risked for a small reward.
- Understand the social and financial impact of their behavior.
- Understand how their actions hurt many people – their families, themselves, the employees at the store and the community at large.
- Understand and acknowledge that their behavior resulted from a choice that was theirs alone and could have been made differently.
- Develop a personalized plan to stop shoplifting now and in the future.

The nature and purpose of the service, the possible complications, the possible alternatives to such services, the risks involved and the possible consequences have been fully explained to me by _____.

I understand that no guarantee or assurance has been given me, by anyone, as to the results of the service. I also have been informed that my records and disclosures will be kept absolutely confidential except only as the law may otherwise require such disclosures.

This consent for services is revocable by either party through written notice. In such instances, the case will be closed and maintained for possible future use. After closing the case, the same standards of confidentiality and accessibility to records will be upheld.

Signature of Client

Signature of Witness

Client ID #

Date

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You have the right:

1. To personalized treatment that is fair, with no unfairness shown because of your race, religion, gender, age, ethnicity, sexual orientation, sexual identity, HIV status, or disability.
2. To have your disabilities accommodated as required by the Americans with Disabilities Act section 504 of the Rehabilitation Act and the Human Rights Act.
3. To be treated at all times with dignity and respect in a setting that is free from the following: physical punishment or abuse; sexual abuse or harassment; psychological abuse including humiliating, threatening and exploitive actions; verbal abuse; neglect; and exploitation for financial gain.
4. To treatment in a setting that is the least interfering to your personal freedom and that provides privacy within the limits of the agency's capabilities.
5. To know that any testing you have regarding HIV/AIDS will be anonymous and that your HIV/AIDS status and testing will remain completely confidential.
6. To know the clinical staff responsible for your care, their credentials, qualifications, and professional experience.
7. To participate in your treatment and discharge planning, including periodic review of your treatment plan.
8. To confidentiality and privacy governed by the Confidentiality Act and the Health Insurance Portability and Accountability of 1996.
9. To confidentiality and privacy and to know that confidentiality is limited by law in cases such as medical emergencies, suspected child abuse, court order, suspected abuse of adults who cannot protect themselves, threats to the lives of others, and any other instances specified by law when disclosure may be made without client's consent.
10. To know that identifiable photographs, video tape, films, etc., will not be made or used without your written consent, nor will you be required to make public statements which acknowledge gratitude to Nicasa, NFP for its services.
11. To complain, initiate a grievance, or report any inappropriate activity without fear of reprisal or retaliation.

For clients receiving mental health services, clients have the right to:

- a) Contact the Guardianship and Advocacy Commission and Equip for Equality, Inc.
- b) Assistance in contacting these groups, giving each client the address and telephone number of the Guardianship and Advocacy Commission and Equip for Equality,

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- c) The right or the guardian's right to present grievances up to and including the provider's executive director or comparable position.
 - d) The right not to be denied, suspended or terminated from services or have services reduced for exercising any rights; and
 - e) The right to contact the public payer or its designee and to be informed of the public payer's process for reviewing grievances.
12. To give your informed consent, informed refusal, and/or expression of choice (and to be advised of the consequences of your decisions) in regard to service delivery, release of information, the availability of concurrent services, composition of your service delivery team, and your involvement in research projects.
 13. To know that Nicasa adheres to all federal and state-required research guidelines and ethics, and to refuse to participate in any research projects without compromising your access to services.
 14. To have access and/or referral to legal entities for appropriate representation, as well as access to self-help and advocacy support services.
 15. To have access to your record and other information pertinent to your treatment planning, and to have that information released in a timely and appropriate manner that will facilitate decision making. The only exception to this right being the restrictions permitted by federal law (HIPAA) which include psychotherapy notes and information compiled in reasonable anticipation of or for use in a civil, criminal, or administrative action or proceeding.
 16. To a prompt investigation and resolution of alleged infringement of these rights.
 17. To know that all other legal rights to which you are entitled will be recognized and enforced while you are a client at Nicasa.
 18. To request an ethics review/investigation of any staff member without fear of reprisal.

For Residential Clients

19. (For residential clients) To visitation in a suitable area by all concerned persons who have been clinically determined to be of benefit to your treatment in accordance with agency policies.
20. To the receipt and sending of mail without censor and to know that your mail will not be read by staff members.
21. To conduct private telephone conversations in accordance with agency policy unless contraindicated by clinical considerations.

I understand the nature of treatment with Nicasa, and my signature indicates consent to treatment with Nicasa, NFP.

Client Signature: _____ Date: _____

Client's level of understanding: Satisfactory _____ Unsatisfactory _____

I have explained these rights to the individual (or guardian of the individual) and have provided him or her a copy of it. A copy of this form has been filed in the individual's clinical record.

Staff Signature: _____ Date: _____

Duplicate copy of Client Rights statement given to Client's:

Family _____ Significant Other _____ Guardian _____

Nicasa Criminal Justice System Referral

Client# _____

I, _____, whose social security number is _____, hereby consent to communication between Nicasa and:

- _____ Circuit or District Court of _____ County ordering me to treatment (including the Judge and District Attorney)
- _____ Illinois Department of Corrections and Parole
- _____ County Department of Corrections
- _____ County Department of Probation
- _____ City of _____ Police Department
- _____ County Sheriff's Department
- _____ Treatment Alternatives for Safe Communities ("TASC")
- _____ Defense Attorney (name): _____

Information will be disclosed for the purpose of informing the criminal justice agencies listed above of my participation and progress in Nicasa programs, including any of the following information: Assessment, Completion Letters, Diagnosis, Treatment Plan or Summary, Current Treatment Update, Medication Management Information, Toxicological Reports/Drug Screens, Educational Information, Discharge/Transfer Summary, Legal History , Other: _____.

I understand that Nicasa is providing treatment to me in reliance on this authorization permitting disclosure to criminal justice agencies. Therefore, I understand that this authorization will remain in effect and cannot be revoked by me until final disposition of the proceeding that gave rise to the criminal justice system referral. At that time, I may revoke this authorization as follows: in writing mailed to Nicasa at 31979 Fish Lake Road, Round Lake, IL 60073. If not revoked, this authorization will terminate one year after the date of discharge or final disposition of the proceeding giving rise to the criminal justice system referral, whichever is later.

A person who receives confidential information may redisclose and use it only to carry out that person's official duties.

Signature of client

Date

Signature of Parent, Guardian or Personal Representative

Date

If you are signing as a personal representative of an individual, please describe your authority to act for this individual (power of attorney, healthcare surrogate, etc.).

Nicasa's Notice of Privacy Practices

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please contact Nicasa's Privacy Officer at
Nicasa, 31979 Fish Lake Road, Round Lake, IL 60073, (847) 546-6450**

HIPAA privacy notice[1]

This Notice of Privacy Practices describes how we may use and disclose your protected health information ("PHI") in accordance with all applicable law. It also describes your rights regarding how you may gain access to and control your PHI. We are required by law to maintain the privacy of PHI and to provide you with notice of our legal duties and privacy practices with respect to PHI. We are required to abide by the terms of this Notice of Privacy Practices. We reserve the right to change the terms of our Notice of Privacy Practices at any time. Any new Notice of Privacy Practices will be effective for all PHI that we maintain at that time. We will make available a revised Notice of Privacy Practices by posting a copy on our website NICASA.ORG, sending a copy to you in the mail upon request, or providing one to you at your next appointment.

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Uses and Disclosures of PHI for Services, Payment and Health Care Operations

Services. Your PHI may be used and disclosed by your physician, counselor, program staff and others outside of our program that are involved in your care for the purpose of providing, coordinating, or managing your health care treatment and any related services. This includes coordination or management of your health care with a third party, consultation with other health care providers or referral to another provider for health care treatment. For example, your protected health information may be provided to the state agency that referred you to our program to ensure that you are participating in treatment. In addition, we may disclose your protected health information from time-to-time to another physician or health care provider (e.g., a specialist or laboratory) who, at the request of the program, becomes involved in your care. Except for emergency services, we will not send your PHI to an outside health care provider who is caring for you unless you give us written authorization to do so.

Payment. Examples of payment-related activities are: making a determination of eligibility or coverage for insurance benefits, processing claims with your insurance company, reviewing services provided to you to determine medical necessity, or undertaking utilization review activities. If you are in a substance abuse treatment program, we will not use your PHI to obtain payment for your health care services without your written authorization. If you are in a mental health program, we may use your PHI to obtain payment for your health care services without your written authorization.

Healthcare Operations. We may use or disclose, as needed, your PHI in order to support the business activities of our program including, but not limited to, quality assessment activities, employee review activities, training of students, licensing, and conducting or arranging for other business activities. For example, we may use a sign-in sheet at the registration desk where you will be asked to sign your name and indicate your physician or counselor. We may also call you by name in the waiting room when it is time to be seen. We may share your PHI with third parties that perform various business activities (e.g., billing or typing services) for Nicasa, provided we have a written contract with the business that prohibits it from re-disclosing your PHI and requires it to safeguard the privacy of your PHI.

We may contact you to remind you of your appointments or to provide information to you about treatment alternatives or other health-related benefits and services that may be of interest to you. We may also contact you concerning Nicasa's fundraising activities.

Other Uses and Disclosures That Do Not Require Your Authorization

Required by Law. We may use or disclose your PHI to the extent that the use or disclosure is required by law, made in compliance with the law, and limited to the relevant requirements of the law. You will be notified, as required by law, of any such uses or disclosures. Under the law, we must make disclosures of your PHI to you upon your request. In addition, we must make disclosures to the Secretary of the Department of Health and Human Services for the purpose of investigating or determining our compliance with the requirements of the Privacy Rule.

Health Oversight. We may disclose PHI to a health oversight agency for activities authorized by law, such as audits, investigations, and inspections. Oversight agencies seeking this information include government agencies and organizations that provide financial assistance to the program (such as third-party payors) and peer review organizations performing utilization and quality control. If we disclose PHI to a health oversight agency, we will have an agreement in place that requires the agency to safeguard the privacy of your information.

Medical Emergencies. We may use or disclose your protected health information in a medical emergency situation to medical personnel only. Our staff will try to provide you a copy of this notice as soon as reasonably practicable after the resolution of the emergency.

Child Abuse or Neglect. We may disclose your PHI to a state or local agency that is authorized by law to receive reports of child abuse or neglect. However, the information we disclose is limited to only that information which is necessary to make the initial mandated report.

Decedent Clients. We may disclose PHI regarding deceased Clients for the purpose of determining the cause of death, in connection with laws requiring the collection of death or other vital statistics, or permitting inquiry into the cause of death.

Research. We may disclose PHI to researchers if (a) an Institutional Review Board reviews and approves the research and a waiver to the authorization requirement; (b) the researchers establish protocols to ensure the privacy of your PHI; (c) the researchers agree to maintain the security of your PHI in accordance with applicable laws and regulations; and (d) the researchers agree not to redisclose your protected health information except back to Nicasa.

Criminal Activity on Program Premises/Against Program Personnel. We may disclose your PHI to law enforcement officials if you have committed a crime on program premises or against program personnel.

Court Order. We may disclose your PHI if the court issues an appropriate order and follows required procedures.

Interagency Disclosures. Limited PHI may be disclosed for the purpose of coordinating services among government programs that provide mental health services where those programs have entered into an interagency agreement.

Public Safety. If you are in a mental health treatment program only, we may disclose PHI to avert a serious threat to health or safety, such as physical or mental injury being inflicted on you or someone else.

Uses and Disclosures of PHI With Your Written Authorization

Other uses and disclosures of your PHI will be made only with your written authorization. You may revoke this authorization at any time, unless the program or its staff has taken an action in reliance on the authorization of the use or disclosure you permitted.

Your Rights Regarding your Protected Health Information

Your rights with respect to your protected health information are explained below. Any requests with respect to these rights must be in writing. A brief description of how you may exercise these rights is included.

You have the right to inspect and copy your Protected Health Information

You may inspect and obtain a copy of your PHI that is contained in a designated record set for as long as we maintain the record. A "designated record set" contains medical and billing records and any other records that the program uses for making decisions about you. Your request must be in writing. We may charge you a reasonable cost-based fee for the copies. We can deny you access to your PHI in certain circumstances. In some of those cases, you will have a right to appeal the denial of access. Please contact our Privacy Officer if you have questions about access to your medical record.

You may have the right to amend your Protected Health Information

You may request, in writing, that we amend your PHI that has been included in a designated record set. In certain cases, we may deny your request for an amendment. If we deny your request for amendment, you have the right to file a statement of disagreement with us. We may prepare a rebuttal to your statement and will provide you with a copy of it. Please contact the Nicasa Privacy Officer if you have questions about amending your medical record.

You have the right to receive an accounting of some types of Protected Health Information disclosures.

You may request an accounting of disclosures for a period of up to six years, excluding disclosures made to you, made for treatment purposes or made as a result of your authorization. We may charge you a reasonable fee if you request more than one accounting in any 12 month period. Please contact our Privacy Officer if you have questions about accounting of disclosures.

You have a right to receive a paper copy of this notice.

You have the right to obtain a copy of this notice from us. Any questions should be directed to our Privacy Officer.

You have the right to request added restrictions on disclosures and uses of your Protected Health Information.

You have the right to ask us not to use or disclose any part of your PHI for treatment, payment or health care operations or to family members involved in your care. Your request for restrictions must be in writing and we are not required to agree to such restrictions. Please contact our Associate Director if you would like to request restrictions on the disclosure of your PHI.

You have a right to request confidential communications.

You have the right to request to receive confidential communications from us by alternative means or at an alternative location. We will accommodate reasonable, written requests. We may also condition this accommodation by asking you for information regarding how payment will be handled or specification of an alternative address or other method of contact. We will not ask you why you are making the request. Please contact the Client Services Department if you would like to make this request.

Complaints

If you believe we have violated your privacy rights, you may file a complaint in writing to us by notifying Nicasa's Privacy Officer at Nicasa, 31979 Fish Lake Road, Round Lake, IL 60073, (847) 546-6450. We will not retaliate against you for filing a complaint. You may also file a complaint with the U.S. Secretary of Health and Human Services as follows:

200 Independence Avenue, S.W.
Washington, D.C. 20201
(202) 619-0257

The effective date of this Notice is April 14, 2003.

Nicasa Program Orientation

Client Name: _____ Client #: _____ Date: _____

Your input is important

Client Initials

Nicasa strives toward improving care for all individuals served. If you have suggestions about how we can do better, please tell your counselor or follow the instructions at www.nicasa.org.

Discharge criteria

Client Initials

In order to complete your program successfully, you will need to accomplish the following:

- Attend scheduled sessions
- Participate in discussions and assigned work
- Meet your treatment plan goals
- Communicate your needs to your counselor
- Coordinate your care with your therapist or doctor, if applicable

Use of tobacco - There is no tobacco product use (including e-cigarettes, vaping) inside Nicasa property/vehicle or within 15 feet of any entrance/exit door. No person under the age of 18 may use tobacco on any Nicasa property or vehicle.

Client Initials

Illegal or legal substances brought into the program

Client Initials

Alcohol, illegal drugs and any intoxicating substances are not allowed on Nicasa property.

Weapons brought into the program

Client Initials

Nicasa maintains a safe environment. Nicasa prohibits the possession or use of dangerous weapons in Nicasa property to the fullest extent of the law. This includes, but is not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm.

Emergency Response -

Client Initials

- Emergency exits are marked throughout the building
- Fire Suppression Equipment is available at key points throughout the building
- I am aware Basic first aid kits are located at all Nicasa locations

Complaint and appeal procedure - Most questions and concerns can be resolved by discussing them with your counselor. However, complaints or grievances can be made to any staff person, or by using the confidential satisfaction survey available at all sites, or the feedback/concerns survey at www.nicasa.org. An initial response will be made within 7 days, for any complaints submitted in writing or electronically, if contact information is provided for such response. A request for a Case Review (regarding an evaluation or current treatment placement) should be submitted in writing to the Director of the location where services were received.

Client Initials

Use of electronics during group sessions - The use of all electronic devices including cell phones, tablets or any recording device is strictly prohibited at Nicasa during sessions.

Client Initials

Follow-Up - Nicasa will contact you for follow-up after discharge for a brief survey.

Client Initials

HIPAA Privacy Practices – I have reviewed Nicasa's Notice of Privacy Practices. I understand that if I have any questions regarding the Notice or my privacy rights, I can contact Nicasa's Privacy Officer at 847-546-6450.

Client Initials

Client Rights - I have received a copy of Nicasa's Client Rights. I understand the nature of treatment with Nicasa and my initials indicate consent to treatment with Nicasa.

Client Initials

Toxicology Testing Agreement – I understand that I may be asked to submit to toxicology testing randomly; that test results will be shared with my referral source with my written release; that positive test results may alter my recommended treatment; that I have the right to refuse testing and be informed of the potential consequences of refusing; that I may request a sample be sent for re-test if I dispute the results and that this re-test would be at my expense if confirmed positive.

Client Initials

Client Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Thank you for choosing Nicasa.

Nicasa Request for Confidential Means of Communications

ORIGINAL CHANGE

Today's Date: _____	
Client's Name: _____	Client # _____
Client's Birth Date _____	Social Security Number _____
Client's Address: _____	
Daytime Telephone _____	Evening Telephone _____

Nicasa may contact you by mail, phone or fax. This communication may include your protected health information. If you do not wish to be contacted by one or more of these methods please specify below:

DO NOT CONTACT ME AS FOLLOWS: _____

If you wish to be contacted at an address other than the one stated above, please specify below:

PLEASE CONTACT ME AT: _____

If the restrictions affect my payment arrangements, payment will be made as follows:

I understand that Nicasa will agree to all reasonable requests, but may deny a request if I do not clearly provide an alternative means of contact, or if I do not provide information as to how payment, if applicable, will be made. Nicasa will notify me in writing of its response to my request.

Signature of Client

Date

Signature of Client's Personal Representative

Date

THIS SECTION TO BE COMPLETED FOR CHANGE IN CONFIDENTIAL MEANS OF COMMUNICATION ONLY

For Organization Use Only:

Date Request Received: _____

Date of Written Response: _____

Action taken (CHECK ONE): Approved Denied

Staff person signature

Date



Effective February 29, 2016

Service Fees

EVALUATIONS

DUI	\$150
Narrative Substance Abuse/Gambling	\$200
Mental Health Assessment	\$200
Locus Assessment	\$100
Secretary of State Part 1	\$100
Secretary of State Part 2	\$500

INDIVIDUAL SERVICES

Substance Abuse/Mental Health	1 hour @	\$100
Treatment Plan	1 hour @	\$100
AODA Intake	1/2 hour @	\$25
Moderate Intake	1 hour @	\$100
Significant/High Risk/IOP Intake	1 hour @	\$125
Youth Intake	1 hour @	\$100

Your costs

Estimated hours*

Estimated costs

OUTPATIENT GROUP

Substance Abuse	1 hour @	\$28
Mental Health	1 hour @	\$28
AODA	1 hour @	\$14
TRACK	1 hour @	\$10

Estimated days/
hours*

Estimated costs

INTENSIVE OUTPATIENT GROUP

Substance Abuse/Mental Health	1 day @	\$250
	or 1 hour @	\$28

TOXICOLOGY

Urinalysis drug screen	\$60
Redi Strip alcohol screen	\$40

Estimated hours*

Estimated costs

OTHER

Parenting	1 hour @	\$28
GOALS / Retail Threat Intervention total program	@	\$140

4.5

140.00

Estimated cost of your treatment

\$ 140.00

*Total number of hours/days is based on a client's individual treatment plan and progress and is subject to change.

Client Signature

Date

Client Name: _____ Client ID#: _____

Retail Theft Intervention Program Registration

Reason for referral (brief overview of what was involved, what influenced the situation, what was the offense, name of store, etc.): _____

Alcohol Drug Screening

- 1) Have you ever felt you needed to Cut down on your drinking or drug use? Y/N
- 2) Have people Annoyed you by criticizing your drinking or drug use? Y/N
- 3) Have you ever felt Guilty about your drinking or drug use? Y/N
- 4) Have you ever felt you needed a drink or needed to use first thing in the morning (Eye-opener) in order to steady your nerves or get rid of a hangover? Y/N

If "Yes" to any of the above, please consult with supervisor to determine the need to refer for a full Drug/Alcohol (Narrative) Evaluation, in addition to continuing the registration process.

Gambling Screening

- 1) Have you ever lied to anyone about your gambling? Y/N
- 2) Have you ever found that you needed to increase the amount you bet, when gambling, to get the same amount of excitement? Y/N

If "Yes" to any of the above, please consult with supervisor to determine the need to refer for a Gambling Evaluation, in addition to continuing the Registration Process.

Toxicology Screening (Use Toxicology Screening form to document results)

Did the client test positive for any substance for which they do not have a valid prescription? Y/N

Did the client refuse to produce a sample for testing (this includes being unable to produce a sample, producing an invalid sample) Y/N

If "Yes" answered to any of the above, please refer for a Drug/Alcohol Evaluation, in addition to continuing the Registration Process.

Staff Signature

Date

Retail Theft Intervention Program Completion Requirements

Client Name: _____ Client ID#: _____

- I may utilize an available computer terminal at this Nicasa Behavioral Health Services location **during normal business hours** to complete this program. This location is open:
 - Monday through Thursday 8 am - 8 pm (doors close and at 7 pm)
 - Friday 8 am – 4 pm
 - Saturday 8 am – 1 pm
 - I should call ahead to verify the office is open if I believe there may be a closing for a holiday, inclement weather, or other reason.
- Availability of computer terminals varies. Therefore, I am aware that I may need to wait if I arrive to complete my program during a time when computers are in use.
- I understand that calling ahead to inquire about computer availability may help to ensure I have access to an available computer when I choose to arrive.
- When I arrive to complete my program, I must check in with Client Services staff, who will page an available counselor to help me login to the web-based curriculum.
- When I have completed my program (in full), I will return to the Client Services office to request an available counselor to verify my completion and inform my referral source that I have completed.

I understand that I must complete the entire Retail Theft Intervention Program within 21 days of today's date. If I do not complete the program by this date, my program fee will be forfeited, and I will be required to start the program over, paying again in full at that time. Further, it is my responsibility to be aware of any deadline dates my referral source may have for my completion of this program, and to complete all hours by that date.

I would like my completion letter sent to:

Name: _____ Agency: _____
Address: _____
Ph#: _____ Fax #: _____
Case/Docket#: _____

I understand that if I do not provide accurate/complete information regarding my referral source, it will be my responsibility to provide my referral source with a copy of my completion letter.

Signed: _____ Date: _____

Staff: _____ Date: _____

Emergency Notification

I, _____, hereby authorize Nicasa staff to contact the following persons in the case of an emergency.

Primary Contact:

Name

Phone

Secondary Contact: (to be contact if primary contact cannot be reached)

Name

Phone

If you have a medical emergency and cannot communicate with First Responders, the following will be shared with emergency personnel:

- Name
- Address
- Date of Birth

Please initial and complete the following if you wish this information to be released to emergency personnel:

_____ All medications that you have disclosed to Nicasa that you are taking.
Initials

_____ The following allergies and/or medical condition(s): _____
Initials

Client Signature

Date

If you are able to communicate, Nicasa will release no private health information to First Responders