

 <p style="text-align: center;">County of Sacramento Department of Health Services Division of Behavioral Health Services Policy and Procedure</p>	Policy Issuer (Unit/Program)	BHS-CMH-YDF
	Policy Number	08-13
	Effective Date	08/2013
	Revision Date	07/2017
Title: HIPAA Contingency Plan	Functional Area: Health Information Management	
Approved By:		
Matthew Quinley, LCSW Health Program Manager		Christopher Eldridge, LMFT Mental Health Program Coordinator

Background/Context:

The Health Information Portability and Accountability Act (HIPAA) requires a covered entity to protect the integrity, confidentiality and availability of electronic protected health information (EPHI). The Juvenile Justice Institutions Mental Health Team (JJIMHT) utilizes an electronic mental health record (EHR) within Avatar, the Division of Behavioral Health EHR, to document client specific information and to import collateral documents for youth receiving behavioral health services in the Youth Detention Facility (YDF).

Planning for the unexpected is important for the JJIMHT to ensure continuity of care in the event customary business practices are interrupted. The Centers for Medicare and Medicaid Services (CMS) describes a contingency plan as “an alternate way of doing business when established routines are disrupted.” The County of Sacramento Office of Compliance has a contingency plan for responding to an emergency or other occurrence (e.g. fire, vandalism, system failure and natural disaster) that damage systems containing EPHI.

Title 15, Section 1407 requires multidisciplinary sharing of information and provisions for providing information to The Court, youth supervision staff and to Probation. Information shall be shared with health care staff when relevant. Juvenile Correctional Health Services maintains the youth’s official YDF health record.

Purpose:

The objective of this policy and procedure is to delineate the contingency plan JJIMHT members will use in the event the EHR system is interrupted for a period of time long enough to require alternate methods of documentation and sharing of relevant information.

Details:

1. Upon confirmation from DTech Help Desk that Avatar is down, JJIMHT clinicians have access to information related to the youth’s mental health in two alternate formats:
 - A. Juvenile Correctional Health Services Medical Chart: Clinicians may go to the medical clinic and request access to the portion of the medical chart containing mental health progress notes and psychiatric medication progress notes.

- I. Clinicians should note relevant mental health information or request medical staff print out relevant mental health information from the medical chart. Printed information shall be placed in the confidential, locked shred bin following use.
 - B. Probation Department Youth's File: Clinicians may go to the living unit and request access to the youth's Probation file containing mental health's "Response and Recommendations to Probation."
 - I. Clinicians should note relevant mental health information, relevant classifications, previous interventions, etc.
2. Alternate Documentation Format
 - A. JJIMHT clinicians have access to paper documents to utilize in the event the EHR is unavailable.
 - B. Paper documents shall be completed and distributed as per JJIMHT protocol.
 - C. Upon restoration of access to the EHR, all paper documents shall be scanned into the EHR and/or typed directly into the EHR.
 - I. Upon confirmation paper documents have been successfully added to the EHR, paper documents shall be placed in the confidential, locked shred bin.
3. Complete Power Outage
 - A. In the event of a complete power outage, JJIMHT clinicians may access the youth's Probation file as stated in section 1B above.
 - B. Documentation shall occur as stated in section 2 above.
4. Provision of Mental Health Services During Power Interruption
 - A. Unless otherwise ordered by Probation Administration or their designee, JJIMHT clinicians shall continue to provide mental health services during an interruption in power and/or the EHR.
5. In the absence of access to the EHR or other forms of information related to a youth's mental health, JJIMHT clinicians shall use sound clinical judgment to address and intervene in the presenting issue(s)/complaints or circumstances bringing the youth to the attention of the JJIMHT.

Contact Information:

Christopher Eldridge, LMFT, Mental Health Program Coordinator, (916)876-9339,
eldridgec@saccounty.net