

Together We Thrive.

Kenneth Young Center – Notice of Privacy Practices *Revised 1/26*

This Notice describes how your health information may be used and disclosed, and how you can access this information. Please review it carefully.

Your Rights

You have the right to:

- Get a copy of this Notice (paper or electronic)
- Ask questions or discuss this Notice with the KYC Privacy Official
- File a privacy complaint with no retaliation

1. Scope / Applicability

This notice applies to all services provided by Kenneth Young Center (KYC), including:

- Behavioral Health Programs (HIPAA)
 - Substance Use Disorder Programs (SUD, 42 CFR Part 2)
- Note: SUD treatment records have additional federal protections and generally cannot be disclosed without your written consent, except in specific situations defined by law.

2. Uses and Disclosures

A. Behavioral Health (HIPAA) Records

We may use or disclose your records for:

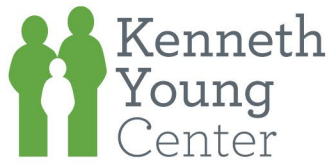
- Services / Treatment: Coordinate care with providers, referrals, or case management.
- Payment: Billing your insurance or obtaining prior approval for services.
- Healthcare Operations: Staff training, quality improvement, audits, appointment scheduling.
- Emergencies / Legal / Government: When required by law, court order, or to prevent harm.
- Fundraising / Outreach: You may receive communications to support KYC; you may opt out.

B. Substance Use Disorder (42 CFR Part 2) Records

Disclosure without consent is allowed only for:

- Medical emergencies
- Research (with HIPAA-compliant authorization)
- Audits or program evaluation
- De-identified public health purposes

Consent is required for most other uses and disclosures, including sharing SUD treatment information with health plans for payment, except as otherwise allowed by law under 42 CFR Part 2.



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Redisclosure restrictions: Records disclosed under Part 2 cannot be shared further without your written consent.

Revocation: You may revoke consent in writing at any time, except for prior disclosures made in reliance on the consent.

Court orders: Records may only be disclosed under a valid court order, following notice and opportunity to be heard.

- Note: SUD records remain protected under federal law even if shared with non-HIPAA-covered entities.

3. Client Rights

You have the right to:

- Copy of Records: Paper or electronic copy of your health information.
- Request Restrictions: Ask KYC not to use or disclose certain information.
- Amend Records: Request correction of errors or additions.
- Accounting of Disclosures: Request a list of disclosures for both HIPAA and Part 2 records.
- Fundraising / Outreach Opt-Out: Decline fundraising communications related to services.
- Discuss Notice: Contact the Privacy Official to ask questions.

Illinois Mental Health & Developmental Disabilities Confidentiality Act (IMHDDCA)

Certain mental health information is protected under Illinois law. Disclosures are limited to what is permissible under HIPAA and IMHDDCA.

4. Program Duties

KYC must:

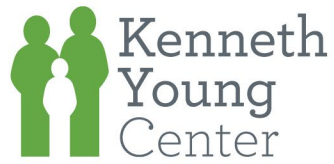
- Maintain the privacy of your records.
- Follow the terms of this notice.
- Notify you of breaches of unsecured records.
- Update this notice as required and provide the revised notice via website, physical site, or electronic delivery.

5. Complaints

You may file a complaint:

- KYC Privacy Official: (847) 524-8800
- U.S. Department of Health & Human Services (HHS/OCR): 1-800-368-1019 | www.hhs.gov/ocr

No retaliation will occur for filing a complaint.



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Additional Contacts:

- Guardianship and Advocacy Commission: (866) 274-8023 | www.gac.state.il.us
- Equip for Equality: (800) 537-2632 | www.equipforequality.org
- Illinois DHS – Division of Behavioral Health & Recovery (DBHR):
Phone: 1-800-843-6154 | Email: DHS.DBHR.SUDHelp@Illinois.gov
- The Joint Commission: (630) 792-5000 | www.jointcommission.org

6. Acknowledgment of Receipt

Note: Acknowledgment of this NPP is included in the TPO/Consent to Services, Privacy, and Information Sharing signature set.