

NOTICE OF PRIVACY PRACTICES (IDD SERVICES)

The Arc of Warren County – IDD Services
Effective Date: February 16, 2026

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

This Notice applies solely to individuals receiving services from our **Intellectual and Developmental Disabilities (IDD) Programs.**

1. Our Commitment to Your Privacy

The Arc of Warren County provides direct support services to individuals with intellectual and developmental disabilities and is a Covered Entity under HIPAA for these services.

We are required to:

- Maintain the privacy and security of IDD service records.
- Follow the terms of this Notice.
- Notify you of a breach within **60 days**.

2. Your Rights (and the Rights of Your Legal Guardian)

Access to Records

You or your **Legal Guardian** may inspect or obtain a paper or electronic copy of your service and health records. We typically respond within **30 days**, or sooner if required under New Jersey law.

Request Amendments

You may request corrections to inaccurate or incomplete records.

Confidential Communications

You may request alternative methods or locations for communication.

Request Restrictions

You may ask us not to share PHI for treatment, payment, or operations.

If you pay for a service **in full and out-of-pocket**, we **must** honor your request not to disclose that information to the Health Plan.

Accounting of Disclosures

You may request a list of certain disclosures made over the past **six years**.

Right to Opt-Out of Fundraising

If we ever use PHI for fundraising, you may opt out.

Right to Paper Copy

You may request a paper copy at any time.

File a Complaint

You may file a complaint with:

- **Our HIPAA Compliance Officer**
- **U.S. Department of Health and Human Services (HHS) OCR**
- **NJ Ombudsman for Individuals with IDD (1-877-582-6995)**
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We will not retaliate against you for filing a complaint.

3. How We Use and Disclose IDD Service Information

Treatment & Service Coordination

We share with physicians, clinicians, staff, behaviorists, and case managers to coordinate care.

Payment

Billing Medicaid, DDD, state programs, and other funders.

Health Care Operations

Quality improvement, licensing reviews, audits, incident investigations, fraud detection.

Business Associates

Vendors who assist with services are required to safeguard PHI.

4. Special Confidentiality Protections

New Jersey Title 30 (N.J.S.A. 30:4-24.3)

Records identifying individuals with IDD are **super-confidential**. We cannot release without:

- A court order
- A properly executed NJ-compliant authorization
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Stephen Komninos Law

These privacy rules do not prevent us from complying with the requirement to notify a Legal Guardian within **two (2) hours** of any serious incident or allegation of abuse/neglect.

HIV/AIDS, Genetic Testing, and Mental Health Records

New Jersey law requires specific written authorization for these categories.

SUD / Part 2 Records Received From Others

We do not operate a Substance Use Disorder (SUD) treatment program. If we **receive** SUD information from outside providers, we will protect it consistent with **42 CFR Part 2**, including its limitations on:

- Redisclosure
- Use in civil, criminal, or administrative proceedings

Psychotherapy Notes

Most uses or disclosures require your written authorization.

5. Other Permitted Disclosures

We may share your information without authorization for:

- Public health reporting
- Mandatory abuse/neglect reporting
- Health oversight reviews
- Court orders and legal processes
- Law enforcement purposes as permitted
- Coroners, medical examiners, funeral directors
- Organ/tissue donation
- Workers' compensation
- Preventing a serious and imminent threat to safety

6. Breach Notification & Rediscovery

We will notify you within **60 days** of any breach of unsecured PHI.

Information disclosed may be subject to **rediscovery** by the recipient.

7. Changes to This Notice

We reserve the right to change this Notice and will post updates on our website and make copies available upon request.

HIPAA Officer Contact

HIPAA Privacy Officer: Phil Giordano, Director of Compliance

Contact: 908-689-7525 x 226 | pgiordano@arcwarren.org

HIPAA Security Officer: Stephen Schauble, IT Coordinator

Contact: 908-689-7525 | steph@arcwarren.org

Agency: The Arc of Warren County

Address: 319 West Washington Ave. PO Box 389 Washington, NJ 07882