

Change Agent Subcommittee Confidentiality Agreement

The Beaver County Change Agent Subcommittee understands that many of the people we serve have Mental Health and/or Co-Occurring (mental health and substance abuse) disorders. In order to effectively perform the responsibilities set forth in our mission and our goals, certain information regarding our specific agencies' structure, management, philosophy, client population, and policies may need to be shared in the spirit of working together to help these residents of Beaver County as they work to improve their quality of life.

In that regard, we agree that the information shared during our meetings is confidential, and only to be shared in an effort to improve service delivery. It is to be treated as protected health information as defined by the Health Insurance Protection and Portability Act (HIPAA). **At no time shall any of the information shared regarding the operations of any agency be utilized maliciously or shared with others outside of the committee meetings.**

Furthermore, any information shared about clients/consumers/residents, in a "case consultation" style format, shall be considered protected health information and shall be subject to current confidentiality protections. When information regarding a client is shared, all efforts shall be made to ensure that any identifying information is changed as to protect the identity of the individual being discussed.

By signing below, I agree to abide by the Beaver County Change Agent Subcommittee Confidentiality Agreement and to keep all information shared during committee meetings confidential. Identifying information is to be treated as protected health information.

Signature	Printed Name
Agency	Date

*According to the US Department of Health and Human Services, **protected health information (PHI)** is individually identifiable information (see below for definition) that is transmitted or maintained electronically or in any other form or medium (including paper and oral communication).*

***Individually identifiable health information** (i.e., PHI) is subject to state and federal privacy and security rules including, but not limited to, the Health Insurance Portability and Accountability Act (HIPAA). This information is a subset of health information, including demographic information collected from an individual, and*

1. *it is created, or received by a health care provider, health plan, or health care clearing house; and*
2. *it relates to past, present, or future physical or mental health conditions of an individual; the provision of health care to the individual; or past, present, or future payment for health care to an individual,*
 - a. *that identifies the individual; or*
 - b. *with respect to which there is a reasonable basis to believe the information can be used to identify the individual.*