

SUMMARY STATEMENT OF CENTRAL FAIRFAX SERVICES, INC. PRIVACY POLICY AND PROCEDURES

This sheet is a summary of Central Fairfax Services, Inc. (CFS) Privacy Notice. In addition to this summary, you will be offered a copy of the detailed Notice of CFS's Privacy Practices. We ask that you sign a sheet acknowledging that you were provided information about CFS's Notice of Privacy Practices.

Central Fairfax Services, Inc. Privacy Practices Commitment to Consumers:

When you choose to receive services from CFS, you disclose information about yourself and/or members of your family. The collection, use and disclosure of this information are regulated by law. Safeguarding your personal and/or financial information is something we take very seriously at CFS. CFS is providing this notice to inform you of what we do with the information you provide to us.

Categories of Personal Information We May Collect

We may collect nonpublic, personal, financial, medical, mental health, and mental retardation information about you from a variety of sources, including:

- Information you provide on application or other forms, such as your name, addresses, social security number, age and gender.
- Information pertaining to your relationship with CFS such as your insurance company.
- Information in your CSB record. Typically this record contains your assessment, service plan, progress notes, diagnoses, treatment and plan for

future care or treatment.

- Information (as described in preceding paragraphs) that we obtain from our affiliates.
- Other information we receive from other sources, such as your school, your health care physician, your employer and other third parties.

How Your Information Is Used

At no time do we disclose your health, mental health, mental retardation, and/or financial information to anyone outside of CFS unless we have proper authorization from you or we are permitted or required to do so by law, such as court ordered warrants and/or to avert a serious threats to Health and Safety. We maintain physical, electronic and procedural safeguards in accordance with federal and state standards and laws that protect your information.

In addition, we limit access to your personal information to those CFS employees, insurance companies, and other providers who need to know this information to provide treatment/services, payment or health care operations on your behalf.

Use and Disclosure of Your Information

In order to protect your privacy CFS is subject to strict confidentiality standards and laws. The information CFS provides can only be used to provide services we have asked them to perform for CFS or for you.

If we collect personally identifiable medical and/or financial

information, we will only share this information either internally or externally to provide treatment/service, receive payment for provided service and conduct our day to day business practices, or as otherwise specifically disclosed when the information is collected from you with your consent.

Even if you are no longer a CFS consumer, our privacy policy will continue to apply to your records.

You can always review our current policy and procedures in our agency Policy & Procedure Manual. CFS periodically reviews its Policy and Procedure Manual and reserves the right to change them. If we make any changes this will be communicated to you by mailing or at your annual IDT meeting. For questions, please contact your Supervisor.

Your Federally Defined Rights

- You have the right to request access to you record in order to inspect, challenge, copy, amend or correct it. You may make this request to your Supervisor.
- You have the right to receive at any time an accounting of CFS's disclosure of your protected health information to others not for the purpose of treatment, payment, health care operations, or already authorized by you.
- You have a right to receive a detailed copy of CFS's Notice of Privacy Practices.

Form 1292
4/14/2003