



PRIVACY RIGHTS STATEMENT

(Please read and sign)

There are laws that protect your rights as a client of this agency. This page tells you about some of your rights.

This statement of rights applies to your current contact with this agency and all future contacts whether the contact is in person, by telephone, or by mail. If you have any questions about this statement or any of your rights as described, you may discuss them with your counselor or any other staff person. Specific information about how you can get copies of data, appeal accuracy and completeness of data, request summary data, and other procedures are available upon request.

DATA PRIVACY - The Minnesota Government Data Practices Act requires us to tell you

- Why we ask for information;
- Whether you must give it or can refuse to give it;
- What will happen if you give or don't give the information; and
- Who else can see the information.

PURPOSES - The information we ask from you will be used to help us determine what help you need, develop a counseling plan, and to give you the services you want. The information will also be used to determine if you can pay for those services or collect payment from other persons such as insurance companies or social service agencies.

LEGAL REQUIREMENTS AND CONSEQUENCES - There is no law that says you have to give us any information but if you do not give some information, we will be unable to help you. At other times, services will be delayed. If you are here because of a court order and you refuse to provide information, that refusal may be communicated to the court. If you do not give some information, we may not be able to tell who should pay for your care.

SHARING - Information we have about you may be shared with other agencies or individuals under the following circumstances:

- If you consent to the sharing, or if we get a court order;
- To tell you about, or recommend, possible treatment alternatives, or to inform you of benefits or services we may provide;
- If we get an application for new use of data from the Department of Administration;
- If there is a contract granting access. This includes release of information to auditors and accrediting agencies;
- To staff in this agency who need the data to do their jobs;
- To get the service fees due to us through insurance companies, the courts, or collection agencies;
- To the Food and Drug Administration if you have been given a drug which may be hazardous to you;
- Workers' Compensation, if you see us for a work-related emotional problem;
- For public health purposes, including reporting suspected abuse or neglect;

- In the event of a disaster, to organizations assisting in a disaster-relief effort so that your family can be notified of your condition and location as required by state and federal law;
- To prevent or lessen a serious and imminent threat to your health and safety, or the health and safety of the public or another person;
- To authorized federal officials for intelligence, counterintelligence or other national security activities;
- To coroners, health examiners and funeral directors, as authorized or required by law as necessary for them to carry out their duties;
- To the military if you are a member of the armed forces and we are authorized or required to do so by law;
- To authorized federal officials so they may conduct special investigations or provide protection to the U.S. President or other authorized persons;
- If you are an organ donor, to organizations that handle such organ procurement or transplantation or to an organ bank, as necessary to help with organ procurement, transplantation or donation;
- To a correctional institution as authorized or required by law if you are an inmate or under the custody of law-enforcement officials;
- To third parties referred to as “business associates” that provide services on our behalf, such as billing, software maintenance and legal services;
- Unless you say no, to anyone involved in your care or payment for your care, such as a friend, family member, or any individual you identify;
- To courts and attorneys when we get a court order, subpoena or other lawful instructions from those courts or public bodies or to defend ourselves against a lawsuit brought against us;
- To law enforcement officials as authorized or required by law

MINORS - If you are under 18, you may request that data about you be kept from your parents. You must give us your request in writing, describe the data, and tell us why you do not want the data given to your parents. If this agency agrees that not giving the data to your parents will be in your best interests, it will not be given to them. If you are 16, you may ask for mental health services without the consent of your parents, but you might have to pay for the services if you don't want your parents to know. Ask your counselor about this.

ACCESS - You may see and have copies of most of the information about you. You may not see data that is confidential or data about another person without that person's consent. If you feel any of the information we have about you is inaccurate or incomplete you may file a letter of disagreement. The information will not be released without your letter explaining why you feel the data are inaccurate and incomplete.

PLANNING YOUR THERAPY - You have the right to help develop your therapy plan. If you feel you have not been allowed to help, please advise your counselor or contact the head of this agency.

CIVIL RIGHTS - You have the right to file a complaint if you feel you have been discriminated against because of race, religion, national origin, sex, marital status, color, creed, disability, or because you receive welfare. Complaints may be sent to the Department of Human Rights, 625 Robert Street North, St. Paul, Minnesota 55155, or the Department of Health the Human Services, Washington, D.C. 20201.

ADVOCACY - There are some groups that advocate for the rights of persons with emotional problems. One group is the Ombudsman for Mental Health and Developmental Disabilities. The other one is the Legal Aid Society of Minnesota. You may contact either one of them to act as your advocate.

SAFE HARBOR AGREEMENT – In order to preserve the safety and confidentiality of your child's therapeutic environment, it is essential that he/she feels free to speak openly with their therapist without fear of their statements being disclosed. The therapist's office is to serve as an environmental "safe harbor" for your child(ren). Therefore, any information given by the mental health provider to other professionals is maintained as confidential. Neither parent shall, nor will either parent, permit his or her attorney to subpoena the information contained in this separate file or to subpoena the child's therapist for purposes of litigation related to custody, separation, or divorce. Any party (or his or her attorney) who seeks to interrogate the child's therapist or subpoena the information in this separate file shall be liable for all attorney fees and costs incurred to resist answering discovery requests or to quash a subpoena. I understand that this agreement is being made because it is in the best interest of the child(ren) to have confidential counseling services throughout the legal family proceedings.

CLINICAL TRAINEES - As a normal part of the licensure process, some of our providers are considered Clinical Trainees and are under the supervision of a board-approved supervisor. All treatment notes are cosigned by the supervisor, and all insurance claims are submitted under the supervisor's name. All Clinical Trainees attend regular individual and group supervision with the supervisor.

ADDITIONAL RIGHTS:

- You have the right to call the Executive Director, Linda Madsen, or the Board of Marriage and Family Therapy, if you have a complaint about services.
- You have the right to be informed of the cost of the professional services before receiving the services.
- You have the right to be informed, with reasonable notice, of any changes in services or charges.
- Lakes Center for Youth and Families believes that the involvement of the family is beneficial for change.
- You have the right to expect that your therapist has met the minimal qualifications of training and experience required by state law, and have the right to examine public records maintained by the Board of Marriage and Family Therapy.
- You have the right to treatment that is to be free from verbal, physical and sexual abuse by the therapist.
- Your records are confidential, unless release of these records is authorized in writing by the client, or otherwise provided by law.
- You have the right to be free from exploitation for the benefit and advantage of a therapist. –You have the right to obtain a copy of the Code of Ethics from the Board of Marriage and Family Therapy, 2829 University Avenue SE, Suite 330, Minneapolis, MN 55414-3222.