

CENTENNIAL MENTAL HEALTH CENTER, INC

Our mission is to achieve excellence in the provision of behavioral health services that lead to optimal health and well being.



October, 2014

The CenterLine

Domestic Violence Awareness Month
National Bullying Prevention Month
6 - 10
Mental Illness Awareness Week
9
National Depression Screening Day®
23 - 31
Red Ribbon Week
www.nfp.org



Welcome

Kellye Kehoe
MHP/SUD in Central Region
Christina Chafin
JBBS in NE Region



Sharon Murray
Office Coord - Holyoke
Stephenie Ritter
Office Assistant - Sterling



A Security Second!! As opposed to a Compliance Moment 😊

Birthdays

Colleen Thompson 2
Renee Ruhlman 3
Phil Moss 4
Jennifer Dieckman 10
Brenda Carlsen 11
Jodi Geis-Crowder 12
Lexi Ververs 17
Alli Harvey 24
Andrea McPherson Mendes 26

Anniversaries

1 yr. Kevin Cure
Mary Bryant
Tiffany Widoe
'Cena' Nunez Del Rio
2 yrs. Richard Becker
3 yrs. Jessica Schart
4 yrs. Bonnie Fisher
6 yrs. Tracy Kleimola
23 yrs. **Chris Jutz**

Anytime there is an "unusual incident" that occurs at work that does not qualify for a Critical Incident, it probably qualifies as an employee incident report, I have provided a few examples below. Thanks Spence

- Damage or theft of personal property while on Center property
- Damage or theft of Center Property
- Compliance Incidents, such as:
 - Confidentiality Issues
 - Center or Client records loss
 - Concern regarding a co-worker or client's behavior
 - Waste, Fraud or Abuse concerns
- Client Care Concerns regarding
 - CMHC Facility
 - Care from a CMHC employee
 - Care they are receiving from a non-CMHC employee

When you complete the form please forward it to Spencerg@centennialmhc.org

For a more detailed description please see the Employee Incident Form.
Thanks so much
Spence

"Always dream and shoot higher than you know you can do. Don't bother just to be better than your contemporaries or predecessors. Try to be better than yourself." ~ William Faulkner

Methods of Sending/Receiving Confidential Information

The protection of confidential information is vital to the interests and the success of Centennial. Centennial’s clients have a right to believe their records are private and are seen only by employees who have a valid reason to view them. Employees of Centennial may access confidential records only on a “need to know” basis. That is, unless a legitimate business purpose exists for needing the information, employees will avoid reading confidential records. Employees must not discuss confidential information with other employees except for legitimate business/clinical reasons.

All employees must comply with all standards, rules, regulations, laws and verbal directives regarding the privacy of clients and their right to the protection of all information relevant to their relationship with Centennial. This protection for clients applies during application for services, during their time as active clients, and for all records relevant to their care forever. Centennial information that is confidential includes, but is not limited to, client data, proprietary company information, financial information, and employee data. Employees who breach Centennial’s privacy or security policies are subject to disciplinary action up to and including termination.

Here is a summary of available means of communicating information at CMHC:

Instant Message	Email*	SharePoint
<ul style="list-style-type: none"> • An efficient method to have a short urgent or timely conversation with a coworker(s) • A safe method to exchange files that contains ePHI and other confidential information. • Offers the ability to send attachments within the body of the message • Message information totally disappear once you close out of the box – no information shared is retained 	<ul style="list-style-type: none"> • Email is a fast and efficient way to communicate more detailed information within your co-workers and referral sources • Used to communicate information to a person or a group of people • ePHI cannot be used in email as our servers are not secure or even private • Breaches of sending ePHI and other confidential information must be reported in a timely manner to the Compliance Officer 	<ul style="list-style-type: none"> • A safe site to post material/information that will be of benefit to a group of people • Protected access – permission only granted to employees that are in a need to know position • Ability to send a direct link to the audience once the information is posted • Web-Based Access to HIPAA Security Data: Only external companies listed with the business office will be given accounts

*While emailing client chart numbers is allowed, adding other information that could easily identify the client is not allowed. Here is a comprehensive list of Protected Health information that cannot be emailed:

- Names
- Postal address information, other than town or city, state, and zip code
- Telephone numbers
- Fax numbers
- Electronic mail addresses
- Social security numbers
- Health plan beneficiary numbers
- Financial / Health Account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers, including license plate numbers;
- Device identifiers and serial numbers
- Web universal resource locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints; and
- Full-face photographic images