



PRIVACY AND YOUR ASSESSMENT

A Guide to the Collection, Use and Sharing of Your Personal Health Information

What is the Integrated Assessment Record?

The Integrated Assessment Record (IAR) is a secure electronic system within the Community Care Information Management program that allows access to client assessment information by service providers within a client's circle of care.

The IAR stores all of your assessments done by Bellwoods and/or by other agencies. The purpose of the assessment is to ensure that you receive the right type and amount of service from the right provider agencies. Through the IAR, Bellwoods and our partner agencies share your assessment information so that everyone can access the information they need. The information in your IAR is used to:

- Determine health and support services based on the assessment of your needs.
- Ensure your providers have the most current and complete record of your health history and service needs.
- Identify where there might be gaps or overlaps in service delivery.

Your Personal Health Information (PHI)

Your Personal Health Information (PHI) is collected during an initial and annual assessment, which helps providers determine your health and support service needs. Your assessment may include details on your personal health history, including your physical and psychological status.

Benefits of sharing your information:

- Your services are coordinated between all of your service provider agencies.

- All of your provider agencies have access to the same information; you don't have to complete the same assessment multiple times.
- You receive the right services from the right agencies. Gaps and overlaps are minimized.

Consequences of choosing not to share your information:

- Your services are not coordinated between agencies, leading to possible gaps or overlap.
- You may be required to complete the same assessment for different agencies.
- You may not receive the right type or amount of service from Bellwoods.

Consent to Share Your PHI

The PHI collected in your assessment belongs to you. The privacy and protection of your PHI is a priority for all providers. Your information will only be shared with partner agencies with your express written consent.

Your PHI can only be used for the purpose of assessing your needs and/or providing you with the services that you require. This information cannot be used for any other purposes without your consent.

Privacy and Security of Your Information

The privacy and security of your PHI is of utmost importance to all provider agencies. The following measures are taken to ensure your information is protected:

- Your health information is kept in a secure, password-protected database, accessible only by authorized staff.
- Your health information can only be viewed by authorized staff who are involved in assessing or providing your services.
- All participating service providers have signed confidentiality agreements
- Every time your record is accessed, it is recorded in a log. The log is audited regularly to ensure there has been no unauthorized access to your information.
- Information is stored and/or disposed of according to established secure protocols and legislation.
- All participating agencies are bound by the Personal Health Information Protection Act (2004) ON (PHIPA).

Any suspected breach or unauthorized access to your PHI will be investigated and action taken as, required. Bellwoods is committed to full disclosure to our clients under these highly unlikely circumstances.

Your Privacy Choices

Please contact your service provider or Bellwoods' Privacy Officer, if you would like to:

- **See your own assessment:** You can request a copy of your assessment at any time.
- **Correct your own assessments:** You can ask to have information in your assessment corrected or updated.
- **Opt Out:** You may choose not to share your assessment information with other health or support service providers. You may choose to have your basic personal information (e.g., name, phone number) blocked from some or all providers who view the IAR.

In the future, if you wish to withdraw your consent to share your assessment information or your basic identifying information, please call the IAR Consent Call Centre toll free at 1-855-585-5279; (TTY 1-855-973-4445).

If you have questions or concerns about how your personal health information is handled and shared with our partner agencies, please contact the Bellwoods Privacy Officer at:

Sonia Jacobs, Privacy Officer
Bellwoods Centres for Community Living Inc.
3 Concorde Gate, Suite 200, Toronto, Ontario M3C 3N7
Telephone: (416) 696-9663 | E-mail: privacy@bcclsp.org

The Information and Privacy Commissioner of Ontario

If you have any issues or concerns about how your health information is being handled, you have the right to contact the Information and Privacy Commissioner of Ontario at:

2 Bloor Street East, Suite 1400, Toronto, Ontario M4M 1A8
Telephone: (416) 326-3333 or 1-800-387-0073 | Online: <http://www.ipc.on.ca>