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MILWAUKEE COUNTY  
DEPARTMENT OF HEALTH  
& HUMAN SERVICES  
**BEHAVIORAL  
HEALTH SERVICES**

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Owner Dana James

Policy Area Wraparound  
(Wrap, REACH,  
youth CCS)-  
Administration

## #044 - Minimum Necessary Access to Client Protected Health Information

### POLICY

It is the policy of Children's Community Mental Health Services and Wraparound Milwaukee (hereby referenced to as Wraparound Milwaukee) to allow minimum necessary access to client specific Protected Health Information (PHI). Protected Health Information, as defined in 45 CFR Part [164.501](#) of the Standards for Privacy of Individually Identifiable Health Information, is "individually identifiable health information" that is transmitted by electronic media; maintained in any medium as described in [162.103 of the subchapter](#), or transmitted or maintained in any form or medium. PHI will be maintained by Wraparound Milwaukee by allowing "minimum necessary access" as outlined in the HIPAA Privacy Standards.

Minimum Necessary Access is applied to workforce access to protected health information and to disclosures of protected health information by Wraparound Milwaukee.

### PROCEDURE

#### A. Workforce Use

Wraparound Milwaukee will limit access to Protected Health Information (both written and electronic) by its workforce to include only the minimum necessary information required to complete assigned job duties.

#### B. Routine Disclosures

Wraparound Milwaukee limits routine disclosures to:

1. Disclosures allowed under Wisconsin Statute DHS 51.30

2. Disclosures necessary for purposes of payment or operations (i.e., CHIPS billing).
3. Disclosures to Business Associates (i.e., clients' records maintained by Care Coordination Agencies).
4. Disclosures authorized by the individual client, the client's guardian or for a client who is an emancipated minor, under applicable law, a person who has authority to act on behalf of the minor as their personal representative.
5. Routine disclosures are limited to the information necessary to achieve the purpose of the disclosure.

**C. Other Disclosures.**

Disclosures unless allowed or required by law, require the authorization of the individual client, the client's guardian or for a client who is an emancipated minor, under applicable law, a person who has authority to act on behalf of the minor as their personal representative.

Non-routine disclosures are reviewed on an individual basis to assure compliance with Minimum Necessary Standards established in the HIPAA Privacy Standards and Wraparound Milwaukee Policies and Procedures. Individuals authorized to review requests for disclosure of protected health information include: the assigned Care Coordinator, the Care Coordinator Supervisor, staff from the Children's Mobile Crisis Team or a member of the Wraparound Milwaukee Management Team.

**D. Relying on Requested Disclosure as Minimum Necessary**

Wraparound Milwaukee may rely on a request for disclosure of protected health information as "minimum necessary" under the following circumstances:

1. A professional staff member working for Wraparound Milwaukee.
2. A professional staff member of the workforce of a Business Associate.
3. Information requested by another covered entity.

**E. Use of the Entire Client Record**

Use of the "Entire Client Record" (identified in Sections 1-7 of the "Client Chart Format and Record Retention" Policy) is to be limited to those circumstances where it is reasonably necessary to accomplish a job related responsibility by a Wraparound Milwaukee workforce member or the assigned Care Coordination Agency's workforce or where an Authorization for Release of Information has been signed by the client and the purpose for the disclosure of the information dictates that access to the entire record is necessary to achieve the purpose of the disclosure request.

**F. Designated Record Set / Entire Client Record**

Wraparound Milwaukee defines the Designated Record Set to be those items identified in Sections 1-7 of the "Client Chart Format and Record Retention" Policy or the "Entire Client Record" and all individual client information including enrollment, clinical and payment related information that is maintained in our computer application known as Synthesis.

## REFERENCES

1. [DHS 51.30](#)

## Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	8/16/2022
	Brian McBride: ExDir2 – Program Administrator	8/16/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/10/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/10/2022

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