

**STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES**

**Policy No:** I.H.1.PO.001

**Subject:** Privacy of Health Information

**Section:** Confidentiality: Privacy

**Issue Date:** May 13, 2005

**Effective Date:** Upon release

**Approved:/S/ Peter H. O'Meara  
Commissioner**

**Note:** Technical revisions were made to this policy on October 31, 2024, to ensure the policy reflects respectful and person first language. No substantial changes were made.

**A. Policy Statement**

The Department of Developmental Services shall establish policy, procedures, and forms to create a compliance program that provides privacy protections for individually identifiable health information to individuals supported by the Department of Developmental Services.

The privacy protections established by this statement shall:

- Respect the privacy rights of individuals, who are the subjects of this information;
- Provide individuals with procedures to exercise those rights; and
- Provide for the authorized and required uses and disclosure of this information.

Policy, procedures and forms discussed in the above paragraph shall be available in electronic format and posted on the Department's local area network (LAN). Refer to the folder titled "HIPAA" on the shared drive labeled "DDS Common" Approved policy, procedure, and forms shall be posted to appropriate subfolders at this location.

The Department's Privacy Official or his/her designee shall manage and document all policy, procedure, and form revisions.

**B. Applicability**

This policy shall apply to the Department of Developmental Services (DDS) and any workforce member, including volunteers, accessing protected health information created and/or maintained by DDS.

This policy shall apply to all individually identifiable health information that is transmitted or maintained in any form or medium (electronic or otherwise) when it is used or disclosed by the Department of Developmental Services.

**C. References**

Conn. General Statutes: Sec.17a-238, "Rights of persons under supervision of Commissioner of Developmental Services."

Conn. General Statutes: Chapter 55, "Personal Data"

Regs. Conn. Agencies-DMR, Sec 19-570-5, "Confidential Client Records"

Health Insurance Portability and Accountability Act of 1996 (HIPAA) P.L. 104-191