

**WSC ADVISORY #2021-025**  
**APD NOTICE OF PRIVACY PRACTICES**

**MANDATORY ACTION**

**EFFECTIVE DATE: AUGUST 13, 2021**

Please be advised that effective September 10, 2020, APD published a revised *APD Notice of Privacy Practices*. If Waiver Support Coordinators (WSCs) and Consumer Directed Care Plus (CDC+) Consultants have not done so already, WSCs and CDC+ Consultants must provide a copy of the revised *Notice of Privacy Practices* to all clients or legal representatives within 60 days of this advisory.

The *Notice of Privacy Practices* is posted on the [APD website](#) and included with this advisory. The notice may be provided by e-mail if the client has agreed to electronic notice and the agreement has not been withdrawn. If the e-mail transmission fails or is not appropriate, the WSC or CDC+ Consultant must provide a paper copy of the notice to the client or legal representative.

**IMPORTANT: ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES**

WSCs and CDC+ Consultants must document the client's acknowledgement of receipt of the *Notice of Privacy Practices* by having the client or legal representative sign to acknowledge receipt. Attached is an *Acknowledgement of Receipt* form for this purpose. Electronic signatures are acceptable. For WSCs and CDC+ Consultants who currently use their own acknowledgement of receipt format, please be sure that the detail within the attached APD acknowledgement form is incorporated within the acknowledgement form provided to the client.

The iBudget Waiver Handbook requires that the *Notice of Privacy Practices* be provided at the following times in accordance HIPAA regulations:

- Upon initial contact with a client
- Within 60 days of any material revision of the notice

After initially providing the *Notice of Privacy Practices* for the first time, the WSC must notify clients of the availability of the notice and how to obtain it every three years.