

## STANDARDS OF PRACTICE

### **PURPOSE**

*These Standards of Practice were developed to ensure safe, consistent care to justice-involved individuals by establishing the minimum acceptable requirements and responsibilities of a Registered Service Provider. Specific service expectations will be found in the Adult and Juvenile Service Definitions.*

*The Standards detailed herein are not all-inclusive and do not represent all circumstances and situations that may exist or arise.*

### **DEFINITIONS**

*An individual Registered Service Provider or individual employee of a Registered Service Provider shall be referred to as **PROVIDER**.*

*The Administrative Office of the Courts & Probation shall be referred to as **AOCP**.*

*A Justice-Involved Individual shall be referred to as **CLIENT**.*

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### **ACCREDITATION**

PROVIDER is encouraged to have accreditation from a national/international organization such as CARF International, Council on Accreditation (COA), The Joint Commission, etc. Should PROVIDER be accredited, PROVIDER shall provide documentation related to current accreditation upon AOCP's request. If PROVIDER is not accredited from a national organization, PROVIDER shall, upon request, provide documentation of compliance with all requirements outlined in the Standards of Practice.

### **ADMISSION and DISCHARGE REQUIREMENTS**

#### **ADMISSION**

PROVIDER shall deliver all services based on an individualized plan. CLIENT needs, strengths, preferences and goals shall serve as the framework for the development of the individualized plan. The individualized plan reflects the participation of CLIENT's family/support system unless such participation is not beneficial to CLIENT (i.e. participation is prohibited by a legal entity). PROVIDER shall develop the individualized plan in coordination with CLIENT's probation/problem-solving court officer to ensure the service addresses identified criminogenic risk and need factors. PROVIDER shall develop the individualized plan and shall deliver services in a manner consistent with the AOCP service definitions, including dosage and intensity.

#### **DISCHARGE**

PROVIDER will collaborate with AOCP and proactively plan for the discharge of CLIENT from any service or placement in which they are involved. PROVIDER will utilize a trauma-informed approach to prepare CLIENT for transition and will collaborate with AOCP to ensure the most appropriate post-discharge placement/setting is available for CLIENT prior to discharge. When CLIENT's discharge is not planned, PROVIDER shall work collaboratively with AOCP to determine the most appropriate transition or post-discharge placement/setting for CLIENT.

#### **DISCHARGE FROM OUT-OF-HOME PLACEMENT - YOUTH ONLY**

Unplanned discharges from court-ordered 24/7 out-of-home placements require a 14 calendar-day notice, unless it is a short-term shelter placements, which requires a 72 hour notice. Provider shall submit intent of an unplanned discharge to Probation staff, who will notify the court. During the 14 calendar-day timeframe, PROVIDER shall use a trauma-informed approach to prepare CLIENT for impending discharge and will work collaboratively with AOCP to determine the most appropriate transition. A 14

calendar-day written notice is not required when PROVIDER and AOCB mutually agree on a planned discharge or when transition to a lower level of care is possible.

### **IMMEDIATE PLACEMENT – YOUTH ONLY**

The AOCB may make an immediate change in placement without court approval only if the youth is in a harmful or dangerous situation (e.g. natural disaster). Approval of the court shall be sought within 24 hours after making the change in placement or as soon thereafter as possible. The officer shall provide all interested parties with a copy of any report filed with the court by the officer pursuant to Reference Neb. Rev. § Stat. 43-297.01. Probation Officers will work collaboratively with facility staff, foster parent(s) or guardians to determine if an immediate change in placement is necessary. The team will work collaboratively to execute a plan for the youth's immediate placement. The youth's educational, environmental, and emotional needs will all be addressed in this plan.

### **BACKGROUND CHECKS**

PROVIDERS having direct contact (face-to-face) with youth or adult CLIENTS must complete the following background checks upon hire and at least every three (3) years (or as dictated by their own accreditation requirements) on themselves and on each job applicant or volunteer/intern 19 years of age or older prior to registering or hiring:

- Statewide Criminal History Check
- Nebraska Department of Motor Vehicles (DMV)
- Nebraska State Patrol (NSP)
- Nebraska Child and Adult Abuse and Neglect Central Registry
- Nebraska Sex Offender Registry
- National Sex Offender Public Website

Documentation of the items listed above must be kept for seven (7) years and be available for review by AOCB.

If the applicant has lived outside of Nebraska within the last five years, equivalent background checks must be obtained from all states, in which the prospective applicant has resided, with any cost being borne by PROVIDER or applicant. AOCB reserves the right to conduct background checks on the PROVIDER at any time deemed appropriate. Upon AOCB's request, PROVIDER shall provide information related to background checks and policy to AOCB to ensure PROVIDER and/or staff do not engage in, or have a history of, inappropriate boundaries or injurious behaviors, which may endanger the health or morals of any CLIENT. After the initial background check, PROVIDER shall have a process to ensure employees cited for new law violations after initial hire and background checks are identified and managed according to PROVIDER's written policy.

### **CONFLICT OF INTEREST**

PROVIDER shall not:

1. Accept or receive gifts or gratuities, with financial value or otherwise, from any CLIENT or person associated with any CLIENT, or
2. Misuse confidential information, or
3. Use or attempt to use any official position to secure unwarranted privileges or exemptions for themselves or others, or
4. Be allowed to maintain status as a Registered Service Provider if PROVIDER is under any form of community-based supervision, voluntary or otherwise, or if PROVIDER is sentenced to a period of incarceration.

### **CONFIDENTIALITY**

Provider shall hold all personally-identifying information and client records in strict confidence unless a court order explicitly allows/compels the release of information. If any other party is seeking personally-identifying information or client records, Provider shall notify the AOCB for assistance navigating the request. This includes the sharing of electronic monitoring data, such as Global Positioning System (GPS)

intelligence, with any third party, including law enforcement, without a valid court order. No visual depiction, this includes photos, or other identifying information regarding CLIENT may be released for use on posters, in news stories, presentations, press releases, social media or newsletters without the express written consent of CLIENT and, for youth, the parent/guardian.

PROVIDER shall be allowed to release the minimum information necessary to adequately address a medical emergency, imminent risk of harm to self or others or to report the commission of a crime on PROVIDER's premises.

Licensed behavioral health professionals will follow all state and federal regulations governing the confidentiality and release of protected health information.

Any written information/documents authored by the AOCPP received by the PROVIDER cannot be re-released to a third party. The PROVIDER should direct any requests for this information to the AOCPP.

PROVIDER, upon receipt of a subpoena requiring the release of protected health information (PHI) or additional information about a justice-involved individual, shall notify AOCPP of the subpoena and the information requested.

### **CODE OF ETHICS**

PROVIDER shall subscribe to a code of ethics and ensure that it is being upheld in the delivery of any services to all CLIENTs. PROVIDERs who do not have a state-or nationally recognized mandated code of ethics must make available to AOCPP, upon request, their code of ethics. The code of ethics should include, but is not limited to, the following:

- Inclusivity
- Professionalism (communication, dress etc.)
- Respect for others
- Conflict of interest
- Confidentiality
- Professional boundaries
- Dual relationships
- Safety/risk reduction plans
- Smoking/vaping
- Drug/alcohol use

### **DATA OWNERSHIP AND COPYRIGHT**

All data collected as a result of service provision shall be property of AOCPP. PROVIDER shall not copyright any of the copyrightable material produced in conjunction with the performance required under the service definitions without written consent from AOCPP. AOCPP hereby reserves a royalty-free, nonexclusive, and irrevocable right to produce, publish, or otherwise use, and to authorize others to use, the copyrightable material for state government purposes.

### **EVIDENCE-BASED PRACTICES**

Per the Nebraska State Probation Mission Statement, evidence-based practices are utilized to ensure the delivery of seamless services. Regardless of accreditation status, PROVIDER shall follow evidenced-based or promising practices in providing services to every CLIENT.

1. Assess Risk/Needs
2. Enhance Intrinsic Motivation
3. Target Interventions
4. Skill Training with Directed Practice
5. Increase Positive Reinforcement
6. Engage Ongoing Supports in Natural Communities
7. Measure Relevant Processes/Practices

## 8. Provide Measurement Feedback

### **INCIDENTS**

PROVIDER is responsible for reporting to AOCF if a CLIENT has an unauthorized leave from services.

Unless otherwise prohibited by law, PROVIDER shall **immediately** notify local AOCF staff (probation/problem-solving court officer, supervisor, and/or Chief) of the death, serious injury, or Significant Incident (as defined below) of any CLIENT during the course of services. Such notification shall be verbal, either by telephone or in-person.

Significant Incidents include, but are not limited to, the following:

1. YOUTH is a victim and/or initiator of alleged physical and/or sexual assault in a detention facility and/or residential placement (i.e. a situation that rises to the level of contacting authorities, a weapon is involved, circumstances are out of the ordinary, etc.);
2. CLIENT sustains a significant injury that requires medical attention such as:
  - Youth is involved in an event such as an illness, accidental injury, serious assault, suicide attempt, etc., that requires hospitalization and/or significant medical attention.
  - An event that has the potential to involve media exposure or that may be subjected to a high level of scrutiny or public interest;
  - A situation which could result in the need to contact the Department of Health and Human Services Division of Public Health-Licensure Unit, Division of Children and Family Services (CFS), or Adult Protective Services (APS) (i.e. safety of CLIENT is of concern);
3. Circumstances demonstrate potential ethical concerns.

### **INCLUSIVE PROGRAMMING**

PROVIDER shall interact in ways that are individualized, strengths-based, culturally responsive (recognizes and respects all cultures), developmentally appropriate, trauma informed and sensitive to the CLIENT's needs. PROVIDER shall utilize clear and understandable language (utilizing interpreters fluent in a CLIENT's native language) when discussing issues related to informed consent, treatment and programming. PROVIDER will take all steps necessary to communicate with CLIENT. PROVIDER is responsible for identifying languages and staff who are fluent in the specific language. PROVIDER is responsible for paying for interpreter services. When PROVIDER is completing a court-ordered evaluation, AOCF can assist with identifying a court-certified interpreter; PROVIDER shall verify authorization and maintain documentation in CLIENT files. PROVIDERS shall not utilize a CLIENT's family members for interpreting except in an emergency situation or when a provider is utilizing an evidenced based service model definitions such as but no limited to (MST and EIHT).

### **INDEPENDENT ENTITY**

PROVIDERS shall not be deemed as employees of AOCF; each PROVIDER is an independent entity. PROVIDER will have full authority over personnel, comply with all worker's compensation and employer's liability law and follow all federal, state, county and municipal laws, ordinances, rules and regulations.

### **INSURANCE COVERAGE**

PROVIDER shall maintain general and professional liability insurance coverage for themselves and their respective physicians, practitioners, employees and other professionals in connection with obligations under these *Standards of Practice*. Such coverage shall be in effect at all times during the term of the services, in amounts no less than \$1,000,000 per occurrence and \$3,000,000 aggregate per policy year. The general and professional liability insurance provided hereunder shall meet the requirements of Nebraska law. Documentation of insurance coverage shall be provided upon request. Additionally, PROVIDER shall maintain the necessary motor vehicle liability insurance for transporting CLIENTS (as applicable).

## **PAYMENT FOR SERVICES**

PROVIDER must have a written agreement, contract or voucher prior to implementation of any service. If PROVIDER provides a service for which the PROVIDER is not registered or approved, PROVIDER **will** not be paid. Acceptance of an incorrect voucher will result in non-payment.

Refer to financial assistance program rules for additional guidance.

## **OUT-OF-HOME PLACEMENT/OUT-OF-HOME SETTINGS (Juvenile Only)**

**Admission:** To ensure immediate placement, PROVIDER shall indicate an exact admission date so a youth is not waiting for placement openings for several months. If PROVIDER cannot state an exact admission date, PROVIDER will need to indicate an approximate admission date. PROVIDER must have clear policies and practices regarding determination of an admission date. If placement is not expedited, AOCB will continue to look for placements with other PROVIDERS.

**Transportation:** PROVIDER is responsible for providing transport as necessary to and from dental and medical appointments, school, court, therapy, home visits and routine day-to-day activities as outlined in the applicable Service Definition.

Any transportation exceptions will be requested through AOCB. If parent/guardian transportation assistance is necessary, PROVIDER may request case-by-case approval from AOCB; AOCB will assess all options and determine approval or denial.

**Communication:** Family therapy, visitation (in person or electronic), and team meetings, etc., are required as outlined in the service definitions. If barriers, exists such as distance, it is the responsibility of the PROVIDER to ameliorate said barriers. The probation/problem-solving court officer is an asset to aid in minimizing communication barriers. If mandated contact is not occurring, payment may be denied.

**Residential Treatment:** If providing residential treatment [e.g. Psychiatric Residential Treatment Facility (PRTF), Therapeutic Group Home (ThGH), etc.], PROVIDER will immediately complete a Medicaid application for any youth entering the facility who lacks Medicaid coverage. Should questions arise, PROVIDER should contact the supervising probation officer or designee for additional information about the application process. If PROVIDER believes an application is inappropriate based on medical necessity criteria, PROVIDER will share that information with the Juvenile Justice Resource Supervisor (JJRS) to staff with AOCB; however, PROVIDER will still submit an application for Medicaid coverage. PROVIDER will also apply to become payee for any state/federal financial assistance provided to youth in residential treatment and apply any amount received to the cost of the youth's treatment (e.g. Social Security benefits, military benefits, disability benefits, etc.).

**Out-of-State Requirements:** Out-of-state PROVIDERS working with Nebraska CLIENTS shall:

- Apply to become a Nebraska Medicaid provider, if applicable, and provide documentation to AOCB of approval or denial upon request.
- AOCB will assist PROVIDER in obtaining access to secured video technology.
- Arrange and pay for transport for parent/guardian onsite visits.
- Pay to transport youth to the facility, to home and back for passes, and transition home upon discharge.

**Bed Hold:** Juvenile Out of Home Placement (OHP) Bed Hold Process

If a youth is absent from care for longer than 2 days (48 hours), the days the youth was absent are not billable.

If a youth is absent for longer than 24 hours but less than 48 hours, these days can be paid **ONLY** when the following parameters are met:

- The intended plan is for the youth to return to the OHP
- The youth MUST return to the OHP within 48 hours
- The probation officer has been notified of the absence
- The provider is engaging in efforts to locate the youth
- The provider is communicating with the officer and the youth's parent/guardian
- The provider documents evidence of the above in the voucher including:
  - Date and time youth was missing from OHP
  - Details of the law enforcement notification
  - Details of officer and parent/guardian notification
  - All attempts to locate the youth
  - Circumstances surrounding the absence
  - Date and time youth returned to OHP (must be within 48 hours)
  - Content of debriefing upon the youth's return

If a youth is admitted for acute inpatient psychiatric care or medical care from an OHP, the days the youth is absent (for a period of up to 7 days) can be paid if the same parameters noted above are met.

Upon request from the District and Juvenile Justice Resource Supervisors, Administrative approval of up to 5 billable days may be granted in rare circumstances.

### **PERSONNEL FILE CONTENTS**

PROVIDER shall maintain a current individual file for themselves and for each staff member and subcontractor who provides direct services to CLIENT. Such file shall contain, at minimum, the following:

1. The person's name, birth date, address, social security number and phone number.
2. Documentation that the person meets minimum employment/contract qualifications, including an official copy of a person's diploma or transcripts, record of dates and locations of work experience, education and training, along with documentation the person meets any additional applicable AOC requirements.
3. A copy of required professional and driver's licenses.
4. Documentation of any disciplinary actions taken against the person.
5. If applicable, documentation of CPR and first-aid certification.
6. Documentation of orientation, continuing education or training (including web-based) and competency in all job requirements.
7. A copy of the person's current job description and required qualifications with a dated signature indicating that s/he understands and agrees to meet the stated qualifications and experience requirements and that s/he can and will adequately perform the duties described.
8. If applicable, documentation of physical exam and tuberculosis (TB) testing results and any follow-up conducted by agency.
9. Documentation of any required communication, complaints, investigations, responses to any inquiry or investigation conducted by law enforcement or licensing body related to the person's license or professional conduct and related litigation may be kept in a separate file available for review.

### **PROGRAMMING**

PROVIDER shall obtain informed consent from CLIENT for all programming; for youth, informed consent must also be obtained from CLIENT's parent/guardian.

All goals and objectives shall be written as SMART goals (Specific, Measurable, Achievable, Realistic, and Time-bound).

PROVIDERS making clinical recommendations for treatment services requiring an application or prior authorization [such as Psychiatric Residential Treatment Facility (PRTF) and Therapeutic Group Home (ThGH)] shall complete the applications and submit all components required for payment consideration.

## **BEHAVIOR MANAGEMENT**

PROVIDER shall **not** use the following as behavior management techniques:

1. Physical punishment or abuse; or
2. Denial of necessities; or
3. Chemical or mechanical restraints (unless in a hospital-based setting); or
4. Derogatory remarks, abusive or profane language, yelling or screaming, coercion, or threats of physical punishment; or
5. Isolation or solitary confinement; or
6. Denial of phone calls, home visits, or contact with family as part of disciplinary procedures or
7. Online social media shaming

## **RECORDS**

PROVIDER shall retain, at no additional cost to AOCPC, all CLIENT records, supporting documents, statistical records, financial documents and any other documents (including electronic storage media) pertinent to this agreement for seven (7) years after the date of the last service provided.

1. Access  
PROVIDER shall allow reasonable access to such records by authorized representatives of AOCPC for up to seven (7) years or as required by state/federal laws or other relevant contracts.
2. CLIENT File Records  
PROVIDER shall maintain a typed CLIENT File Record for each CLIENT that includes a complete record of all services rendered (refer to the service definitions). CLIENT File Record shall contain documentation sufficient to justify reimbursement and shall allow a representative of an agency or clinical designee to evaluate the course of treatment/services. The written documentation will include any and all screenings, assessments, diagnoses, treatment and/or service plans (with observable/measurable goals), progress notes, and discharge summaries, including clinical recommendations and transition plans.
3. Lack of Documentation  
Failure to have sufficient documentation to justify the level of reimbursement may result in recoupment of payment or PROVIDER reimbursement back to AOCPC for any payments made in connection with those services and other costs not adequately supported and documented.
4. Retention of Records  
PROVIDER will retain all records in locked storage, including electronic archives, for seven (7) years or as required by state/federal laws. During the retention period, AOCPC or state auditors and any other persons authorized by AOCPC shall have full access to records and the right to inspect, copy and make use of all records. PROVIDER shall have a written policy and related procedures that incorporate the requirements in this paragraph. Upon AOCPC's request, PROVIDER shall provide policies and procedures.
5. Electronic Information and Record Management  
PROVIDER shall ensure all electronic CLIENT records/information are stored on a protected network/drive. Mobile devices or electronic storage media may be used for temporary storage if encrypted. When electronic storage is utilized, the agency shall ensure devices or media contain the following features: boot passwords and automatic log-off; physical security of the device/media to prevent unauthorized access, tampering, loss or theft; and current patch management, firewall and virus protection software.

## **TELESERVICES**

Where allowed by applicable service definitions, PROVIDER may provide services to CLIENT using teleservices technology. PROVIDER agrees that any technology used in both originating and distance sites will meet industry standards for telehealth, including HIPAA compliance. PROVIDER agrees to

follow all applicable federal and state laws and requirements, including, but not limited to, the Nebraska Telehealth Act (§71-8501 to §71-8508) and Nebraska DHHS regulation 471 NAC 1-006.05.

## **TRAINING**

PROVIDER must complete continuing education requirements and provide written documentation of such training to AOC. Provider must complete education related to criminogenic risk and need factors as defined by current evidence-based research.

- Anti-social behavior/low self-control
- Anti-social personality, pattern, or temperament
- Anti-social cognition/attitudes
- Anti-social companions/peer relations
- Family circumstances/parenting/marital
- Lack of education/employment
- Lack of pro-social leisure, or recreation
- Substance Use

Other areas of training will include but are not limited to: Standardized Model for Delivery of Substance Use Services, the use of the driver and success plan in probation, etc. \*For additional guidance, see registered service provider process.

## **TRANSPORTATION REQUIREMENTS (JUVENILE)**

If PROVIDER utilizes PROVIDER's own vehicle for transportation of CLIENT, a private transport provider or a volunteer-driven vehicle, PROVIDER shall comply with the requirements of this section and all applicable federal and state laws, rules and regulations. Violation of such laws, rules and regulations may result in non-payment and/or revocation of PROVIDER status.

Vehicular and Driver Requirements. Any PROVIDER transporting any CLIENT shall ensure compliance with the following:

- a) The vehicle shall be maintained in a mechanically safe condition;
- b) The vehicle driver shall be 19 years of age or older and hold a current, and valid driver's license;
- c) No CLIENT shall be transported in portions of vehicles not constructed for the purpose of transporting people, such as truck beds, campers or any trailer attachment to a motor vehicle;
- d) Every CLIENT shall be seated on a seat which is securely fastened to the body of the vehicle and which provides sufficient space for the CLIENT's body;
- e) The driver and every passenger shall comply with Nebraska law regarding the use of seat belts;
- f) PROVIDER or sub-contracted personnel and CLIENT shall not stand, sit or lay on the floor while the vehicle is in motion;
- a) Every vehicle used to transport CLIENT shall have adequate heating and air conditioning;
- b) A first aid kit, sufficient drinking water and equipment for winter weather for all CLIENTs shall be maintained in the vehicle;
- c) PROVIDER or subcontractor shall maintain records of all services and repairs for owned or leased vehicles for as long as PROVIDER or subcontractor uses the vehicles;
- d) Drivers shall have no current limitations that would interfere with safe driving;
- e) If personal vehicles are utilized, they will need to be uncluttered, clean and smoke-free;
- f) No smoking/vaping while transporting any CLIENT;
- g) No transport of a CLIENT while under the influence of alcohol or any substance that could impair the ability to drive safely including prescription medication.
- h) Wear appropriate attire, including footwear;
- i) Report all driving violations to their registered agency;
- j) Shall not simultaneously transport a youth and an adult CLIENT, unless the adult is acting in a caretaker role or is a family member;



- k) If transporting multiple youth, PROVIDER must ensure youth are safe from victimization and/or harm; and
- l) Maintain the necessary liability insurance for transporting CLIENTs.

## **POLICIES AND PROCEDURES**

PROVIDER shall have policies and procedures in place at all times when providing services to any CLIENT. Upon request by AOC, PROVIDER shall produce copies of policies and procedures. Necessary policies and procedures shall include, but are not limited to, the following:

**1. BEHAVIOR MANAGEMENT**

PROVIDER shall have a written policy and related procedures on discipline, incentives and strategies utilized with any CLIENT.

**2. CRISIS INTERVENTION**

**3. COMPLAINT PROCESS**

**4. DISASTER PLANS**

**5. INTERNS/VOLUNTEERS**

**6. PROTECTION OF CLIENT(S)**

**7. HIRING/TERMINATION**

**8. EMPLOYEE DRUG TESTING**

**9. INCIDENT REPORTING**

**10. TRAINING**

## **LAWS**

Organization/PROVIDER agrees to comply with all local, state and federal laws, rules, ordinances and regulations, including, but not limited to, the following:

### **AMERICANS WITH DISABILITIES ACT (ADA)**

PROVIDER must adhere to the Americans with Disabilities Act (ADA) and the associated accessibility guidelines. ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities and transportation.

### **CONFIDENTIALITY**

Per Neb. Rev. Stat. § 29-2261 (6)(a), “Any presentence report, substance abuse evaluation, or psychiatric examination shall be privileged and shall not be disclosed directly or indirectly to anyone other than a judge; probation officers to whom an offender’s file is duly transferred; the probation administrator or his or her designee; alcohol and drug counselors, mental health practitioners, psychiatrists, and psychologists licensed or certified under the Uniform Credentialing Act to conduct substance abuse evaluations and treatment; or others entitled by law to receive such information, including personnel and mental health professionals for the Nebraska State Patrol specifically assigned to sex offender registration and community notification for the sole purpose of using such report, evaluation, or examination for assessing risk and for community notification of registered sex offenders.”

### **DISCRIMINATION**

PROVIDER shall not discriminate against any employee, applicant for employment, or CLIENT based on race, color, religion, sex, or national origin and shall comply with Title VII of the Civil Rights Act and the Nebraska Fair Employment Practice Act in that there shall be no discrimination against any employee who is employed in the performance of services.

### **DRUG-FREE WORKPLACE**

PROVIDER shall operate a drug-free workplace in accordance with the Drug-Free Workplace Act.

### **EQUAL OPPORTUNITY EMPLOYMENT ACT (EOEA)**

PROVIDER shall follow all provisions of the Equal Opportunity Employment Act.

### **GUARDIANS (ADULT and YOUTH)**

Whenever an adult or youth client has a parent, guardian or other such individually legally responsible for healthcare and other decisions, PROVIDER shall engage the parent/guardian/individual to obtain informed consent for the service and make every effort to keep the parent/guardian/individual engaged during the course of services.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

As applicable, provider shall comply with all requirements of the Health Insurance Portability and Accountability Act (HIPAA).

### **MANDATORY ABUSE/NEGLECT REPORTING**

Nebraska State Statutes §28-711 and §28-372 require any person who suspects that a child or vulnerable adult has been abused, neglected or exploited to report the suspicions promptly to the Nebraska Department of Health and Human Services.

The toll-free number to report suspected abuse, neglect or exploitation is: 1-800-652-1999

### **SUBSTANCE USE SERVICES AND CONFIDENTIALITY: 42 CFR PART 2**

As applicable, provider shall comply with all requirements of 42 CFR Part 2.

**WORK ELIGIBILITY STATUS**

PROVIDER agrees to comply with all local, state and federal laws, regulations and rules related to employment. PROVIDER also agrees that similar compliance shall be required for all sub-contracts allowed by service definitions. Further, PROVIDER agrees and shall use a federal immigration verification system as defined by Neb. Rev. Stat. §4-114(1)(a) and 8 U.S.C. 1324a, to determine the work eligibility status of new employees physically performing services within the State of Nebraska as required by Neb. Rev. Stat. §4-108 to §4-114 or as such laws may be amended from time-to-time.