Program Manual 2025

**The Utah House**

331 W 2700 S

Salt Lake City, UT 84115

## WELCOME TO THE UTAH HOUSE PROGRAM!

The Utah House provides a continuum of services for youth including outpatient, intensive outpatient, partial-day treatment, and full-day treatment programs. We provide individualized skill development and behavior management to improve symptoms of diagnoses such as Autism Spectrum Disorders, Anxiety, Depression, and Disruptive Behavior Disorders. The Utah House is a division of St Anthony House Treatment Programs, LLC. St. Anthony House Treatment Programs is the organizations registered business name. We chose that name for our program because Saint Anthony is a “patron Saint for Anxiety” as well as the patron Saint for “lost things”. The owner’s adopted grandmother would always pray to Saint Anthony for those who are “feeling lost”. In honor of her Grandmother Alice, Alycia Jurgela, named the corporate company Saint Anthony Treatment Programs, LLC because our mission is to help our kids who feel lost in the world or who are feeling hopeless. Our goal is to help our clients find their way and find a life worth living.

**Office Contacts**

Main Number: 385-313-8737

To text or immediate response: 801-859-3000

For Aly, Director, text for immediate response: 801-678-3318

## TREATMENT PHILOSOPHY

The Utah House procedures are based on Dialectical Behavioral Therapy and Cognitive Behavioral learning principles that emphasize core skills in the areas of self-control, emotional regulation, and stress management. Our services are family-focused, and coordinated with schools, juvenile court, recreational agencies, day cares, and other community resources.

Your child and family will have a treatment developed that will address areas of clinical focus. You should review and sign the treatment plan during the first week with your child and family therapist. This is YOUR treatment plan, please make sure we are addressing all areas that you believe are creating distress or interfering with your child and family’s success.

You also should be pleased with treatment and your providers. We want to hear from you if you have any concerns about your child’s care. Please contact the CEO at 801-678-3317 at any time.

# 24/7 Support

We are here to support you and your family 24/7. In the event your child is acting unsafe or is in immediate danger, please contact 911 first, then call The Utah House support line. Please feel free to text in the event the crisis worker does not answer the call for any reason @ 801-678-3317.

Also, UNI Mobile Crisis is also available if your child is saying he/she is wanting to hurt themselves or someone else. UNI Mobil Crisis will assist you if you believe your child requires UNI Hospitalization

**Program Hours**

Monday – Friday 9:00 – 3:00 pm.

We are closed major holidays only. Even if your child has a school vacation, we are open and your child is expected to be at the program. We are not closing for the summer. Clients enrolled in Day Treatment are expected to be here for the entire summer.

**Lunch and snacks**

The Utah House does not provide food except for special occasions such as a holiday party or birthday. Clients are expected to bring their own lunches to program daily. We do provide microwaves and lunches can be stored in our freezer or refrigerator. If your family is struggling financially to provide a lunch, please contact [Ana@theuthouse.com](mailto:Ana@theuthouse.com) and we can arrange some alternative options.

The expectation is that your child will learn to plan and prepare to make their lunches as part of a life skill. The goal is for your child to work on responsibility and planning. Failure to make or bring a lunch may result in lower scores. Again, please contact [Ana@theuthouse.com](mailto:Ana@theuthouse.com) if you or your child is unable to provide a lunch and snack for your child.

We do not permit sharing of food. Some clients share food as a way to win favor or friends. We want your child to know they are likable for who they are and do not have to give things to others to make friends. Only on certain occasions do we permit sharing of food and it must be arranged by Ana prior to your child bringing in snacks or food for the other clients.

We ask that you encourage your child to bring in healthy options. We do not permit energy drinks and discourage candy as a lunch source. We know that high fructose corn syrup and other high sugar foods can cause behavioral issues in youth with anxiety and ADHD. If you have any questions or concerns about what your child can bring, feel free to text Aly at 801-678-3317 or contact the main number for the office.

Clients are not allowed to call for food delivery unless it is pre-arranged by the family.

**LEVEL SYSTEM**

The Utah House programs utilize a level system, adapted to each age-group, that is based on a 100-point per day model. **Students enter the program on Orientation Level.** Weekly Level Review group utilizes the following criteria:

Level 1: < 70% 10-day average: Complete individual behavior contract

Level 2: 71% - 80% 10-day average (2-week min) + Present auto bio to group Level 3: 81 - 90% 10-day average (1 week) + Present behavior cycle

Level 4: > 90% 10-day average (1 week) + Present thinking errors assignment Level 5: >90% 20-day average (1 week)

***Any physical aggression or property destruction will result in an immediate drop one level.***

Daily percentages are based on home note goals (30%) and program performance (70%). To promote success, students are given ***clear directions*** and a high rate of verbal praise and feedback. Rules are clearly posted, and students are reminded of expectations often. If students continue to demonstrate a problem behavior after receiving directions and prompts, they will lose 2 points from the daily 100. Some common problems noted on the point card are:

NFD Not following directions NFR Not following the group rules

OS Out of seat

TO Talk Out (when hand-raise is expected) PS Personal space problem

**HOME NOTE**

Home notes maintain daily communication between the programs and families. Students are given a home note at the end of each day, to be reviewed and completed by parents, then returned the next day. ***Home notes comprise 30% of students’ daily percentage, so it’s important that these are completed each day. You will find a blank home note attached to this program manual.***

***Our program works on a level system. Here is an example of some level privileges, they are subject to change based on our current student population needs.***

**General Rules:**

* Stay in own personal space – no physical contact
* No play fighting / shadowboxing, or verbal/ non-verbal threatening behavior

Follow directions the 1st time

Use appropriate language

Sit with 4-legs of chairs on floor at all time

No phone use during program hours

No sharing of food

No coffee, soda and/or energy drinks like Red Bull.

**PROGRAM COMPONENTS FOR OUR DAY TREATMENT PROGRAM**

Day treatment programing is specific to youth who are experiencing distress at home, school and within the community.

| Adolescent Schedule | | | | | |
| --- | --- | --- | --- | --- | --- |
| Time | Monday  Thinking Errors/Pro Social Behaviors | Tuesday  Stress Management | Wednesday  Healthy Communication | Thursday  Relationships | Friday  Relapse Prevention |
| 9:00-  11:00 | H2017- PRS  Teaching skills to manage behaviors in life-  such as understanding thinking patterns | H2017- PRS  Teaching skills to manage behaviors in  life- such as stress management skills | H2017– PRS H2017- PRS  Teaching skills to manage behaviors in life- such as  communication skills | H2017- PRS  Teaching skills to manage behaviors in life- such as relationship skills | Address triggering thoughts, address behaviors that are preventing the child from success, identify ways to reduce relapse or  worsening of mental health by understanding MH and SA |
| 1100-  100  Levels | 90853 – GT  Therapy Group  Process feelings that are related to unhealthy thinking patterns | 90853 – GT  Therapy Group Process stress triggers and trauma history | 90853– GT  Therapy Group  Work on using “feeling words” to process traumatic experiences | 90853 – GT  Therapy Group Process unhealthy relationship patterns,  process feelings associated to relationship history | 90853 GT –  Therapy Group  Process thoughts, feelings and behaviors |
| Lunch | Lunch @ 11:00-11:30 | Lunch @11:00-11:30 | Lunch @ 11:00-11:30 | Lunch @ 11:00-11:30 | Lunch @ 11:00-11:30 |
| 130-330  330-500 | H2019HQ – TBS  Address triggering thoughts, address behaviors that are preventing the child from success, identify ways to reduce relapse or worsening of mental health by understanding MH and SA and ways to “cope” and “deal” with stressors.  Understanding how to improve communication skills to reduce acting out | H2019HQ – TBS  Address triggering thoughts, address behaviors that are preventing the child from success, identify ways to reduce relapse or worsening of mental health by understanding MH and SA and ways to “cope” and “deal” with stressors. Understanding how to improve communication skills to reduce acting out | H2019HQ – TBS  Address triggering thoughts, address behaviors that are preventing the child from success, identify ways to reduce relapse or worsening of mental health by understanding MH and SA and ways to “cope” and “deal” with stressors.  Understanding how to improve communication skills to reduce acting out. Understanding how maladaptive thinking worsens our mental health | H2019HQ – TBS  Address triggering thoughts, address behaviors that are preventing the child from success, identify ways to reduce relapse or worsening of mental health by understanding MH and SA and ways to “cope” and “deal” with stressors.  Understanding how to relationships are impacted by mental health and identify triggers in relationships | H2017- PRS  Teaching skills to manage behaviors in life- such as  accountability, relapse prevention and safety plans |

**Client Rights**

* Get mental health care regardless of your race, color, national origin, disability (mental or physical), sex, religion or age.
* Get information on the Prepaid Mental Health Plan that is easily understood.
* Be treated with respect and dignity.
* Have your privacy protected.
* Get information on all treatment choices in a way that is clear andyou can understand. Receive information on the Prepaid Mental Health Plan in a language and format that is easily understood
* Take part in treatment decisions about your mental health care, including the right to refuse treatment.
* Be free from restraint or seclusion if it is used these ways:
* To coerce (force) or discipline
* As a reaction (to retaliate) or for convenience
* As specified in federal regulations on the use of restraint and seclusion
* Get a copy of your mental health record. You may also ask that it be amended or corrected.
* Get mental health or substance abuse covered services in the amount you need and when you need them.

**For Complaints of Violation**

* If you have been treated unfairly or discriminated against for any reason, please call any of the numbers listed below.
* OptumHealth Medicaid coordinator: 1-877-370-8953
* Medicaid’s Constituent Services: 1-877-291-5583
* The Office of Licensing (OL) investigates complaints regarding unlicensed programs and concerns of rule, statute and law violations in licensed programs. If you suspect mistreatment at a licensed or unlicensed facility, please submit your concern using the form linked below or contact us at [**(801) 538-4242**](tel:801-538-4242).
* The Federal Office for Civil Rights: 1-800-368-10[19, ocrmail@hhs.gov](mailto:ocrmail@hhs.gov) (e-mail), [www.hhs.gov/ocr](http://www.hhs.gov/ocr) (website), or 1-800-537- 7697 (TDD)

**Student Dress Code**

Students and families are strongly encouraged to comply with The Utah House dress code policy. Failure to adhere to the dress code policy could result in being sent home from treatment; continued issues or problems with regard to proper dress code could result in being discarded from the program.

* Students should wear clothes appropriate for treatment and schooling. Student dress should be modest, clean, and suitable for the various activities at our program. As students dress each morning, particular attention should be paid to safety, comfort and weather.
* Students are not allowed to wear clothes that are manipulated, cut off or immodest such as short skirts or miniskirts (measured by figure tip length down the leg), and bare midriffs (measured by arms up in the air), halter tops or tank tops.
* Proper footwear is expected. If the student will be participating in Community Service Hours, the student is not permitted to wear sandals, flip flops or open toed shoes.
* Gang Related colors, clothing, paraphernalia IS NOT PERMITTED, and could result in being released from the program. Gang attire includes, but is not limited to:
* Gang colors
* Long Belts
* Bandanas
* Extremely baggy clothes
* Cloths of all the same color
* Gang signs/symbols
* Clothing that advertising cigarettes, alcohol, or drugs is prohibited and will result in the parent(s) being called to pick up the student or bring the student appropriate clothes.
* Clothing should be free of any pictures, prints or advertisements of music bands or clothing brands that represent drug use or endorsement.

**Program Rules & Expectations**

* The student has the right to be treated with respect along with the expectation that the client will treat others with respect.
* The student has the right to receive services in a safe and appropriate environment
* The student and family are expected to attend all services outlined in their treatment plan.
* Absences in excess of 3 days during a 3-month period may require a doctor’s note. More than 3 absences in one week will require documentation and may result in a discharge from the program. Any vacation or time off need to be approved through the treatment team.
* All bags, coats and jackets will be searched daily to maintain safety of students, staff, and guests. Any contraband found will be confiscated and parents will need to pick them up or it will be disposed of. Salt Lake City Police Department will be contracted regarding any illegal contraband such as any types of weapons. paraphernalia, or drugs/substances/alcohol.
* All students who are transported are required to attend daily. Parents are required to contact The Utah House regarding sick children or other issues that will not have them in the program by 7: 30 am Monday through Friday to prevent wasted time on transportation. Neglecting to contact The Utah House will suspend transportation and a fee will be incurred until a team meeting can be scheduled to ensure understanding of expected communication.
* The following will not be tolerated and could result in the client being immediately discharged from the program:
* Possession/Distribution or consumption of alcohol or drugs (illegal, prescription, and/or over-the counter) This includes any mind-altering substances such as spice or spice chemicals, bath salts, or any other type of substance or chemical used to “get high.
* Any consumption of any of the above on The Utah House property which includes vehicles is strictly prohibited and students will be charged through the Salt Lake City Police Department as well as legal agencies contacted.
* Any needed medications MUST be pre-approved by the Director prior to coming into the program and signed approval by and prescription from the doctor must be attached. This includes over the counter medication. Students may NEVER have medications on their person at any time at the program.
* Possession and/or use of tobacco.
* Gang-related attire or activity. Students cannot wear all one color and will be required to wear The Utah House shirts to cover up clothes and parents/guardians will be contacted along with any legal entities.
* Possession/Use or Threatened use of any weapons, including look alike or pretend.
* Foul, profane, vulgar, or abusive language
* Willful defiance and/or disruptive behavior
* Bullying
* Verbally or Physical Aggression and/or Abusive Behavior
* Sexual Harassment
* Inappropriate exposure of body parts
* Theft
* Destruction of property
* Gum is not allowed on The Utah House property including vehicles. Any gum found during check in’s or bag searches will be confiscated and disposed of.
* The use of any electronic devices during program hours is Prohibited-Cell phones, IPods/MP3 Players, PDA, Game Boys and other portable video game devices
* Students must follow the Clothing Rules and Guidelines provided by at admission. Students will wear The Utah House shirts when their dress is deemed inappropriate or revealing and parents/guardians will be contacted. All leggings worn should be covered with a longer shirt, tunic, or sweater to cover the bottom area of students.
* Students can bring one pen/pencil to program along with a notebook and needed school books. Excessive markers/pens/pencils need to stay at home.
* Students may have one lip-gloss or chapstick. Perfume, body spray, or hair spray is not allowed at the program. Makeup is not allowed and should stay at home.
* Outside drinks are not allowed in The Utah House unless the student has moved to Leadership Level. This specifically includes energy drinks, soda, coffee and other drinks.
* The Utah House staff regards family/caregiver involvement as vital to your student’s success. We ask parents to reinforce program instruction and any homework assignments related to treatment. It is the expectation that all family members/caregivers will be engaged in family therapy, failure to do so could result in the dismissal of the student for not complying with treatment program rules. All families are encouraged to attend family support groups, although not required. Family/Caregiver In-Home Therapeutic Services is part of your student’s program requirements. Non-participation in therapy will require a team meeting to determine continued services at The Utah House.
* Lastly, The Utah House top priority is safety of students, staff, and guests. Rules or limits may and will be adjusted to meet the needs of our current population and maintain a productive treatment environment.

**Sick Days and Vacation Time from Program**

In the event your child becomes disabled from an injury or accident, The Utah House is not handicapped accessible. The Utah House will provide you with in-home services while your child recovers or will refer your child to a program that is better able to service your child’s needs.

If your child is court ordered to attend treatment, your child must obtain permission from his/her probation officer for permission to miss ANY treatment.

If your child misses 3 or more consecutive days from the program due to illness, your child may require a doctor’s note letting us know your child is safe to return. 5 or more days of unexcused absences may result in termination from The Utah House. Please contact The Utah House and let us know if your child will not be attending the program for any reason. As well as to cancel any in-home sessions that are scheduled. We ask for 24 hours’ notice, if possible. You may be charged $25 for your first no call/no show, $50 for your second no call/no show, or $100 for every no call/no show after that.

If your child takes transportation, it is crucial you follow your transportation contract and alert the driver as soon as possible. If the van comes to the home and the child does not get on the van or does not answer the door, you will be charged $25.00. After two times, transportation may be revoked.

**Drug Testing**

Every client enrolled in our day treatment or intensive outpatient programs will be randomly drug tested while enrolled. This is due to our program being a mental health primary program.

**TRANSPORTATION**

The Utah House uses Bluebird Transportation as a resource to families looking for transportation for your child to come to and from program. We only help facilitate transportation for our families if the family chooses Bluebird, we do not contract directly with them, nor are they hired by The Utah House. We will help you set up and work with Bluebird but the ongoing communication is through the family and Bluebird once transportation has been established.

**Bluebird**

Bluebird charges are submitted to The Utah House and are passed along to our families. Sliding fee scales are available. Bluebird charges a cancellation or no show fees for transportation. As Bluebird is a contracted transportation company that contracts with our agency to provide safe and reliable transportation to and from program, any cancellation and no-show fees will be charged to the guarantor's credit card on file for no less than $50.00. It is your responsibility to contact Bluebird to cancel or reschedule your transportation within 24 hours or you risk assessing the fee. You must call Bluebird dispatch directly at 801-425-1449. If you are unable to reach dispatch, the following number can also be contacted at 801-879-2086.

More information can be found at [www.bluebird.com](http://www.bluebird.com)

**Medicaid Funding Transportation**

For youth 16 years and older who are on Medicaid or in foster care/carve out, families can sign up for Medicaid transportation to and from program. It is managed by Motivecare and will be set up through The Utah House. Motivecare does not allow more than 3 no show/no call trips. The family is responsible for contacting Motivecare directly to cancel. To reschedule times or to change pick up and drop off locations, the family must contact Ana Ruiz at [Ana@theuthouse.com](mailto:Ana@theuthouse.com).

**On site transportation**

On occasion, The Utah House may provide transportation using our company van or in employee vehicles. All employees are required to show proof of insurance and good driving records. You are required to sign consent for Utah House transportation. If you are not comfortable allowing your child to be transported by staff in either the company vehicle or in the company van, please send an email to [Ana@theuthouse.com](mailto:Ana@theuthouse.com)

**CLIENT EXPECTATIONS WHILE OFF CAMPUS**

* Clients should always check out when they leave campus and check in when they return.
* Clients should be wearing his or her seatbelt appropriately always while riding in vehicles.
* Clients should be participating in group discussions and activities. Just because we are not in the building does not mean we are not in a group. Same rules apply in different settings.
* Clients should show respect towards others by listening and not interrupting. No side talk.
* Staff will not turn on the radio until the group is over.
* Clients should not have their phone on them. Clients should not listen to music on their phones or take pictures of other clients while off site. Taking pictures is a breach of confidentiality.
* Clients need to remain with staff always. If you cannot see staff, they cannot see you. Use awareness! It is your responsibility as well as that of the staff members know where each other are.
* Always stay on the trailhead and with the group. Safety first!
* Pick up garbage! Do not leave garbage in the vans, on the ground or floor or anywhere it does not belong while at the Utah House or on any outing.
* Do not eat or bring food in the vans.
* Do not, under any circumstances, throw rocks at animals!
* No throwing snowballs.
* Clients should use appropriate language always. No swearing!
* Clients should be having only appropriate, clean conversations. No gang, drug or sex talk. Respect others’ triggers.
* Clients should have appropriate boundaries. This means not touching one another and respecting other people’s personal space. This also includes high fives or fist-bumps.
* When we return to the program, clients should sign in and go straight to their group room and wait for further instructions.

**K-8TH GRADE EDUCATION PROCESS AND EXPECTATIONS**

Time4Learning is a website for homeschoolers for PreK through high school that covers math, language arts, social studies, and science. It is built around Compasslearning Odyssey®, an online, interactive educational system that has been in existence for many years and was acquired by Edgenuity in 2016. Compasslearning Odyssey/Edgenuity is used by many traditional schools.

Parents and The Utah House staff have their own login where they can set up student lesson plans and assignments as well as access records of student work. Student schedules and records can be printed out. Parents can select default grade-level courses, select courses, and customize lessons and assignments within courses.

Time4Learning has students sign in to the online curriculum. While Time4Learning registers children by grade level and offers courses based on the parent-provided grade-level designation, they will set up special configurations if needed. For example, you might have a child working at third grade level in most subjects but fourth grade level for math. I was able to set up a student with some courses for the upper level plus a few high school courses.

While Time4Learning concentrates primarily upon core curricula for the four main subjects of math, language arts, science, and social studies. The curriculum is non-sectarian and is tied to national and state standards.

Once a student is assigned a login, they will be pulled to meet with our Education Specialist daily to work on assignments while being instructed and coached on appropriate learning techniques, relaxation techniques and ways to learn more effectively.

By signing below, as the parent/guardian of a student at The Utah House, you are providing us permission to use Time4Learning online education curriculum. In addition, you agree to maintain enrollment until your student has successfully completed assigned classes. If you or your student is unemployed prior to completion of the student's classwork, you will be responsible to refund The Utah House $20.00 for your students enrollment in the learning program.

**9-12TH GRADE EDUCATION PROCESS AND EXPECTATIONS**

The Utah House believes that educational opportunities are key in your child’s success in treatment and in life. We strive to give your child every opportunity to learn, as well as learn how to learn, be successful in a classroom environment and develop a love of learning. We understand every child comes to our program with varying levels of ability, so we have partnered with an amazing school that will allow your child to utilize packets while in program and then provides your student with a seamless transition back to a mainstream school with amazing experiences for learning, as well as personal growth and development.

**DISCHARGE / GRADUATION REQUIREMENT**

It is expected that your child will remain in treatment approximately 90 days, or sooner, depending on your child’s medical necessity to maintain at Day Treatment Level of care. Industry standards state that successful completion of care occurs when 75% of your child’s treatment goals are met and maintained. This means it’s crucial for you to let us know if your child continues to struggle with specific behavioral or emotional disturbances to we can

make sure to target those areas. Sometimes, at the start of treatment, your child’s behaviors may appear to worsen. This is expected, however, if your child continues to struggle maintaining safety at home, at program and within the community (i.e. additional charges, suicidal/homicidal behaviors), your child may require a higher level of care. At which time, The Utah House and your family will have a meeting to review options based on your child’s needs and insurance providers available.

As your child shows improvement at the program, your child will be stepped down into a lower level of care – based on the needs of your child and your family’s needs and schedule. Most times, youth complete Day Treatment and step down to Intensive Outpatient Care. This normally means less hours of direct care and supervision at the program. Intensive Outpatient (IOP) will be structured around your child, however, normally include weekly Individual Therapy, Individual Behavior Management and/or Life Skills, Groups (as needed) and ongoing medication management when needed. As your child continues to improve and meet behavioral and emotional goals, your child will then be stepped down into our Standard Outpatient. This normally includes Individual Therapy, Family Therapy and Medication Management as needed.

We have found that stepping down levels appropriately has the best outcomes. We know that often children who enter The Utah House have had an ongoing provider prior to entering our program. We are more than happy to transition your child back to their previous provider when you believe your child is ready to transition out of The Utah House. To make the best transition possible, please let us know if you decide to place your child back to the previous provider, so we can ensure that we can provide all the information needed to make your child’s transition out as smooth and seamless as possible.

**The Utah House Winter/Snow Policy**

Due to transportation of many clients, The Utah House will have a Winter/Snow Policy to maintain safety for all staff and clients. On days where the weather appears uncertain due to major snowstorms or extreme cold with possible black ice, The Utah House will have a late start date of 10 am thus allowing roads to be cleared. This may extend the day to end at 4:30 pm versus 330 pm.

The Utah House will close on days when Horizonte or Challenger are closed. Staff will be expected to check closures via news media or the internet.

A phone tree will be established so that parents/guardians are contacted. The office manager will coordinate with the CEO and Director to discuss office closures and contact staff to begin the phone tree, so all parents and guardians are contacted.

**PRIVACY POLICY AND INSURANCES**

The Utah House is to provide information regarding your child’s assessments, clinical diagnosis, and treatment notes/plan(s) to your insurance provider. It is important that you understand that this information will be provided for the authorization to treat your child, in addition, used to determine treatment services and for reimbursement. You have the right to any documentation provided to your insurance regarding your family or child. It is also important that you are financially responsible for any services performed by The Utah House not covered by your insurance. You will have received documentation during intake that explains co-payment or services not covered by your insurance. If you are not sure what your insurance is, or what co- payments are expected, please contact Aly Jurgela @ 801-678-3317.

**SAHTP, LLC NOTICE OF PRIVACY PRACTICES**

*THIS NOTICE DESCRIBES HOW MENTAL HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY*.

SAHTP, LLC is required by law to maintain the privacy of your protected health information (PHI) and to provide you with notice of your privacy rights and my legal duties and privacy practices with respect to your PHI. SAHTP, LLC and DBAs are required to abide by the terms of this notice with respect to your PHI but reserve the right to change the terms of this notice and make the new notice provisions effective for all PHI that SHARP, LLC and DBAs maintain. You will be provided with a copy of the revised notice sent by regular mail to the last address you have provided to me for this communication purpose.

**UNDERSTANDING YOUR PERSONAL HEALTH INFORMATION**

Each time you visit a hospital, physician, mental health professional or other health care provider, a record of your visit is made. Typically, this record contains your symptoms, examination, and test results, diagnosis, treatment, in the case of a mental health professional, psychotherapy notes, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

* Basis for planning your care and treatment.
* Means of communication among the many health professionals who contribute to your care.
* Legal document describing the care you received.
* Means by which you or a third-party payer can verify that services billed were actually provided
* A source of data for medical research.
* A source of information for public health officials charged with improving the health of the nation, a source of data for facility planning and marketing.
* A tool with which we can access and continually work to improve the care we render and the outcomes we achieve.
* Understanding what is in your record and how your health information is used helps you to:
* Ensure its accuracy.
* Better understand who, what, when, where, and why others access your health information.
* Make more informed decisions when authorizing disclosure to others.

**YOUR HEALTH INFORMATION RIGHTS**

Although your health record is the physical property of SAHTP, LLC and DBAs, the facility that compiled it, the information belongs to you. You have the following rights:

The right to request restrictions on the use and disclosure of your PHI to carry out treatment, payment of health care operations. You should note that SMTP, LLC and DBAs are not required to agree to be bound by any restrictions that you request but are bound by each restriction that SHARP, LLC and DBAs agree to.

Regarding any patient directory, the right to request restrictions on the use and disclosure of your name, location at this treatment facility, description of your condition and your religious affiliation. Your information will not be used in any way without your knowledge and consent.

To receive confidential communication of your PHI unless SHARP, LLC and DBAs determine that such disclosures would be harmful to you.

To inspect and copy your PHI unless SHARP, LLC and DBAs determines in the exercise of professional judgment that the access requested is reasonably likely to endanger your life or physical safety (Note: if state law allows, “emotional safety” may be included as well) or that of another person.

You may request copies of your PHI by providing SAP, LLC and DBAs with a written request of such copies. SAHTP, LLC and DBAs will provide you with the copies within ten (10) business days of your request at my office. You will be charged $.25 for each page copied and you will be expected to pay for the copies at the time you pick them up.

To amend your PHI upon your written request to SAP, LLC and DBAs setting forth your

reasons for the requested amendment. We have the right to deny the request if the information is complete or has been created by another entity. SAHTP, LLC and DBAs are required to act on your request to amend your PHI within sixty (60) days but this deadline may be extended for another thirty (30) days upon written notice to you. If the request is denied, your requested amendment will provide you with written notice of the decision and the basis of the decision. You will then have the right to submit a written statement disagreeing with the decision, which will be maintained with your PHI. If you do not wish to submit a statement of disagreement you may suggest that SHARP, LLC and DBAs provide your request for amendment and the denial with any future disclosures of your PHI.

Upon request to receive an accounting of disclosures of your PHI made within the past 6 years of your request for an accounting. Disclosures that are exempted from the accounting requirements include the following:

* Disclosures necessary to carry out treatment, payment, and healthcare operations.
* Disclosures made to you upon request.
* Disclosures made pursuant to your authorization.
* Disclosures made by national security or intelligence purposes.
* Permitted disclosure to correctional institutions or law enforcement officials.
* Disclosures that are part of a limited data set used for research, public health or health care operations.

SAHTP, LLC and DBAs are required to act on request for an accounting within sixty (60) days but this deadline may be extended for another thirty (30) days upon written notice to you of the reason for the delay and the date, which we will provide the accounting. You are entitled to one (1) accounting in any twelve (12) month period free of charge. For any subsequent request in a twelve (12) month period you will be charged $.25 for each page copied and you will be expected to pay for the copies at the time you pick them up.

To receive a paper copy of this privacy notice even if you agreed to receive a copy electronically.

The right to complain to SATP, LLC and DBAs and to the Secretary of the U.S. Department of Health and Human Services (HHS) if you believe your privacy rights have been violated. You may submit your complaint to SAHTP, LLC and DBAs in writing setting out the alleged violation. We are prohibited by law from retaliating against you in any way for filing a complaint.

**Uses and Disclosures**

Your written authorization is required before SMTP, LLC and DBAs can use or disclose any psychotherapy notes which are defined as notes documenting or analyzing the contents of any conversations during counseling sessions and that are separated from the rest of your clinical file. Psychotherapy notes may not include medication prescription and monitoring, counseling session start and stop times, the modalities and frequencies of treatment furnished, results of clinical rates and any summary of the following items: diagnosis, functional status, the treatment plan, symptoms, prognosis and progress to date.

It is our policy to protect the confidentiality of your PHI to the best of our ability and to the extent permitted by law. There are times however, when use or disclosure of your PHI including psychotherapy notes, is permitted or mandated by law even without your authorization.

Situations where SATP, LLC and DBAs is not required to obtain consent or authorization for use or disclosure of your PHI psychotherapy notes include the following circumstances:

Any staff of SHARP, LLC and DBAs for treatment, payment or health care operations as they relate to you.

For example: Information obtained by SATP, LLC and DBAs will be recorded in your record and used to determine the course of treatment that should work best for you. SAHTP, LLC and DBAs will document in your record any communication or work together and when appropriate SHARP, LLC and DBAs will provide a subsequent counselor or health care provider with copies of various reports that should assist him or her in treating you once we have terminated our therapeutic relationship.

For example: A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

In the event of an emergency to any treatment provider who provides emergency treatment to you.

To defend SHARP, LLC and DBAs in a legal action or other proceeding brought by you against the agency or a staff member of SAHTP, LLC and DBAs.

When required by the Secretary of the Department of Health and Human Services in an investigation to determine our compliance with the privacy rules.

When required by law in so far as the use or disclosure complies with and is limited to the relevant requirements of such law.

Examples:

To a public health authority or other government authority authorized by law to receive reports of child abuse or neglect.

If SAHTP, LLC and DBAs reasonably believes an individual to be the victim of abuse, neglect or domestic violence, to a governmental authority, including a social service agency authorized by law to receive such reports to the extent the disclosure is required by or authorized by law or you agree to the disclosure and SAHTP, LLC and DBAs believes in the exercise of professional judgment disclosure is necessary to prevent serious harm to you or other potential victims. If SAHTP, LLC and DBAs makes such a report we are obligated to inform you unless SAHTP, LLC and DBAs believes informing the individual will place the individual at risk or serious injury.

During any judicial or administrative proceeding in response to:

* An order of a court or administrative tribunal so long as only the PHI expressly authorized by such order is disclosed, or
* A subpoena, discovery request or other lawful process, that is not accompanied by an order of a court or administrative tribunal so long as reasonable efforts are made to give you notice that your PHI has been requested or reasonable efforts are made to give you notice that your PHI has been requested or reasonable efforts are made to secure a qualified protective order, by the person requesting the PHI.
* Child custody cases and other legal proceedings in which your mental health or condition is in issue are kinds of suits in which your PHI may be requested.
* In addition, SAHTP, LLC and DBAs may use your PHI in connection with a suit to collect fees for services.
* In compliance with the court order or court ordered warrant, or a subpoena or summons issued by a judicial officer, a grand jury subpoena or summons, a civil or an authorized investigative demand or similar process authorized by law provided that the information sought is relevant and material to a legitimate law enforcement inquiry, the request is specific and limited in scope to the extent reasonably practicable in light of the purpose for which the information is sought and de-identified information could not reasonably be used.
* To a health oversight agency for oversight activities authorized by law as they may relate (i.e., audits; civil, criminal or administrative investigations, inspections, licensure or disciplinary actions; civil, administrative, or criminal proceedings or actions).
* To a coroner or medical examiner for identifying a deceased person, determining a cause of death, or other duties authorized by law.
* To funeral directors consistent with applicable law as necessary to carry out their duties with respect to the decedent.
* To the extent authorized by and the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.
* If use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is made to a person or persons reasonably able to prevent or lessen the threat, including the target of the threat.
* To public health authority that is authorized by law to collect or receive such information for the purposes of preventing or controlling a disease, injury or disability, including, but not limited to, the reporting of disease, injury, vital events such as birth, death, and the conduct of public surveillance, public health investigations, and public health interventions.
* To a person who may be exposed to a communicable disease or may otherwise be at risk of contracting or spreading a disease or condition, if the covered entity or public health authority is authorized by law to notify such people as necessary in the conduct of a public health intervention or investigation.
* To a public health authority or other appropriate governmental authority authorized by law to receive reports of child abuse or neglect.
* To a law enforcement official if SAHTP, LLC and DBAs believe in good faith that the PHI constitutes evidence of criminal conduct that occurs on my premises.

Using SAHTP, LLC DBA The Utah House’s best judgment, to a family member, other relative or close personal friend or any other person you identify, SAHTP, LLC and DBAs may disclose PHI that is relevant to that person’s involvement in your care or payment related to your care.

To authorized federal officials for the conduct of lawful intelligence, counterintelligence, and other national security activities authorized by the National Security Act and implementing authority. To Business Associates under a written agreement requiring Business Associates to protect the information. Business Associates are entities that assist with or conduct activities on my behalf including individuals or organizations that provide legal, accounting, administrative, and similar functions.

SAHTP, LLC and DBAs may contact you with appointment reminders or information about treatment alternatives or other health related benefits and services that may be of interest to you.

If you have any questions and would like additional information you should bring this to our attention at the first opportunity. Alycia Jurgela, LPC is the designated Privacy Officer for the practice and will be glad to respond to your questions or request for information.