


**HIPAA PRIVACY PLAN SPONSOR CERTIFICATION
TO THE LITTLETON PUBLIC SCHOOLS
EMPLOYEE BENEFITS PLAN**

Arapahoe County School District No. 6 dba Littleton Public Schools (the “Plan Sponsor”), the sponsor of the Littleton Public Schools Employee Benefits Plan (the “Plan”), a hybrid entity as defined under the regulations of the Health Insurance Portability and Accountability Act of 1996, as amended (“HIPAA”), hereby certifies that the Plan documents that govern the health plan components of the Plan (the “Health Plan”) have been amended to incorporate the Health Information Technology for Economic and Clinical Health Act and the following provisions and the Plan Sponsor shall:

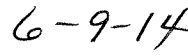
- not use or further disclose protected health information (“PHI”) other than as permitted or required by the Plan documents or as required by law;
- ensure that any agents to whom it provides PHI received from the Health Plan agree to the same restrictions and conditions that apply to the Plan Sponsor with respect to such information;
- not use or disclose PHI for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the Plan Sponsor;
- report to the Health Plan any use or disclosure of the PHI that is inconsistent with the uses or disclosures provided for of which becomes aware;
- make available PHI in accordance with 45 CFR § 164.524;
- make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 CFR § 164.526;
- make available the PHI required to provide an accounting of disclosures in accordance with 45 CFR § 164.528;
- make its internal practices, books and records relating to the use and disclosure of PHI received from the Health Plan available to the Secretary of Health and Human Services for purposes of determining compliance by the Health Plan with HIPAA’s privacy requirements;
- if feasible, return or destroy all PHI received from the Health Plan that the Plan Sponsor still maintains in any form and retain no copies of such information when no longer needed for the purpose for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible;
- ensure that the adequate separation required in 45 CFR § 164.504(f)(2)(iii) is established;
- agree that if it creates, receives, maintains, or transmits any electronic PHI (other than enrollment/disrollment information disclosed pursuant to 45 CFR § 164.504(f)(1)(iii) and summary health information disclosed pursuant to 45 CFR § 164.504(f)(1)(ii) and information disclosed pursuant to a signed authorization that complies with the reference of 45 CFR § 164.508, which are not subject to these restrictions) on behalf of the Health Plan, it will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the

- confidentiality, integrity, and availability of the electronic PHI that it creates, receives, maintains or transmits on behalf of the Health Plan;
- ensure that the adequate separation required by 45 CFR § 164.504(f)(2)(iii) is supported by reasonable and appropriate security measures;
 - ensure that any agents to whom it provides this electronic PHI agrees to implement reasonable and appropriate security measures to protect the information; and
 - report to Health Plan any security incident of which it becomes aware.

ARAPAHOE COUNTY SCHOOL
DISTRICT NO. 6 dba
LITTLETON PUBLIC SCHOOLS



Lori Kinney
Assistant Superintendent of
Human Resources



Date