

ADAMHS BOARD FOR MONTGOMERY COUNTY	BP # 119	
TITLE: Public Information Dissemination	SUBJECT: Public Request for Information	
	EFFECTIVE DATE 8/1/2006	SUPERSEDES DATE N/A

Purpose:

To establish the ADAMHS Board for Montgomery County's policy on public information dissemination.

Scope:

The ADAMHS Board or Trustees, staff, and residents of the community.

Policy Statement:

It is the policy of the ADAMHS Board for Montgomery County to provide access to all appropriate records and documents, during normal business hours, as deemed subject to public disclosure by the Ohio Revised Code sections 149.43 and 149.431. Records and documents that contain PHI and/or client-specific information are considered confidential and therefore not subject to public disclosure.

Procedure:

1. Request Received
 - a. When a public information request is made, in either a verbal or written form, it should be forwarded to the Executive Administrative Assistant. The Executive Administrative Assistant will review the request with the Public Affairs Director.
2. Request Filled
 - a. The Public Affairs Director, or his/her designee, will respond to the request within one business day and will work on getting the request filled within a five business day period. If the information will take longer to prepare, or a legal opinion is necessary, the requestor will be so notified.
3. Fee
 - a. The ADAMHS Board for Montgomery County is permitted to charge a fee for any costs associated with copying. The ADAMHS Board can charge up to five cents per page in order to cover the costs of copying.

Definitions

PHI: Protected Health Information.