

Welcome



Creating opportunities...Enriching lives



koinonia

INFORMATION

216-588-8777

KoinoniaHomes.org



LinkedIn

Updated October 2020

WELCOME TO KOINONIA!

Koinonia (coin-o-Nee-yah) comes from the Greek language and refers to community and fellowship

Our mission is to partner with people who have developmental disabilities and other complex conditions, resulting in the highest possible quality of life through integrated, whole-person care.

Koinonia is an idea that began at home. In the early 1970's when choices about where people with developmental disabilities could live and thrive were either few or dismal, a group of parents and other concerned citizens gathered around a kitchen table and decided there had to be a better way.

Founded in 1974, Koinonia is the leading non-profit 501 (c)(3) organization in Northeast Ohio providing residential, day program, and career services for adults with intellectual and developmental disabilities (IDD). Our vision is to be the leading service organization creating a world where individuals with intellectual and developmental disabilities are fully included in the community and are empowered with the ability to make choices.

Our core values include Respect, Accountability, Integrity, and Trust.



Photo: Koinonia Founder, Sr. Mary Charles Szczecinski meets with the Women's Auxiliary to plan fundraising events for Koinonia.

Who We Serve

Koinonia serves individuals with intellectual and/or developmental disabilities. These individuals may also have physical challenges (walking or mobility challenges, visual and hearing impairments, etc.), medical issues (seizures, diabetes, etc.), learning disabilities, autism, and mental illnesses. Most of these individuals have other special needs and challenges and have dual diagnoses.

Positive Culture

Koinonia believes everyone deserves to live and work in a positive atmosphere. A positive culture is the intentional way that we partner with our individuals to focus on creating healthy relationships and recognizing that all of us have unique gifts. We believe our actions should focus on affirmation, unconditional acceptance, and encouragement. We do our best to base all of our daily interactions and practices on these beliefs.

2020 Stats

- 169 People Served at 20 ICF Homes
- 136 People Served at 59 Waiver Homes
- Koinonia Enterprises – total people served 350
 - Employment Services
 - Vocational Rehab
 - Summer Youth
 - Compass Pathfinder Students
 - Job Club
- 590 Koinonia Associates¹



The Koinonia Way is all of us partnering every day to improve the quality of life of everyone with whom we connect. It encompasses our mission and core values, and is a culture of caring, collaborative support, and person-centered to help everyone who works and is served here to be happy and realize their full potential

The Koinonia Way is how we care, support, and lead to achieve our mission and values. We believe in supporting the personal growth and development of our associates and individuals, so everyone can realize their full potential. We incorporate continuous learning, coaching, mentoring, and peer support into all our practices and promote engagement and involvement from all levels of the organization. We also believe that everything we do begins with caring about our associates and the individuals and families we serve.

At Koinonia, we believe that the philosophy of the Koinonia Way must be embraced and practiced through leadership. We believe that every team member is a leader with the ability to improve our organization through their behavior and we teach everyone how to lead The Koinonia Way.

Care

Trauma-Informed Response

Person-Centered Approach

Support

Community Interaction

Career Paths

Peer Support and mentoring

Lead

Leading the Koinonia Way

Prosci Change Management

Support Inclusion in Innovation

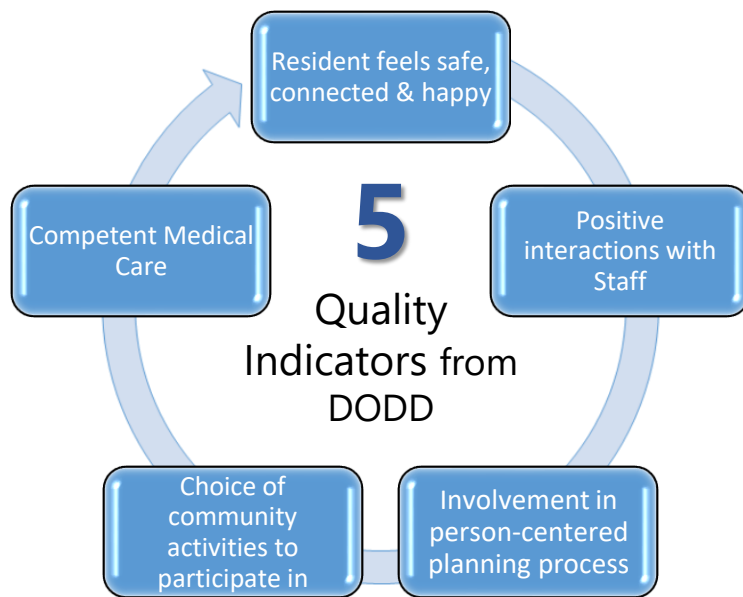
Clearly Defined Systems

Continuous Performance Solutions

Individual Planning

Koinonia places great emphasis on assisting those we serve to achieve their highest level of independence and community integration. Each person has an Individual Plan (IP) that establishes the framework of what is important to and what is important for the individual. Areas covered in the IP include skill development, identifying staff to individual ratio, employment options, and more.

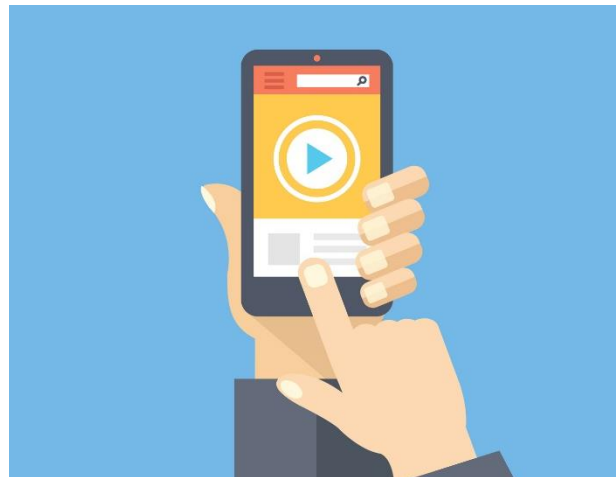
The plan is overseen by a team whose members can include: Support Administrators, people the individual chooses, residential management, parents, a guardian, an advocate, and/or a Koinonia staff member. Together, the team reviews progress and helps the individual decide on new goals to accomplish throughout the upcoming year.



A Better LIFE

LIFE is an acronym for ***Lifelong Inclusion for Everyone***, and at Koinonia it's a model that clearly identifies adequate supports needed for people with IDD to move from exclusion to community inclusion while addressing each person's choices, barriers, and needed supports.

The LIFE model includes creating a *Canvass* that measures an individual's "LIFE Level," a ranking based on the individual's ability and desire to be active in the community. The *Canvass* identifies any barriers to inclusion and supports needed. Using the LIFE model along with the *Choices* app, people may choose to explore a career path or engage in volunteer work, participate in cultural activities, explore virtual events, join a sports team or other activity.



The *Choices* app allows staff or individuals to find community-based activities that are appropriate for each person's LIFE Level.

The LIFE model is designed so that individuals will:

- Be active and live, work, and have access to activities and choices like anyone else;
- Have natural supports, personal relationships, and friendships outside of Koinonia;
- Have choices based on their personal interests;
- Participate in socially "expected" activities either independently or with support dependent on their ability;
- Have meaningful membership within the community;
- Be heard and feel accepted; and,
- Have access to training and resources necessary to support an inclusive life.



Individuals' health and safety is Koinonia's number one concern. We provide direct support staff with extensive training in first aid, CPI, CPR, and medication administration, and autism. Our nursing staff also serves individuals by promoting health through preventative medicine, education, and advocacy.

EDUCATING INDIVIDUALS

Koinonia continually encourages the individuals we serve to make healthy choices so that they can experience the best possible health. For individuals who have diabetes, obesity, or other health risks, our Health Advocacy Program teaches the benefits of healthy eating, physical activity, and stress reduction. In small groups, individuals learn through interactive activities.

EDUCATING STAFF

By helping our direct support staff be more knowledgeable about wellness, they can better help the individuals they support. Koinonia maintains first aid and CPR refresher classes for direct support staff and provides additional periodic training on good healthcare practices.

Each fall we hold a health fair for employees where they can receive information on a variety of topics including; diet, infection control, heart disease, depression, diabetes, and more. For staff who grocery shop or cook for individuals, we offer an eight-week nutrition education course through the OSU Extension, to improve skills in reading food labels and making smart food choices.

HEALTH CARE SERVICES

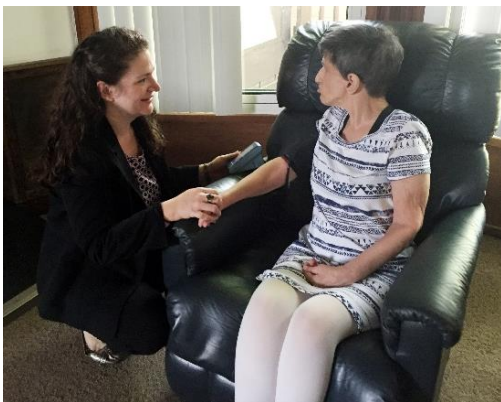
In Koinonia's Residential Services, we offer assistance in obtaining health care services as identified by the people we serve and his/her IP team. These services can include:

- | | |
|---------------------|-------------------|
| Medical | Dental |
| Dietary | Pharmacy Services |
| Laboratory Services | Therapies |
| Psychology | Stress Reduction |

MEDICATION ADMINISTRATION

In order to provide 24-hour availability for medication administration and maintain a home-like atmosphere, Koinonia utilizes certified medication passers. In 2014, Koinonia completed integration of eMAR (electronic medication administration record) and Telehealth (virtual medical, health, and education services) in all program divisions, resulting in improved communication in response to the healthcare needs of the people we serve. We also utilize telehealth and virtual doctor visits to meet the needs of our individuals.

By helping our direct support staff be more knowledgeable about wellness, they can better help the people they support.



Our Dedicated nursing staff provides 24-hour access to nursing services.



We follow all CDC and DODD guidelines to ensure the health and safety of our residents.





FACILITY BASED PROGRAMMING

ADULT DAY SERVICES

Koinonia's Adult Day Program is a good fit for individuals who are unsure if they wish to seek employment, but who still want to enjoy a wide variety of engagement activities in and out of the center.

VOC HAB SERVICES

Koinonia's Voc Hab program is great for individuals who want to find their path to employment, while building the skills necessary to achieve their goals.

All Programming is built around individuals and choices, in which activities offered reflect each of their interests and abilities as well as his or her goals as outlined in the Individualized Service Plan (ISP). Individuals start their day in one of many program rooms. From there they might spend part of their day on a community outing, or working on activities of daily living, or socializing with peers. Educational curriculum is built into each day, including reading, writing, computer education, crafts, music, games, and exercise.

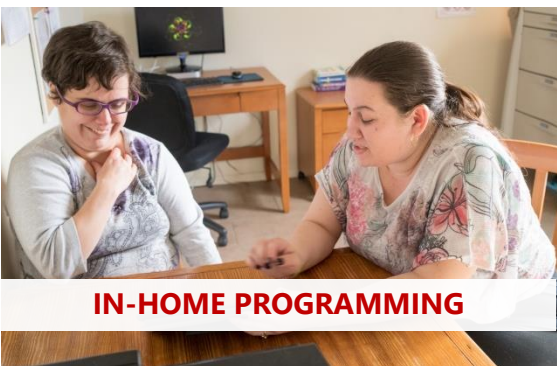
COMMUNITY PROGRAMMING

Community-based programming is a great way to provide social experiences to individuals in their local communities. Engaging activities may include:

- Park Visits
- Picnics
- Trips to historic sites
- Hiking
- Sports
- Bird & Animal Observations
- Music
- Cookouts
- Library Visits



COMMUNITY PROGRAMMING



IN-HOME PROGRAMMING

KE is able to provide active treatment for individuals seeking Adult Day and Voc Hab services from the comfort and safety of their own home. KE staff is equipped to take their programming curriculum out of the walls of the Adult Day Program and into the homes of any individuals seeking KE services.

VIRTUAL PROGRAMMING

A space to connect ourselves with meaningful experiences and opportunities in the community. Virtual delivery is a major resource for the STEP model programming and individualized interests in group sessions (1:1 - 1:4). STEP model focuses on direct service delivery but allows for limited amounts of service delivery on behalf of a person to ensure the person has all needed equipment and supplies to participate in services outside of the day service center.

KE NAVIGATION		
Current Events	Exercise/Dancing	Skill Development
Virtual Tours	Cooking/Nutrition	Hang Out/Friends
Art/Music	Employment Skills	Career Exploration

RESIDENTIAL HOMES, ICFs/DD

A positive, comfortable environment is what makes a house a home. In our homes, individuals become active, decisive participants in small households of five to eight people. They benefit from the 24-hour support our compassionate staff provides in each of our homes, located in residential neighborhoods throughout Northeast Ohio. Twenty houses are certified as Intermediate Care Facilities (ICFs/DD), meeting the federal requirements and certified by the Department of Health (Medicaid). The remaining homes are funded through waivers. All homes are licensed by the Ohio Department of Developmental Disabilities (DODD).

WAIVER/SUPPORTED LIVING

Everyone has different needs. Some of our individuals need drop-in support; some require 24-hour assistance. Our Supported Living services focus on each individual's specific necessities and preferences. Individuals choose where to live and assert responsibility by paying their living expenses. Personal resources (earned, benefit, and gift income) are first used to meet basic needs and all living expenses (rent, food, utilities, etc.). The result is a more informal, natural support system. Koinonia serves over 60 supported living sites throughout Northeast Ohio (Cuyahoga, Summit, and Lorain counties).

SHARED LIVING

Living with a caring and nurturing family is another option we offer individuals. Shared Living families receive thorough training, allowing them to support up to three individuals in each home. The individuals get to be apart of a community different than living in a group home. Shared Living homes are funded through the waiver program. Koinonia currently has 15 Shared Living locations available, and we are adding more all the time.

RESPITE

Our Wallings home offers a respite bed that can be used for a temporary respite stay for emergency or planned stay. Respite is funded through the waiver program.

MULTI-SYSTEM YOUTH

Koinonia's new youth housing model offers short-term respite and longer-term care—up to six months—for children with both IDD and behavioral concerns. The placement is in a home environment and care is provided by a single set of live-in "house parents"—who provide much-needed consistency and oversight, but without requiring the rigid schedule frequently found at institutions. These resident house caregivers focus on teaching important life skills and appropriate behavioral responses to the youth, while their parents are able to find reprieve from the taxing caregiving these children often require—all while maintaining their guardianship.



Transportation Services (non-medical)



Non-medical transportation is a waiver-funded service to transport individuals to and from Career and Senior Services. Once added to a route, pick up and drop off times are established, though they are subject to change.

Questions or concerns about Koinonia's transportation? Contact our Transportation Manager at (216) 588-8777 ext. 327 or our Director of Transportation at (216) 588-8777 ext. 315

The following transportation guidelines ensure efficiency and most important, safety:

A 10-minute grace period for drivers is added to scheduled times

Drivers are allotted three (minutes) to wait for an individual to leave his/her home:

- If no contact is made during that time, the drivers must continue on their route.
- If an individual misses his/her pick-up time, he/she must coordinate transportation to Career and Senior Services.

Drivers may refuse to transport:

- If they feel health and/or safety may be in jeopardy.
 - Drivers offer a 10-minute calming period to "regroup" and calm in a safe area.
- It is then the responsibility of the residential provider to coordinate transportation.

Staff/family must walk individuals to/from the transportation vehicle

- If no one is home, the driver will bring the individual back to Koinonia Enterprises.
- It is then the responsibility of the residential provider to pick up the individual before 5:00 PM.

If transportation is not needed on a scheduled day:

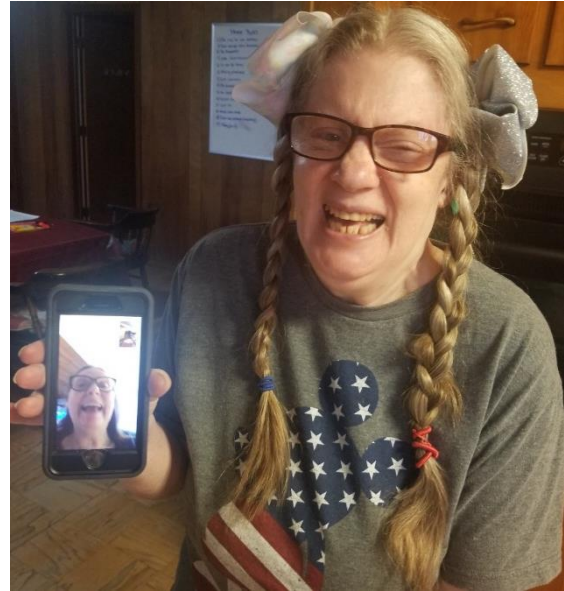
- You will need to call the Transportation Manager (216-288-3255) and state what days you will not need transportation.
- After three (3) no calls and no shows, transportation will not resume until the Director of Transportation (216-588-8777, ext. 327) is contacted.

CONTACTING YOUR LOVED ONE

Koinonia encourages families, friends, and guardians to visit our homes and attend events. This includes attending meetings and offering suggestions regarding all areas of service and care. We strive to respect personal wishes and desires, and welcome input from family members and guardians. Telephone calls, letters, and e-mail messages (where available) are encouraged. Staff support is provided as needed. Personal telephone conversations are made as private as possible.

Koinonia acknowledges its responsibility in maintaining on-going contact with the family and guardians concerning progress and well-being, so that we may provide the best possible care and service. We work with the legal guardian of each person to inform changes in status and major unusual incidents as soon as possible. All information deemed confidential is only shared with family after specific consent from the individual, or his/her guardian.

Koinonia's management team assists with obtaining and maintaining guardianship by providing necessary assessments and evaluations. This service holds no additional costs.



We use technology like Zoom and Facetime to help families and friends stay connected with our residents. Please check with the site to determine the current visitation policies due to COVID-19.

VISITING WITH FAMILY AND FRIENDS

Following the guidelines below help ensure a successful visit:

- ✓ Due to COVID-19, visitation policies are constantly changing to meet Department of Developmental Disabilities guidelines and state recommendations. Please contact the site directly to determine the current visitation policies.
- ✓ Individuals needing medications for visits away from home should provide:
 - 72 hours advanced notification to allow for medication preparation
 - A signature of the person responsible for administering medication
- ✓ Please note it may be necessary to quarantine an individual who is out of the home for an extended period.
- ✓ Overnight/weekend visits are requested to be made at least three days in advance. Extended visits (i.e. family vacations) should be made with adequate notification to ensure the person is sufficiently prepared to be away from home.
- ✓ Reasonable efforts will be made to accommodate visits for emergency situations (i.e. death in family, family illness).

MANAGEMENT TEAM

Koinonia's committed management team ensures the direct support staff have what they need to best serve individuals daily. Managers are responsible for:

- ✓ Oversight of day-to-day operations
- ✓ Providing adequate staff
- ✓ Ensuring proper use and accounting of money
- ✓ Overseeing in-home and community events/activities
- ✓ Coordinating medical services, including care for injuries and illnesses
- ✓ Providing health education to staff and monitoring medication administration
- ✓ Developing and executing an individual's plan, and facilitating meetings
- ✓ Ensuring all needs are being met
- ✓ Serving as a formal advocate

DIRECT SUPPORT STAFF

Direct Support Professionals (DSP) and Community Instructors are the heart of Koinonia, providing personalized, compassionate support to the people we serve. They serve as advocates, role models, and general support for our individuals. They provide support for all activities of daily living, which include but are not limited to:

- ✓ Household maintenance
- ✓ Meal preparation
- ✓ Medication administration
- ✓ Personal hygiene
- ✓ Social/recreational activities in the home and the community
- ✓ Transportation into the community, including medical appointments.

The DSP or Community Instructors are responsible for carrying out all aspects of person-centered services and programs including:

- ✓ Physical wellness
- ✓ Skill building
- ✓ Socialization
- ✓ Soft Skills Training
- ✓ On the job supports and coaching
- ✓ Community Membership
- ✓ Behavioral Supports

LEADING THE KOINONIA WAY

We believe that every team member is a leader with the ability to improve our organization through their behavior. We are held accountable to provide an environment where people are developed and can grow to their full potential by practicing the leadership behaviors:

I provide a positive, supportive environment.

I create an environment where people are recognized and feel valued.

I embrace an environment where we are always improving and welcoming new ideas.

I provide an environment where people feel supported when there is change.

I create an environment of cultural humility where everyone feels respected no matter their differences.

I provide honest, constructive feedback in a respectful manner.

I create an environment where importance is placed on inclusion, collaboration, shared power, and partnership.

I show compassion and strive to understand others' feelings and intentions.

I demonstrate good stewardship to ensure we have adequate resources to support the growth and development of our associates and individuals.

I expect to be held accountable to these behaviors and welcome opportunities for personal growth.

2020 OPRA Award Winning Employees

The Ohio Provider Resource Association (OPRA) recently recognized three Koinonia employees for helping adults with disabilities.



Natalie Swain, a career coordinator was recognized for her exceptional skills in supporting workers with disabilities.



Eugenia Robinson was recognized for her roles as a Direct Support Professional.



LaTonya Moore was recognized for her work as a Frontline Supervisor.

Koinonia is committed to providing the highest quality of care. We provide extensive training and opportunities for professional development and career advancement within our organization.

TRAINING

New employees undergo a thorough background check, which includes a criminal background check and pre-employment drug screening.

Koinonia provides its staff continuous training, which begins the moment they are hired! Employees complete a full orientation prior to starting their positions, where they become well-versed in the following:

- ✓ Crisis Prevention
- ✓ Defensive driving
- ✓ Developmental disabilities, including individual rights
- ✓ Documentation
- ✓ Fire and severe weather safety
- ✓ Health and safety, CPR, first aid
- ✓ Medication administration
- ✓ Occupational Safety and Health Administration (OSHA)
- ✓ Person-Centered Services
- ✓ Rights, abuse prevention

Koinonia provides annual fire safety, severe weather and evacuation training for individuals and staff. Monthly drills and training are provided at each location. The local fire department conducts fire inspections annually and/or as needed.

INDIVIDUAL SERVICE PLAN

Each staff members receives ongoing individual specific training on individual service plans, to assure all our individual's needs are successfully met. Staff continue to receive training for these plans via:

- ✓ Individual-specific training
- ✓ Monthly staff meetings
- ✓ Monthly management trainings
- ✓ On-going coaching and mentoring

At Koinonia we believe that when you partner with people who have developmental disabilities to achieve healthy, fulfilling, and enriched lives, you are unlocking the potential to change the world.

The organizations listed on this page, verify that the quality of care we offer to our community continues to meet the highest standards of excellence.



carf INTERNATIONAL

Koinonia Enterprises is Certified by the Commission on Accreditation of Rehabilitation Facilities (CARF) in Community Employment Services including Employment Supports, Job Development, Community Integration, and Organizational Employment Services.



Grounded in over 40 years of leadership and peer-reviewed research, CQL Accreditation promotes excellence in person-centered services and supports that lead to increased quality of life. It's about continuous improvement at our organization. But beyond that, it is about giving Koinonia the tools to provide supports which allow individuals we serve to live the lives they want.

HUMAN RIGHTS COMMITTEE (HRC)

Koinonia utilizes the HRC to ensure the basic human rights are upheld for all individuals we serve. The HRC reviews all potential rights restrictions including behavior interventions, atypical modifications to our homes (i.e. locked drawers or closets), Major Unusual Incidents (MUIs), and unresolved Conflict Resolution Requests.

HEALTH AND SAFETY COMMITTEE

This committee meets on a quarterly basis and reviews the safety of individuals' homes, vocational and training centers, and our administrative offices to develop strategies for any health and safety concerns identified. This ensures a safe environment for the individuals we serve, and our employees.

BEHAVIOR SUPPORTS COMMITTEE

This committee reviews behavior plans for individuals who require special assistance with their behavioral needs to ensure that the interventions used are appropriate, effective, promote growth and independence, and improve the overall quality of life for that person. The committee consists of Koinonia management team members and people with extensive behavior support experience.

CONSUMER ADVOCACY COUNCIL AND RESIDENT MEETINGS

Held on a monthly basis, these meetings – whose members are individuals receiving our services, ensure that Koinonia staff are responsive to the people receiving services. These meetings provide an opportunity for participants to discuss issues, concerns, and changes they would like to see in the programs and services offered by Koinonia.



REGULATORY AGENCY REVIEWS

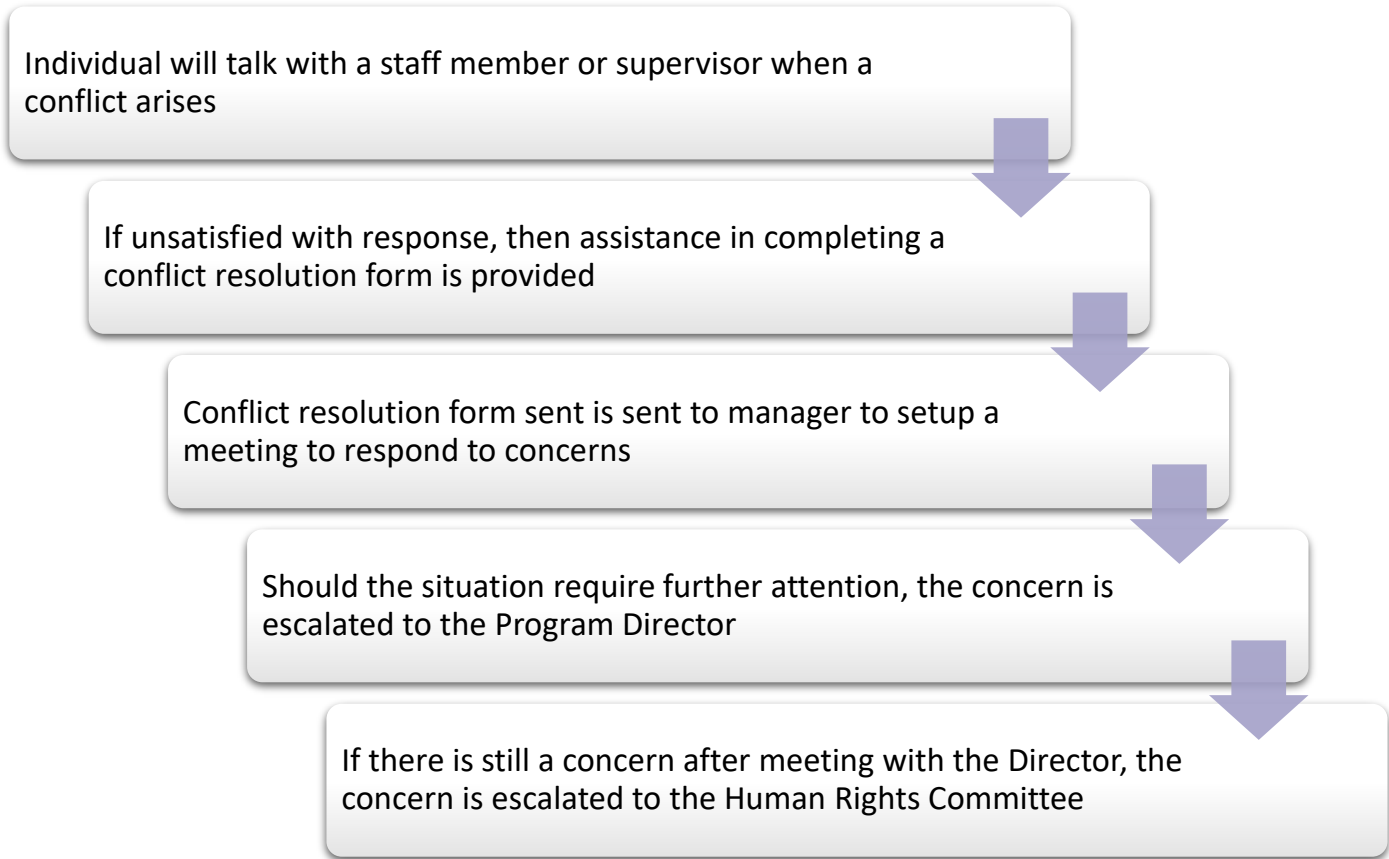
All waiver-funded sites and ICFs/DD are reviewed every one to three years by the Ohio Department of Developmental Disabilities (DODD) to ensure compliance with all regulations. The Ohio Department of Health (ODH), otherwise known as Medicaid, conducts annual reviews on all ICFs/DD including licensure, Medicaid, and Provider Compliance review records, staff interactions with individuals, the effectiveness of an individual's plan, staff training, and the physical environment of our homes and/or vocational training or senior programs. Medication reviews are completed in all supported living sites. After these audits, any deficiencies noted are reviewed, a plan of correction is completed, and all identified areas are rectified.

QUALITY ASSURANCE ASSESSMENTS

Regularly, we perform quality assurance assessments to make sure that services meet an individual's wants and needs. At least annually, we distribute an agency-wide satisfaction survey to collect input on how to make our programs more beneficial for the individuals we serve.

CONFLICT RESOLUTION PROCESS

We believe that all individuals served by Koinonia have the right to voice any grievances and recommend changes in agency policies and services free from restraint, interference, coercion, discrimination, or reprisal. Most concerns can be addressed by speaking with staff and/or the house supervisor. Should the result not be satisfactory, Koinonia has created the following Conflict Resolution Process:



After all the above steps are exhausted, a person may contact Ohio Legal Rights at (614) 466-7264 or (800) 282-9181

AGENCY FUNDING

Koinonia receives funding from various sources:

Government Funding: A combination of Federal, state and county money. It includes Medicaid, Social Security, Ohio Electronic Benefits Transfer Food Assistance benefits, State Waiver dollars, and funding from Cuyahoga County Board of Developmental Disabilities.

Gifts to Koinonia: Your tax-deductible donations help us fulfill our mission every day. Tribute gifts help celebrate loved ones' milestones, and memorial gifts are a wonderful way to honor the passing of a beloved family member or friend. Bequests are a very meaningful way to leave a legacy gift to Koinonia. For more information, please contact our Director of Development at 216-588-8777, extension 350.

Volunteering: We have many opportunities for you and your family to support our development efforts! From helping us plan one of our signature events, to promoting corporate partnerships and philanthropy, you can help Koinonia achieve our mission! Contact our Director of Development at (216) 337-0465 for more information.

Private Pay: Individuals reimburse Koinonia directly for services.

The Thanks to Friends Fund: this fund was established to provide support beyond the operating budget. Koinonia employees contribute voluntarily to this fund. Funds have been used to assist with paying for clothing, medical or adaptive equipment, community activities, summer camp, and music therapy.

INDIVIDUAL FINANCES

Koinonia provides assistance in managing personal funds by helping our individuals choose the most economical means to purchase items or services. We also help them save money for special items. The amount and form of assistance varies and can include the following:

- ✓ Acquiring/maintaining entitlement benefits (Social Security, Medicaid, Medicare, Food Stamps, etc.)
- ✓ Money management and banking (developing personal spending plans, paying bills, balancing a checkbook, shopping, record keeping, budgeting)
- ✓ Tax filing with federal, state, and local jurisdictions
- ✓ Applying for a discounted RTA bus pass
- ✓ Assistance with receiving a financial subsidy
- ✓ Assistance with Section 8 housing
- ✓ Applying for assistance with utility bill payments (i.e. budget plans, HEAP, etc.)



Out of Koinonia's operating costs, 87% goes directly towards providing services for the people we serve.



We help our individuals maintain their health through nursing care coordination and on-going training with our staff



We help people live, work and thrive in our community.



Koinonia recognizes that individuals with developmental disabilities have the same civil rights guaranteed under the U.S. Constitution to all citizens. They also have rights guaranteed in the Ohio Revised Code which include:

1. The right to be treated at all times with courtesy and respect and with full recognition of their dignity and individuality;
2. The right to an appropriate, safe, and sanitary living environment that complies with local, state, and federal standards and recognizes the person's need for privacy and independence;
3. The right to food adequate to meet accepted standards of nutrition;
4. The right to practice the religion of their choice or to abstain from practice of religion;
5. The right of timely access to appropriate medical or dental treatment;
6. The right of access to necessary ancillary services including, but not limited to, occupational therapy, physical therapy, speech therapy, and behavior modification and other psychological services;
7. The right to receive appropriate care and treatment in the least intrusive manner;
8. The right to privacy, including both periods of privacy and places of privacy;
9. The right to communicate freely with persons of their choice in any reasonable manner they choose;
10. The right to ownership and use of personal possessions so as to maintain individuality and personal dignity;
11. The right to social interaction with members of either sex;
12. The right of access to opportunities that enable individuals to develop their full human potential;
13. The right to pursue vocational opportunities that enable and enhance economic-independence;
14. The right to be treated equally as citizens under the law;
15. The right to be free from emotional, psychological, and physical abuse;
16. The right to participate in appropriate programs of education, training, social development, and habilitation and in programs of reasonable recreation;
17. The right to participate in decisions that affect their lives;
18. The right to select a parent or advocate to act on their behalf;
19. The right to manage their personal financial affairs, based on individual ability to do so;
20. The right to confidential treatment of all information in their personal and medical records;
21. The right to voice grievances and recommend changes in policies and services without restraint, interference, coercion, discrimination or reprisal;
22. The right to be free from unnecessary chemical or physical restraints;
23. The right to participate in the political process;
24. The right to refuse to participate in medical, psychological, or other research or experiments.

Annually, Koinonia reviews these rights with our individuals so they fully understand each right to the best of their ability.

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT OUR INDIVIDUALS MAY BE USED AND DISCLOSED AND HOW TO ACCESS THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

We have summarized our responsibilities and the individual's rights on this page. For a complete description of our privacy practices, please review the entire notice that is distributed annually by Koinonia.

OUR RESPONSIBILITIES

Koinonia is required to:

- ✓ Maintain the privacy of an individual's health information
- ✓ Provide this notice of our legal duties and privacy practices with respect to information we collect and maintain about our individuals
- ✓ Abide by the terms of this notice

YOUR PRIVACY RIGHTS

Individuals served by Koinonia have several rights with regard to personal health information, including the following:

- ✓ The right to request that we not use or disclose health information in certain ways
- ✓ The right to request to receive communication in an alternative manner or location
- ✓ The right to access and obtain a copy of health information
- ✓ The right to request an amendment to health information
- ✓ The right to an accounting of disclosures of health information

We reserve the right to change our privacy practices and to make the new provisions effective for all health information we maintain. Should our privacy practices change, we will post the changes on the bulletin board in our facilities, as well as our website. A copy of the revised notice will be available after the effective date of the changes upon request.

We will not use or disclose an individual's health information without his/her authorization, except as described in this notice.

For additional information, please contact Koinonia's Director of Quality and Regulatory Assurance at 216-588-8777. (Brian Hoyer?)

Koinonia Homes, Inc.
Koinonia Enterprises
Corporate Office

6161 Oak Tree Blvd. – Suite 400
Independence, Ohio 44131-2516
Phone 216-588-8777
Fax 216-588-5670
Toll Free 877-398-4770

INFORMATION

216-588-8777
www.KoinoniaHomes.org



koinonia

