

## Memo

**Date:** June 3, 2025

**To:** Alameda County Behavioral Health Department (ACBHD) Contracted Providers

**From:** Karyn Tribble, PsyD, LCSW | Director 

**Subject:** Update to Privacy/Security Incident Report (PIR) Form

---

Greetings ACBHD Contracted Providers:

This memorandum is being shared to provide an important update to you regarding the Alameda County Behavioral Health *Privacy/Security Incident Report (PIR)* form, which is used to report privacy-related incidents. The revised form includes refinements in language and additional required fields to ensure compliance with DHCS reporting standards.

### **Accessing the PIR Form:**

The updated PIR form will be available on the **same platforms where the current version is listed**, ensuring easy access for all users:

1. [\*\*Provider Website\*\*](#)-Form publicly accessible for external providers.
2. [\*\*Privacy/Security Incident Report \(PSIR\) Form\*\*](#)

### **Using the PIR Form:**

- The **PIR form must be fully completed within 24 hours** of detecting a privacy incident.
- It must include **accurate and detailed information** to support proper documentation and resolution.
- Once submitted, the **AC Health Compliance team** will review and initiate necessary follow-up actions.
- A **copy of the completed PIR** must also be sent to [\*\*breachnotification@acgov.org\*\*](mailto:breachnotification@acgov.org) for documentation.

### **Initial and Ongoing Actions Required:**

- **Please carefully review** the updated PIR form,
- **Ensure timely reporting** of privacy incidents using the updated PIR form,
- **Send a copy of the completed PIR to [breachnotification@acgov.org](mailto:breachnotification@acgov.org)**, if applicable, at the time of an incident, and
- **Reach out to AC Health Compliance and Privacy Officer for ACBHD, Adrienne Carlisle at: [adrienne.carlisle@acgov.org](mailto:adrienne.carlisle@acgov.org)** with any questions.

For general inquiries please feel free to contact the Privacy and Security team at [\*\*BreachNotification@acgov.org\*\*](mailto:BreachNotification@acgov.org).

Thank you for your ongoing commitment to providing critical services to our community members; and thank you in advance for your partnership in maintaining strong privacy practices across our network.