

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 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**, 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 with any questions.**

For general inquiries please feel free to contact the Privacy and Security team at 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.