



May 24, 2024

April Lott  
Directions for Living  
1437 S. Belcher Rd.  
Clearwater, FL 33764

Via Email: [alott@directionsforliving.org](mailto:alott@directionsforliving.org)

Re: Termination Notice – Pinellas County Empowerment Team 2.0 - Intensive Case Management,  
Contract No. 22-0292-RFP - F/IF

Dear Ms. Lott,

In accordance with Section 8 (“Termination”) subsection C (“Termination for Convenience”) of the Pinellas County Empowerment Team 2.0 Services Agreement (Contract #22-0292-P), this letter serves as notice that the County will terminate the subject agreement without cause effective **June 24, 2024**.

Prior to termination, and in accordance with Attachment 4 (“HIPAA Business Associate Agreement”), Article III Term and Termination of the Agreement, Directions For Living as a Business Associate of the County must return or destroy all PHI as follows:

- 1) The BUSINESS ASSOCIATE shall destroy PHI in a manner that renders the PHI unusable, unreadable or indecipherable to unauthorized individuals as specified in the Health Information Technology for Economic and Clinical Health (HITECH) Act and shall certify in writing to COVERED ENTITY that such PHI has been destroyed in compliance with such standards; or
- 2) Return of PHI shall be made in a mutually agreed-upon format and timeframe and at no additional cost to BUSINESS ASSOCIATE.

Where return or destruction is not feasible, BUSINESS ASSOCIATE shall continue to extend the protections of the AGREEMENT to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction of such PHI not feasible.

The return or destruction of PHI is in the COVERED ENTITY’s sole discretion, and must be in accordance with any instructions given by the COVERED ENTITY, for all Health Information in the possession or control of BUSINESS ASSOCIATE and its agents and subcontractors.

400 South Fort Harrison Avenue  
Clearwater, FL 33756  
Phone (727) 464-3664  
Fax (727) 464-4060  
V/TDD (727) 464-4062  
[Pinellas.gov](http://Pinellas.gov)



**Administrative Services**  
Purchasing & Risk Management

Pinellas County instructs that Direction's for Living, also a legal covered entity as a direct provider of health services, maintain PHI associated with this agreement in their regular course of business and in compliance with the HITECH ACT and Health Insurance Portability and Accountability Act (HIPAA).

The Pinellas County Human Services Department will work collaboratively with your company to close out program services and associated contract deliverables.

Please acknowledge receipt of this Termination Notice no later than **May 31, 2024**.

If you have any questions, please contact me directly at 727-464-3311 or [mceleste@pinellas.gov](mailto:mceleste@pinellas.gov).

Sincerely,

Merry Celeste  
Division Director, Purchasing and Risk Management  
Department of Administrative Services  
400 S. Ft. Harrison Ave.  
Clearwater, FL 33756  
Phone: (727) 464-3559  
Fax: (727) 464-4060  
[mceleste@pinellas.gov](mailto:mceleste@pinellas.gov)

Attachment:  
Agreement

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