

# **DID YOU KNOW?**

**SOP provides a Health Insurance Portability and Accountability Act (HIPAA) standardized letter for requesting the release of protected information.**

**The Child Protective Services (CPS) HIPAA letter includes the statutory and regulatory requirements to cooperate, assist, and provide information to the Department for Community Based Services (DCBS), including medical records.**

**The Child Protective Services (CPS) HIPAA letter of release of information can be found in the documents section of SOP 2.3.**

**This is the only letter that should be used when requesting medical/treatment records from providers.**