**PROTECTION AND PERMANENCY INFORMATION MEMORANDUM, 11-05**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek, Director

 Division of Protection and Permanency

**DATE:**  November 2, 2011

**SUBJECT:**  APS and CPS HIPAA Letters for Release of Information During Investigations

In the past, the release of information letters used during APS and CPS investigations have been signed by CHFS General Counsel; however, the letters are now to be signed by the SSW who is requesting the protected information. The most current letters are posted on the [Related Resources Browser](https://manuals.sp.chfs.ky.gov/Resources/Pages/relatedResources.aspx) on the SOP manual website. If an external information source takes issue with the request, staff should inform regional management who may in turn contact the regional attorney, if necessary.

Please ensure that staff are using the following versions of the letters:

* [APS HIPAA Letter for Release of Information](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/APS%20HIPAA%20Letter%20for%20Release%20of%20Information.doc)
* [CPS HIPAA Letter for Release of Information](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/CPS%20HIPAA%20Letter%20for%20Release%20of%20Information.doc)

If you have any questions regarding this memorandum, please contact via e-mail, sarah.cooper@ky.gov or by telephone (502) 564-2147, ext. 4494.