**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](mailto:sarah.cooper@ky.gov) or by telephone (502) 564-2147, ext. 4494.