



CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

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PROTECTION AND PERMANENCY MEMORANDUM 23-17

TO: Service Region Administrators
Service Region Administrator Associates
Service Region Clinical Associates
Regional Program Specialists
Family Services Office Supervisors

FROM: Vanessa Hunter, Assistant Director
Division of Protection and Permanency

DATE: November 8, 2023

SUBJECT: Modification to the Child Protective Services (CPS) HIPAA Letter of Release of Information

The purpose of this memorandum is to advise staff of the revisions to the [Child Protective Services \(CPS\) HIPAA Letter of Release of Information](#). The revisions allow the user to add the child's name and the specific records needed.

If you have previous versions of this form saved on your desktop or in hard copy form, please delete and begin using the updated version immediately.

If you have any questions regarding this memorandum, please contact:

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