**PROTECTION AND PERMANENCY TRANSMITTAL MEMORANDUM, 15-15**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

 Division of Protection and Permanency

**DATE:**  November 16, 2015

**SUBJECT:** Safeguarding Confidential Client Information

The purpose of this transmittal is to remind staff that hard copy case files should not be removed from local offices, unless they are being transported from one approved location to another. Additionally, if staff have confidential client information stored on an electronic device or other computerized file, that information must be kept on the SSW’s person at all times, or at very least, locked securely in the trunk of a vehicle. Content has been added to [SOP 1.16 Confidentiality and Safeguards Regarding Client, DPP Office, Program and Facility Information](https://manuals.sp.chfs.ky.gov/chapter1/01/Pages/116ConfidentialityandSafeguardsRegardingClient%2CDPPOffice%2CProgramandFacilityInformation.aspx) in order to clarify this requirement and ensure that all confidential client information is maintained appropriately.

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

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