



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

September 17, 1996

GENERAL LETTER NO. 1-C-AP-8

ISSUED BY: Office of Field Support

SUBJECT: Employees' Manual, Title I, Chapter C, *Confidentiality and Records Appendix*; pages 17 through 19, revised, and form MH-2210-0, *Consent to Obtain and Release Information*, revised.

Summary

Form MH-2210-0 and the instructions for completing this form have been revised to permit:

- ◆ Use by either a Department or a county worker.
- ◆ Authorization to both obtain information from and provide information to multiple individuals and agencies on a single form.
- ◆ Use of the form to specify obtaining or releasing AIDS/HIV-related information.

Effective Date

October 1, 1996

Material Superseded

Remove the following pages from Employees' Manual, Title I, Chapter C, Appendix and destroy them:

<u>Page</u>	<u>Date</u>
MH-2210-0	3/87
17 - 19	May 12, 1987

Additional Information

Existing supplies of form MH-2210-0 may be used. Completed forms currently in use may be replaced immediately, when the current authorization expires, or when service changes require the completion of an additional form; but no later than the date the case plan, permanency, or individual comprehensive plan is revised or updated.

Refer questions about this letter to your regional service administrators.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

June 27, 2000

GENERAL LETTER NO. 1-C-AP-9

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 1, Chapter C, ***CONFIDENTIALITY AND RECORDS APPENDIX***, Title page, revised; Contents (page 1), revised; pages 1 through 8, revised; and the following forms:

470-0461 *Authorization for Release of Information*, revised
470-2115 *Authorization for the Department to Release Information*, revised
470-0429 *Consent to Obtain and Release Information*, revised
470-2078 *Electronic Security Information*, revised

Summary

Form PA-3149-0, *Request for Permission to Inspect Public Assistance Lists*, is removed from this Appendix, since Senate File 2368, enacted in the 2000 legislative session, removed the statutory authority for the Department to produce this list, effective July 1, 2000.

Forms 470-2078, *Security Information*, 470-2252, *Security Authorization Request*, and other forms used to request access to various computer systems have been combined into a single form, *Electronic Security Information*, 470-2078. This form is now completed on line using a Word template stored in the public state-approved forms folder on Outlook. Macros in the template generate additional pages as needed to collect information required for the specific options chosen. Only Department supervisors have access to the complete set of forms.

Forms 470-0461, 470-2115, and 470-0429 have been revised to update form numbers and to make electronic templates available for Department staff to complete on line.

Current versions of the forms which are used exclusively for income maintenance programs have been added to 6-Appendix. Therefore, these forms are removed from I-C-Appendix:

- ◆ *Employer's Statement of Earnings*, 470-2844
- ◆ *Financial Institution Questionnaire*, 470-1631
- ◆ *Household Member Questionnaire*, 470-1630
- ◆ *Landlord Questionnaire*, 470-1632
- ◆ *Request for School Verification*, 470-1638
- ◆ *Verification of Educational Financial Aid*, 470-1640

Effective Date

July 1, 2000

Material Superseded

Remove the entire Chapter C, Appendix, from Employees' Manual, Title I, and destroy it. This includes:

<u>Page</u>	<u>Date</u>
Title page	January 6, 1987
Contents (page 1)	May 21, 1991
PA-3149-0	11/76
1	November 23, 1976
2-4	January 6, 1987
470-2115	11/86
PA-2206-0	11/86
470-2844	7/94
5, 6	October 11, 1994
470-1640	11/92
7-16	January 6, 1987
470-1632	8/93
470-1630	4/94
470-1638	11/86
470-1631	11/86
MH-2210-0	7/96
17-19	September 24, 1996
20, 21	January 3, 1989
470-2078	12/88
470-2252	12/88

Additional Information

Discard any remaining supplies of forms PA-3149-0, 470-2078, and 470-2252, and of the versions of 470-2844 and 470-1632 that were previously in this appendix. Use up remaining supplies of the other forms.

Printed versions of forms 470-0429, 470-0461, and 470-2115 continue to be available from Iowa State Industries at Anamosa. Form 470-2078 is available only electronically. No supplies are printed.

Refer questions about this general letter to your regional benefit payment or service administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

May 29, 2001

GENERAL LETTER NO. 1-C-AP-10

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 1, Chapter C, **CONFIDENTIALITY AND RECORDS APPENDIX**, Contents (page 1), revised; page 9, new; and the following forms:

470-2078 *Electronic Security Information*, updated
RC-0063 *Fees for Examining and Copying Records*, new

Summary

The page called "Department of Revenue and Finance Centralized Payroll User Justification Form" has been deleted from the *Electronic Security Information*, form 470-2078. Department supervisors complete this form on line using a template in the public state-approved forms folder on Outlook. Only supervisors have access to the form.

Poster RC-0063 has been developed to assist Department offices in meeting the requirement to post the charges for examining and copying public records. Fees shall generally be charged for copying and supervision. However, the fee may be waived when the cost of handling the fee would exceed the amount collected. Fees are also waived for:

- ◆ A reasonable number of forms that people need to use in dealing with the Department.
- ◆ Child support payment histories.
- ◆ Copies of informational publications, such as news releases and pamphlets.
- ◆ Copies provided under provision of an agency contract.
- ◆ Copies requested by another government entity, courts, or law enforcement agencies.
- ◆ Copies requested by parties in an appeal of a Department action.
- ◆ Requests from employees or former employees for a copy of their employee records.

Effective Date

Upon receipt

Material Superseded

Remove from Employees' Manual Title 1, Chapter C, Appendix, the Table of Contents (p. 1), dated June 1, 2000, and form 470-2078, dated 5/97, and destroy them.

Additional Information

Form 470-2078 is available electronically only. No supplies are printed. Supplies of RC-0063 may be printed from the on-line manual.

Refer questions about this general letter to your regional benefit payment, collections, or service administrator.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

May 6, 2003

GENERAL LETTER NO. 1-C-AP-11

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 1, Chapter C, **CONFIDENTIALITY AND RECORDS APPENDIX**, Contents (page 1), revised; pages 1 through 8, revised; pages 10 through 21, new; and the following forms:

470-2078	<i>Electronic Security Information</i> , revised
470-3946	<i>Acknowledgement of Notice of Privacy Rights and Practices</i> , new
470-3951	<i>Authorization to Obtain or Release Health Care Information</i> , new
470-3981	<i>HIPAA Complaint</i> , new
470-3952	<i>Request for Access to Health Information</i> , new
470-3985	<i>Request for List of Disclosures</i> , new
470-3950	<i>Request to Amend Health Information</i> , new
470-3947	<i>Request to Change How Health Information Is Provided</i> , new
470-3953	<i>Request to Restrict Use or Disclosure of Health Information</i> , new
470-3949	<i>Request to End an Authorization</i> , new

Summary

This letter transmits

- ◆ New forms the Department has designed to facilitate compliance with the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA). Clients may use these forms to exercise their rights under this law.
- ◆ An update of the form used to authorize network and mainframe access to include the new food stamp electronic benefit transfer system.

Income maintenance, service, and PROMISE JOBS staff will continue to use form 470-0429, *Consent to Obtain and Release Information*, to obtain permissions from clients to get or share health information used to plan treatment or services or to determine eligibility.

Mental health institutes and state resource centers will use new form 470-3951, *Authorization to Obtain or Release Health Care Information*, for every instance when consent or authorization for use or disclosure of health care information is required.

Effective Date

April 14, 2003

Material Superseded

Remove the following pages from Employees' Manual, Title 1, Chapter C, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	May 29, 2001
1-6	June 27, 2000
470-2078	05/1997

Additional Information

Printed supplies of form 470-3981 will be available from Iowa Prison Industries at Anamosa. Template versions of forms 470-3981 and 470-2078 are available on Outlook. No supplies of the other forms will be printed. Print them as needed from the on-line manual or photocopy the printed sample.

Refer questions about this material to your institution's privacy official or to the Department's Privacy Office.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 9, 2003

GENERAL LETTER NO. 1-C-AP-12

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 1, Chapter C, **CONFIDENTIALITY AND RECORDS OF THE DEPARTMENT APPENDIX**, Contents (page 1), revised; page 17, revised; pages 6a, 14a, and 14b, new; and the following forms:

470-3948	<i>Designation of Personal Representative</i> , new
470-3951	<i>Authorization to Obtain or Release Health Care Information</i> , revised
470-4015	<i>Record of Disclosure of Health Information</i> , new
470-3952	<i>Request for Access to Health Information</i> , revised
470-3985	<i>Request for List of Disclosures</i> , revised
470-3950	<i>Request to Amend Health Information</i> , revised
470-3947	<i>Request to Change How Health Information Is Provided</i> , revised
470-3953	<i>Request to Restrict Use or Disclosure</i> , revised

Summary

This letter transmits six revised forms and two new forms.

- ◆ Form 470-3948, *Designation of Personal Representative*, may be used when the client wishes or needs to designate a personal representative. Use of this form is for the client's convenience. If the client prefers, the client may write a letter indicating the client's choice of a personal representative; or, if the worker knows the client, the client may verbally inform the worker of the choice of personal representative. If the designation is verbal, the worker shall indicate the client's designation in the case record.
- ◆ Form 470-3951, *Authorization to Obtain or Release Health Care Information*, is revised to add client rights that were previously omitted.
- ◆ Form 470-4015, *Record of Disclosure of Health Information*, is designed to notify the HIPAA Privacy Office when Department staff makes disclosures of protected health information.
- ◆ Form 470-3952, *Request for Access to Health Information*, is revised to delete the phrase that indicated access to the information could not be before April 14, 2003.
- ◆ Form 470-3985, *Request for List of Disclosures*, is revised to update terminology.
- ◆ The address of the Civil Rights Commission is updated on forms 470-3951, 470-3952, 470-3985, 470-3950, 470-3947, and 470-3953.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 1, Chapter C, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	May 6, 2003
470-3951	4/03
470-3952	4/03
470-3985	4/03
17	May 6, 2003
470-3950	4/03
470-3947	4/03
470-3953	4/03

Additional Information

Destroy existing supplies of form 470-3951, *Authorization to Obtain or Release Health Care Information*. Order additional supplies from Anamosa or complete the form on Outlook.

No supplies of the other forms will be printed. A template version of form 470-4015 is also available on Outlook. Print supplies of forms 470-3948, 470-3952, 470-3985, 470-3950, 470-3947, and 470-3953 as needed from the on-line manual or photocopy the printed sample.

Refer questions about this material to your institution's privacy official or to the Department's Privacy Office.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

June 22, 2004

GENERAL LETTER NO. 1-C-AP-13

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 1, Chapter C, **CONFIDENTIALITY AND RECORDS OF THE DEPARTMENT APPENDIX**, pages 1, 6a, 7, 8, 14, 14a, 14b, 15, and 17 through 21, revised; and the following forms:

470-0461	<i>Authorization for Release of Information</i> , revised
470-2078	<i>Electronic Security Information</i> , revised
470-3981	<i>HIPAA Complaint</i> , revised
470-4015	<i>Record of Disclosure of Health Information</i> , revised
470-3952	<i>Request for Access to Health Information</i> , revised
470-3985	<i>Request for List of Disclosures</i> , revised
470-3950	<i>Request to Amend Health Information</i> , revised
470-3947	<i>Request to Change How Health Information Is Provided</i> , revised
470-3953	<i>Request to Restrict Use or Disclosure</i> , revised
470-3949	<i>Request to End an Authorization</i> , revised

Summary

This letter transmits ten revised forms.

- ◆ Form 470-0461, *Authorization for Release of Information*, and its instruction page have been revised to reflect that the number of copies required has been cut from four to two.
- ◆ Form 470-2078, *Electronic Security Information*, has been revised to update system information, especially as regards IWD access, add a separate page for Medicaid systems access, and include the pages for FACS, ICAR, and network remote access requests.

The *Network Share Request* (470-4068), *ICAR Database Request* (470-4069), and *FACS Database Request* (470-4070) can be accessed through this form or as stand-alone documents.

- ◆ Seven forms and their instruction pages are revised to change references to Privacy Office to Security and Privacy Office. In addition, the word "Facility" has been added where appropriate to clarify form distribution instructions. Forms and their instructions pages revised for this reason are:
 - 470-4015, *Record of Disclosure of Health Information*
 - 470-3952, *Request for Access to Health Information*
 - 470-3985, *Request for List of Disclosures*

- 470-3950, *Request to Amend Health Information*
 - 470-3947, *Request to Change How Health Information Is Provided*
 - 470-3953, *Request to Restrict Use or Disclosure*
 - 470-3949, *Request to End an Authorization*
- ◆ Form 470-3981, *HIPAA Complaint*, is revised to provide the address of the DHS Diversity Program Unit, because this unit is now assigned to investigate HIPAA privacy complaints.

Effective Date

July 1, 2004

Material Superseded

Remove the following pages from Employees' Manual, Title 1, Chapter C, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
470-0461	4/00
1	May 6, 2003
6a	September 9, 2003
470-2078 (3 pp.)	5/03
7, 8, 14	May 6, 2003
470-3981	4/03
470-4015	4/03
14a, 14b	September 9, 2003
470-3952	8/03
15	May 6, 2003
470-3985	8/03
17	September 9, 2003
18	May 6, 2003
470-3950	9/03
470-3947	9/03
19, 20	May 6, 2003
470-3953	9/03
470-3949	4/03
21	May 6, 2003

Additional Information

Except for form 470-0461, no supplies of these forms are printed. Templates for forms 470-0461, 470-2078, and 470-4015 are available on Outlook. Print supplies of forms 470-3981, 470-3952, 470-3985, 470-3950, 470-3947, and 470-3953, and 470-3949 as needed from the on-line manual or photocopy the printed sample.

Refer questions about this general letter to your service area manager, to your institution's privacy official or to the Department's Security and Privacy Office.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

July 15, 2005

GENERAL LETTER NO. 1-C-AP-14

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 1, Chapter C, **CONFIDENTIALITY AND RECORDS OF THE DEPARTMENT APPENDIX**, form 470-2078, *Electronic Security Information*, revised.

Summary

This letter transmits form 470-2078, *Electronic Security Information*. The *Mainframe Authorization Request* has been revised to make IEVS a separate CICS transaction and to remove obsolete CICS transactions.

Effective Date

Upon receipt.

Material Superseded

Remove the following form from Employees' Manual, Title 1, Chapter C, Appendix, and destroy it:

<u>Page</u>	<u>Date</u>
470-2078	6/04

Additional Information

Refer questions about this general letter to your service area manager, to your institution's privacy official, or to the Department's Security and Privacy Office.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

October 5, 2007

GENERAL LETTER NO. 1-C-AP-15

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 1, Chapter C, Appendix, ***CONFIDENTIALITY AND RECORDS OF THE DEPARTMENT APPENDIX***, Contents (page 1), revised; pages 1, 2, 4, 11, 12, and 13, revised; pages 4a and 4b, new; and the following forms:

470-0461(S) *Authorization for Release of Information (Spanish)*, new
470-4375 *Child Records Query*, new
470-0429 *Consent to Obtain and Release Information*, revised
RC-0063 *Fees for Examining and Copying Records*, revised
470-3951(S) *Authorization to Obtain or Release Health Care Information (Spanish)*, new
470-3952 *Request for Access to Health Information*, revised
470-3985 *Request for List of Disclosures*, revised
470-3950 *Request to Amend Health Information*, revised
470-3953 *Request to Restrict Use or Disclosure of Health Information*, revised

Summary

This chapter is revised to:

- ◆ Add the Spanish version of form 470-0461, *Authorization for Release of Information*. This version can be printed from the online manual or photocopied from the sample in the paper manual.
- ◆ Add the new form 470-4375, *Child Records Query*, and instructions to the chapter. This form is designed to inform a client and obtain a client's response to a request received by the Department from a child's parent who is not on the Department's case information about a child, including medical records.
- ◆ Include the current revision of form 470-0429, *Consent to Obtain and Release Information*, which was revised in 2004 to update the appeal rights and policy on nondiscrimination.
- ◆ Change the dollar amounts on form RC-0063, *Fees for Examining and Copying Records*, to reflect updated amounts, based on recent legal interpretations of the authorizing statute.
- ◆ Add the Spanish version of form 470-3951, *Authorization to Obtain or Release Health Care Information*. This version can be printed from the online manual or photocopied from the sample in the paper manual.

◆ Update the appeal rights and policy on nondiscrimination on the following forms:

- 470-3952, *Request for Access to Health Information*
- 470-3985, *Request for List of Disclosures*
- 470-3950, *Request to Amend Health Information*
- 470-3953, *Request to Restrict Use or Disclosure of Health Information*

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 1, Chapter C, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	September 9, 2003
1	June 22, 2004
2	May 6, 2003
4	May 6, 2003
470-0429	4/00
RC-0063 (before p. 9)	5/01
11-13	May 6, 2003
470-3952 (before p. 15)	6/04
470-3985	6/04
470-3950	6/04
470-3953	6/04

Additional Information

Department offices shall remove the posting of RC-0063 dated 5/01 and substitute the revised version.

Refer questions about this general letter to your area income maintenance administrator, your service area manager, or your regional collections administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 4, 2008

GENERAL LETTER NO. 1-C-AP-16

ISSUED BY: Bureau of Medical Supports,
Division of Financial, Health and Work Supports

SUBJECT: Employees' Manual, Title 1, Chapter C, **CONFIDENTIALITY AND
RECORDS OF THE DEPARTMENT APPENDIX**, pages 1, 3, 4, 11, and 21,
revised.

Summary

This appendix is revised to:

- ◆ Note that form 470-3949, *Request to End an Authorization*, may also be used to revoke authorization given on form 470-4459, *Authorization to Disclose Information to the Department of Human Services*.
- ◆ Reflect the move of income maintenance forms from Outlook to the Intranet eForms web page.

Effective Date

Upon receipt

Material Superseded

Remove the following pages from Employees' Manual, Title 1, Chapter C, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
1	October 5, 2007
3	May 6, 2003
4, 11	October 5, 2007
21	June 22, 2004

Additional Information

Refer questions about this general letter to your area income maintenance administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

December 5, 2008

GENERAL LETTER NO. 1-C-AP-17

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 1, Chapter C, ***CONFIDENTIALITY AND RECORDS OF THE DEPARTMENT APPENDIX***, the following form:

470-4375 *Child Records Query*, revised

Summary

This chapter is revised to update the form to reflect the name of the current director of the Department.

Effective Date

Upon receipt.

Material Superseded

Remove the following form from Employees' Manual, Title 1, Chapter C, Appendix, and destroy it:

<u>Page</u>	<u>Date</u>
470-4375 (after p. 4)	4/07

Additional Information

Refer questions about this general letter to your area income maintenance administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

February 19, 2010

GENERAL LETTER NO. 1-C-AP-18

ISSUED BY: Bureau of Policy Coordination

SUBJECT: Employees' Manual, Title 1, Chapter C, **CONFIDENTIALITY AND RECORDS APPENDIX**, Title page, revised, Contents (page 1), revised; pages 1 through 21, revised; pages 22 through 26, new; and the following forms:

- 470-3946 *Acknowledgement of Notice of Privacy Rights and Practices*, unchanged
- 470-0461 *Authorization for Release of Information*, revised
- 470-0461(S) *Authorization for Release of Information (Spanish)*, revised
- 470-2115 *Authorization for the Department to Release Information*, updated
- 470-3951 *Authorization to Obtain or Release Health Care Information*, revised
- 470-3951(S) *Authorization to Obtain or Release Health Care Information (Spanish)*, revised
- 470-4375 *Child Records Query*, revised
- 470-0429 *Consent to Obtain and Release Information*, revised
- 470-3948 *Designation of Personal Representative*, unchanged
- 470-2078 *Electronic Security Information*, unchanged
- RC-0063 *Fees for Examining and Copying Records*, unchanged
- 470-3981 *HIPAA Complaint*, revised
- 470-4015 *Record of Disclosure of Health Information*, unchanged
- 470-3952 *Request for Access to Health Information*, revised
- 470-3985 *Request for List of Disclosures*, revised
- 470-3950 *Request to Amend Health Information*, revised
- 470-3947 *Request to Change How Health Information Is Provided*, revised
- 470-3949 *Request to End an Authorization*, unchanged
- 470-3953 *Request to Restrict Use or Disclosure of Health Information*, revised

Summary

This chapter is revised to:

- ◆ Update the policy regarding discrimination, harassment, affirmative action and equal employment opportunity on the following forms to add sexual orientation and gender identity and remove references to the Diversity Programs Unit:
 - 470-0461, *Authorization for Release of Information*
 - 470-0461(S), *Authorization for Release of Information* (Spanish)
 - 470-3952, *Request for Access to Health Information*
 - 470-3985, *Request for List of Disclosures*
 - 470-3950, *Request to Amend Health Information*
 - 470-3947, *Request to Change How Health Information Is Provided*
 - 470-3953, *Request to Restrict Use or Disclosure of Health Information*
- ◆ Update forms 470-3951 and 470-3951(S), *Authorization to Obtain or Release Health Care Information*, to clarify that if the health care information is released to a person or organization that is not a health care plan or a health care organization, the released information may not continue to be protected under federal privacy regulations. Sexual orientation and gender identity are added to the discrimination policy statement.
- ◆ Change the letterhead on form 470-4375, *Child Records Query*, to reflect the current director's name.
- ◆ Remove references to health care information from form 470-0429, *Consent to Obtain and Release Information*, since it does not meet the requirements of the Health Insurance Portability and Accountability Act (HIPAA). Form 470-3951 or 470-3951(S), *Authorization to Obtain or Release Health Care Information*, must be used for an exchange of health care information. Sexual orientation and gender identity are added to the discrimination policy statement.
- ◆ Change the instructions for form 470-3948, *Designation of Personal Representative*, to reflect current version.
- ◆ Change the instructions and form 470-3981, *HIPAA Complaint*, to reflect that the unit to receive it is now the HIPAA Security and Privacy Office.
- ◆ Change the name of the appendix to match the name of Chapter 1-C, **CONFIDENTIALITY AND RECORDS**.

Effective Date

Immediately

Material Superseded

This material replaces the entire Chapter C, Appendix, in Title 1. This includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	June 27, 2000
Contents (page 1)	October 5, 2007
470-0461	12/03
470-0461(S)	1/06
1	January 4, 2008
2	October 5, 2007
470-2115	11/86
3, 4	January 4, 2008
470-4375	11/08
4a, 4b	October 5, 2007
470-0429	4/04
5, 6	May 6, 2003
470-3948	8/03
6a	June 22, 2004
470-2078	7/05
7, 8	June 22, 2004
RC-0063	5/07
9	May 29, 2001
10	May 6, 2003
470-3946	4/03
470-3951	8/03
470-3951(S)	10/07
11	January 4, 2008
12, 13	October 5, 2007
14	June 22, 2004
470-3981	6/04
470-4015	6/04
14a, 14b	June 22, 2004
470-3952	10/07
15	June 22, 2004
16	May 6, 2003
470-3985	10/07
17, 18	June 22, 2004
470-3950	10/07
470-3947	6/04
19, 20	June 22, 2004
470-3953	10/07
470-3949	06/04
21	January 4, 2008

Additional Information

Refer questions about this general letter to your area income maintenance administrator, area service administrator, regional collections administrator, your institution's privacy official, or the Department's Security and Privacy Office.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

December 9, 2011

GENERAL LETTER NO. 1-C-AP-19

ISSUED BY: Bureau of Policy Coordination

SUBJECT: Employees' Manual, Title 1, Chapter C, **CONFIDENTIALITY AND RECORDS APPENDIX**, the following forms:

470-3946	<i>Acknowledgement of Notice of Privacy Rights and Practices</i> , revised
470-4375	<i>Child Records Query</i> , revised
470-0429	<i>Consent to Obtain and Release Information</i> , revised
470-3948	<i>Designation of Personal Representative</i> , revised
470-3981	<i>HIPAA Complaint</i> , revised
470-4015	<i>Record of Disclosure of Health Information</i> , revised
470-3952	<i>Request for Access to Health Information</i> , revised
470-3985	<i>Request for List of Disclosures</i> , revised
470-3950	<i>Request to Amend Health Information</i> , revised
470-3947	<i>Request to Change How Health Information Is Provided</i> , revised
470-3949	<i>Request to End an Authorization</i> , revised
470-3953	<i>Request to Restrict Use or Disclosure of Health Information</i> , revised

Summary

Chapter 1-C Appendix is revised to:

- ◆ Update the letterhead on form 470-4375, *Child Records Query*, to reflect the current state leadership and the Department's branding.
- ◆ Update the following forms to reflect the Department's branding:
 - 470-3946, *Acknowledgement of Notice of Privacy Rights and Practices*
 - 470-0429, *Consent to Obtain and Release Information*
 - 470-3948, *Designation of Personal Representative*
 - 470-3981, *HIPAA Complaint*
 - 470-4015, *Record of Disclosure of Health Information*
 - 470-3952, *Request for Access to Health Information*
 - 470-3985, *Request for List of Disclosures*
 - 470-3950, *Request to Amend Health Information*
 - 470-3947, *Request to Change How Health Information Is Provided*
 - 470-3949, *Request to End an Authorization*
 - 470-3953, *Request to Restrict Use or Disclosure of Health Information*

Effective Date

Upon receipt.

Material Superseded

This material replaces the following form from Employees' Manual, Title 1, Chapter C, Appendix:

<u>Page</u>	<u>Date</u>
470-3946	4/03
470-4375	6/09
470-0429	2/10
470-3948	8/03
470-3981	2/10
470-4015	6/04
470-3952	2/10
470-3985	2/10
470-3950	2/10
470-3947	2/10
470-3949	6/04
470-3953	2/10

Additional Information

Use up existing supplies of form 470-0429, *Consent to Obtain and Release Information*, before reordering from Anamosa in the usual manner.

Refer questions about this general letter to your area income maintenance administrator, area service administrator, regional collections administrator, your institution's privacy official, or the Department's Security and Privacy Office.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 4, 2013

GENERAL LETTER NO. 1-C-AP-20

ISSUED BY: Bureau of Network Support
Division of Data Management

SUBJECT: Employees' Manual, Title 1, Chapter C, **CONFIDENTIALITY AND RECORDS APPENDIX**, form 470-2078, *Electronic Security Information*, revised.

Summary

Chapter 1-C Appendix is revised to add the *ELIAS Security Access Request* to form 470-2078, *Electronic Security Information*. A checkbox has been added to grant permission to the ELIAS application on the form that authorizes network and mainframe access.

To request access to ELIAS, check the ELIAS box under "CHECK REQUESTS." A separate form, *ELIAS Security Access Request*, will appear when the required forms are generated. Select the applicable box on the *ELIAS Security Access Request* for the level of access needed.

Effective Date

Immediately.

Material Superseded

This material replaces Employees' Manual, Title 1, Chapter C, Appendix, form 470-2078, dated 7/05.

Additional Information

Refer questions about this general letter to your area income maintenance administrator, area service administrator, regional collections administrator, your institution's privacy official, or the Department's Security and Privacy Office.

June 13, 2025

GENERAL LETTER NO. 1-C-AP-21

ISSUED BY: Bureau of Child Support Services
Division of Community Access and Eligibility

SUBJECT: Employees' Manual, Title 1, Chapter C Appendix, **Confidentiality and Records Appendix**, Title Page, Contents 1, pages 1-23, revised; 24-26 removed.

Summary

This chapter is revised to

- Update information relating to 470-2115, Authorization for the Department to Release Information
- Update accessibility, branding, style, and formatting throughout

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 1, Chapter C Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	February 19, 2010
Contents 1	February 19, 2010
1-23	February 19, 2010
24-26	February 19, 2010

Additional Information

Refer questions about this general letter to your subject matter administrator.