

Dear Foster, Relative, Kinship, and Respite Provider:

Enclosed you will find an information sheet regarding the Health Insurance Portability and Accountability Act (HIPAA). This federal rule is designed to protect individuals' medical records and other personal health information.

In your role as a licensed foster, relative, or kinship provider, or as a contracted respite provider, you may receive, disclose or utilize protected health information (PHI) regarding the children in your care. It is your responsibility to read the enclosed information and be familiar with the requirements.

The attached notice will advise you of your responsibilities regarding the PHI of foster youth and children and their families. **All foster, relative, kinship, and respite providers must review this information by April 14, 2003.** You will be awarded one hour in-service training credit by completing the following steps:

1. Read the enclosed informational sheet.
2. Sign the enclosed Training Attendance Record (TAR) form.
3. Return the signed Training Attendance Record form to your local office as soon as possible.

We appreciate your cooperation in helping to meet this federal requirement.

Sincerely,

Denise Cross  
Director