



MEMORANDUM

JEB BUSH
GOVERNOR

TO: AAA Directors
DOEA Staff
DOEA Volunteers

NOTICE#: 020304-1-T-OFCM

FROM: Terry White
Secretary

DATE: February 2, 2004

SUBJECT: Notice of Transmittal: Notice of Privacy Practices

TERRY F. WHITE
SECRETARY

The Department of Elder Affairs has revised the Notice of Privacy Practices in a new user-friendly language and format. The revised version is one duplex, front and back, printed page, with an additional acknowledgement form. No new material has been added.

This change will be for Department of Elder Affairs' staff members and volunteers. The Area Agencies on Aging (AAA's) will continue to use their own version as a covered entity. We ask that the AAA's forward this information to the SHINE volunteers in their offices.

A Spanish version will be translated and released at a later date. The old version in Spanish is still available on the Department's WEB site.

The new version will be provided as a print on demand form with PRIDE in English and in Spanish for CARES staff. The new version is attached and can be found on the Department of Elder Affairs' WEB site.

4040 ESPLANADE WAY
TALLAHASSEE
FLORIDA, 32399-7000

phone 850.414.2000
fax 850.414.2004
TDD 850.414.2001

<http://elderaffairs.state.fl.us>