



JEB BUSH
GOVERNOR

MEMORANDUM

TO: AAA Directors **NOTICE #: 122905-1-I-OVCS**

FROM: Carole Green
Secretary

DATE: December 29, 2005

SUBJECT: Notice of Instruction: HelpWorks™ Policies and Procedures

Attached please find DOEA Policy 600.90 for the HelpWorks™ online information, referral and pre-screening system. This policy takes effect immediately.

Each aging and disability resource center and aging resource center should seek advice from counsel to determine whether they need to execute business associates agreements or develop local policies and procedures to ensure the safeguarding of client information and comply with any state or federal regulations regarding personal health information in the HelpWorks™ system by all licensed users in the planning and service area.

If you have questions about these policies and procedures, please contact Tom Reimers or Gretta Jones.

CAROLE GREEN
SECRETARY

4040 ESPLANADE WAY
TALLAHASSEE,
FLORIDA 32399-7000

phone 850.414.2000
fax 850.414.2004
TDD 850.414.2001

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