

## MEMORANDUM

**TO:** AAA Directors  
DOEA Staff  
DOEA Volunteers

**NOTICE#: 032221-1-T-OS**

**FROM:** Richard Prudom, *Secretary*

**DATE:** March 22, 2021

**SUBJECT:** Notice of Transmittal: Notice of Privacy Practices

The Department of Elder Affairs has revised the Notice of Privacy Practices in accordance with the current Health Insurance Portability and Accountability Act (HIPAA) guidelines and is publishing the same in a new user-friendly and Americans with Disabilities Act (ADA) accessible format. The revised version is a three-page duplex document with printed pages and an additional acknowledgment form at the last page.

The Individual Rights section related to inspection and copying has been updated to reflect the procedure for making a written request, for procuring an explanation for any delay in responding to such request, and for seeking a review of a denial of such a written request in accordance with 45 C.F.R. §164.524. A provision for a reasonable alternative mode of communication and/or an alternative location has been added pursuant to 45 C.F.R. §164.522(b).

This change will be for Department of Elder Affairs' staff members, volunteers, and the Area Agencies on Aging (AAA's).

A Spanish version will be translated and released at a later date. The old version in Spanish is still available on the Department's website. The new version will be provided as a print-on-demand form in English and will also be made available in Spanish at a later date. The new version is attached and can also be found on the Department of Elder Affairs' website.

Thank you.