

Family Partnerships of Central Florida

PROCEDURE

Series:	HR-Practices	COA: HR 5.02; ETH 2, 4.5; TS 2.2 CFOP: 60-17
Procedure Name:	Health Insurance Portability & Accountability Act and Awareness	
Procedure Number:	HR 2417	
Reviewed Date:	1/18/2013, 4/6/2016, 4/16/24	
Revision #/Date:	(2)09/08, (3) 8/7/19	
Effective Date:	09/04	
Applicable to:	All Family Partnerships of Central Florida (FPoCF) Staff, Volunteers in direct service, Interns, and Independent Contractors	

PURPOSE:

It is the objective of the FPoCF to protect the rights and privacy of children and families in the gathering and disseminating of information and in all other activities. The Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires that the agency trains all employees, volunteers, interns and independent contractors (if applicable) in HIPAA regulations and the requirements on safeguarding what is considered confidential information and "Protected Health Information." Chapter 39 of the Florida Statute Proceedings Related to Children also governs this procedure in addition to Public Law 104-191.

Additionally, the FPoCF similarly protect and safeguard the "Protected Health Information" of its employees and compiles with the Health Insurance Portability and Accountability Act of 1996.

References: Florida Statutes: Chapter 39
Florida Public Law 104-191
Federal Health Insurance Portability and Accountability Act of 1996

Overview

It is the policy of the FPoCF to protect the rights and privacy of children and families in gathering and disseminating information and in all promotional activities.

1. All new hires, and those volunteers, interns and Independent Contractors who may have access to client information, will complete the latest HIPAA Awareness training program on-line within the first 10 days of employment or other work-related relationship with the agency. This training is hosted by the Department of Children and Families online education and training system. It is available online at <https://www.myflfamilies.com/general-information/dcf-training/>. It is the employee's supervisor's responsibility to ensure that this training is taken within the prescribed timeframe.

The last page of the course permits the individual to print the HIPAA Awareness Certificate of completion. This certificate will be signed and dated and forwarded to the agency's designated point of contact where the certificate of completion will be filed and maintained in the employee's personnel file training log folder file.

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2. The designated contact will generate an agency certificate for the completion of this training with the permitted training hours as prescribed by the Department of Children and Families. The supervisor will ensure that the training certificate is included as documentation for the initial quarterly training log that is submitted via Mindshare and retained in the training system.
3. This training provides an overview of the Health Insurance Portability & Accountability Act, information that is covered by the act and how to protect the information of clients in accordance with the requirements of the Act.
4. This training will occur on a basis and frequency determined by the Department of Children and Families.
5. All staff, interns, volunteers and independent contractors are also required to take Security Awareness Training on the schedule determined by the Department of Children and Families. This training also addresses the security protocols required to ensure the safety and confidentiality of PHI and confidential client and employee information.

Contracted Agencies:

1. All contracted agencies are responsible for ensuring that all their employees and other appropriate volunteers, independent contractors (if applicable) complete the training in accordance with the guidelines stated above and that the Certificates of Completion are maintained in accordance with those agency procedures.

BY DIRECTION OF THE PRESIDENT AND
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

APPROVAL DATE: 04/17/2024_____