

## PROCEDURE

<b>Series:</b>	<b>HR-Practices</b>	<b>COA: HR 5.02; ETH 2, 4.5; TS 2.2 CFOP: 60-17</b>
<b>Procedure Name:</b>	Health Insurance Portability & Accountability Act and Awareness	
<b>Procedure Number:</b>	HR 2417	
<b>Reviewed Date:</b>	1/18/2013, 4/6/2016, 4/16/24, 10/14/2025	
<b>Revision #/Date:</b>	(2)09/08, (3) 8/7/19	
<b>Effective Date:</b>	09/04	
<b>Applicable to:</b>	All Family Partnerships of Central Florida (FPOCF) Staff, Volunteers in direct service, Interns, and Independent Contractors	
<b>PURPOSE:</b>	<p>It is the objective of 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.</p> <p>Additionally, FPOCF similarly protects and safeguards the "Protected Health Information" of its employees and compiles with the Health Insurance Portability and Accountability Act of 1996.</p>	

**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 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://myflfamilies.csod.com/login/render.aspx?id=defaultclp>. It is the employee's supervisor's responsibility to ensure that this training is taken within the prescribed timeframe.

HIPAA Awareness Certificate is to be forwarded to FPOCF Data Security Specialist where the certificate of completion will be filed and maintained in the employee's personnel file training log folder file.

2. The My Florida Learn portal will generate an agency certificate for the completion of this training with the prescribed training hours as prescribed by the Department of Children and Families. The supervisor will ensure that the training certificate is included as documentation and is 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 yearly as per 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: 10/23/2025