

November 7, 2003

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 03-05
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: PRH Chapter 1, Exhibit 1-3: Authorization for Use and Disclosure of Your Health Information as Required by the Health Insurance Portability and Accountability Act (HIPAA) of 1996

1. Purpose. To replace PRH Chapter 1, Exhibit 1-3 with the revised Authorization for Use and Disclosure of Your Health Information (Authorization).
2. Background. After review of the Authorization, issued via Program Instruction 02-19, dated April 4, 2003, and in consultation with the Division of Employment and Training Legal Services (ETLS), the Authorization has been revised to authorize transfer of separated students' medical folders to areas on center where they are maintained for 3 years before being archived. The revised Authorization will be available in OASIS on November 14, 2003.

To prevent the need for *all* students on center to sign another Authorization, it is suggested that centers designate, within the covered "health care component," any areas that will receive and store separated students' medical folders. All staff within the covered health care component must follow the same strict standards as the Health and Wellness Center, and cannot release any protected health information except as permitted by the center in accordance with an Authorization signed by the student (or parent/guardian). Staff in any segment of the center, newly designated as covered health care components, must receive training regarding HIPAA regulations immediately and annually.

Approximately 3 years from the date when the revised Authorization is first signed, the areas where separated student's medical folders are received and stored will no longer need to be included in the covered "health care component".

3. Explanation of Changes. Changes are as follows:

PRH Chapter 1, Outreach and Admissions:

- Revise Exhibit 1-3 by adding “11. *We may transfer your medical records to the Student Records staff for the purpose of meeting Privacy Rule document retention requirements, and for providing storage of your records until they are forwarded to the Department of Labor under Job Corps’ records retention requirements.*”
- Due to the addition of the new number 11, subsequent numbering has been updated.

4. Filing Instructions.

REMOVE FROM PRH	REPLACE WITH
Exhibit 1-3, dated June 2, 2003	Exhibit 1-3, dated, November 10, 2003

5. Effective Date. November 10, 2003

6. Action Required.

- The revised Authorization must be implemented upon receipt by all admissions counselors.
- Center directors must ensure that staff, in newly designated health care components, receive HIPAA training immediately and annually.
- Addressees are to ensure that a copy of this PRH Change Notice is distributed to the appropriate staff.

7. Inquiries. Direct any inquiries to Barbara Grove, RN, at 202-693-3116, or email to Grove.Barbara@dol.gov.

Attachment