MEMORANDUM

TO: AAA Executive Directors   **NOTICE#: 031921-1-I-SWCBS**

FROM: Richard Prudom, Secretary

DATE: March 19, 2021

SUBJECT: Notice of Instruction: Public Records Request for 701S Screening Documentation and 701S Rank

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This Notice of Instruction provides guidance to the Aging and Disability Resource Centers (ADRCs) regarding the process for public records requests for copies and/or scores of the 701S screenings completed by the ADRC. The following paragraphs further instruct the ADRCs on requirements for compliance when responding to records requests as instructed in Section 10 of the standard contract between the Department and ADRCs. Nothing in this memorandum is intended to override Section 119.0701, Florida Statues (2020).

Upon request, the ADRC shall provide a copy of the 701S screening and/or rank to any client, his or her designated representative, his or her power of attorney, or the person who provided answers to the screening. However, if the ADRC staff receives a records request for the 701S screening and/or rank from a requestor who is not the client, the client's designated representative, the client's power of attorney, or the person who provided answers to the screening, the requestor must submit a valid HIPAA authorization to release records to the ADRC staff. It is the Department's intent for the requestor to receive the requested 701S screening and/or rank from the ADRC as quickly as possible. The ADRC shall keep a record of each request, including the date received, the details of the request, and the date the ADRC submitted the 701S screening to the requestor.

The requirement of a valid HIPAA authorization only applies to a public records request to receive a copy of the 701S screening and/or rank as stated above and enrollment in the Department's programs or eligibility for services will not be conditioned upon any authorization of this disclosure.

If you have any questions, please contact your ADRC contract manager.