



## PROGRAM INSTRUCTION

**SUA-20-PI-41**

**12/2/2019**

**TO:** Subrecipients of the State Unit on Aging

**FROM:** Cynthia Brammeier, Administrator, State Unit on Aging

**BY:** Ben Stromberg, Program Coordinator, State Unit on Aging

**SUBJECT:** Software Offline Checkout Procedures

**CONTENT:** This Program Instruction is designed to provide subrecipients of the State Unit on Aging with guidance on checking out documents in Peer Place.

When checking out a document, do not save to unsecure devices. These devices can include:

- Laptops or computers that are not password protected
- Laptops or computers that have a generic password
- Personal cellphones
- Any mobile device that is not password or passcode protected

Please ensure to follow all Area Agency on Aging HIPAA and privacy procedures when checking out documents.

If you have questions, please contact Ben at 402-471-4555 or at [DHHS.aging@nebraska.gov](mailto:DHHS.aging@nebraska.gov)