



**DEPT. OF HEALTH AND HUMAN SERVICES** 

## 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

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.