



INFORMATION MEMORANDUM

SUA-20-IM-15

12/2/2019

TO: Subrecipients of the State Unit on Aging

FROM: Cynthia Brammeler, Administrator, State Unit on Aging

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

SUBJECT: Internal Software Consent/Permission Policy

CONTENT: This Information Memorandum is designed to provide subrecipients of the State Unit on Aging with guidance on developing and implementing Peer Place software consent/permission practices.

Peer Place tracks client consent for staff to review client profile information. Consent is obtained and tracked at the agency-level. For example, the agency can be an Area Agency on Aging (AAA) or a senior center or another provider.

When consent/permission is marked for one program, the whole agency receives permission. "Example AAA" has an Information & Assistance program. The "Example AAA" Information & Assistance staff member may create a new client. Any PeerPlace users that have access to "Example AAA" will have consent/permission to view the client profile. "Example AAA" staff members with access to Home Delivered Meals or Homemaker will have consent to look at the client's profile.

AAAs may wish to review their current consent and information disclosure policies to ensure that they provide the level of consent desired. This is an individual, agency-specific business decision. AAA partners (as defined in SUA-20-PI-40) granted access to PeerPlace are subject to the same requirements.

If you have questions, please contact Ben at 402-471-4555 or at DHHS.aging@nebraska.gov