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TO: Local District Commissioners

FROM: Phyllis Silver, Deputy Director, Office of Managed Care
Ann Clemency Kohler, Deputy Commissioner, Office of Medicaid Mgmt

SUBJECT: HIV Confidentiality

EFFECTIVE DATE: Immediately

CONTACT PERSON: Marilynne Geiffert, AIDS Institute, (212) 613-2492

As you know, local districts are responsible for insuring the confidentiality of all information secured by their employees and agents in performance of their professional duties. With the advent of mandatory managed care and enrollment of the SSI population in all counties, it is essential that existing policies and procedures regarding HIV confidentiality be reviewed and revised where necessary. In addition, the local district office physical plant should be reviewed from the perspective of safeguarding of information regarding MA recipients with HIV disease and of providing a private space for confidential interviews.

All staff (including temporary and workfare employees) are required to be current in their training regarding HIV confidentiality law (Article 27F) and it's implementation in LDSS settings. A number of resources are available to assist local district staff with training and adherence to HIV confidentiality. NYSDOH AIDS Institute will provide/arrange for HIV confidentiality training, technical assistance and resource materials; requests may be directed to Marilynne Geiffert, AIDS Institute at (212) 613-4994 (fax) or (212) 613-2492 (phone).