

Dave Lyda, Acting Administrator of Self-Sufficiency & Training Services

Authorized Signature

Number: SS-IM-04-035

Issue Date: 10/11/04

Topic: Other

Required reading for DHS-CAF and DHS-SPD staff who access Child

Subject: Support Program information

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: DHS-CAF and DHS-SPD employees who access Child Support Program (CSP) information are required to read and follow the revised confidentiality laws, rules and policies related to accessing CSP information. This IM includes a link to:

1. The revised confidentiality laws, rules and policies that DHS-CAF and DHS-SPD employees must read and follow.
2. Information on which employees within DHS-CAF and DHS-SPD may access CSP information via computer or via contact with CSP employees.
3. Information on how to use CSP computer screens.

Please choose this link in order to access the document in it's entirety:

[ACCESSING CHILD SUPPORT INFORMATION](#)

Note: Please remember DHS/CAF and DHS/SPD employees who access CSP information are required to read the referenced document.

If you have any questions about this information, contact:

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