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AAA4 BULLETIN

TO: AAA4 Funded Partners	NO: A4B2018-09
SUBJECT: Client Intake Data: Paper Forms Security Awareness Training	DATE ISSUED: July 20, 2018
REFERENCES: A4B2018--07	SUPERSEDES: N/A
PROGRAMS AFFECTED: [x] ALL [] Title III-B [] Title III C-1 [] Title III C-2 [] Elder Abuse Prevention VIIb [] Title III-E [] HICAP [] Title III-D [] Ombudsman VIIa [] OTO [] Other	
PURPOSE OF BULLETIN: [] Amend Policy or Procedure [] Clarification [X] Other: INFORMATION	
FOR INQUIRIES CONTACT: Your Regional Services Specialist	

ALL FUNDED PARTNERS:

The required Privacy and Information Security Awareness Training provided by the California Department of Aging has been updated; please see the link below:

[Security Awareness Training](#)

To meet contract compliance, this training must be completed within 30 days of the start date of the contract, and/or within 30 days of the start date of any new employee, subcontractor or volunteer. Please refer to to AAA4 Terms and Conditions, Article II-4a for details.

REGISTERED SERVICES FUNDED PARTNERS ONLY:

1. AAA4 has received confirmation from the California Department of Aging that it is not necessary to keep paper intake forms that have been scanned and attached to client GetCare files. Once attached to the client file, paper intake forms may be shredded.

If you have already begun to scan and attach intake forms, please ensure you have a naming system that allows easy identification. AAA4 suggests using the GetCare ID and document identifier, such as #000000 Intake.

This subject will be further addressed at the annual GetCare Refresher Training scheduled for Thursday, July 26, 2018.

2. As a reminder that AAA4 will not be providing new sample or suggested intake forms; instead, AAA4 has provided the minimum client data requirements to incorporate into your organization's intake form.

Please reference AAA4 Bulletin A4B2018-07 for details. Minimum required client data and CDA Sample Intake Forms are posted to the webpage www.agencyonaging4.org/aaa4-forms/

If you have any questions, please contact your RSS.