

## Public Records Requests - Questions/Answers: Presentation by Peggy Smith

- Is there a dollar figure attached to the total costs for UW to produce records?
  - No. Currently, there is not a centralized effort or mandate to capture that information across the UW. By law, those costs cannot be passed on to the requestor. HSA suggests units track the personnel time spent on processing responsive records to:
    - document the adequacy of the search and
    - to inform discussions/ decisions regarding personnel allocations and budget projections
- Is there HIPAA protection on records requests?
  - Yes. Personal health information (PHI) is protected. If PHI is included or embedded in your response, the Office of Public Records is tasked with identifying and redacting (withholding) during their review process. HSA suggests units flag the information and consult with Office of Public Records. Units that follow UW Medicine Compliance guidelines typically have internal processes to address and process PHI.
- Once records are submitted to OPR and the unit keeps a file for retention, do they need to keep paper copies?
  - No, the units need to keep a file of the copies in some format (electronic is fine).
- Is there a standard definition of PHI for records requests?
  - Not technically – it varies. UW Medicine Compliance has comprehensive information regarding PHI definitions. The Office of Public Records should be consulted prior to delivery to ensure they are aware of your concerns and/or clarification. HSA suggests you flag the records for consult and document your conversations with Office of Public Records.
- How do personnel records (Doctor's note, FMLA, etc) get handled with requests?
  - Public Records Requests for this type of information is typically directed to UW Human Resources. If a unit receives this type of request outside of normal channels, (OPR to HSA to Unit) forward the request directly to the Office of Public Records. OPR will communicate directly with the requestor.

## PDP Questions/Answers:

- Is it necessary to use the HSA form for self-evaluation feedback if you are using your own?
  - No – you can use the employee self-evaluation tools that are most effective for your unit and employees. Once the information is gathered, the formal evaluation will need to be on the HSA PDP form for these units: EH&S, HSAS&F, OAW. Other units that adopt the HSA forms are welcome to do so.
- Is it just Prof. Staff that is due by June 30<sup>th</sup>?
  - Yes. Classified Staff are on a 12 month rolling cycle. New employees will also need to receive a PDP, regardless of when they started at the UW.
- Is the process the same for all departments?
  - No – Dave Anderson has stipulated that EH&S, HSAS&F and OAW must use the process and forms launched in May 2014. The other units are not required to use the HSA process but are strongly encouraged to do so.