



DWD Issuance 01-2008, Change 1

Issued: February 1, 2011
Effective: February 1, 2011

Subject: Division of Workforce Development (DWD) Confidentiality and Information Security Plan, Medical Confidentiality Update

1. Purpose: The purpose of this Issuance is to update all appropriate data users, and their supervisors, regarding the proper storage and sharing of confidential medical and disability related information.
2. Background: The regulations that implement the equal opportunity and nondiscrimination provisions of the Workforce Investment Act (WIA) are published at 29 CFR Part 37 and require that each state take steps to ensure the confidentiality of medical and disability related information provided by registrants, applicants, eligible applicants/registrants, participants, employees, and applicants for employment.
3. Substance: Pursuant to the regulations cited above, the Division of Workforce Development (DWD) has amended its Confidentiality and Information Security Plan to include a section regarding Confidential Medical and Disability Related Information. This addendum is attached. Future trainings regarding compliance with the Confidentiality and Information Security Plan shall include a discussion of proper treatment of medical and disability related information.
4. Action: The Confidential Medical and Disability Related Information addition to the DWD Confidentiality and Information Security Plan should be distributed to all potential data users from the local Workforce Investment Boards (WIB), subrecipients and partner agencies, and to their supervisors, so that they become familiar with its content.

Any local WIB that maintains its own confidentiality plan should ensure that their plan is in concurrence with the DWD Confidentiality and Security Plan, as amended through this Issuance. Also, local WIBs are responsible for ensuring that their subrecipients' confidentiality policies are in concurrence with same.

6. Contact: Direct questions or comments regarding this Issuance to DWD Training at dwdtraining@ded.mo.gov.
7. Reference: U.S. Department of Labor, 29 CFR Part 37, Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Investment Act of 1998, Final Rule.
8. Rescissions: No Rescissions.
9. Attachments:
- 1) DWD Confidentiality and Information Security Plan
 - 2) Confidentiality User Attestation Form
 - 3) Training slides for Confidentiality and Information Security Plan
 - 4) Confidential Medical and Disability Related Information, Section 7.3,



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