

Document Encryption

In order to have timely communication and to maintain reasonable safeguards to protect the privacy of personally identifiable information (PII) in compliance with the Health Insurance Portability and Accountability Act's (HIPAA) and by the Family Educational Rights and Privacy Act (FERPA), Section 99.31. EarlySteps requires the following procedures be followed for sending PII and confidential information via email.

Personally identifiable information includes the following:

- The name of the child, the child's parent(s), or other family member;
- The address of the child or child's parents;
- A personal identifier, such as the child's or parent's social security number; or
- A list of personal characteristics or other information that would make it possible to identify the child with reasonable certainty.

Email Systems

a) All communications containing confidential information using any email system will comply with DHH HIPAA Privacy Policy #6, "Minimum Necessary Information" and not contain any confidential information within its **caption (i.e. RE: or in the Subject Line)**.

b) All communication containing confidential information using any email system will contain a verification message or device to assure that it was received by the party it was intended for.

c) All communication containing confidential information using any email system will contain a confidentiality message to assure that if it was inadvertently sent to someone other than the intended recipient that that individual has been warned not to read the information and to return it immediately.

d) When you are ready to email a file to a recipient you will need to send two emails. Send one email with the document attached and send a **separate** email with the password contained in it.

To Encrypt a Microsoft Word or Excel Document perform the following Steps:

1. Select the Round Microsoft word Logo Button on the top left of the screen
2. Select Prepare – slide the cursor to "Encrypt" document
3. An "Encrypt Document" box will appear and ask you to enter a password – enter the password you would like to use. *Make sure it is something you will remember and always remember passwords are case sensitive, once you've entered your password, press "ok"
4. The "Encrypt Document" box will appear again and ask you to enter your password again – this is done to make sure that the password was entered correctly.
5. When you are finished with your document save it.

To Encrypt a PDF (scanned) file perform the following steps:

If you **do not** have iSafePDF document digital signature already downloaded to your computer you will need to download this first before you can encrypt PDF files. Take the following steps to download the application.

- a. Go to website: <http://isafepdf.eureka.org/download-isafepdf/>
 - b. Click: iSafePDF Standalone Binary
 - c. In the pop up windows, click, "I Agree" to continue
 - d. Select "save file", so save iSafePDF onto your desktop
 - e. Click "ok"
1. Once downloaded, open iSafePDF
 2. Key in the PDF file name you plan to encrypt into "source file" (It's easier to just browse)
 3. Define the target file name under "Target File" (This is where the document will be saved once encrypted – as before it's easier just to browse)
 4. Select the encryption tab
 5. Key in the user password (this password will be given to the receiver for decryption, send the password in a separate email).
 6. Press Process
 7. Then you get an encrypted PDF file under the name "Target File" with password.