

## **Confidentiality and Release of Information**

The client has the right to confidentiality of communications and of all personally identifying information within the limitations and requirements for disclosure of various funding and/or certifying sources, state or federal statutes, unless release of information is specifically authorized by the client and/or legal guardian of a minor client or court-appointed guardian of the person. All client related information and records shall be maintained in keeping with Federal and State laws requiring privacy and confidentiality. This information is considered to be privileged communication. The right to waive privilege rests with the individual and/or legal guardian.

- 1.) All requests for information require a signed authorization for release of information.
- 2.) Each request for information regarding an individual served or previously served shall be accompanied by an authorization for release of information including the following:
  - a) Full name and date of birth of the individual;
  - b) Extent and nature of information to be disclosed;
  - c) Purpose or need for disclosure;
  - d) The name of the person, institution, or agency disclosing the information;
  - e) The name of the person, institution, or agency receiving the information;
  - f) The dated signature of the individual or, as appropriate, the parent or guardian, and the relationship to the person;
  - g) The name and signature of the staff facilitating the request;
  - h) The date or event upon which consent will expire if shorter than ninety days;
  - i) Statement that consent for release of information can be revoked at any time by the individual or, as appropriate, the parent or guardian. Revocations of consent shall be signed and dated by the individual or, as appropriate, the parent or guardian. Upon written notification of revocation of consent, further release of information shall cease immediately;
  - j) Statement that this information may only be re-released with the individual's written authorization, or, as appropriate, the authorization of the person's parent or guardian.
- 3.) Authorization for release of information will automatically expire ninety days (Standards for Community Residential Centers, 1988) after the date of the authorization unless an earlier date, event, or condition is specified, or if the person is a part of an approved research study and has given authorization for a longer period of time.
- 4.) When information is released from the individual client record, the signed authorization shall be retained in the Individual Client Record ("ICR")
- 5.) Information from other service providers contained in the "ICR" may be released from the ICR with the individual's written authorization, or as appropriate, the authorization of the individual's parent or legal guardian.

## **Confidentiality and Release of Information (cont)**

6.) Release of Information is not required when the information requested is pursuant to a court order signed by a judge.

7.) In keeping with all recognized professional codes of ethics, when life or safety of the client or another person is threatened, confidentiality may be broken; however, only such information as is absolutely necessary to protect the life and safety of the persons involved shall be released.

8.) All Mary Haven Youth Center staff - professional, clerical and volunteers shall be instructed in the utmost need for the protection of confidentiality, not only in the handling of written information, but also in terms of any knowledge of any client, however obtained. Termination of employment may be a consequence for violation of these provisions.

I have read the information regarding informed consent and confidentiality. I have had the opportunity to ask, and have had answered, all my questions regarding this form. I understand this form will be effective from this date until resident's discharge date from the program.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date