

POLICY & PROCEDURE CLIENT RIGHTS

**Subject: CONFIDENTIALITY & PRIVACY
PROTECTIONS**

Programs: All Programs

No: CR002

Effective Date: January 1, 2008

Date Approved:

Revised Date:

CONFIDENTIALITY & PRIVACY PROTECTIONS

Policy:

The organization protects the confidentiality of information of the youth and families the agency serves and assumes a protective role regarding the disclosure of confidential information.

Procedures:

- A. It is the policy of the My Friend's House to honor confidentiality with respect to identification and information of its residents. A release of information form must be signed before information on a resident can be released. Staff is prohibited from acknowledging admission of residents unless identity of the inquirer is known and approved by the Department of Children's Services.

- B. Staff will not mention the names of residents or give information leading to the identity of residents to the public or other individuals without the informed written consent of the legal guardian, the resident, or the Department of Children's services.

- C. Case management services between appropriate professionals, such as referring agencies, support staff, potential placement facilities, juvenile authorities, and related groups with whom case discussion is necessary for quality service delivery, will not require a signed release of information form