



Series 1300: Records Management

Policy Name Releasing of Information or Client Records

Policy Number 1303

Origination Date 11/1/2013

Revision Date: 7/1/2018

Regulation CFOP 15-12, 175-37

Policy: It is the policy of Communities Connected *for Kids* to release client information to only authorized persons under Florida Statute.

Procedure

General Requirements for Release of Information

1. Information in case records generated as a result of child abuse and neglect investigations is confidential and may be released only under specific circumstances which are outlined in the referenced Florida Statutes. Communities Connected *for Kids* employees will consult with the agency's general counsel or the department's Child Legal Services (CLS) attorney prior to responding to requests for information. In the event that case record information is determined to be harmful to the service recipient by senior management, the reason for refusal will be submitted in writing in the case record and immediate guidance from the agency's attorney will occur and all applicable laws will be followed in the release or with holding of his or her case record.
2. The name of and any identifying information about the person reporting abuse or neglect is strictly confidential and must not be released (without the written consent of the person reporting) to any person other than authorized employees responsible for child protective services.
3. Any information in the case record that pertains to the adoption of a child or a child's sibling must not be released without consulting the agency's general counsel or CLS attorney. Access to adoption records is governed by the provisions of §63.162, F.S.

If a case record contains medical, psychological, or psychiatric reports, school records, or information about clients received from domestic violence centers, the information must not be released without written authorization of that subject. The person requesting access to the record should be told of the existence of any such report and referred to the generating source.

4. All records and reports of the child protection team (CPT) are confidential and exempt from the provisions of sections §119.07(1) and §455.241, F.S., and will not be disclosed, except upon request, to the department, State's Attorney, law enforcement and necessary professionals in furtherance of the treatment or additional evaluative needs of the child, or by order of the court.

Approved: Carol Deloach

Carol Deloach, CEO

July 1, 2018