

CHANGE NOTICE FOR MANUAL

DATE: July 31, 2008

MANUAL: Family Services Manual Volume 1: Children's Services, Chapter VIII

CHANGE NO: 06-2008

TO: County Directors of Social Services

ATTENTION: CPS Program Managers and Supervisors
CPS Social Workers

RE: Section 1428, Confidentiality and Release of Information

EFFECTIVE: Immediately

BACKGROUND

This policy was originally developed to ensure that there were stringent confidentiality rules regarding the release of any information that may have been obtained during a CPS assessment. Families have a right to privacy and the child has a right to protection from public disclosure of that information.

SPECIFIC CHANGES

This updated policy clarifies 42 CFR Part 2 concerning the disclosure and re-disclosure of confidential alcohol and drug abuse patient records and under what circumstances these records can be disclosed. There have been definitions added to help clarify what information in the record would be covered by 42 CFR Part 2. There has also been an update concerning the Adam Walsh legislation and release of information from the Central Registry. System of Care language has been added. The majority of the changes are not policy, but grammatical to clarify the policy and structure to make it easier to read. A *Consent for Release of Confidential Information* tool, DSS-5297, has been developed that is Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2 compliant.

Once on the Division's web page, click on "Quick Links," then click on "Child Welfare Manual," and click on Chapter VIII, Section 1428. Any questions may be addressed to the Family Support and Child Welfare Services Section staff at (919) 733-4622. The changes noted in this letter will be in red on the web site and underlined in the hard copy attached.

| INSTRUCTIONS | | | |
|--------------|-------|---------|-------|
| Remove | | Insert | |
| Section | Pages | Section | Pages |
| 1428 | All | 1428 | All |

Sincerely,



Charisse S. Johnson, Chief
Family Support and Child Welfare Services

Attachments
Section 1428

cc: Sherry S. Bradsher
JoAnn Lamm
Sarah Barham
Family Support and Child Welfare Team Leaders
Children's Program Representatives
Work First Program Representatives
Local Business Liaisons
Hank Bowers