DCF CWR CONSORTIUM

MULTIPLE AGENCY CASE RECORD CONFERENCE AND

GROUP MEETING CONFIDENTIALITY FORM

All participants in this group meeting are required to keep information about The Department of Children and Families (DCF)- Division of Child Protection and Permanency (DCPP) clients and clients’ case records confidential. Types of information to be kept confidential include but are not limited to:

1. Names, listings of names, identifying data, addresses of current and former clients mentioned in the case records.
2. Past and present financial, social, medical, psychological, substance abuse, mental health and educational information about current and former clients mentioned in the case records.
3. Identification of services that agencies are providing to clients mentioned in the case record; including but not limited to protective services.

Only designated DCF-DCPP and/or provider agency professional staff may approve the release of clients and/or clients’ case records information, photographs, and/or case records under the following conditions:

1. When the information does relate to child abuse, the information may be released only in accordance with the specific exemptions that permit disclosure as set forth in N.J.S.A. 9:6-8, 10a, and/or CFR 42 Part 2 and/or HIPAA (Health Information Portability and Accessibility Act).
2. When the information does not relate to child abuse, the information may be released only if the client or the parent/legal guardian of a minor client signs a release of information that permits disclosure as set forth in N.J.S.A, 30:4-24.3, Administrative Order 2:01, and/or CFR 42 Part 2 and/or HIPAA (Health Information Portability and Accessibility Act).

It is a violation of state and/or federal law to disclose certain client information that (a) is not released in accordance with the specific exemptions that permit disclosure as set forth in N.J.S.A. 9:6-8, 10a, and/or CFR 42 Part 2 and/or HIPAA, or that (b) does not have the signed consent the client or the parent/legal guardian of a minor client as set forth in N.J.S.A. 9:6-8, 10a, and/or CFR 42 Part 2 and/or HIPAA. Any person who releases or encourages the release of confidential information may be guilty of a misdemeanor which may result in a fine and/or imprisonment.

In addition to keeping client information confidential, all reports and publications written by or for the agency, and not approved by the Department of Children and Families for release must be kept confidential within the agency.

By signing this form, I acknowledge that I have read this confidentiality statement, understand its content and agree to comply with it. I agree to maintain client confidentiality and the confidentiality of DCF and/or provider agency reports not approved for public release.

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| Print your name here | Date |
| Sign your name here | Title or relationship to case |
| Agency or Organization | Phone number |