



Policy and Procedure Manual

P.P. No:	209	Drafted:	2018
Section:	Personnel	Approved:	2019-04-02
Subject:	Confidentiality	Reviewed:	
		Amended:	2019-04-01

1. PURPOSE

- 1.1. This policy exists to ensure CFEC employees adhere to the CFEC's policy and procedures for confidentiality of the CFEC and client information.

2. POLICY

- 2.1. The information of the CFEC, employees, clients, potential clients, and partner agencies will remain confidential.
- 2.2. Information may be released if required by law.

3. SCOPE

- 3.1. This policy covers all CFEC and client information.
- 3.2. This policy and its procedures apply to all CFEC employees.

4. RESPONSIBILITY

- 4.1. It is the responsibility of all CFEC employees to adhere to this policy and its procedures.
- 4.2. It is the responsibility of CFEC employees to review the Consent to Disclosure of Information Form and the Client Rights and Responsibilities Form with new clients.
- 4.3. It is the responsibility of the department Supervisor to ensure the Consent to Disclosure of Information Form and the Client Rights and Responsibilities form are complete and filed.

5. DEFINITIONS

5.1. Client	A person receiving services from the CFEC.
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6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE or FORMS

- 6.1. Client Rights and Responsibilities Form
- 6.2. Consent to Disclosure of Information Form
- 6.3. Access to Information Request Form
- 6.4. Incident Report
- 6.5. PP No: 369 Subpoena Response

7. PROCEDURE

- 7.1. In the intake process for a new client of the CFEC the attending employee will review and complete the Consent to Disclosure of Information Form and the Clients Rights and Responsibilities Form.
 - 7.1.1. Copies of the forms will be filed in the Client's file.
 - 7.1.2. If requested copies of the forms will be provided to the Client.
- 7.2. In order to provide service to the client the CFEC employee may request consent to exchange client information with another individual, agency or professional outside the CFEC.
 - 7.2.1. In the event the CFEC client is incapable of providing informed consent the request for consent will be directed to the client's parent or legal guardian.
- 7.3. Information may be disclosed without client consent to protect the safety of the client or public:
 - 7.3.1. If there is a suspicion of physical or sexual abuse or neglect of the client or others.
 - 7.3.2. If the physical safety of the client or others is known to be at risk.

- 7.3.3. If the client is known to be involved in a potentially dangerous crime.
- 7.3.4. If CFEC employees are subpoenaed to testify in court.
- 7.3.5. As required by law.
- 7.4. If a mandatory disclosure of client information is requested the CFEC employee will report to a Supervisor and the Executive Director.
- 7.5. The Executive Director will review and either approve or disapprove all requests for disclosure of information.
- 7.6. Any mandatory request for release of client information will be documented in an Incident Report.
- 7.7. If applicable, the Executive Director will follow PP No: 369 Subpoena Response
- 7.8. Any breach in confidentiality by a CFEC employee, contractor, or Board Member may result in disciplinary action which may include:
 - 7.8.1. A verbal reprimand.
 - 7.8.2. A notice in writing.
 - 7.8.3. Suspension.
 - 7.8.4. Termination or request to resign.
- 7.9. If breach of confidentiality occurs, it will be documented in an incident report.

8. ATTACHMENTS

- 8.1. None.

9. REPEALS

- 9.1. None.