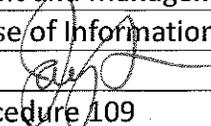




DEPARTMENT FOR CHILDREN AND FAMILIES
 Family Services Division
 Woodside Juvenile Rehabilitation Center

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Approved:	Jay Simons, Director 	Effective: 4/2/2018
Supersedes	Woodside Policy and Procedure 109	Dated: 5/2013

Purpose

All matters and information concerning youth placed at the Woodside Juvenile Rehabilitation Center are confidential under Federal and State law (see Title 33 V.S.A. § 5536a).

Policy

Woodside employees will adhere to all Department for Children and Family Services policies relating to confidentiality and release of information and will discuss case specific information only with people with a legitimate and legal right to know. All Woodside staff, contracted clinicians, interns and volunteers shall sign the Woodside Confidentiality Agreement.

Staff/Resident Confidentiality and Sharing of Information among Staff

Information about residents and interactions between residents and Woodside staff, contracted staff, interns and volunteers may be shared with Woodside Treatment staff to ensure continuous care. All residents of the Woodside Program must be informed that information s/he discloses will be shared within the Woodside Program and with her/his social worker, as is necessary to provide consistent care.

Individual interactions with staff, clinicians, interns and volunteers occur regularly and are subject to the sharing of information above. When a resident is interviewed or counseled individually, the following procedure should be followed:

- The Clinical or Operations Supervisor is advised of all scheduled meetings before the interview or counseling session begins.
- The client is informed that some of the information shared may be released to other staff and/or the caseworker if necessary, to ensure maximum treatment benefit, or if there is an imminent risk to self/others or property. All vital information (escape plans, assault plans, suicide ideas, etc.) is shared immediately with all other appropriate staff.

Release of Information to the Public and Media

Calls or requests for information that are received from sources not affiliated with the Department for Children and Families will be referred to the Woodside Director or designee. The DCF Central Office will be notified of requests for information from the media, and they may respond to the inquiry. Woodside employees will not give out information on any youth or youth-related case.

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In the event of such a press or media request, even if it appears the caller has some information, the standard response to all questions is that we are unable to give out any information to persons who are not involved in a juvenile case, and that such cases are confidential. Inform the caller to contact the Director.

Representatives of the media may be granted access to Woodside for reporting items of public interest consistent with the preservation of the youths' privacy, the maintenance of order and security of the building, and confidentiality of the youths' case information. Such media visits must have prior approval from the Woodside Director, and the Deputy Commissioner of the Family Services Division.

Release of Information to Family Services Workers

A resident's Family Services Worker has access to all information and documents obtained and maintained by Woodside pertaining to the resident with the exception of substance abuse treatment records and information for residents who are over the age of 14 years.

Release of Information to Attorneys and Other Professionals

- Sharing information with a youth's attorneys, educators, mental health professionals, foster parents, group care providers, parents, guardians, and surrogate parents is appropriate if it is directly connected to the resident's treatment. If it is not directly connected to the resident's treatment or required by law, information cannot be shared.
- Information may be shared with the Department attorney if it is directly connected to the administration of the program.
- All requests for information pertaining to special investigations or other legal actions, subpoenas, and search warrants should be referred to the Director or designee. Whenever a staff member is in doubt about whether or not to share information, he/she should contact the Director or designee.
- Evaluations conducted by Psychiatrists or Psychologists contracted by Woodside will be held in the client file and shall be available to the Family Services Worker, who will decide how to disseminate the evaluations.