

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Confidentiality of records

Chapter:

10

Effective Date:

10/25/1999

Revision Date:**Policy Number:**

10-110-010

Executive Director

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

1. Keystone shall comply with the following statutes and regulations relating to confidentiality of records, to the extent applicable:
 - 23 Pa. C.S. 6301-6385 (relating to the Child Protective Services Act).
 - 23 Pa. C.S. 2101-2910 (relating to Adoption Act).
 - The Mental Health Procedures Act (50 P.S 7101-7503).
 - Section 602 (d) of the Mental Health and Mental Retardation Act 50 P.S. 4602(d).
 - The confidentiality of HIV-Related Information Act (35 P.S. 7601-7612).
 - Sections 5100.31-5100.39 (relating to confidentiality of mental health records).
 - Sections 3490.91-3490.95 (relating to confidentiality).
 - Other applicable statutes and regulations.
2. The following confidentiality requirements apply unless in conflict with the requirements of applicable statutes and regulations specified above:
 - A child's record, information concerning a child or family, and information that may identify a child or family by name or address, is confidential and

may not be disclosed or used other than in the course of official Keystone duties.

- Such information shall be released upon request only to the child's parent, the child's guardian or custodian, if applicable, the child's and parent's attorney, the court and court services, including probation staff, county government agencies, authorized agents of the Department and to the child if the child is 14 years of age or older. Information may be withheld from a child if the information may be harmful to the child. Documentation of the harm to be prevented by withholding of information shall be kept in the child's records.
- Information may be released to other providers of service to the child if the information is necessary for the provider to carry out its responsibilities. Documentation of the need for release of the information shall be kept in the child's record.
- Information may not be used for teaching or research purpose unless the information released does not contain information which would identify the child or family.
- Information may not be released to anyone not specified in paragraph s above, without written authorization from the court, if applicable, and the child's parent, and, if applicable, the child's guardian or custodian.
- Release of information may not violate the confidentiality of another child.

DISCUSSION: