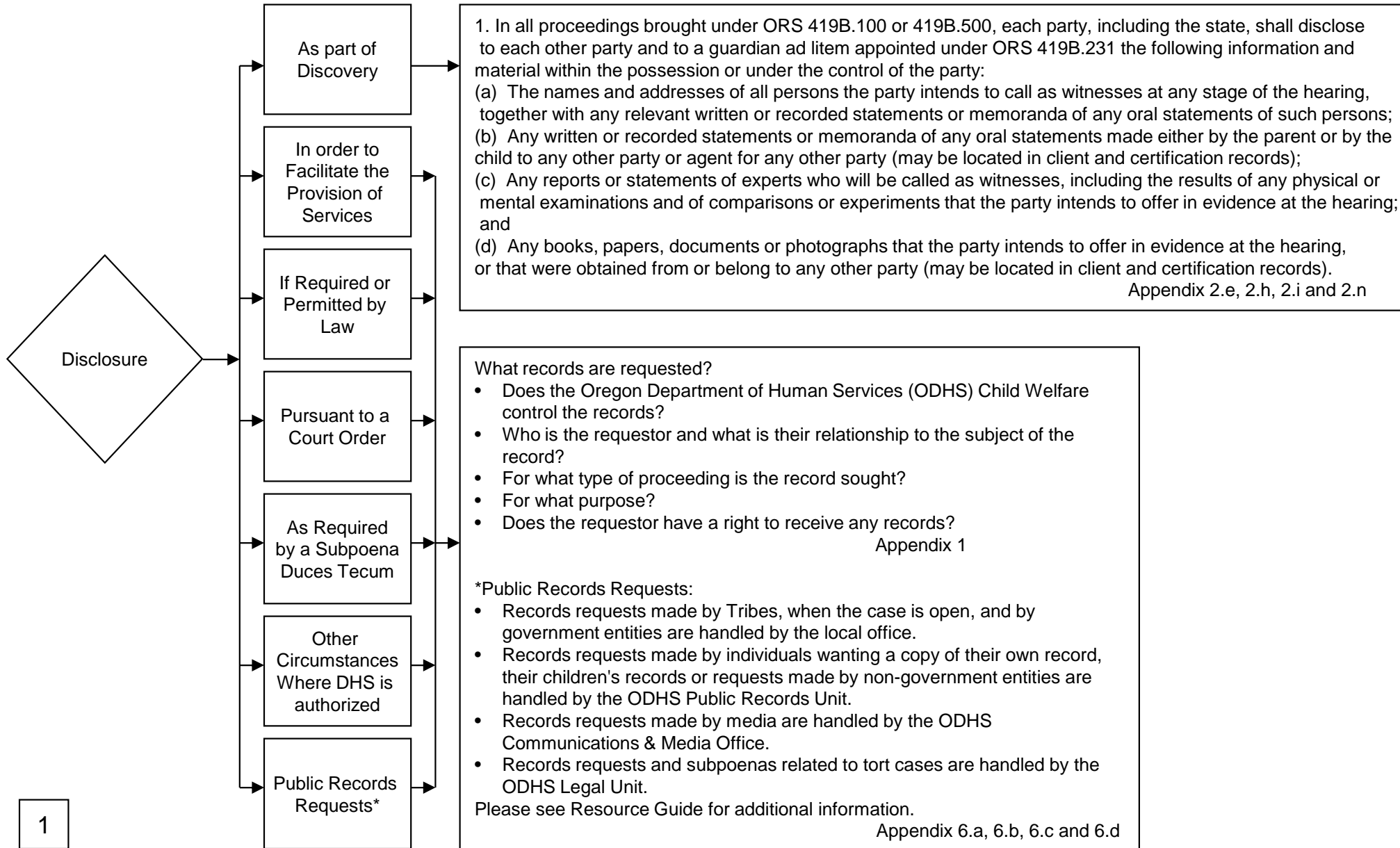


# Disclosure Analysis Guidelines

## Summary Diagram

### 1. What type of disclosure is being requested?

Appendix 5

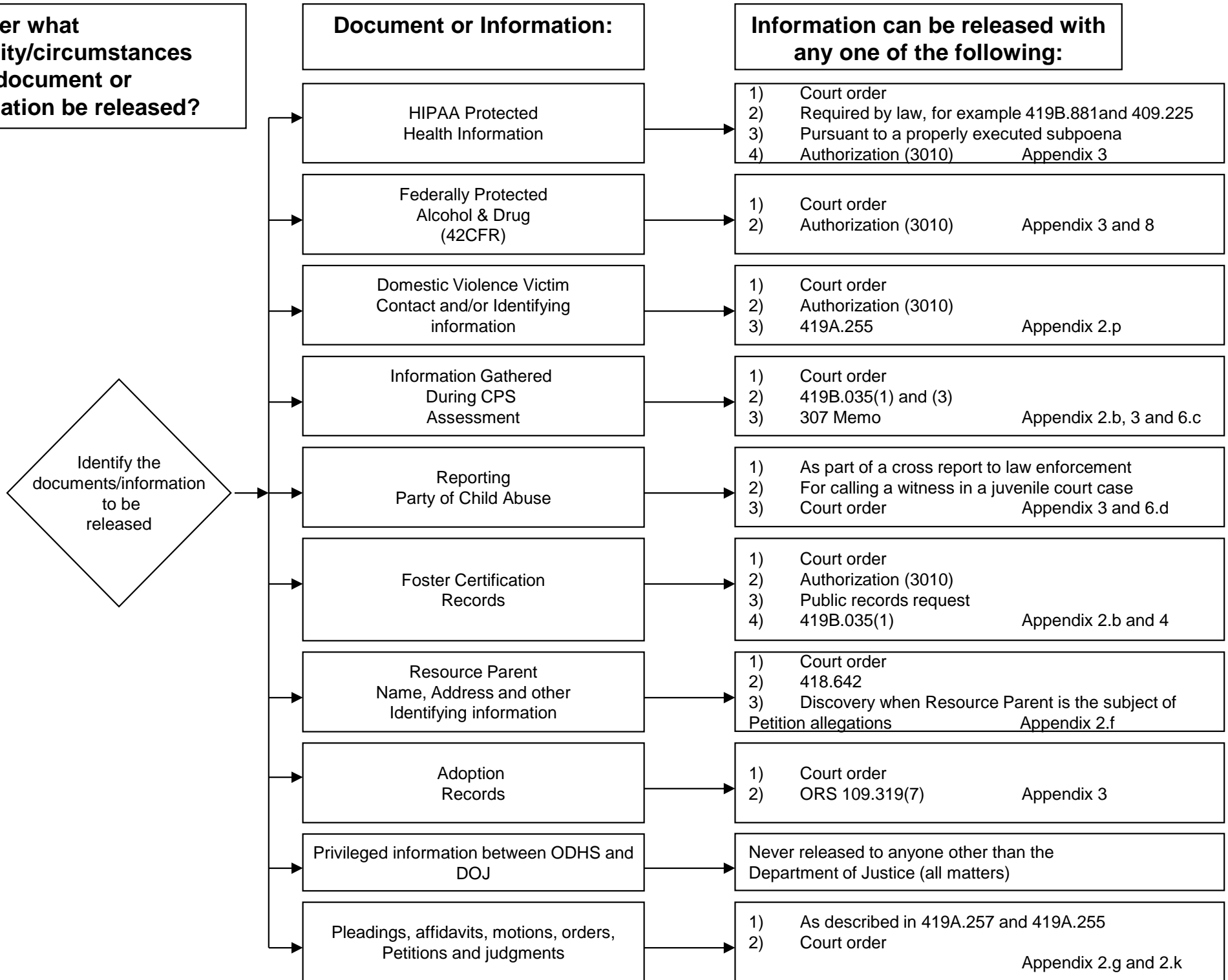


## 2. Additional important considerations to complete MSC 3010 (authorization)

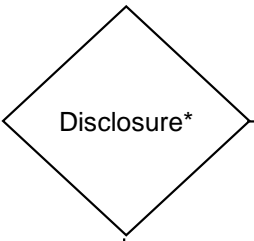
### Appendix 4

In order to Facilitate the Provision of Services	Authorization from client must be specific to each individual provider identifying specific information to be disclosed. If the records being released contain HIV/AIDS, Mental health, Genetic testing, and/or Alcohol or drug diagnoses, treatment, referral, the client must initial near the bottom of the Release FROM section of authorization (3010) Appendix 4
As part of Discovery	Authorization needed from client to disclose HIV/AIDS, Alcohol & drug and/or Genetic testing information to juvenile court and all legal parties. The client must initial near the bottom of the Release FROM section of authorization (3010) Appendix 2e, 4 and 8
In Response to Client/Public Records Requests	Records requests by clients for their own information or their children's records do not require an authorization (3010) and are handled by the ODHS Public Records Unit which also handles requests made by non-government entities Records requests made by media are handled by the ODHS Communications & Media Office Records requests and subpoenas related to tort cases are handled by the ODHS Legal Unit Records requests made by Tribes, when the case is open, and by government entities are handled by the local office.
If Required or Permitted by Law	Authorization needed from client to disclose HIV/AIDS, Alcohol & drug and/or genetic testing information. The client must initial near the bottom of the Release FROM section of authorization (3010) Appendix 4 and 8
Pursuant to a Court Order	Not Required
As Required by a Subpoena Duces Tecum	Not always required but authorization may permit release of information that is subject to the subpoena.
Other Circumstances Where DHS is Authorized	Consult with DHS paralegal and/or DOJ

**3. Under what authority/circumstances can a document or information be released?**



**4. What information must be redacted no matter where it is located in any document?**



**Always redact:**

- Name of reporting party of child abuse and identifying information from all sections of the 307 (exception: permitted to include this information as part of cross report to Law Enforcement), LEA report or other document
- Privileged information between ODHS and DOJ

**\*Records requests by:**

- Clients for their own information or their children's records do not require an authorization (3010) and are handled by the ODHS Public Records Unit
- Non-government entities are also handled by the ODHS Public Records Unit
- Media are handled by the ODHS Communications & Media Office
- Tribes, when the case is open, and by government entities are handled by the local office.

Records requests and subpoenas related to tort cases are handled by the ODHS Legal Unit

3010 (authorization)  
Not Required although bulleted items must Be redacted

3010 (authorization)  
Required and bulleted items must be redacted

**As part of Discovery**

- Remove confidential/protected information regarding anyone other than the client unless required by 419B.881
- Remove currently certified resource parent contact information
- Domestic violence case: Remove victim contact information and/or identifying information

**Public Records Request made by Client (handled by the ODHS Public Records Unit)**

- Remove confidential/protected information regarding anyone other than the client or their legal minor children
- Remove the child's information if the child objects or disclosure would be contrary to the best interest of any child or could be harmful to the person caring for the child

**Pursuant to a Court Order**

**As Required by a Subpoena Duces Tecum**

- What needs to be redacted is dependent upon our response to the subpoena

**As Required by Law**

**In order to Facilitate the Provision of Services**

- Remove confidential/protected information regarding anyone other than the client

**Other Circumstances where DHS is Authorized**

- These circumstances should be reviewed with DHS paralegal and/or AAG