

4.2 Release of Information

[Authorization for Release of Personal Information Form](#)

PROTECTION, USE AND RELEASE OF PERSONAL INFORMATION

(a) General Provision - The state plan must assure that each service providers will adopt and implement policies and procedures to safeguard the confidentiality of all personal information, including photographs and lists of names. These policies and procedures assure that -

(1) Specific safeguards protect current and stored personal information;

(2) The client, representative, other services providers, cooperating agencies, and interested parties are informed of the confidentiality of personal information and conditions for gaining access to and releasing information;

(3) Clients or representatives are informed about the service providers need to collect personal information and policies governing its use including -

(i) Identification of the authority under which information is collected;

(ii) Explanation of the principle purposes for which the service provider intends to use or release information;

(iii) Explanation of whether the information requested is mandatory or voluntary and the effects to the client of not providing the information;

(iv) Identification of the situations in which the service provider requires or does not require informed written consent from the client or representative before information may be released; and

(v) Identification of other agencies to which information is routinely released.

(4) Persons who are unable to communicate in English or who rely on alternative modes of communication must be provided an explanation of service provider policies and procedures affecting personal information through methods that can be adequately understood to them;

(5) At least the same protection is provided to individuals with significant disabilities as provided by State law and regulations; and