

Sixth District Department of Correctional Services POLICY	Issue Date 04/01/88	Effective Date 08/15/22	Policy Number 1003-22
Subject <b>CONFIDENTIALITY</b>		Review Month September	Author 746 (CRY)
Rescinds 1003-16	References 42CRF, PART 2., Federal Register on Confidentiality of Alcohol and Drug Abuse Patient Records, Final Rule, June 9, 1987		

**POLICY:**

The Director ensures staff receive training in the laws which govern confidentiality. Staff operates under legal constraints to ensure confidentiality rights are not compromised. Procedures are developed to permanently record what and when confidential information is released. Procedures are implemented which address offender access to file information.

**PROCEDURE:**

1. At the assessment interview, the offender is given a copy of the ANCHOR Center Notice of Confidentiality (2317B). The right of confidentiality under Federal Law is read and explained and any questions are answered.
2. The client signs and dates the ANCHOR Center Notice of Confidentiality to verify the statement was read and is understood.
3. DOC-DCS Release of Information (102A) is completed to include ANCHOR Center substance abuse programming. The release is read and explained to the offender. Upon the offender signing the release(s), the TASC Liaison signs and dates the document.
4. If a prospective client refuses to sign either the ANCHOR Center Notice of Confidentiality or Release(s) of Information, the interview is terminated and the referring Agent is notified by the TASC Liaison.
5. Any requests for information on TASC client's other than verification of program participation, are referred to the TASC Liaisons or TASC Supervisor.

BY ORDER OF:

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Bruce Vander Sanden, District Director