

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

PO BOX 88

JEFFERSON CITY, MISSOURI

July 31, 2008

**What's Inside:**

Revised form and  
instructions for the CD-98  
Authorization for Release of  
Non-Medical Records by/to  
Children's Division

MEMORANDUM

TO: REGIONAL, EXECUTIVE STAFF, CIRCUIT MANAGERS,  
AND CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: CD-98 AUTHORIZATION FOR RELEASE OF NON-MEDICAL  
RECORDS BY/TO CHILDREN'S DIVISION

## DISCUSSION:

The purpose of this memorandum is to introduce revised form and instructions for the *CD-98 Authorization for Release of Non-Medical Records by/to Children's Division*. The CD-98, originally introduced in Children's Division Memorandum CD08-52, was revised in response to feedback from the field.

The CD-98 *Authorization for Release of Non-Medical Records by/to Children's Division* is used to request authorization from an individual (parent, guardian, legal or personal representative) to release or obtain that individuals non-medical records to or from the Children's Division, or another person or entity.

**This authorization for release is not HIPAA-compliant** and should not be used for any records containing health information protected by the Health Insurance Portability and Accountability Act (HIPAA). To request authorization to release medical/health records staff should use the *SS-6, Authorization for the Release of Medical/Health Information*. In working with families, staff may be required to use both the CD-98 and the SS-6 in conjunction in order to collect both medical/health and non-medical information.

The CD-98 is currently available in MS Word in CD Desktop Forms. This form is available to CD staff only and will not be available in the CD Forms webpage. A two part carbonless (NCR) version will be forthcoming and maybe ordered from the warehouse after print. Staff should discard or destroy previous versions of the CD-98 and delete previous versions stored on staff's computers.

**NECESSARY ACTION:**

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

**PDS CONTACT:**

Randall McDermit  
573-751-8932  
[Randall.D.Mcdermit@dss.mo.gov](mailto:Randall.D.Mcdermit@dss.mo.gov)

**ASSISTANT DEPUTY DIRECTOR:**

Susan K. Savage  
573-751-43192502  
[Susan.K.Savage@dss.mo.gov](mailto:Susan.K.Savage@dss.mo.gov)

**CHILD WELFARE MANUAL REVISIONS:** N/A**RELATED STATUTE:** [RSMO-Chapter 210](#)**FORMS AND INSTRUCTIONS:**

CD-98 and Instructions (CD Desktop only, Two part carbonless form will be available at the warehouse at a future date)

**ADMINISTRATIVE RULE:** N/A**COUNCIL ON ACCREDITATION (COA) STANDARDS:**

**G1.5.03** - When the organization receives a request for the release of confidential information about a person or family served, or the release of confidential information is necessary for the provision of services, the organization, prior to releasing such information:

- a) determines if the request is valid and in the best interest of the person or family;
- b) obtains the informed, written consent of the person or family served; and
- c) if the person is an adult or minor who is incapable of providing informed consent, obtains consent from his/her parent or legal guardian.

**G1.5.04** - Informed, written consent includes the following elements:

- a) the signature of the person whose information will be released, or the parent or legal guardian of such a person who is unable to provide informed consent;
- b) the specific information to be released;
- c) the purpose for which the information is to be used, except where disclosure is mandated by law or the person served is receiving service under court supervision or directive;
- d) the date the consent takes effect;
- e) the date that the consent expires, not to exceed 90 days from the date consent is given for one time releases of information, or one year or as otherwise required by law when the release of information is required for ongoing service provision by a contracted or cooperating service provider;
- f) the name of the person to whom the information is to be given;
- g) the name of the person within the organization who is providing the confidential information; and
- h) a statement that the person or family served may withdraw his/her consent at any time.

**G1.5.06** - The organization gives a copy of the signed consent to the person or family providing consent, and places a copy in the case record.

**PROGRAM IMPROVEMENT PLAN (PIP):** N/A**FACES REQUIREMENTS:** N/A