# Practice Points

## Procedures for Sharing Information

The purpose of this Practice Point is to remind staff of policy regarding identity verification of a person who comes into the local office to pick up requested case file records.

Policy states that when the subject comes to the office to pick up the record, he/she must present adequate identification prior to seeing the record. It is not appropriate for staff to make a copy of the subject's identification; the identification should only be *viewed* by staff prior to turning the record over to the subject of the record request. Staff should document in the case record what case information was released, to whom it was released, and that a copy of their identification was viewed.

Information regarding procedures for sharing case record information can be located in the Child Welfare Manual: Section 5, Chapter 2, Subsection 4, and Section 5, Chapter 2, Subsection 6.

The **only** circumstance in which staff should obtain a copy of the subject's identification is for release of background screening results as outlined in Memo CD07-76.

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