



# Practice Points

## Medical/Professional Information Request (CS-30)

Staff should use the Medical/Professional Information Request (CS-30) when requesting records pertaining to child abuse and neglect allegations for any **victim child or alleged perpetrator**.

The CS-30 should only be utilized to obtain records **directly** related to the CA/N report.

Examples of situations directly related to CA/N allegations include:

- Medical documentation of injuries on a physical abuse report;
- Disclosures of sexual abuse made in therapy on a sexual abuse report.

When requesting relevant records on any individual other than the victim child or the alleged perpetrator or when requesting information indirectly related to the CA/N allegations, staff should use either the Authorization for Disclosure of Confidential Information (SS-6) or the Authorization for Release of Non-Medical Records By/To Children's Division (CD-98).

Examples of situations indirectly related to CA/N allegations include:

- During an investigation, mental health needs for the victim child were identified and the child was referred to therapy. Verification of participation is needed prior to concluding the report.
- During an assessment concerning allegations of neglect, the alleged perpetrator admits to regularly abusing alcohol and agrees to complete a substance abuse evaluation. Documentation of the diagnoses and recommendations are needed to help determine further CD involvement.

If a CA/N report is track changed to a Differential Response Assessment, staff should utilize the SS-6 and/or the CD-98 for continued engagement and assessment of services with the family when requesting any records for any individual. If the family refuses to authorize the release of information that is needed to ensure child safety, staff may use then utilize the CS-30.

The CS-30 has been revised to incorporate HIPAA language.

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