

Select originating cluster

Jim Neely

**Authorized Signature**

**Number:** CW-IM-09-019

**Issue Date:** 08/17/2009

**Topic:** Protective Services

**Subject:** Release of the CF 307 Assessment to Parents.

**Applies to (check all that apply):**

- |                                     |                               |                          |                                      |
|-------------------------------------|-------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/>            | All DHS employees             | <input type="checkbox"/> | County Mental Health Directors       |
| <input type="checkbox"/>            | Area Agencies on Aging        | <input type="checkbox"/> | Health Services                      |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/>            | County DD Program Managers    | <input type="checkbox"/> | Other (please specify):              |

**Message: Release of the CF 307 Assessment document to parents whose children are the subject of the assessment.**

**Each request for information must be considered uniquely from every other.** DHS places a high priority on transparency in practice and information sharing. Our decisions regarding release of DHS/CW information are intended to support what may be released, and based on the premise that transparency in our practice is generally both in the best interest of the child and supports the administration of child welfare services, or is necessary to investigate, prevent or treat child abuse or neglect.

Unless release of child abuse records and reports (CF 307) may cause harm to a child who is subject of the assessment, with exceptions noted below, DHS/CW will disclose the CF 307 to the parent at their request. Any decision made not to release CF 307 information based on potential harm to a child must be approved by the Child Welfare Program Manager or District Manager.

If the 307 contains confidential information such as protected medical information, alcohol and drug treatment information or criminal history regarding an individual other than the requestor, this information must be redacted. Additionally, if the 307 contains information about one parent or another individual which is not directly related to assessment of the abuse, this information must also be redacted.

The name, address and other identifying information about the person who made the report of abuse or neglect shall not be disclosed except to a law enforcement agency

for purposes of investigating the report. Child abuse records disclosed under this provision must be kept confidential by the person to whom the disclosure is made.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Kathy Steiner		
<b>Phone:</b>	503-945-6659	<b>Fax:</b>	503-373-7492
<b>E-mail:</b>	Kathy.Steiner@state.or.us		