



Oregon Juvenile Justice Information System



Policy Statement



Privacy & Protection of Confidential Information in JJIS

Approved:  Jean Straight, Chair JJIS Steering Committee	Effective Date:	11/3/2009
	JJIS Steering Committee Approval:	9/16/2009
	JJIS Policy & Standards Committee Approval	8/20/2009
Supersedes: Logging Access to Protected Information		

REFERENCE: ORS 179.505 – JJIS Policies: Security; Granting Access to JJIS & JJIS Data; Appropriate Use of JJIS Databases for Reporting and External Applications

PURPOSE:

- *To provide direction on protecting the privacy and security of juvenile's confidential information stored in JJIS;*
- *To authorize limited appropriate access to confidential information stored in JJIS to Oregon's county juvenile departments, the Oregon Youth Authority and any sponsored external partners that have been granted access to JJIS.*
- *To limit re-disclosure of confidential information stored in JJIS to only those required and authorized.*

DEFINITIONS:

Internal Partners – Oregon Youth Authority and Oregon's county juvenile departments.

External Partners – other public and private agencies that work with youth served by the county juvenile departments or the Oregon Youth Authority

Sponsored External Partners – external partners sponsored by a county juvenile department or OYA to have authorized access to JJIS.

JJIS Protection Indicator – A software feature within JJIS when used with specific information starts and maintains an electronic Access Log that tracks who has accessed the information and when.

JJIS Restriction Indicator - A software feature within JJIS when used with specific information sets the Protection Indicator and restricts the information to the worker that restricts it and any security group and/or individual worker that has been granted access to that information.

Security Group – A software feature in JJIS that provides for the creation of groups of selected workers to whom designated categorized information can be



restricted.

Progress Notes – Notes entered by a juvenile justice worker (Probation or Parole Officer or Assistant, OYA Treatment Manager or other OYA Close Custody staff) or a contracted professional working with the case to record a youth's general progress and compliance toward achieving goals and conditions of the juvenile department or OYA such as attendance and participation in required treatment, case plan reviews or reviews of goals in various domains, or treatment completion status.

Clinical Case Notes – Specific clinical notes entered by a health care provider such as a psychiatrist or qualified mental health professional's psychotherapy notes or a nurse or doctor's medical chart notes to record a youth's diagnosis or clinical treatment activities.

HIPAA - Health Insurance Portability and Accountability Act of 1996

Health Care Provider - Provider of services as defined in section 1861(u) of the Social Security Act, a provider of medical or other health services as defined in section 1861(s) of the Social Security Act, and any other person who furnishes or bills and is paid for health care services or supplies in the normal course of business.

Health Information – Oral or recorded information created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearing house; and relates to the past, present, or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provisions of health care to an individual.

Identifiable Health Information – Information meeting the above definition that identifies the individual or for which there is a reasonable basis to believe can be used to identify the individual.

Protected Health Information– Individualized identifiable health information transmitted or maintained by electronic media or in any other form or medium, except education records covered by the Family Educational Rights and Privacy Act; and employment records held by a covered entity in its role as employer;

Personal Health Information – (PHI) – Any health information, individually identifiable or protected health information that relates to a specific person.

Special PHI – Mental Health Psychotherapy notes, Substance Abuse Records; HIV Testing Records; and Genetic Testing Records.

42CFR - Federal regulation governing the confidentiality of Alcohol and Drug Abuse patient records



POLICY:

General Policy

Pursuant to the JJIS Security Policy, unless considered public or non-confidential pursuant to ORS 192.410 to 192.505; 419B.035; 419A255, all information in JJIS is confidential. Some confidential information is protected under federal and state laws, such as personal health information or substance abuse patient records.

Oregon's juvenile departments and OYA are required by state statute to provide or access a continuum of programs and services that are evidence based and effective in preventing further criminal behavior in a system that is open and accountable to the people of Oregon and their elected representatives. In order to assure continuity of care, treatment and effective case planning and to quantify and evaluate the effectiveness of programs provided to juveniles, including measuring recidivism, limited information about programs and services provided to youth will be recorded in JJIS.

With limited exceptions and subject to the provisions below, JJIS internal and sponsored external partners that are provided access to JJIS are permitted to record, use and disclose confidential information to each other, without authorization, for treatment and care, operations or as required by law.

Each JJIS internal partner shall develop local policy on the use of the JJIS Protection and Restriction Indicators to provide specific local direction on the use of these features prior to implementing these features. See Suggested Policy Guidelines.

Minimum Necessary

JJIS internal partners and sponsored external partners will use, request and disclose only the minimum amount of confidential information necessary to accomplish the intended purpose unless the use or disclosure is pursuant to a signed release of information authorization.

Annual Agency Agreements

Oregon's county juvenile departments, the Oregon Youth Authority (OYA) and any sponsored external partners granted access to JJIS will sign annual Agency agreements describing commitments and responsibilities with the JJIS system and how each agency will assure the Privacy and Security of confidential information stored in JJIS.

County juvenile department and the Oregon Youth Authority will also sign annual IT Developer Agency Agreements if the agency provides access to JJIS for reporting or use in external applications.

All annual agreements will obtain reasonable assurance that the person or entity to whom the information is disclosed will:

- Hold confidential information in confidence and use it only for the purpose for which the partner is permitted to use it as required by law;
- Not re-disclose confidential information outside of the parameters of this



policy; and

- Promptly notify a JJIS Security Coordinator or internal partner agency director of any instance of which the person or entity becomes aware in which the confidentiality or security of the confidential information was breached.

Consent to Release Information

State and federal laws require a youth's written authorization before a provider of services can disclose certain mental health, alcohol and drug abuse treatment, or other personal medical information. Some services provided to juveniles in Oregon's juvenile justice system include Mental Health and Substance Abuse Services and may be subject to these privacy protections. Participation in these programs may be a condition of a youth's disposition, parole or other release from custody.

Subject to a youth's written authorization, the Juvenile Department and/or OYA may share personal medical information with others in the juvenile justice system that have a need for the information in connection with their duty to monitor progress when it relates to a youth's required participation in that program. This will include compliance and progress toward any required mental health and/or alcohol and drug abuse treatment programs and will include the name and provider of the program, service dates, and completion status.

JJIS internal partners and sponsored external partners will obtain a youth's written consent to release information about the youth's required participation in Mental Health or Alcohol and Drug treatment services prior to entering the information in JJIS. Subject to local agency policy and pursuant to a youth's written consent to release information, the following information may be entered into JJIS regarding required participation in Mental Health or Alcohol and Drug Treatment without any additional protection:

- Provider and Program Name
- Type of Program
- Service Start Date
- Service End Date
- Service Completion Status
- Referral Date
- Wait List Status
- Acceptance/Denial Status and Date
- Placement Status and Date

Service records containing these data may be recorded in several different JJIS features including Case Plan Interventions, Programs associated with Conditions, Services, or JJIS Population Groups. Condition records may be entered into JJIS without consent.

Use of the JJIS Protection Indicator

Pursuant to local agency policy, Progress Notes, Long Term Goal Reviews, Case Plan Reviews, documents, assessments and Incident Reports that contain references to medical, mental health and alcohol and drug



program/treatment services or any other information determined to be sensitive by agency policy or directive may be protected by setting the JJIS Protection Indicator.

When information is marked Protected, only users assigned to the case, (including users with Temporary Access), can access the information. To access the Protected Information, users must specifically grant themselves access to it and the access is tracked and logged.

Subject to local policy, master Document and Assessment templates may be designed to contain the Protection Indicator so that all documents and assessments created from the master template will contain the indicator. Pursuant to a Help Request from an agency director or authorized designee, only a JJIS Developer may set the Protection Indicator on a Master Document or Assessment.

Removing the Protection Indicator

Subject to local criteria, only a Security Coordinator may remove a Protection Indicator. Security Coordinators shall not remove a Protection Indicator selected by another office.

Once the Protection Indicator is removed, access will no longer be logged. However the prior access log will be retained and will include the date the Protection Indicator was removed.

Protection Indicators selected by a master document or assessment template cannot be removed from individual documents and assessments.

Viewing Information with Protection Indicator

JJIS users will seek, obtain, and use only the minimum amount of information needed to accomplish an authorized job task.

Users will be reminded that access to “Protected” information will be logged when they attempt to access it. During each JJIS session, workers may discontinue the JJIS reminder.

All access to information designated with the Protection Indicator will be logged in the Access Log for that information, including when the information was protected. Printing the information will be logged as viewed.

Any user with access to the youth may view the Access Log to the information. The access log will be disclosed as required.

Re-disclosure of Information Entered Pursuant to Consent

All JJIS users are responsible for the information they access and to adhere to appropriate policies regarding re-disclosure of information obtained from JJIS.

The JJIS record is the equivalent of the paper file. Privacy Notices and Release consents will clearly identify what information will be entered into JJIS and disclosed to others in connection with their duty to monitor supervision,



including information that requires an original release.

Re-disclosure is managed through the existing software security tools as well as local agency policy.

Specific limited information (e.g., Provider and Program name, Type of Program, Service Start and End Dates; Service Completion Status) entered into JJIS pursuant to an original release, may be re-disclosed to others that have a need to know in connection with their duty to monitor supervision in reliance on the original release.

As youth move through the juvenile justice system and transfer from one agency to the next, the current agency responsible for the youth is responsible to safeguard information marked with the Protection Indicator. Information marked “Protected” with the Protection Indicator will be disclosed to others that have a need to know in connection with their duty to monitor supervision, consistent with policy and the software and security tools in JJIS. Information that has been marked Protected will not be released outside of JJIS without written permission from the current agency responsible for the case.

If other information contained in the original release is subject to expiration or revocation of release, it can be further restricted with the restriction feature by the agency who entered it when needed.

Any restricted information will stay restricted to the current group of users and will only be granted to additional users pursuant to a new release.

Removing Information with the Protection Indicator

When information marked with the Protection Indicator is removed, the access log is also removed.

Pursuant to a Help Request from an agency director or authorized designee, only a JJIS developer may remove information that has been marked with the Protection indicator. Information will be removed only if the agency making the request is the agency that protected the information.

Use of the JJIS Restriction Indicator

JJIS internal partners and sponsored external partners that are provided access to JJIS may not use and disclose the following Special Personal Health Information without a specific release from the individual who is the subject of the information:

- Mental Health Psychotherapy Records
- Substance Abuse Treatment Records
- HIV Testing Records
- Genetic Testing Records

JJIS Partners will not enter Special Personal Health information into JJIS without a release from the youth and a local policy that addresses and implements the Restriction Indicator.

JJIS partners may also utilize the Restriction Indicator to restrict any other



information that local agency policy or directive determines requires restriction.

Pursuant to local agency policy, JJIS users who record Clinical Case Notes, Documents, Assessments or Incident Reports containing special PHI into JJIS pursuant to an authorized release of information will assure its confidentiality and security by setting the JJIS Restriction Indicator on information that contains the special Personal Health Information (PHI) and granting access to only those workers identified in the release.

JJIS internal and sponsored external partners will not re-disclose or grant access to Restricted information in JJIS to anyone unless they have a need for the information in connection with their duty to monitor the youth's progress, pursuant to an additional specific signed release from the youth authorizing the disclosure, or pursuant to a court order.

JJIS internal and sponsored external partners who re-disclose or grant access to Restricted Information pursuant to an authorized release or court order will obtain reasonable assurance from the person or entity to which the Restricted Information has been provided that the person or entity will:

- Hold the Restricted Information in confidence and use it for only for the purpose for which it was granted as required by law;
- Not re-disclose or grant access to the Restricted Information without an additional specific authorized release; and
- Promptly notify the agency that restricted the information of any instance of which the person or entity becomes aware in which the confidentiality or security of the Restricted Information was breached.

Disclosures without Consent

Restricted Special PHI may be disclosed without a patient's consent to:

- Medical personnel who have a need for information about a patient for the purpose of treating a condition which poses an immediate threat to the health of any individual and which requires immediate medical intervention;
- Researchers for the purpose of conducting scientific research subject to a Research Access Agreement approved by the JJIS Steering Committee;
- Any person who agrees in writing to comply with the limitations on re-disclosure and performs an audit or evaluation activity on behalf of any Federal, State, or local governmental agency which provides financial assistance to the program or is authorized by law to regulate its activities; or any private person which provides financial assistance to the program, which is a third party payer covering patients in the program, or which is a quality improvement organization performing a utilization or quality control review; or is determined to be qualified to conduct an audit or evaluation activities.

Penalties

Any person who violates JJIS policies that impact the privacy and protection of confidential information will be subject to the provisions of the JJIS Security



policy regarding Security Violations and may be subject to personnel disciplinary measures. In addition, any person who violates any provision of the statutes regulations governing special PHI may be fined as provided by federal regulation 42CFR or HIPAA.

Local Agency Policy and Training

County juvenile departments and OYA are responsible to assure that their agencies and sponsored external partners develop and implement local agency policy that complies with this policy and that any worker and sponsored external partners that are granted security to access Protected and Restricted Information receive authorized training on this policy, other JJIS Security and Access Policies and any local policy on Confidentiality and Security.



PROCEDURES:

1. Sign Annual Director/Agency Agreements
2. Sign Annual Security Agreements
3. Sign Annual User Agreements
4. Sign Annual External Partner MOU's or Agreements
5. Review Related Policies
6. Obtain Release of Information Consent for Youth who are provided Mental Health or Substance Abuse Services prior to entering related information in JJIS
7. Develop Local Policy regarding Use of Protection and Restriction Indicators - (See Suggested Local Policy Guidelines)

Suggested Local Policy Guidelines

1. Limit the use of the Restriction Indicator to only information that requires controlled access, such as information protected by federal HIPAA or 42CFR regulations.
2. Designate a Privacy Official who can respond to questions and complaints of violation of privacy and confidentiality.
3. Provide a Privacy Notice to all Youth who are provided services describing how confidential personal health information about them stored in JJIS will be used and disclosed and how they can get access to that information. See Sample.
4. Obtain Consent to Release Information from youth provided Mental Health and/or Substance Abuse Treatment. See Sample.
5. Provide Guidance on use of Protection and Restriction Indicators.

No Indicator	Protect	Restrict
General Case Notes; Categorized Case Notes & Case Plan Progress Notes for all Case Planning Domains except: <ul style="list-style-type: none"> • Medical • Mental Health • Substance Abuse Case Plan Reviews Long Term Goal Reviews in most CP Domains Risk & Needs Assessments <ul style="list-style-type: none"> • JCP • RNA Incident Reports	Progress Notes and Long term Goal Review for: <ul style="list-style-type: none"> • Medical • Mental Health • Substance Abuse Notes related to other sensitive issues defined by local policy	Diagnoses Treatment Notes related to: <ul style="list-style-type: none"> • Medical • Mental Health • Substance Abuse Assessments and documents related to: <ul style="list-style-type: none"> • Medical • Mental Health

6. Provide Guidance on Accessing and Disclosing Information in JJIS Protected and Restricted by Other Agencies
7. Provide Training to Staff

SAMPLE

Juvenile Justice Information System NOTICE OF PRIVACY PRACTICES

Effective 00/00/2009

**THIS NOTICE DESCRIBES HOW
CONFIDENTIAL PERSONAL HEALTH INFORMATION ABOUT YOU
STORED IN OREGON'S JUVENILE JUSTICE INFORMATION SYSTEM (JJIS)
MAY BE USED AND DISCLOSED
AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.**

PLEASE REVIEW IT CAREFULLY.

If you have any questions about this notice, please contact the privacy official in the juvenile department or OYA office responsible for your supervision or case.

Your Confidential Personal Health Information

Oregon's 36 county Juvenile Departments and Oregon Youth Authority (OYA) provide or obtain many types of services for youth referred to the juvenile department or committed to the OYA. Some of these services relate to custodial services such as shelter, detention, residential placement and close custody. Others are interventions and programs designed to help you obtain skills and behaviors to prevent further criminal activity.

Juvenile department or OYA staff must collect information about you and these services in order to provide these services. Some of this information is stored in Oregon's Juvenile Justice Information system, which is an electronic information system shared by the juvenile departments and OYA. Some of this information about you is confidential and sometimes this information is considered personal health information. Personal health information that is stored in JJIS generally relates to your progress and compliance related to requirements to obtain mental health and/or alcohol and drug treatment and occasionally other medical information.

This notice will tell you about how the juvenile department and/or OYA may use or disclose your confidential personal health information.

Summary

The juvenile department and/or OYA will:

- Make sure that confidential personal health information is kept private.
- Provide you this notice of our privacy practices relating to your confidential personal health information.
- Follow the terms of the notice currently in effect.

Your confidential personal health information may be used and disclosed for the purposes of managing your case, providing you treatment, payment, operations and other limited circumstances.

You have the following rights concerning your confidential personal health information:

- You may request a copy of your confidential personal health records.
- You may request restrictions on certain uses and disclosures.
- You may request amendments.
- You may request alternate method of communications.
- You may request and receive an accounting of disclosures.
- You may obtain a copy of this Notice.



Privacy Practices

Juvenile Departments and OYA are committed to:

- **Keep your confidential personal health information private** - Your confidential personal health information may include information that identifies you and relates to your past, present or future physical or mental health condition and related health care services.
- **Provide you this notice of privacy practices relating to your confidential personal health information** - This Notice also describes your rights with respect to information about you.
- **Follow the terms of the notice currently in effect** - The Juvenile Departments and OYA reserve the right to change their practices and this Notice and to make the new Notice effective for all confidential personal health information contained in JJIS. Upon request, the juvenile department or OYA office responsible for your supervision or custody will provide the revised Notice to you.

Uses and Disclosures of Confidential Personal Health Information without Your Authorization

Juvenile department and/or OYA staff who are involved in your supervision, care and treatment may use and disclose your confidential personal health information for the purpose of providing services to you or to obtain payment for these services. The following examples are ways your confidential personal health information may be used and disclosed:

- **Treatment:** The Juvenile Department and/or OYA may use or disclose confidential personal health information for treatment purposes. For example, the Juvenile Court Counselor or OYA Parole and Probation Officer responsible for your case may discuss your offense and service history with another juvenile department or OYA employee to determine the best place for you to go for treatment.
- **Payment:** The Juvenile Department and/or OYA may use or disclose confidential personal health information to pay for or be reimbursed for treatment services that you receive. For example, the accounting staff in the department responsible for your supervision may review information about your treatment attendance prior to paying the agency that provided the treatment.
- **Operations:** The Juvenile Department and/or OYA may use or disclose confidential personal health information to manage its programs or activities. For example, a supervisor may review information about your treatment attendance or completion to make sure that the records in your case are complete and accurate or to make a decision about future funding for the treatment provider.
- **Appointment Reminders:** The Juvenile Department and/or OYA may send you reminders about treatment appointments or the status of your participation in treatment.
- **Individuals Involved in Your Care or Payment for Your Care:** The Juvenile Department and/or OYA may disclose confidential personal health information to other persons who are involved in your case under certain circumstances. *You have the right to object to the sharing of this information.*
- **Public Health Activities:** The Juvenile Department and/or OYA may use or disclose confidential personal health information about you for public health activities required or permitted by law.
- **Victims of Abuse or Neglect:** The Juvenile Department or OYA may disclose confidential personal health information about you as required or permitted by law if one of their employees suspects abuse or neglect.



- **Health Oversight Activities:** The Juvenile Department and/or OYA may give confidential personal health information to a health oversight agency that monitors the health care system.
- **Judicial and Administrative Proceedings:** In court proceedings about your case, the Juvenile Department and/or OYA may disclose confidential personal health information about you in response to a court or administrative order or a subpoena.
- **Law Enforcement:** The Juvenile Department and/or OYA may disclose confidential personal health information about you to law enforcement when required or permitted by federal or state law. For example, the Juvenile Department and/or OYA may disclose your confidential personal health information to law enforcement in order to avoid a serious threat to the health and safety of the public or another person in order to prevent the threatened harm.
- **Correctional institution:** If you are or become committed to OYA for placement in a Youth Correctional Facility or become an inmate of a correctional institution, your confidential personal health information may be disclosed to the institution or its agents when necessary for your health or the health and safety of others.
- **Residential Care Providers and Other Business:** There may be some services provided to you through contracts with private providers. When a private provider is contracted to provide services related to your care and treatment, your confidential personal health information may be shared with that provider. Examples include contracted residential care programs and licensed psychologists. All private providers are required to appropriately safeguard your confidential personal health information.
- **Oregon Juvenile Departments, OYA & Others within the Juvenile Justice System:** Participation in some services and programs may be a requirement associated with your juvenile department or OYA supervision. Records of these requirements and your participation in them may be disclosed to persons within the juvenile justice system who have a need for the information in connection with their duty to monitor your progress. For example, your confidential personal health information may be shared with another Oregon juvenile department if your case is transferred to another Oregon juvenile department or if you are taken into custody by the police in a county other than where you live, or placed in a county detention or shelter facility in a county other than where you live. Your confidential personal health information will be shared with the OYA if you are committed to OYA. All Oregon county juvenile departments and OYA are required to appropriately safeguard your confidential personal health information.
- **Required by Law:** The Juvenile Department and/or OYA may use or disclose personal health information about you when required by federal or state law.
- **Coroners:** The Juvenile Department and/or OYA may disclose your personal health information to a coroner, medical examiner or funeral director as authorized by law.
- **Military and Veterans:** If you are a member of the armed forces, the Juvenile Department and/or OYA may release your confidential personal health information as required by military command authorities.
- **Research:** The Juvenile Department and/or OYA may use and disclose your confidential personal health information for research purposes under certain circumstances subject to your authorization or a waiver of authorization from an Institutional Review Board or Privacy Board.
- **Notification:** The Juvenile Department and/or OYA may disclose your confidential personal health information to notify, or assist you in notifying a family member, personal representative, or another person responsible for your care about your location and your general condition.

DISCLOSURES REQUIRING YOUR WRITTEN AUTHORIZATION



- **Special Medical Information:** State and federal laws require your written authorization before a provider of services can disclose certain mental health, alcohol and drug abuse treatment, or other personal medical information. Subject to your written authorization, the Juvenile Department and/or OYA may share your personal health information with others in the juvenile justice system that have a need for the information in connection with their duty to monitor your progress when it relates to your required participation in that program. This will include your compliance and progress towards any required mental health and/or alcohol and drug abuse treatment programs and will include the name and provider of the program, service dates, and completion status.

YOUR CONFIDENTIAL INFORMATION PRIVACY RIGHTS

- **Right to Inspect and Copy:** With limited exceptions and subject to local policies and procedures, you have the right to inspect and copy confidential personal health information about you that may be stored in the Juvenile Justice Information System. You must submit your request in writing. You may be charged a fee for the cost of copying or mailing your records. Exceptions to this right may include, child abuse reports, records compiled in anticipation of a criminal proceeding.
- **Right to Request Restrictions:** You have the right to request restrictions on how your personal health information is used or disclosed. Your request must be in writing. The Juvenile Department and/or OYA are not required to grant your request.
- **Right to a List of Disclosures:** You have the right to ask for a list of disclosures of personal health information. You must make the request in writing describing the specific personal health information for which you want a list of disclosures. The list will include disclosures to anyone we have a record of who has accessed specifically identified personal health information stored electronically in the Juvenile Justice Information System since October 9, 2007 and any additional disclosures the Juvenile Department and/or OYA may have made outside of the Juvenile Justice Information System. If you request a list more than once during a year, we may charge you a fee.
- **Right to Request Confidential Communications:** You have the right to request to receive communications about confidential personal health information from the Juvenile Department or OYA office responsible for your supervision in a certain way or in a certain place. The Juvenile Department or OYA office responsible for your supervision will accommodate any reasonable request.
- **Right to Revoke Your Authorization:** There may be other disclosures of your confidential personal health information that will require your written authorization. You have the right to revoke an authorization. If you revoke an authorization, it will stop future uses and disclosures except to the extent that the Juvenile Department and/or OYA have already undertaken an action in reliance on your authorization. In some cases, individuals in the criminal justice system may not be able to cancel an authorization until the end of their correctional supervision or a similar event.
- **Right to Receive a Paper Copy of this Notice:** You have the right to receive a paper copy of this notice at any time.
- **Complaints:** You have the right to file a complaint with a privacy official of the juvenile department or OYA office responsible for your supervision if you do not agree with how the department has used or disclosed personal health information about you. If your information is subject to the federal Health Insurance Portability and Accountability Act, (HIPAA) you may also file written complaints with the Secretary of the Department of Health and Human Services in Washington, D.C. The Juvenile Department or OYA will not retaliate against you if you file a complaint with them or the Secretary.



EFFECTIVE DATE OF THIS NOTICE

This Notice is effective on **00/00/0000**. The Juvenile Department and OYA reserve the right to change their practices and this Notice and to make the new Notice effective for all confidential personal health information contained in JJIS. Upon request, the juvenile department or OYA office responsible for your supervision or custody will provide the revised Notice to you.

FOR MORE INFORMATION

If you have any questions about this notice or need more information, please contact the privacy official in the Juvenile Department or OYA office responsible for your supervision or custody.



SAMPLE CONSENT TO RELEASE INFORMATION

(For youth referred and provided Mental Health or Substance Abuse Treatment Services)

Date

Youth Information

Youth Name:		JJIS #:	
Age:		DOB:	

Purpose of Consent

The purpose of this consent is to authorize release of information regarding my required participation in a Mental Health and/or Substance Abuse Treatment program to the juvenile justice agency responsible to supervise my case.

I understand that participation in this program is a required condition of my supervision and that persons within the juvenile justice system have a need for this information in connection with their duty to monitor my progress. I understand that the information will be used to help determine my eligibility and/or acceptance for treatment services, my attendance, prognosis, compliance and progress in accordance with the requirements of the program.

I understand that the information released may be used to help assure continuity of care, treatment, and effective planning of my case and will be disclosed to other juvenile justice agencies who may work with me. I also understand that identifying information, including treatment status, provided to the court during the normal course of court proceedings are open to the public.

Type of Information Authorized

I authorize the following information related to Mental Health/Substance Abuse Treatment programs and services to be released:

- Court Ordered and Agency Directed Conditions
- Case Plan Interventions and/or Programs
- Provider and Program Name
- Type of Program
- Service Start Date
- Service End Date
- Service Completion Status
- Referral Date
- Wait List Status
- Acceptance/Denial Status and Date
- Placement Status and Date
- Progress Notes
- Assessments
- Documents
- Incident Reports
- Treatment Status



Program(s) Authorized

I authorize the Juvenile Department/OYA to record information about my required participation in the program(s) described below in Oregon’s Juvenile Justice Information System and to disclose it to those persons who have a need for this information.

Provider & Program Name	Program Type	
	Mental Health	Substance Abuse

Revocation of Consent

I may cancel this consent at any time, but I understand that the cancellation will not affect any information which was already released before the cancellation.

Type of Information Requiring Additional Authorization

Except as authorized by this agreement and described in the Privacy Notice under Disclosures Not Requiring Consent , I understand that following information is restricted under federal and state laws and requires an additional specific release from me in order to be disclosed to any party:

- Mental Health Psychotherapy Records
- Substance Abuse Records
- HIV Testing Records
- Genetic Testing Records

I understand that Clinical Case Notes, Documents, Assessments or Incident Reports containing any of these records and recorded in JJIS will not be disclosed without an additional release from me and will be restricted to only those workers identified in the additional Release.

Signature

I understand that information about my case is confidential and protected by state and federal law. I approve the release of this information. I understand what this agreement means. I am signing on my own and have not been pressured to do so.

Youth or Authorized Personal Representative	Relationship to Youth	Date
Parent or Guardian	Relationship to Youth	Date
Staff Person	Initiating Agency	Date