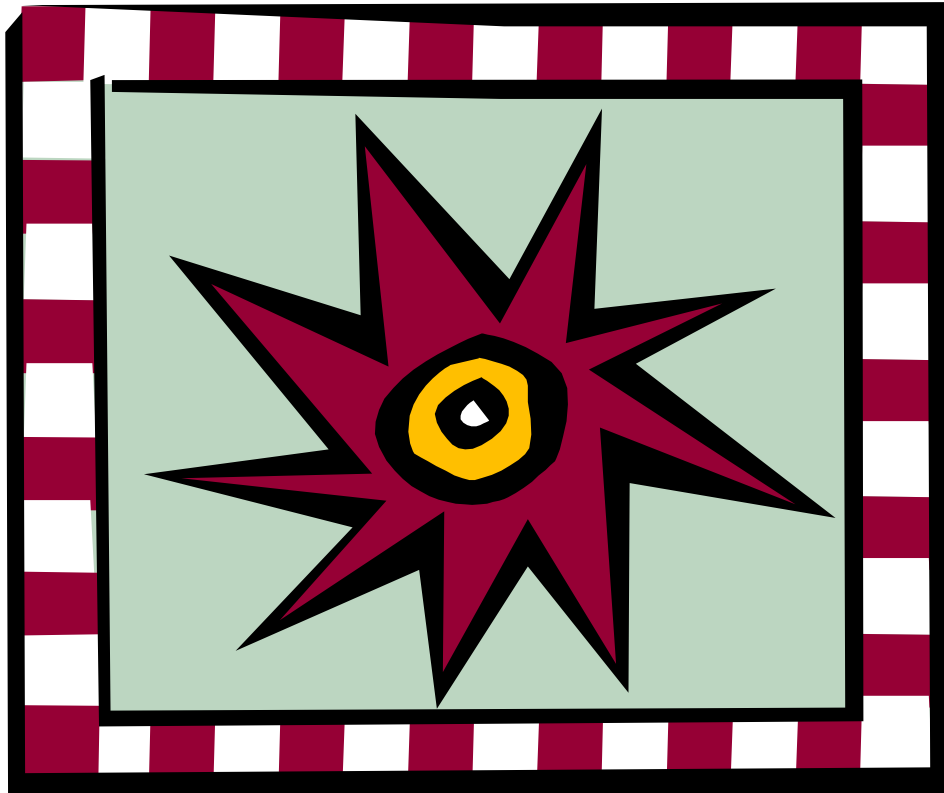
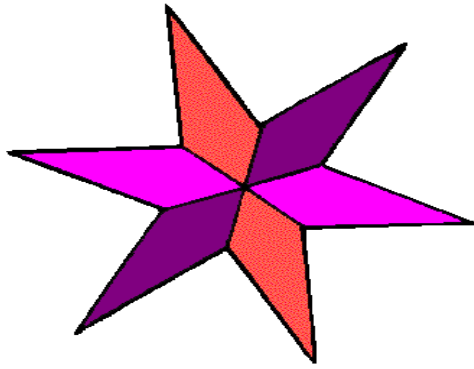


TFI Family Services, Inc.
Child Handbook to Foster Care



A resource guide for children in foster care



Child Handbook
to Foster Care

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Introduction



TFI Family Services, Inc. would like for your foster care experience to be helpful for you and your family. The job of TFI Family Services, Inc. is to assure you have a safe and healthy environment in which to live in.

This handbook was developed to help answer some of the questions you may have while placed in foster care. This guide will help give definitions and clear descriptions of services TFI Family Services, Inc. will provide for you and your foster family. You are the most important person, and while you are in foster care, the goal is to make sure you receive services that will help you. The handbook is made especially for you so you will know what to expect. Take some time to read this handbook, and please feel free to ask any questions you might still have. Your Foster Care Worker and/or your foster parents should be able to answer any questions you may have.

General Information



This section will provide helpful information to you such as what is TFI Family Services, Inc., what role workers have in your case, how to reach your workers, and expectations of foster care.



What is TFI Family Services, Inc.?

TFI Family Services, Inc. is a not for profit Social Service Agency which has been working with families in Kansas since 1965. The agency started on a small farm outside of Emporia, Kansas providing care for children in a group home setting, hence the original name The Farm, Inc. We have grown to become one of the largest agencies in the state of Kansas, providing a variety of services.

Some of the services we currently provide include: Foster Homes and Independent Living.



Helpful Terms

Below we have provided a section of terms you may not understand but often hear. We have provided definitions of those words to help you in reading this handbook:

CM–Case Manager

FSW – Family Support Worker

FCW – Foster Care Worker

DCF – Department for Children and Families

Custody – A decision by the Court regarding who will take care of you, provide you with a place to live, and make sure that you are safe and healthy.

Permanency – A placement that does not change, and that you will live continuously.

Reintegration – Your case management team’s primary goal is to reunite you with your family.

Grievance – A situation or concern that is thought to be unjust and a complaint is filed.

Confidentiality – Everything about your case is confidential and will not be shared with people other than those that are involved in your case. If you tell something to your social workers, or your therapists this will be kept in trust and considered confidential.



Roles of All the Workers Involved

TFI Family Services, Inc. uses a team approach to work with you and your parents. There are several members of this team that help your family meet the goals of the Case Plan. Some team members are employees of TFI Family Services, Inc. and others are individuals outside of the agency working with us on your case.

The **Case Management Team** is composed of a Case Manager and a Family Support Worker from your contracting agency. This team works very closely with your family to help them in meeting the case plan goal. You will have monthly face-to-face contact with one of the team

members to discuss the status and progress made on the case. A member of the Case Management Team also meets monthly with your parents to discuss the progress your family is making on the case plan (when case plan goal is to return you home). This team will be assigned to your case no matter what foster home you live in.

The **Foster Care Worker** is the worker assigned to work with your foster home. This worker will ensure that your foster parents have everything they need in order to assist you during your time in foster care. These workers also visit with you face-to-face each month to follow-up with you about your case. If you move to a different foster home, chances are you will have a different worker assigned to that foster home.

College Student Interns may be assigned to some Foster Care Workers. These students are studying to become professionals in the social service field. A student may work alongside your worker or may work with you directly in a similar manner as your Foster Care Worker, in order to learn valuable social work skills.

Court Appointed Special Advocate (CASA) is a trained volunteer who is appointed by the district court to represent the best interests of the child. A CASA is in the unique position of being an advocate for you and of being an independent investigator. With the appointment comes the responsibility of reporting their findings and recommendations to the court. Not all children or District Courts have CASA volunteers. You may not have a CASA volunteer appointed to your case.

Guardian ad Litem (GAL) is the attorney assigned by the court to serve as your legal representative on your case. The GAL is the attorney for you and will ensure you have proper representation before the court. Your parents may hire their own attorney to represent them, if they wish. The GAL often times participates in meetings regarding your case and provides valuable legal feedback for the case.



Reaching your workers



Regular Contact

TFI Family Services, Inc. staff are available to you by email, phone and scheduled appointment. Many of our staff are in the community working and hours vary from day to day.

You can leave a message on the office voice mail after work hours. Voice mail may also pick up if workers are out of office and/or all phone lines are busy at the time you call. Office voice mail messages are checked regularly by staff. Please leave your name, phone number, worker's name and what you are calling about. The worker that you left a message for will then return your call as soon as they are available (generally within two working days of their return to the office).



Emergency Situations

In times of emergency incidents, TFI Family Services, Inc. has an emergency number that is responded to 24 hours a day to meet your needs. Your foster parents have access to this number so that they can help you if an emergency situation arises. Concerns about visitation, physical needs, school issues or other issues that are not emergencies should be addressed to the Foster Care Worker the following business day and not through the emergency number.

Your Rights



While in foster care, you have certain rights.
You have a right to confidentiality, to privacy, and to voice concerns.
This section will provide an explanation of your rights.



Confidentiality

Being in foster care can be a very difficult time and it can be embarrassing. You don't want everyone to know about your situation or that you are in foster care. TFI Family Services, Inc. will work to ensure that information about you and your family remains private and confidential. While you are in DCF custody, your Case Management Team and your Foster Care Worker are gathering information about you and your family. They will need to know about your physical health, educational needs, and mental health. Some of the information will be gathered from and shared with others who have treated, evaluated, or provided care to you or your family, including information such as school records, medical records, therapy reports, etc. This information will help TFI Family Services, Inc. and those individuals providing services to you, provide the best care to you and your family.

At TFI Family Services, Inc., we work to ensure the only people who know the details of your case are the people who are helping to make sure you receive the best care possible and can assist you in going home. Your workers will not share information about you with friends of your family or your neighbors. Your case file is private and information from that file is shared only on a need to know basis with those people involved in your case, as agreed to by your parents by their signature on a Consent Form, and we only provide the minimum information necessary for those individuals requesting information about your case. A law called the **Health Insurance Portability and Accountability Act of 1996 (HIPAA)** requires TFI to keep your information private. You and your family's information are protected by this law, because federal and state medical funding helps supports your care while in DCF custody. You do, though, have the right to view information in your own file. To view the information in your case file, please complete the Access to Case Records Request in the Appendix of this handbook and return the form to your Case Management Team. There are limits to the information that you can view.

The primary people that your workers will be discussing your case with include your immediate family, your foster family, your DCF worker, your Guardian ad Litem, and your therapist or counselor. Also, staff members from TFI Family Services, Inc. Quality Improvement Department and/or external agencies such as DCF may review your file for auditing purposes. Plus, it is possible for the court to request to review your file.

If you have any concerns about with whom your information is being shared, please feel free to talk to your Foster Care Worker about who has access to your information. For more detail, please refer to the Notice of Privacy Practices in the Appendix section of this Handbook.



Privacy

Even though you are not living in your parents' home, you do still have a right to privacy. Unless there is a concern about your well-being and your Case Manager and their Supervisor have approved it, your foster family and your workers should not read through your mail or listen to your phone calls. You have a right to have private conversations and mail, even though you are living in another person's home. If it is determined by your Case Manager and their Supervisor, that the mail or phone calls you receive should be monitored; your Case Management Team will explain the concerns to you and the restrictions. If you believe that your resource family is violating your right to privacy, please discuss your concerns with your Foster Care Worker.



Other Rights

In addition, you have the right to practice your own cultural and religious beliefs. While you do not have to follow the cultural and religious beliefs of your foster family, you do need to be respectful of their beliefs, just as they should be respectful of yours. If you have any concerns about the freedom to practice your own cultural and religious beliefs, please discuss them with your Foster Care Worker.

Also, though you are living in another person's home, the foster family or other foster children do not have the right to use your things without your permission. Your clothes, your CDs, your video games, etc. are your belongings. Although it is always nice to share, other people should not be using your belongings without your permission. If you have sentimental or valuable items that you are not sure where they can be stored for safe keeping, discuss this with your foster parent or Foster Care Worker. If you are having problems with other foster children or the foster family's biological children using your belongings without permission, talk to your foster parent about the problem. If that does not solve the problem, talk to your Foster Care Worker about the situation.

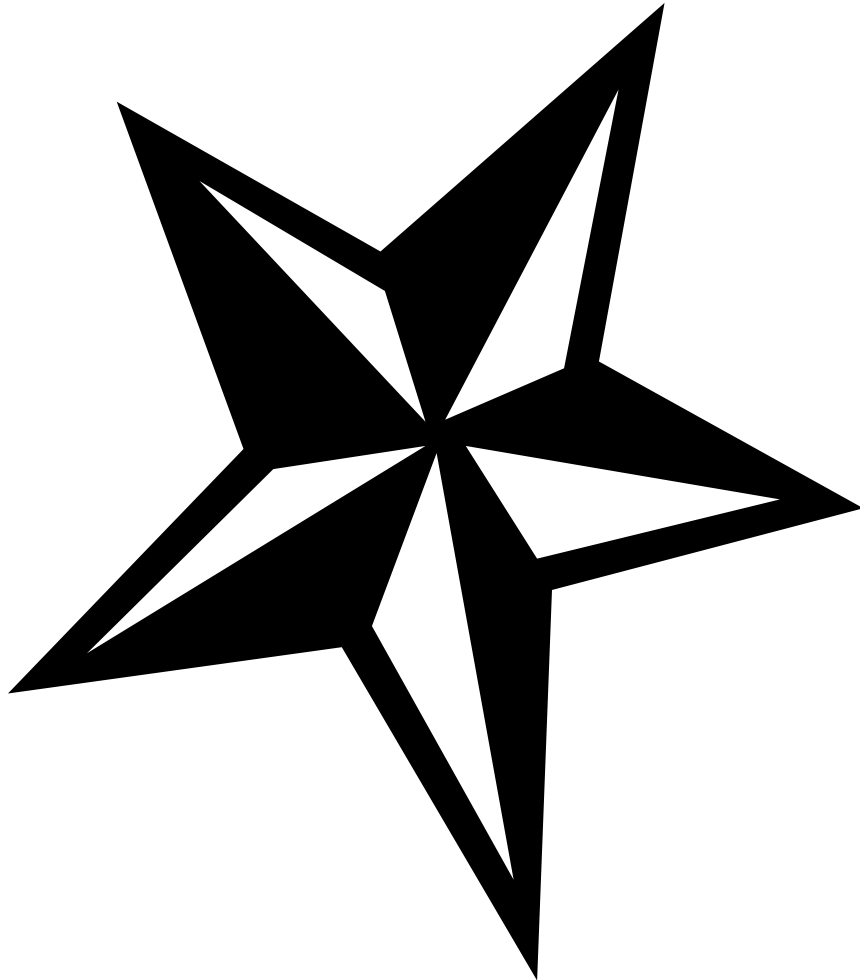


Expressing Concerns

Being a child in foster care, you may sometimes feel as though you don't have any control over your case or situation. You are always welcome to voice your opinion with your foster family and your workers. Sometimes, you may feel as though you are not being treated fairly. If you feel as though your foster family is not treating you fairly, please talk about the problem with your foster family first. If the problem still occurs, discuss the problem with your Foster Care Worker and they will assist you. If you feel that your Case Manager, Family Support Worker, or Foster Care Worker are not treating you fairly and you have tried to talk to your workers about the problem and the situation is not getting better, you can contact your Foster Care Worker's Supervisor. If your concern is still not resolved you contact the Concern Line at TFI Family Services, Inc.

You can call toll-free at 877-942-2239 or if you have access to the internet, you can also e-mail your problem to ConcernLine@tfifamilyservices.org. Someone not involved in your case will review your concern. They will contact the director of your area to find out more information about your concern. The director will contact you within 5 working days to discuss the problem with you to see if the problem can be solved. Please try to resolve the problem with the worker yourself first, though, before you resort to using the Concern Line.

Court and Legal Process



This section will provide helpful information to you about the court and legal process involved in your case.



Court/Legal Process

This section provides an overview of the court and legal process as it relates to foster care. Court can be a helpful time to assess the progress that your family has made in an effort to have you returned to their care. The following information was adapted from a handout titled “General Overview of the Court Process for Children in Need of Care.” Information in quotation was taken directly from the handout.



Temporary Custody/Police Protective Custody

If you are placed in Police Protective Custody, a hearing will be held within 72 hours to review your case. At this time, the court will decide who will have temporary custody of you, meaning the court will decide whether you will live with your parents or in another placement. The temporary custody hearing will most likely be the first court appearance at Juvenile Court.



Adjudication

This will most likely be the second court appearance at juvenile court. This is the hearing that will determine if you are a Child In Need of Care and if you will remain in a foster home. If the court finds the evidence to be true or there is an agreement by each parent, your attorney, and the district attorney, then you will be determined to be a Child In Need of Care and will remain in an out of home placement. If there is not enough evidence to support the petition, then the case will be dismissed and you will return to your parents’ care.



Dispositional Hearing

Your case will be reviewed again at this court hearing. You may return to your parent’s custody if certain conditions apply that will assure your proper care and protection. If the court finds that you will not able to return to your parent’s home the court will determine that you will remain in out of home placement. If the court has given the custody of you to someone else, then you cannot be returned to your parents’ care without written permission from the court.



Court Review Hearing and Administrative Reviews

Following the dispositional hearing, future court hearings will be held to review the progress on the case. Court may choose to call the hearing, or an interested party may file a motion to request a hearing. The court will review the progress on your case at least every six months. The court has the ultimate decision regarding whether you can be returned to your parents’ care.



Permanency Hearing

The court must have a hearing prior to you being in out of home placement for 12 months to determine if you and your parents are making reasonable efforts toward reintegration. This hearing is mandatory per federal implementation of ASFA (**A**doption and **S**afe **F**amilies **A**ct). If court determines that neither you nor your family are making reasonable effort, they will request the agency (DCF and your case management team) determine other long-term goals for you.



Termination of Parental Rights

This is a decision made by the Court to end your parent's right to have custody of you. This happens only if the Court decides your parents have not been able to show the court that they can take care of you properly, and make sure that you are safe and healthy. If this happens, the court will grant (give) custody of you to a dependable person or to DCF, to ensure that you are taken care of.

Services for you



While in foster care, TFI Family Services, Inc. will be providing you services in order to make sure all your needs are being met, that you are healthy and safe, and to help you go home.

This section describes the services available to you.



Case Plan

When you first come into foster care, your Case Management Team, your Foster Care Worker, your parents, you, DCF, other significant people involved in your life create a plan for you that will outline what needs to happen so that you can go home. This is called a **case plan**. The case plan will outline tasks for you, your workers, your foster parents, and your family to complete, as well as needed services, which will help you return home. The case plan will also outline when and how the visits will occur with your family. Case plans are completed every six months. During the case plan, the team of individuals will set the goal that you will be working towards. Examples of the types of goals that may be set for your case include:

***Reunification** – If the goal is reunification, you and your family will have tasks to complete that will help return you home.

***Adoption** – The goal will be for the social workers to help identify a permanent home other than your parents' home for which you will have a lifetime commitment to.

***Other Planned Permanency Arrangement (OPPLA)** – With this goal you will most likely work on Independent Living (IL) skills that will help you when you are released from custody and for when you live on your own. When the goal is OPPLA, a foster home, Job Corps., TRAIL are options for placement. Job Corps. is located in Manhattan Kansas. This provides a dorm like setting where you are able to complete your GED or High School diploma, and learn a trade while living on their campus grounds. TRAIL is where you live in an apartment, and you are required to continue your schooling and hold a job, while following the rules that are set for you.

***Custodianship** – This is an adult resource who will take custodianship/responsibility of you until you are eighteen years old. A person may or may not be a relative to take custodianship, and the courts release you from their custody to the guardian's custody. Your parent's parental rights do not have to be terminated for the case plan goal to be custodianship.

The primary case plan goal is almost always reunification with your family. A concurrent case plan is one that is working on two goals at the same time. A secondary goal will be either OPPLA, adoption, or custodianship.



Placements

It's difficult to not be living with your family in familiar surroundings, away from your family, your house, your neighborhood, your friends and your things. TFI Family Services, Inc. wants to place you in as much of a home-like environment as we can and make this time as comfortable for you as possible. Relatives are always the first option for placement if it is in your best interest. If you know of any relatives who might be able to care for you, please let your Case Management Team know.

If at all possible, we also try to coordinate placement with your brothers and sisters who are also in custody. Sometimes the foster homes available when you need to be placed do not have enough room for you and all your brothers and sisters. We do try to place as many of you together and as close together as we can.

We also try to identify a placement as close to your parents as possible. If there are no foster homes available in your hometown, we try to place you as close as we can. That way, you are closer to your family and it is a community you are more familiar with. If we do have to place you in a different foster home than your brothers and sisters, or if we do not place you close to home, we do keep searching for other foster homes that may be available later that will better meet your needs. As well as make efforts to help you maintain contact with your home community, family and friends.



Visits with your Worker

Your Foster Care Worker will visit you in your home at least once per month. During this visit, your worker will ensure your foster parents are meeting your needs. They will also ask questions about your medical appointments, mental health appointments, life skills, and if there is anything the worker can do to help you or your foster family.



Visits

TFI Family Services, Inc. wants to make sure that you are as safe as possible. While you are in foster care, your family will be working to get you back home. When you first come into foster care, a worker may supervise the visits with your family. That way, the Case Management Team can help ensure you have the best visit possible with your family in a safe place. As your family works to complete their tasks from the case plan, you may start having more and more visits with your family. As your family continues to work to get you back home and your workers feel it will be safe for you, you may start to have overnight visits with your family in your own home. Your Case Manager or Foster Care Worker will be able to explain the frequency of your family's visits with you and answer any questions you may have.

Sometimes, you are expecting to have visits with your family, and the visits don't always occur. This can be disappointing and upsetting for you. There are some different reasons why this may happen. There may have been a last minute transportation problem that could not be avoided. It could be there were some concerns about your safety during the visits, so the visit may have been cancelled. The Case Management Team will be working to resolve these issues as quickly as possible.



Dental and Medical Care

While you are in foster care, TFI Family Services, Inc.'s priority is that you are in the best health. You will receive a medical and dental check-up within the first 30 days of your coming into foster care. If there is anything that requires follow up, you may have other appointments. While in foster care, you will receive a dental check-up every six months and a medical check-up once a year. If you have not been to the doctor in quite a while, talk to your resource parent about whether you are due for another check-up.



Mental Health

You have been through a lot in your life. A lot of things have happened in your life before you entered foster care. Now that you are in foster care, you are placed away from everything you know and love. TFI Family Services, Inc. foster care workers are here to ensure you have the help you need. While you are in foster care, you may see a counselor or therapist for individual therapy. You may not understand why you have to go to these appointments. Your counselor or therapist is a trained professional there to help you deal with the stresses in your life and to teach you how to deal with these situations on your own. If you have any questions about seeing a counselor or therapist, please talk to your Case Management Team.

Besides individual therapy, there are other mental health services that you might participate in. Depending on your needs, you might receive supportive services, attendant care, in-home services, etc. All of these services are designed to help you address your particular needs.



Sex Education

One of the many ways that TFI Family Services, Inc. wants to make sure you are safe and healthy is to give a brief introduction to sex education, which includes pregnancy prevention, HIV (**H**uman **I**mmunodeficiency **V**irus, which is the virus that causes AIDS) and AIDS (**A**cquired **I**mmunodeficiency **S**yndrome) education, and other important facts related to sexual activity. Learning about this subject could help you to make healthy choices as you become an adult. If your parents provide us with permission, we can help you understand the basics of sex education. Please ask your Case Management Team if your parents have provided TFI Family Services, Inc. with permission. If your parents have provided TFI Family Services, Inc. with permission, your foster parents or Foster Care Worker will help you locate information regarding sex education. The following are areas in which you are required to be provided information:

1. Various sexually transmitted diseases including AIDS
 - a. possible cures
 - b. disease which are not curable
 - c. ways diseases are transmitted
 - d. ways to decrease transmission of diseases
2. Sexual development

3. Safe and healthy relationships
4. The need of regular exams for girls
5. Various forms of contraception emphasizing abstinence



Life Book

While in foster care, a life book will be provided to you by your case management team or your TFI Foster Care Worker. The life book allows you to document events important to you while in foster care as well as any pictures, awards, and anything else you would like to include. Your assigned Foster Care Worker will assist you at monthly visits to add information to the life book. Your foster parents will also work with you; this will ensure that you have things to share with your parents, siblings, or relatives while you are in out of home care.



Life Skills

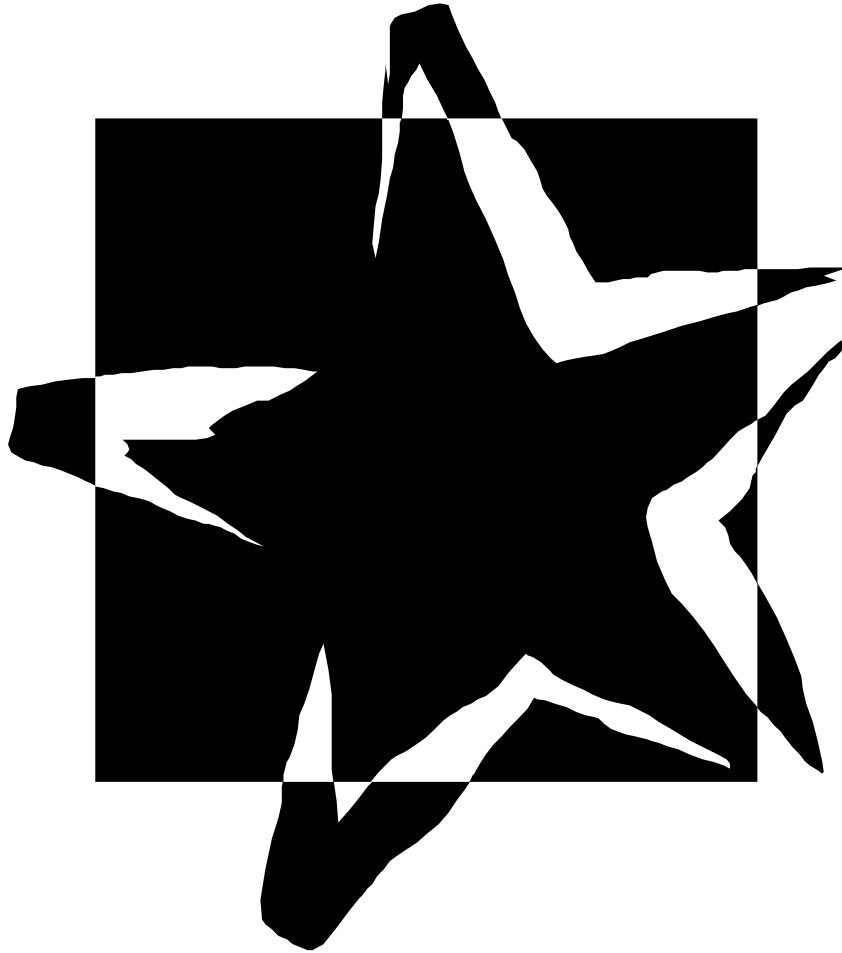
All children in foster care age 8 and older are required to work on life skills, regardless of their case plan goal. You and your Case Management Team will complete an Ansel Casey Life Skills Assessment that will help identify areas for us to help you work on.



After-Care

Once you return home to live with your family, TFI Family Services, Inc. will be involved in your life to make sure your move back home goes as smooth as possible and that you are in a safe place. For up to a year after you return home your Case Management Team or other workers called **After-Care Specialists** will be checking on the progress of your transition home and making sure that your needs are being met.

Appendix



Attached are beneficial forms and information
that will be helpful to you and your family



TFI Family Services, Inc. *NOTICE OF PRIVACY PRACTICES*

This notice describes how information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Privacy is a very important concern for all those who come to TFI Family Services, Inc. for services. It is also complicated because of federal and state laws and our profession. Because the rules are so complicated some parts of this Notice are quite detailed and you probably will have to read them several times to understand. If you have any questions our Privacy Officer will be happy to help you. Your Case Management Team, Foster Care Worker, or Foster Parent can provide you with the contact information for TFI Family Services, Inc. Privacy Officer.

A. INTRODUCTION TO OUR CLIENTS

This notice will tell you about how we handle information about you. It tells how we use this information in our office, how we share it with other professionals and organizations, and how you can see it. We want you to know all of this so that you can make the best decisions for yourself. We are also required to tell you about this because of the privacy regulations of a federal law, the **Health Insurance Portability and Accountability Act of 1996 (HIPAA)**. Because this law and the laws of Kansas are very complicated, we have simplified some parts. If you have any questions or want to know more about anything in this Notice, please ask our Privacy Officer (listed on page 24 of this handbook) for more explanation or more details, or feel free to talk to your Case Management Team.

B. WHAT WE MEAN BY YOUR INFORMATION

Each time we meet with you or a member of your family, we are collecting information about you and your well-being. Much of this information is related to your physical, medical, educational, emotional, and mental health status from the past, present or future. Information collected can also be relating to payment for care and services provided treatment or other services you received from an affiliate agency or us. This information goes into your case file at the office. In the office this **Protected Health Information (PHI)** is likely to include the following kinds of information:

- ✓ Your family history (you and each family member) will include family information, marital history of your parents, past services received, your parents' work experience and skill level, educational information, relationship with extended family, support systems, past allegations, past charges or convictions, or diagnosis.
- ✓ Reasons you were referred, individual and family strengths, needs, goals, tasks, progress toward goals and tasks.
- ✓ Treatment plans and/or case plans.
- ✓ Records we get from others who treated, evaluated or provided care for you or your family members (reports, school records, medical records, test results, etc.).
- ✓ Progress notes are individualized notes that workers make after all contacts with you or others that work with you that describe what was discussed and what was observed.
- ✓ Reports on incidents that have generally occurred with children in custody such as injury, behavior or conduct concern, or allegations.
- ✓ Insurance billing information (placement agreements, authorizations).
- ✓ Legal documents (court report, court order and journal entry).

This list is just to give you an idea about what types of information will be kept in a file (record) about you. There may be other kinds of information that will be in your clinical file. You will also find consents and authorizations that legal guardian and clients sign to allow professionals to share information in order to work with your family most effectively. Other reports and assessment tools are also completed to assure that those providers working with us have enough information and we are making all necessary referrals needed to work with you and your family.

C. PRIVACY AND THE LAWS

The HIPAA law requires us to keep your family's information private and to give you this notice of our legal duties and our privacy practices, which is called the Notice of Privacy Practices (NPP). We will obey the rules of this notice as long it continues to meet with the requirements of the current laws. If the laws change, and/or we need to change the rules of the notice to follow the current law, the new NPP will apply to all the information we keep. If we change the NPP we will post the new Notice in our office and our web site at www.the-farm.org.

D. HOW YOUR PROTECTED HEALTH INFORMATION CAN BE USED AND SHARED

When others read your information in the agency that is called by law **“use”**. If the information is shared with or sent to persons outside this agency, that is called by law, **“disclosure”**. Except in some special circumstances, when we use your protected information here or disclose it to others we share only the **minimum amount of information necessary** needed for the purpose.

1. Uses and Disclosures of Information with Your Consent

Your parents will be asked to sign a separate **Consent form** to allow your Case Management Team to use and share only the minimum necessary. In almost all cases we intend to use your information here or share your information with other people or organizations to provide **Treatment** to you, arrange for **Payment** for our services, or some other business functions call health care **Operations** (providing needed safety information).

1a. For Treatment, Payment or Health Care Operations:

If a child is in state custody and the Court has determined that a department (DCF or JJA) of the state has legal custody of the child, then the state department responsible for the care of that child can provide us with consent to provide treatment. This means that if your parents refuse treatment, we may ask the State department that currently has custody of you to provide consent to treat you. We prefer however, that your parents' consent for us to provide care and treatment for you.

For Treatment: We use or disclose your information to provide you and your family with the services needed and identified in your case plan/treatment plan. These treatment services can include: mental health services, drug and alcohol services, housing or domestic services, placement services, vocational services, educational services and medical services.

For Payment: We may use or disclose your information to bill your parents' private insurance, client medical card, your parents' directly, or the State of Kansas (DCF or JJA) for services provided.

For Health Care Operations: We may use or disclose your information to see where we can make improvements in the care and services that we provide.

1b. Other Uses in Healthcare

Phone Calls and Written Correspondence: We may use and disclose information to reschedule, remind you of appointments, notify you of incidents, request surveys for treatment or other care. I

Treatment Alternatives: We may use and disclose your information to tell you about or recommend possible treatment or alternatives or other health-related benefits that may be of interest to you.

Research: We may use or share your information to do research to improve treatments. In all cases your name, address and other information that reveals who you are will be removed from the information given to researchers.

Audits: Internal and external agency case file audits may randomly occur. The auditor will have access briefly to all of your information and is bound by confidentiality not to reveal any information they read to any other person.

Business Associates: There are some jobs we hire other businesses to do for us. They are called our Business Associates by law. Examples include transport drivers. These business associates may need to receive some of your information to do their jobs properly, but they are bound by confidentiality.

2. Uses and Disclosures Requiring Your Authorization

If we want to use your information for any purpose besides treatment, payment, and other benefits/services, or those we described above we need your parents' permission on an Authorization form. We don't expect to need this very often.

If your parents' do authorize us to use or disclose your information, your parents' can revoke (cancel) that permission, in writing, at any time. After that time, we will not use or disclose your information for the purposes that we agreed to. Of course, we cannot take back any information we had already disclosed with your permission or that we had used in our office.

3. Uses and Disclosures of Information from Clinical Files not requiring Consent or Authorization

The laws let us use and disclose some of your information without your consent or authorization in some cases.

When required by law: There are some federal, state, or local laws, which require us to disclose information.

- ✓ We have to report suspected child abuse or neglect.
- ✓ If you are involved in a lawsuit or legal proceeding and we receive a subpoena, discovery request, or other lawful process we may have to release some of your information.
- ✓ We have to disclose some information to the government agencies, which check on us to see that we are obeying the privacy laws or with which we have a contract to provide services.

For Law Enforcement Purposes: To investigate any crimes.

For public health activities: To agencies which investigate disease or injuries.

For specific government functions: To military personnel, veterans, worker's compensations or correctional facilities.

To Prevent a Serious Threat to Health or Safety: To yourself or your family.

4. Uses and Disclosures Requiring You to have an Opportunity to Object

We can share some information about you with your family or others such as those involved in your care or anyone else your parents' choose such as close friends or clergy (i.e. locating kinship placement).

If it is an emergency -so we cannot ask if you disagree- we can share information if we believe that it is what you would have wanted and if we believe it will help you if we do share it.

5. An Accounting of Disclosures

When we disclose your information we keep some record of whom we sent it to, when we sent it, and what we sent. You can get an accounting (list or record) of many of these disclosures.

E. IF YOU HAVE QUESTIONS OR PROBLEMS

If you need more information or have questions about the privacy practices described above, please speak to the Privacy Officer.