

Chapter: Records
Subject: Confidentiality
Section: 5.3
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ODJFS Rule: 5101: 2-5-13(A)(20)
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NRTC's written policy protects the confidentiality of information concerning a youth and the youth's family. The policy includes the agency's procedure for disseminating information to a child fatality review board.

Confidentiality

Written or verbal confidential information concerning a youth and the youth's family will be accessible only to NRTC staff or to those officials or agencies directly connected with the youth, and then only in the furtherance of the best interests of the youth. For outside parties, a release of information form must be signed by both the youth and legal guardian before any written or verbal confidential information can be exchanged between NRTC and the requesting party.

NRTC staff is not permitted to discuss case information with others except in accordance with this policy. Information pertaining to a youth's family, social and court history is made available to NRTC staff for the purpose of implementing the treatment program. However, this information remains confidential and is communicated to persons outside the facility.

CFR Board

In the event of the death of a youth at the facility, NRTC shall comply with all procedures regarding disseminating information to a Child Fatality Review (CFR) Board. The Director will submit a summary sheet that contains only information available and reasonably drawn from any record involving the youth that NRTC develops in the normal course of business. On the request of the review board, and at the Director's discretion, NRTC may make any additional information, documents, or reports available to the review board (ORC 307.627).

NRTC will not provide any information regarding the death of a youth to a CFR board while an investigation of the death or prosecution of a person for causing the death is pending unless the prosecuting attorney has agreed pursuant to section 307.625 of the Revised Code to allow review of the death.