

ORC: 5153.17
OAC: 5101:2-33-21
CFSR:
Board:
Other: _____

Next Review Date: 8/22

Last Reviewed: 8/19

Review Responsibility: Executive Director and Chief Legal Counsel

FCCS PROCEDURE

NO.: 11E

SUBJECT: Release of Agency Client Records

Approved by: Executive Council

Effective Date: December 6, 2010

Date(s) of Revision: Aug 2, 2016; Aug 22, 2017, Aug 13, 2019

Responsible for Implementation: Legal and Professional Support Services Division

Policy: The Executive Director exercises authority pursuant to ORC 5153.17 to release records to individuals and/or entities outside of the agency. This exercise of authority will ensure timely prosecution of cases and due process for current and former agency clients.

Procedures:

The Executive Director, pursuant to ORC 5153.17, hereby authorizes the release of agency records to:

- 1) The Franklin County Juvenile Prosecutor's office for the purpose of prosecuting abuse, neglect and dependency matters pending in the Franklin County Juvenile Court. These documents may include records or information on all members of a family and may also be released for discovery purposes on these cases. Any release of documents must comply with the policies and procedures of the Legal and Professional Support Services (PSS) Divisions;
- 2) Juvenile probation departments (e.g. Family Assessment and PSI investigators), public defenders and adult probation departments seeking information on behalf of agency clients for whom the release of information is necessary to ensure legal due process for the agency client. Any release of documents must comply with the policies and procedures of the Legal and PSS Divisions;
- 3) Placement information (excluding foster parent information) and court orders granting and terminating agency custody of the agency client is approved to be

released to schools for the purpose of processing agency clients' applications for school financial aid being in the best interest of the agency client. Any release of documents must comply with the policies and procedures of the Legal and PSS Divisions;

- 4) Medical and/or treatment records are approved to be released to state and county disability agencies (e.g. Ohio Department of Developmental Disabilities, Franklin County Board of Developmental Disabilities, etc.) to assist in processing a claim for disability by agency clients being in the best interest of the agency client. Any release of documents must comply with the policies and procedures of the Legal and PSS Divisions; and,
- 5) Release of agency documents for the purpose of prosecuting complaints for permanent custody and post-dispositional motions handled by the Franklin County Children Services Legal Department, National Youth Advocate Program and Permanent Family Solutions. These documents may include records or information on all members of a family and may also be released for discovery purposes on these cases. Any release of documents must comply with the policies and procedures of the Legal and PSS divisions.
- 6) Release of any relevant information to a Medicaid managed care entity or a care coordination entity to ensure the continuity of medical or behavioral health care for any child who is no longer in the custody of the agency or whose case is no longer open to the agency. Relevant information includes, but is not limited to, parental or custodian contact information, medical or behavioral health information concerning the child or any information that will ensure a child's medical or behavioral health coverage is maintained, restored or prevented from lapsing.