

COMPREHENSIVE INDEX FOR RELEASE OF INFORMATION

REQUESTER	DOCUMENTS PRESENTED/NEEDED	USUAL RESPONSE	SPECIAL CONDITIONS/OR INSTRUCTIONS	RELEASE BY EXECUTIVE DIRECTOR
1. Domestic Relations Court Counselors 5101:2-33-21(G)(14)	File stamped Court Order	Investigation summary: date of allegation, allegation, and disposition/case resolution with the investigator's summary, Section 3 "Historical Information" from the CAPMIS Safety Assessment.	Block out referral source(s) Do not release identities of individuals providing information during the course of an assessment or investigation, without a signed release by the individual. Do not release child disclosures. Priority – Three working days turn around	NO
2. Juvenile Court-Sexual Offender Program 55101:2-33-21(G)(14)	File stamped Magistrate Court Order with a letter from the Program Manager of the SOT program. Court Order must specify victims names not be redacted.	Investigation summaries: date of allegation, allegation, and disposition/case resolution with the investigator's summary. Include perpetrator's (listed on the order) and victim's interviews	Block out referral source(s) Do not release identities of individuals providing information during the course of an assessment or investigation, without a signed release by the individual. Do not release child disclosures. Done solely by Information Release Processors for both open and closed cases. Priority – Three to five working days turn around. Restrict case notes to interviews.	NO
3. Other PCSA Agencies 55101:2-33-21(F)(4) 55101:2-33-21(G)(4)	Usually begins with a telephone call. Direct them to send a Fax on their agency letterhead requesting information. In an	"Person Intake Reports" including the name and role of each principal of the case registered in any prior report, date of allegation, allegation	Block out referral source(s) After verifying the identity of a PCSA representative in an	NO

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	emergency situation, the requested information may be released by telephone to a verified representative of a PCSA.	and disposition/ case resolution of each report or allegation by return FAX. A more comprehensive response, CAPMIS Safety Assessment, Family Assessment, case notes, etc., if requested, may take longer for a response.	emergency situation, the following information may be released: name and role of each principal in the reports, date, allegation, and disposition of each report, name and telephone number of each county PCSA that conducted an assessment/investigation or provided services.	
4. Law Enforcement/Prosecutors 55101:2-33-21(F)(3) 55101:2-33-21(G)(1)	No documentation is needed so long as the requestor's identity is confirmed Written request Preferred.	The PCSA shall promptly disseminate all information determined to be relevant except the referent/reporter's name in order for law enforcement to carry out its responsibilities under law to protect children from abuse and neglect	The name of the referent/reporter may be released if law enforcement is investigating a person for knowingly making a false report after consultation with chief counsel.	NO
5. CASA/GAL 55101:2-33-21(G)(3)	Juvenile Court Magistrate's Order appointing them as CASA/GAL	Schedule an appointment for them to come in to review the file The PCSA shall promptly disseminate all information determined to be relevant except the referent/reporter's name in order for the CASA/GAL to carry out its responsibilities under law to protect children from abuse and neglect	If the case is open to LCCS legal department, the staff attorney assigned to the case should be consulted on the release of information if the GAL request information outside of the normal release process.	NO
6. Adult or Juvenile Probation or DYS 5101:2-33-21(G)(7)(a)	No documentation is needed so long as the requestor's identity is confirmed and that the individual is working with the person for whom the	The PCSA shall promptly disseminate all information determined to be relevant except the referent/reporter's name in order for the probation officers to	Block out referral source(s) Do not release the providers or third party information materials such as; psychological, medical	NO

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	<p>information is requested</p> <p>Written request Preferred.</p>	<p>carry out its responsibilities under law to protect children from abuse and neglect</p> <p>Investigation summary: date of allegation, allegation, disposition/ case resolution</p>	<p>etc.</p> <p>Do not release identities of individuals providing information during the course of an assessment or investigation, without a signed release by the individual. Do not release child disclosures.</p>	
<p>7. Counseling Agencies, Psychologists, Mental Health Providers, Court Diagnostic Treatment Center 5101:2-33-21(M)(3))</p>	<p>No documentation is needed so long as the requestor's identity is confirmed and that the individual is working with the person for whom the information is requested</p> <p>Written request Preferred.</p>	<p>The PCSA shall promptly disseminate all information determined to be relevant except the referent/reporter's name for diagnostic evaluations and service provision to the ACV, CSR and the family</p>	<p>Block out referral source(s)</p> <p>Do not release the providers or third party information materials such as; psychological, medical etc.</p> <p>Do not release identities of individuals providing information during the course of an assessment or investigation, without a signed release by the individual. Do not release child disclosures.</p>	<p>NO</p>
<p>8. Lucas County Day Care (DJFS) 5101:2-33-21(G)(16)</p>	<p>No documentation is needed so long as the requestor's identity is confirmed and the request is for child care licensure pursuant to ORC 5153.175 or joint planning and sharing of information pursuant to OAC 5101:2-33-28</p> <p>Written request preferred.</p>	<p>The PCSA shall promptly disseminate all information determined to be relevant except the referent/reporter's name</p>	<p>Block out referral source(s)</p> <p>Do not release identities of individuals providing information during the course of an assessment or investigation, without a signed release by the individual. Do not release child disclosures.</p>	<p>NO</p>

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<p>9. Foster Home/Adoption Agencies (OYAP, Adopt America, SAFY) 5101:2-33-21(M)(9) 5101:2-33-21(N)(2)</p>	<p>Authorization for release of information must be obtained before releasing information regarding a foster home record when a foster home is requesting to transfer to another agency</p> <p>Written request preferred.</p>	<p>To foster home: The PCSA shall promptly disseminate to a foster parent pursuant to OAC 5101:2-42-90 all information determined to be relevant except the referent/reporter's so that the foster parent can make an informed decision regarding whether they can care for the child</p> <p>Sharing/Transferring foster homes: - follow the rules of 5101:2-5-31 – within 15 working days of receipt of the signed release For adoption homestudy: Upon receipt of a notification letter regarding an adoption homestudy, the information release processors shall review the file and release a report pursuant to OAC 5101:2-48-12(N) to the requesting agency within 15 days.</p> <p>All other request for information not listed above should be referred to agency counsel for review</p>		<p>NO</p>
<p>10. Juvenile Court – Homestudy Department 5101:2-33-21(G) 5101:2-33-21(N)(3)</p>	<p>No documentation is needed so long as the requestor's identity is confirmed</p> <p>Written request preferred.</p>	<p>If previous custody involvement send a letter with the JC# and any additional referral info if it occurred after the court involvement.</p> <p>Investigation summary: date of allegation, allegation and disposition/case resolution with investigator's summary</p> <p>The PCSA shall only release substantiated and indicated reports.</p>	<p>Block out referral source(s)</p> <p>Do not release identities of individuals providing information during the course of an assessment or investigation, without a signed release by the individual. Do not release child disclosures.</p>	<p>NO</p>

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		Unsubstantiated and Alternative Response reports are not to be released for background check purposes See 5101:2-33-21(O)		
11. Subpoenas, Summons, and Requests for Discovery		SEND TO LEGAL	Legal will determine agency response	
12. Principals of the case requesting ACV history – personal request		REFER TO ODJFS	ODJFS does not have records prior to 1989	Yes if request is for information prior to 1989. The Executive Director will determine if there is "good cause" for release
13. Individuals requesting their AP history – Personal request		REFER TO ODJFS	ODJFS does not have records prior to 1989	Yes if request is for information prior to 1989. The Executive Director will determine if there is "good cause" for release
14. Principal of the case OAC 5101:2-33-21(L) OAC 5101:2-33-21(M)(1) OAC 5101:2-33-21(Q)	Confirm identify of the requestor Copy of 2 forms of identification	Principal of Case: The PCSA shall promptly disseminate all information determined to be relevant except the referent/reporter's name to inform the principal of the following 1) Each allegation contained in the report 2) The report disposition resulting from the	Any document that had previously been released to a principal can be released. Do not release 3 rd party documents	Yes if the request goes beyond the scope of the usual response the executive director can give written authorization for release if

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		<p>assessment/investigation</p> <p>3) All case decisions resulting from the Alternative response assessment</p> <p>Non-custodial parent – all information determined to be relevant when the PCSA believes sharing such information would be in the best interest of the child</p> <p>Request to determine if their name is in SACWIS: - Refer to ODJFS – central registry.</p>		<p>the release would be in the best interest of the ACV, other child residing in the home or the child AP so long as the release does not jeopardize a criminal proceeding or investigation</p>
<p>15. Former foster youth requesting proof of having been in foster care for the purpose of college financial aid</p>	<p>Written request with proof of requestor's identity</p>	<p>Send them the SACWIS letter for this purpose. No JE is sent as the letter can be generated in SACWIS. The letter is signed by the Supervisor of Independent Living.</p>	<p>Redact information about other principals of the case.</p>	<p>NO</p>
<p>16. Child Support Enforcement Workers 5101:2-33-21(G)</p>	<p>Usually telephone call or email asking for caregiver clarification, a custody date, finalization date or a copy of a JE</p>	<p>SEND TO ENTITLEMENTS</p>	<p>Do not release specific case information or adoptee's name.</p> <p>Release the final order giving permanent custody to the agency, if applicable. Release the custody date. Supply the JE.</p> <p>Do not release identities of individuals providing information during the course of an assessment or investigation, without a signed release by the individual. Do not release child disclosures.</p>	<p>NO</p>
<p>17. Past Miami Children's Center (MCC) residents</p>	<p>Authorization for release of information signed by the client.</p>	<p>MCC summaries, medical reports from previous stay at MCC.</p>	<p>Respond to only what is requested in writing.</p>	<p>NO</p>

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18. Requests for information on old Miami Children's Center (MCC) residents predating Child Welfare Board and Family genealogical searches	Usually a personal letter or a telephone call	Request form filled out and submitted with any additional documentation the individual may have. IRP's then check the books, cards, and/or files to see if we can locate a case number. The request and additional documentation is then faxed over by us to the Jerome Library. If they find information, it is then normally emailed back to us. IRP then looks to see if anything needs to be redacted.	When an adoptee is involved, Records staff will fax for the information to be sent to LCCS	YES
19. Requests for names and location of former foster placements	Usually a telephone call.	Foster parents are classified as agents of the agency. We are not permitted by Federal Law to release this information	Advise them that the agency is unable to provide this information	N/A
20. Biological Parent or sibling of an adoptee ORC 3107 and 3705	Usually by telephone asking if a person was adopted	Mail Adoption/Authorization form to the requester with instructions to mail it to the Bureau of Vital Statistics in Columbus		NO
21. Adoptee (over 18 yrs) or lineal descendants ORC 3705.126 ORC 3107 5101:2-48-20	A copy of 2 of the following listed forms of identification, with at least one containing the individual's social security number: a) social security card, b) driver license, c) state ID card, d) birth certificate, e) passport or travel visa. In lieu of the above, a notarized request containing name, address, DOB, and social security number will be accepted	To access the adoption file: advise the adoptee or lineal descendant to submit a request to the Ohio Department of Health for a copy of the adoption file https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/vital-statistics/Adoption-File-Information/	Upon request LCCS can release non-identifying information (1) A birth parents' age at the time the birth parents' child was adopted. (2) The medical and genetic history of the birth parents. (3) The age, sex, and medical and genetic history of an adopted person's birth siblings and extended family members.	NO

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22. Biological Parent/Caregiver wants to correct and or expand social and medical histories ORC 3107.09	Verification of corrected and or expanded social or medical history (ex: statement from a physician)	Refer the party to an Adoption Assessor	The Adoption Assessor is required by law to obtain the information and share it with the Lucas County Probate Court.	NO
23. Lucas County Board of DD 5101:2-33-21(G)(7)(b)	Written Request on Lucas County Board of DD Letterhead for current case disposition form/letter	Current Assessment Worker sends the case disposition form and/or case disposition letter, case closing summary. If the investigation is completed IRP will process the summary to be sent to BDD. Summary will include Allegations and Disposition.	Do not release identities of individuals providing information during the course of an assessment or investigation without a signed release by the individual.	NO
24. Child Fatality Review Board Recognized by the Ohio Department of Health 5101:2-33-21(G)(13) ORC 5153.171, 51, 5153.172,	Usually a telephone call followed by a written request on Lucas County Health Department Letterhead	<p>After consultation with the county prosecutor to determine if the prosecutor intends to prosecute... If yes, the prosecuting attorney shall determine what information may be released If no, then the following shall be released</p> <p>The child's name;</p> <p>(2) A summary report of the chronology of abuse or neglect reports made pursuant to section <u>2151.421</u> of the Revised Code of which the child is the subject and the final disposition of the investigations of the reports or, if investigations have not been completed, the status of any investigations;</p> <p>(3) Services provided to or purchased for the child or to which the child was referred by a public children services agency;</p>	<p>Block out Referral Source(s)</p> <p>Do Not release if there is a Court Order against release</p> <p>Do not release identities of individuals providing information during the course of an assessment or investigation without a signed release by the individual.</p>	NO

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		<p>(4) Actions taken by a public children services agency in response to any report of abuse or neglect of which the child was the subject.</p> <p>(B) No person may release, pursuant to a request made under this section concerning a deceased child, the name of any person or entity that made a report or participated in making a report of child abuse or neglect of which the child was the subject; the names of the parents or siblings of the child; the contents of any psychological, psychiatric, therapeutic, clinical, or medical reports or evaluations regarding the child; witness statements; police or other investigative reports; or any other information other than the information that may be released in accordance with this section.</p>		
<p>25. Ohio Department of Education (ODE) Superintendent of public instruction 5101:2-33-21(M)(6)</p>	<p>Written request along with The Children Services Report Form</p>	<p>ODJFS form 1403 – Specialized Assessment and Investigation Document</p>	<p>Include summaries of any interviews with individuals determined by the agency to be important to the investigation, other than the ACV and AP. Do not provide the referral source without written consent.</p> <p>Criminal prosecutions take precedent. Before providing the information it must be determined</p>	<p>NO</p>

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			through the county prosecutor (LCCS agency counsel) if criminal charges will be filed. If criminal charges are being pursued, the prosecutor will determine what information can be released to ODE.	
26. All other requests		If request is not covered by previous sections, see out advice from a supervisor, information release or agency counsel		