

Authorization for Release of Non-Medical Records by/to Children's Division (CD-98) Instructions

Discussion and Purpose:

The CD-98 *Authorization for Release of Non-Medical Records by/to Children's Division* is used to request authorization from an individual (parent, guardian, legal or personal representative) to release that individual's non-medical records to or from the Children's Division, or another person or entity or to obtain non-medical/health records to or from the Children's Division, or another person or entity.

This release is not HIPAA-compliant and should not be used for records containing health information protected by the Health Insurance Portability and Accountability Act (HIPAA). (For release of medical/health records use the SS-6)

Completion of Form:

The Children's Division worker determines the type and extent of information needed to work with the family and checks the appropriate boxes and fills in the appropriate names. The staff then assures that the individual, who is authorizing release, understands the request, by allowing the individual to read the form or explaining the individual's rights with respect to the authorization. The individual prints his or her name, provides his or her social security number and DCN if available and then signs the form and dates it.

Number of Copies and Distribution:

After completion, the original is filed in the case record and a copy is given to the parent, guardian, legal or personal representative authorizing the release.

Instruction for Retention:

This form should be retained until the case record is destroyed.

Memoranda History:

[CD08-60](#)