

JUVENILE COURT
POLICY/PROCEDURE

COUNTY DEPARTMENT AND SERVICE PROVIDER RECORDS

POLICY

Copies of Juvenile Court records and social service records are confidential and shall not be disclosed except as follows:

1. Records may be released or information disclosed as authorized by statute or pursuant to an order of the juvenile court.
2. The Human Services Department may share its records or information, including relevant court records, either verbally or in writing, with Family Court Counseling Services, DOC Probation and Parole, or with an agency or person to whom the department has referred a client for services or with an agency or person under contract, sub-contract, or agreement with the county department, on a need to know basis only, for the purposes of assessing families' needs, preparing recommendations for the court or to enable the county department to coordinate the delivery of services to the client. This does not include evaluations ordered under §48.295 or §938.295 unless otherwise authorized by policy or specific court approval.
3. The Human Services Department may share their records, including relevant court records, with ARB or other review team developed by the department for the purpose of preparing a recommendation for the court or to enable the county department to access and coordinate the delivery of services to the client.
4. The Human Services Department may share its records, including relevant court records, with CASA volunteers, on a need to know basis, for the purposes of assisting the department and/or the court in providing supervision and support to a child/family. This does not include evaluations ordered under §48.295 or §938.295 unless otherwise authorized by policy or specific court approval.
5. The Human Services Department may share its records, including relevant juvenile court records, with another county department of human/social services and the federal Social Security Administration, for the purposes of assessing a client's need for services or providing services to a client/family.

Unless otherwise approved by Court Policy, copies of court records, court-ordered examinations under §48.295 §938.295, and Law Enforcement records of the county department are not social services records but rather retain their original status and are subject to applicable Wisconsin statutes controlling access and disclosure.

Records and information created by an agency or person providing services under contract or sub-contract to the county department or pursuant to court order which relate to a juvenile or family shall not be disclosed unless otherwise approved by Court Policy, including 6 below.

6. Records and information received or created by a service provider, including but not limited to psychiatrists, psychologists and medical personnel, relating to an individual receiving services pursuant to court order or county department contract, sub-contract, or agreement may be shared with employees or other agents of the service provider agency on a need to know basis and shall be provided to the court or county department on request unless otherwise ordered by the court.

CONTINUING CONFIDENTIALITY

Any person or agency receiving a record or information under this policy shall be informed that further disclosure of the record or information without court authorization or otherwise permitted by statute is prohibited under penalty of contempt.

EXCEPTIONS/COMMENTS

Administrative records (e.g. agency memoranda and personnel policies) which do not contain individual client information are not covered by this policy.

Records or information in service provider agency files which are **not related to an individual** receiving services pursuant to a contract, sub-contract, agreement, or court order are not covered by this policy.

Refer to the Policy on Records Relating to Examinations under §48.295/938.295 for specifics related to the release/sharing of evaluation records.

Children Come First Coordinators/Supervisors may share its records, including relevant court records, under the same provisions as the Human Services Department for the purposes of coordinating development and implementation of services provided it is done with the documented consent of the county social worker and with the declaration required under “Continuing Confidentiality” above.