



Declaration of Limits of Confidentiality

Every parent utilizing Children's Safe Harbor has the right to be informed about their rights to privacy and the limits of confidentiality. Your right to privacy will be protected whenever legally possible.

Children's Safe Harbor may seek direction from the 17th Judicial Circuit Court to address an issue impeding services. Issues impeding services that may require direction from the court include but are not limited to: policy violations, such as repeated late arrivals/cancellations/ or no shows, or a critical incident occurring on Children's Safe Harbor property.

Notification of enrollment in services and termination of services will be submitted to the court. Any communication with the court will also be submitted to you in writing by mail or in person.

Personal identifying information such as addresses, phone numbers, etc. will not be shared with anyone including the court unless you first provide Children's Safe Harbor written consent or a direct order/subpoena is compelling us to do so.

Some instances, however, may require Children's Safe Harbor to limit confidentiality and to disclose certain information, including addresses and phone numbers. These instances may include:

- A parent grants permission to release specific information by completing and signing an Authorization for the Release of Confidential Information with a Children's Safe Harbor staff member. Releases will be limited in scope and time frame.
- A representative of the court issues a direct order or subpoena and all necessary legal attempts to protect the information have been unsuccessful.
- When a staff member learns of information that may pose an imminent or serious risk of injury or threat to the safety of a parent, staff member, visitor, or any other adult or child. Children's Safe Harbor staff members may make a disclosure believed necessary to protect that individual from harm. This includes contacting law enforcement, the probation department, or partner abuse programs.
- If a staff member is made aware or suspects any instances of child abuse and/or neglect, they are required by law to report it to the Department of Child and Family Services. (Abused and Neglected Child Reporting Act (325IL CS 5/4) -Section 4).

- If a staff member is made aware or suspects any instances of elder abuse/neglect and the victim is unable to make a report themselves, staff is required by law to report it to MercyHealth at Home (Illinois Elder Abuse and Neglect Act (320IL ILCS)).

Communication between Children’s Safe Harbor staff and parents that have been identified as victims of domestic violence are considered privileged and legally require a higher level of protection. Agency staff will take the time to explain the cost/benefits of releasing information with victims using agency services before completing a consent form.

Children’s Safe Harbor will handle every case with the utmost responsibility and respect.

Acknowledgment

I, _____, hereby acknowledge that I have read and understood the LIMITS OF CONFIDENTIALITY.

Signature of Parent

Date

Signature of Children’s Safe Harbor Staff

Date
