



BHS PROVIDER UPDATES

2017-7



Child Welfare Services Forms used for Continuum of Care Reform Child and Family Team Meetings

As part of California's ongoing Continuum of Care Reform (CCR), Child Welfare Services (CWS) has released 2 new forms related to confidentiality and the sharing of protected health information within the CCR CFT setting. **Please note that CWS, not BHS Providers, are responsible for initiating and completing these forms.** For additional information pertaining to CCR and CFT meetings, reference the March 10, 2017 PWB Bulletin, #2017-2 *CCR and CFT Meetings*, at the BHETA website listed at the bottom of this bulletin.

The new forms are as follows:

- *Child and Family Team (CFT) Confidentiality Agreement*, form 04-446. Providers will be requested to sign this form when attending CCR CFT meeting facilitated by CWS staff.
 - The *CFT Confidentiality Agreement* will be signed by all team members at the beginning of a CCR CFT meeting.
 - The form documents each team member's agreement, and explains the sharing of information, the limits of confidentiality, sharing information with the Juvenile Court, and consequences of violating the confidentiality agreement.
 - Along with demographic information, the top portion of the form specifies the focus and purpose of the CFT meeting.
- *Authorization to Use or Disclose Protected Health Information*, form 04-29CFT. This form allows team members to share information. Providers should receive a completed copy of this form prior to attendance at a CCR CFT meeting.
 - The *Authorization to Use or Disclose Protected Health Information* form will be completed by the CWS staff and will be signed by the client's holder of privilege.
 - The new form mirrors the CWS release form currently in use (04-29), and incorporates CCR "teaming" language.
 - The form outlines that only the information that pertains to placement, assessment, and service planning should be shared and includes the "right to revoke" the authorization.

If you have questions please contact your BHS PWB Liaison or BHS PWB Program Manager Amanda (Mandy) Kaufman at

Amanda.kaufman@sdcounty.ca.gov

For additional copies of the form(s), or contact information for PWB staff, please go to:

<https://theacademy.sdsu.edu/programs/bheta/pathways/>