

Policy Name:	Release of Records
Date Modified:	7/2015
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Release of Records Policy

Policy:

- a. Requesting Client's Previous Psychological Records.
 - i. Ordinarily, CAPS provides a summary of treatment and the full file is not released.
 - ii. Response Time
 - 1) When a request is received, the counselor has a reasonable period of time, not to exceed thirty (30) days, to make final entries and copy the psychological records, or to provide a summary.
 - iii. Any letter written by a trainee must be signed by the trainee and a licensed staff member. This includes reports of examination and treatment written to others, and letters written to clients directly.
- b. Requests for Release of Information from other Agencies.
 - i. Requests for release of information from other agencies should be accompanied by a current, signed ROI requesting information from the Center or a specific person employed at the center.
 - ii. These requests should be handled in a timely manner.
 - iii. The former client's therapist or supervisor is responsible for evaluating the request and submitting the appropriate information. When neither the therapist nor the supervisor is available, the Clinical Director or Director should handle these requests.
 - iv. Usually, a summary will suffice.
- c. Requests to release information from Other Agencies to CAPS
 - i. Clients who want prior psychological records or summaries from outside therapists to be sent to (or requested by) CAPS should complete the Release Form with their current counselor.