

Big Bend Community Based Care Policy & Procedure

Series: 900: Data Collection, Records and Reporting

Policy Name: Releasing Abuse and Neglect Records or Information

Policy Number: 905

Origination Date: 03/09/2009 **Revised:** Board Meeting of 12/13/2018

Regulation: 39.202, F.S.
65C-29.002, F.A.C.

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to always work in partnership with Children's Legal Services (CLS) in releasing information pertaining to an abuse, neglect, abandonment, or exploitation report to the public.

Procedure

All requests must be made in writing and dated. Some of these requests may come in the form of a subpoena or summons and may require a special review by our legal team. As such, all records requests must be addressed to the attention of the COO. Within thirty (30) days of receipt, BBCBC will provide a response to the records request. This policy pertains to records requests at BBCBC as well as our Child Welfare subcontractors.