

Confidentiality of Client Information

The Sexual Assault Support Services (SASS) Program of the YWCA of Hawaii Island will maintain a client record regarding the services you receive here. These records may include when applicable your consents, registration information, and counseling information. The purpose of these records are: 1) to document the treatment and services you receive; 2) to help maintain the continuity of your care; 3) to help maintain adequate supervision of SASS staff; 4) to satisfy funding agency requirements. You may have access to your own records to review it if it is deemed appropriate by the Chief Operations Officer and in your best interest.

The Sexual Assault Support Services (SASS) Program strives to maintain the confidentiality of client record in accordance with all applicable State and Federal laws. In general, SASS will not release confidential client information without your written consent. In certain circumstances, SASS may be required to release client information without the client's written consent. These circumstances may include, but are not limited to:

- In the event that the record is subpoenaed and release of records are court ordered.
- In the event of suspected child abuse and/or neglect; the Hawaii Revised Statutes Chapter 350 mandates reporting to the Department of Human Services – Child Welfare Services cases where acts or omissions of a person caring for a child have resulted in harm to the child's physical or psychological health or welfare.
- In the event of suspected dependant adult abuse /elder abuse; the Hawaii Revised Statutes Chapter 346-224 mandates reporting to the Department of Human Services – Adult Protective Services cases where a victim 18 years or older, dependent upon another person for care due to physical/mental impairment, has been abused with recurrence imminent within 90 days, and is in need of protection.
- In the event of suspicious wounds; the Hawaii Revised Statutes Chapter 453-14 mandates reporting to the Hawaii County Police Department cases where patients present with knife, bullet and/or gunshot wounds, powder burns, or any injury that would seriously maim, produce death or unconsciousness caused by the use of violence, or sustained in a suspicious manner.
- In the event a client is assessed to be dangerous to self and/or others; the Hawaii Revised Statutes Chapter 334-1 stated that confidential information may be used or disclosed in emergency circumstances to protect the health or safety of the individual from serious, imminent harm.
- To authorized and qualified personnel conducting scientific research and/or management reports, providing client identity is not disclosed in any resulting reports.
- To authorized and qualified personnel conducting program monitoring/audits for funding and program compliance.

I have read the above, have had the opportunity to ask questions and understand the information.

Signature of Client or Parent/Legal Guardian if Minor

Relationship to Client

Date

Signature of Witness _____