

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: CONFIDENTIALITY OF RECORDS (CLIENTS AND EMPLOYEES)	Policy Number: 3
Number of Pages: 2	Section:
Attachments: A. Client Consent to Disclose B. Confidentiality of Record Form	Related Standards & References: AP-34 Mississippi Code Annotated 1972, Section 43-21-257 through Section 43- 21-267 HIPAA Regulations
Effective Date: June 1, 2012	Approved:  James MacCarone, Director

I. POLICY

CLIENTS

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (MDHS-DYS) that any records involving clients and the contents thereof, maintained by a MDHS-DYS employee, shall be kept confidential and shall not be disclosed for public inspection. "Any person who shall disclose or encourage the disclosure of any records involving children or the contents thereof without the proper authorization... shall be guilty of a misdemeanor and punished, upon conviction, by a fine of not more than one thousand dollars (\$1,000.00) or by imprisonment in the county jail of not more than one (1) year or by both such fine and imprisonment." Mississippi Code Annotated 1972, Section 43-21-257 through Section 43-21-267. (Emphasis added.)

Furthermore, that all HIPAA laws and regulations are followed.

It is also policy that all DYS Counselors will have proper documentation in the form of a Confidentiality Release, that all HIPAA laws are followed, and permission has been granted by the Judge of Jurisdiction, before there is any release of information.

EMPLOYEES

Any agency records involving employees, and the contents thereof, maintained by the Mississippi Department of Human Services, Division of Youth Services shall be kept confidential and shall not be disclosed for public inspection.

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Knowledge of consents in employee records will be evidenced by the employee's signature. By appointment, an employee may view his/her record.

Administrators and Supervisors shall view only those records of the personnel they supervise.

The Community Services Director shall view all Community Services employee records.

All HIPAA laws and regulations should be followed in the matter of employee records.

II. DEFINITIONS

None

III. PROCEDURES

None