


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

<b>Subject:</b>  <b>Confidentiality of Records (Clients and Employees)</b>	<b>Policy Number:</b>  <b>3</b>
<b>Number of Pages:</b>  <b>2</b>	<b>Section:</b>  <b>XIV</b>
<b>Attachments:</b>  <b>A. Client Consent to Disclose</b>	<b>Related Standards &amp; References:</b> <b>AP-34</b> <b>Mississippi Code of 1972 Annotated,</b> <b>Section 43-21-257 through Section 43-21-267</b> <b>HIPAA Regulations</b>
<b>Effective Date:</b>  <b>June 1, 2012</b> <b>Revised June 15, 2019</b>	<b>Approved:</b>   <b>James Maccarone, Director</b>

**I. POLICY**

**A. 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 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 both such fine and imprisonment." Mississippi Code of 1972 Annotated, Section 43-21-267 through 43-21-267. (Emphasis added.)

Furthermore, all HIPAA laws and regulations shall be followed.

It is also the policy that all DYS Counselors shall have proper documentation in the form of a Client Consent to Disclose (Attachment A), or similar Confidentiality Release, that all HIPAA laws and regulations are followed, and permission has been granted by the Judge or Referee of Jurisdiction, before there is any release of information from MDHS, DYS records.

**B. 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

<b>SUBJECT</b>	<b>POLICY</b>	<b>PAGE</b>
<b>Confidentiality of Records</b>	<b>3</b>	<b>2 of 2</b>

confidential and shall not be disclosed for public inspection. By appointment, an employee may view his or her record.

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

The Community Services Director may view all Community Services records.

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

## **II. DEFINITIONS**

None

## **III. PROCEDURES**

None