

## Module II. Unit 4: Activity 2 - Quick Reference Grid on Information Sharing

Review the following grid, which details what key givers and receivers of information can share. Some information may be specific to Washington State laws and not applicable in other states. Ask your supervisor and note any questions you may have.

		RECEIVERS OF INFORMATION				
		Child Welfare System	School Staff and Educators	Parent or Legal Custodian	CASA/GAL Volunteer	Foster Placement, Relative, Licensed Caregiver
GIVERS OF INFORMATION	Child Welfare System	Caseworkers can share all information within their system.	Caseworkers can share information necessary for case planning.	Caseworkers share all information with very few exceptions.	Caseworkers share everything with CASA/GAL volunteers.	Caseworkers share information with caregivers necessary for case planning.
	School Staff and Educators	Schools can release info to Child Welfare in emergency, under court order, subpoena, and when child is in dependent or shelter care.	Enrolling district must request student records from the prior district.	Schools must release educational records to biological parents unless a court order limits parental access.	May discuss personal observations. Schools must release educational records to CASA/GAL volunteers. Follow protocols for requesting records.	Caregivers to get written consent, signed by caseworker assigned to child. School may discuss personal observations. (See 2.)
	Parent or Legal Custodian	Retains control over information and can share with others, unless limited by a court order.				
	CASA/GAL Volunteer	CASA/GAL volunteers may only disclose information to the court or to others allowed by court order. (See 1.)				
	Foster Placement, Relative, Licensed Caregiver (See 3.)	Can share all information with Child Welfare.	Can share information related to educational needs of child.	Dictated by Child Welfare licensing contracts and individual care plans. This includes information necessary to provide adequate care for the child.		

1. They can facilitate the sharing of information between other parties. In addition, they may disclose information to perform duties assigned by the court, such as advocacy. When in doubt about what and with whom to share, discuss with your supervisor.
2. The best practice is for caregivers to get written consent for information sharing, signed by the caseworker assigned to the child. School staff and educators are allowed to discuss with others their personal observations about a child.
3. "Caregiver" means person with whom the child lives as a result of placement by the court or Child Welfare.

Source: Field Guide for Information Sharing, WA State DSHS, WA State OSPI, Casey Family Programs, Treehouse, TeamChild, and Washington State CASA. 10/04