



EXPLANATION OF CONFIDENTIALITY and CLIENT RIGHTS

All Case Management Records are maintained in a secure, locked file. Access to client records is limited to the Director of Counseling Services & ADA Compliance. Every effort is made to protect personal, confidential information that you have provided.

No information from your case record may be released to a third party without your full knowledge and consent.

Limits of confidentiality include:

- (1) Client report of intent to harm self or another, or observation by the Director of Counseling Services & ADA Compliance that you are in danger;
- (2) A report or observation of abuse of a child or vulnerable adult
- (3) Subpoena or records or testimony ordered by the court;
- (4) Information regarding your services that you voluntarily share with a third party.

You have the right to review your case record and the right to make corrections to any information in your case record. You have the right to file a grievance and to request a review of your record and services with the Director of Counseling Services & ADA Compliance.

I, the undersigned, verify that I have read and/or had this form explained to me and that I give consent for services.

Client Signature

Date

Staff Signature

Date