

POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that Children's Protective Services (CPS) records are only available in compliance with the Child Protection Law.

PURPOSE

This policy prevents the unauthorized disclosure of confidential information.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) relative to access to CPS records. At a minimum, these SOPs must contain the following requirements:

- Youth files containing CPS records must be easily identifiable to help ensure the confidentiality of the records.
- Names and all references to the complainant are removed from the youth's file.
- CPS records are accessible only to treatment personnel working with the youth and/or family.

AUTHORITY

Child Protection Law, MCL 722.621 et seq.