

Confidentiality Guide

(Revised 9/20/2024)

NO disclosure of reporting party, HIV status, attorney-client privilege or therapist-client privilege

References:

[California Codes](#) (Welfare and Institutions Code (WIC), Penal Code (PC), Family Code (FC), etc.)

[California Rules of Court](#) (Title 5 - Family and Juvenile Division 3 - Juvenile Rules Ch. 3 Rule 5.552)

[San Diego County Local Rules of Court](#) (Division 6 - Juvenile Chapter 6 - Access to Confidential Information)

www.courts.ca.gov

Links:

827 Petition Instruction Packet

827 - Petition for Disclosure of Juvenile Case File

AIDS/HIV - Confidentiality and Documentation

Confidentiality - General

Discovery - Active Dependency Cases

Discovery - File Review

Family Court Protocol

Notices of Action

Victim Compensation Program

This guide provides further information in addition to the file Confidentiality-General.

When the column "Juvenile Court 827 Order" below states "not required" that means that the information may be given without a court order. When it states "required," the requestor must file an 827 petition with the Juvenile Court to obtain any information/record copies. The requestor can call the Juvenile Court Business office (858-634-1600) to request an 827 Petition Instruction Packet. The necessary forms for filing a Juvenile Court 827 order are on the California Courts website at <https://www.courts.ca.gov/>, under "Juvenile," forms JV 569 through JV 574. Additional Juvenile Court 827 Order information can be found in the file, 827 Petition for Disclosure of Juvenile Case File.

Any/all written CFWB information (e.g., record copies) given to anyone must have an WIC 827 Disclosure Cover Letter attached reminding the receiver that the information is confidential and not to be re-disclosed.

[Adult Protective Services](#)

[Animal Control](#)

[Appeals Officer - HHSA](#)

[Attorney General \(California\)](#)

[Auditors \(Federal/State\)](#)

[Board of Prison Terms](#)

[Board of Supervisors](#)

[Border Patrol](#)

[California Department of Social Services \(CDSS\)](#)

[California State Department of Corrections \(CDC\)](#)

[Child](#)

[Child Support Services](#)

[Child's Attorney](#)

[City Attorney \(San Diego County\)](#)

[Community Referral Agency/Person](#)

[Conservatorship Unit - HHSA \(no Court Order\)](#)

[Coroner/Medical Examiner](#)

[Court Appointed Special Advocates \(CASA\)](#)

[CPS Agencies \(State/County/City\)](#)

[De Facto Parent](#)

[Dept. of Homeland Security](#)

[Dept. of Justice](#)

[District Attorney](#)

[Drug Enforcement Administration \(DEA\)](#)

[Family Court Employees/Agents](#)

[Family Court Services Judicial Officers](#)

[Federal Bureau of Investigation](#)

[Graduate Students](#)

[Grand Jury](#)

[Guardian ad Litem](#)

[HHSA/CFWB](#)

[Hospital](#)

[Hospital Scan Teams](#)

[Indian Child's Tribe](#)

[Interagency Child Death Teams](#)

[INS/ICE](#)

[Juvenile Justice Commission](#)

[Law Enforcement Officers](#)

[Legislative Bodies/Committees/Officials](#)

[Licensing \(California State/County\)](#)

[Media Representatives](#)

[Mental Health Professional \(Court Order\)](#)

[Mental Health Professional \(no Court Order\)](#)

[Mental Health Services \(County of San Diego\)](#)

[Mexican Consulate](#)

[Military Investigators/Prosecutors \(United States\)](#)

[Multidisciplinary Personnel Teams](#)

[National Center for Missing and Exploited Children](#)

[Other Individual's Attorney](#)

[Parent/Guardian](#)

[Parent/Guardian's Attorney](#)

[Parole Services Division](#)

[Person or Agency Not Designated in WIC 827](#)

[Police/Sheriff/U.S. Military Investigators](#)

[Probate Court](#)

[Probate Court Investigator](#)

[Probation Department](#)

[Public Defender \(see Attorneys Representing...\)](#)

[Public Health Nurses \(no Court Order\)](#)

[Regional Center for the Developmentally Disabled](#)

[Relatives](#)

[Reporters of Child Abuse \(mandated\)](#)

[Reporters of Child Abuse \(non-mandated\)](#)

[Schools \(Public and Private\)](#)

[Social Security Administration](#)

[Social Services Agencies \(no Court Order\)](#)

[Substitute Care Providers \(including LFH, FFA, GH\)](#)

[Superior Court Judicial Officers \(San Diego County\)](#)

[US Marshal](#)

[Victims of Crime Program \(Victim/Witness Program\)](#)

[Voluntary Services](#)

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Attorney General (California; Attorney General's Office Prosecutors)	Investigation or prosecution of criminal or juvenile cases.	All necessary and relevant information.	Not Required: To inspect or receive verbal information.	San Diego Local Rules of Court 6.6.4(B)
		Information stated in juvenile court disclosure order.	Required: For copies .	
California Board of Parole Hearings	<p>Pending parole revocation proceedings against a parolee charged with child abuse.</p> <p>Penal Code: The Board of Parole Hearings, which may subpoena an employee of a county welfare department who can provide relevant evidence and reports that both (A) are not unfounded, pursuant to Section 11165.12, and (B) concern only the current incidents upon which parole revocation proceedings are pending against a parolee charged with child abuse or neglect.</p>	Child abuse reports that are not unfounded and concern only the current incidents upon which parole revocation proceedings are pending. No information that would identify the reporting party is to be provided.	Not Required: To inspect or receive verbal information or copies , but the reports must be subpoenaed by the Board of Prison Terms.	PC 11167.5(b)(9)

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Border Patrol	When actively investigating criminal elements related to a protective issue involving the child.	All necessary and relevant information.	Not Required: To inspect or receive verbal information or copies .	WIC 827(a)(1)(E) WIC 827 (a)(5)
City Attorney	Prosecution of criminal or juvenile cases under state law. NOTE: The City Attorney prosecutes misdemeanors, and the District Attorney (DA) prosecutes felonies.	All necessary and relevant information.	Not Required: To inspect or receive verbal information or copies .	WIC 827(a)(1)(B) WIC 827 (a)(5) California Rules of Court 5.552(b)(1)
		Information stated in juvenile court disclosure order.	Required: To bring any material gained into criminal court, there must be a granted 827 order so that the other side may have equal access. An 827 is also necessary for SW testimony in criminal court.	
Dept. of Justice (U.S. Department of Justice prosecutors or their agents)	In connection with the investigation or prosecution of a criminal or civil case.	Information stated in juvenile court disclosure order.	Required: To inspect or receive verbal information or copies.	WIC 827
	Written request from DOJ regarding an individual they identify as a sex offender that has NOT registered.	Address of named individual.	Not Required: To respond in written or verbal form.	PC 290.9

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
District Attorney	Investigation or prosecution of criminal or juvenile cases under state law	Share information necessary to accomplish purpose. NOTE: PC 11167 also allows the DA to have Reporting Party (RP) information	Not Required: To inspect or receive verbal information or for copies . When the district attorney wants to bring any material gained into criminal court, they must have an 827 so that the other side may have equal access. An 827 is also necessary for SW testimony in criminal court.	WIC 827(a)(1)(B) WIC 827 (a)(5) PC 11167(b) PC 11167.5 California Rules of Court 5.552(b)(1)
		Information stated in juvenile court disclosure order.	Required: To bring any material gained into criminal court, there must be a granted 827 order so that the other side may have equal access. An 827 is also necessary for SW testimony in criminal court. NOTE: See DA Access to Records information below regarding DA release cross over issues.	
Federal Bureau of Investigation	In connection with the investigation or prosecution of a criminal case.	Information stated in juvenile court disclosure order.	Required: To inspect or receive verbal information or copies .	WIC 827

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>Parole Services Division</p> <p>California State Department of Corrections</p>	<p>Access to any records.</p>	<p>Information stated in juvenile court disclosure order.</p> <p>NOTE: 04-124 must be completed before information is provided.</p>	<p>Required: To inspect or receive verbal information or copies.</p>	<p>WIC 827</p>
<p>Military Attorney's Investigators/Prosecutors or their agents</p> <p>(United States)</p>	<p>In connection with the investigation or prosecution of a criminal case.</p>	<p>Information stated in juvenile court disclosure order.</p> <p>NOTE: See below, Federal Compliance with 827 for additional information.</p>	<p>Required: To inspect or receive verbal information or copies.</p>	<p>WIC 827</p>
<p>Police/Sheriff/U.S. Military Investigators</p> <p>Law Enforcement Officers (Includes DEA – Drug Enforcement Administration and the US Marshal)</p> <p>(Continued on next page)</p>	<p>In connection with the law enforcement agency's investigation of child abuse.</p>	<p>Whether a child alleged to be a victim of child abuse and/or the individual suspected or alleged to have committed child abuse was previously known to Child Welfare Services in connection with prior allegations of child abuse.</p> <p>NOTE: for military see below, Federal Compliance with 827 for additional information.</p>	<p>Not Required: To inspect or receive verbal information or copies.</p>	<p>PC 11167(b)</p> <p>PC 11167.5 (b)(3)</p>

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>Police/Sheriff</p> <p>Law Enforcement Officers (Includes DEA – Drug Enforcement Administration and the US Marshal)</p>	<p>When actively participating in criminal or juvenile proceedings involving the child/youth.</p>	<p>All necessary and relevant information.</p> <p>NOTE: Out of state law enforcement must respond to 04-337 letter prior to any information sharing</p>	<p>Not Required: To inspect or receive verbal information or copies.</p>	<p>WIC 827(a)(1)(E)</p> <p>WIC 827(a)(5)</p> <p>PC 11167.5(b)(12)</p>
		<p>Information stated in juvenile court disclosure order.</p>	<p>Required: To bring any material gained into criminal court, there must be a granted 827 order so that the other side may have equal access.</p>	
<p>Probation Department</p> <p>NOTE: If outside of California, must have written request</p>	<p>When actively participating in criminal or juvenile proceedings involving the child/youth.</p> <p>In connection/efforts to locate child/youth/NMD’s missing from foster care.</p>	<p>All necessary and relevant information.</p> <p>NOTE: If outside of California, must respond to 04-337 letter prior to information sharing</p> <p>Information necessary to serve the best interest of the missing child, to include photos and demographic information.</p> <p>NOTE: No confidential child related CFWB information is to be disclosed (specifically dependency status)</p>	<p>Not Required: To inspect or receive verbal information or copies.</p> <p>NOTE: A child’s Probation Officer (PO) may use CFWB information in their WIC 602 court hearing.</p> <p>Not Required: To inspect or receive verbal information or copies</p>	<p>WIC 827(a)(1)(E)</p> <p>WIC 827(a)(4)</p> <p>WIC 827(a)(5)</p> <p>California Rules of Court 5.552(b)(1)</p> <p>WIC 16501.35(b)</p>

COURTS

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>Family Court</p> <p>San Diego Superior Court Family Court Services (Judicial Officers, Judge, Commissioner, Hearing Officer) employees or agents of Family Court Services</p> <p>Family Court Evaluator</p> <p>Family Court Mediator</p>	<p>If actively participating in a family law case with issues concerning custody or visitation.</p> <p>When conducting a court-connected child custody evaluation, investigation, or assessment.</p> <p>When assigned to a case involving the child, pursuant to Family Code 3160</p>	<p>All necessary and relevant information limited to the child who is involved in the case.</p> <p>NOTE: CFWB policy for open cases/referrals is Family Court will only be given the Letter to Family Court (CWS/CMS template form 04-192 & form 04-193). If additional documents are requested, Family Court will contact Legal Support Services (LSS). All closed referrals/cases will be referred to LSS. See the Family Court Protocol for more information.</p>	<p>Not Required: To inspect or receive copies from LSS or for testimony.</p> <p>Any copies given to Family Court will have cover letter 04-303fc attached.</p> <p>NOTE: Any records or testimony obtained shall be maintained solely in the confidential portion of the family law file, per WIC 827.10(d).</p>	<p>WIC 827(a)(1)(L)</p> <p>WIC 827.10</p> <p>California Rules of Court 5.552(b)(1)</p>

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>Probate Court Judicial Officers (also Commissioner or Hearing Officer)</p> <p>Probate Court-Appointed Investigator, evaluator or person conducting a court-connected evaluation, investigation, or assessment.</p>	<p>When actively participating in a Probate guardianship case involving the child/youth.</p>	<p>All necessary and relevant information regarding the child who is the subject of the Probate law case.</p>	<p>Not Required: To inspect or receive copies or testimony.</p> <p>NOTE: Any records or testimony obtained shall be maintained solely in the confidential portion of the probate file, per WIC 827.10(d).</p>	<p>WIC 827.10(a)(1)</p> <p>WIC 827(a)(1)(M)</p> <p>WIC 827.10(a)(5)</p>
<p>Superior Court Judicial Officers (San Diego County)</p>	<p>When actively participating in criminal or juvenile proceedings involving the child/youth.</p>	<p>All necessary and relevant information.</p>	<p>Not Required: To inspect or receive verbal information or copies.</p> <p>NOTE: Judges themselves are privy to information but cannot release it to others. Only a dependency judge can grant an 827 to release records</p>	<p>WIC 827(a)(1)(E)</p> <p>WIC 827(a)(5)</p> <p>California Rules of Court 5.552(b)(1)</p>

ATTORNEYS REPRESENTING HHSA/CHILD WELFARE SERVICES

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>County Counsel</p>	<p>Representing HHSA-CFWB in any juvenile dependency or civil action.</p>	<p>All information.</p>	<p>Not Required: To inspect or receive verbal information or copies.</p>	<p>San Diego Local Rules of Court 6.6.4(A)(1) WIC 827(a)(1)(F) WIC 10850(a)</p>

ATTORNEYS REPRESENTING THESE INDIVIDUALS

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>Attorney for the Child</p> <p>Also includes investigators employed by attorneys who represent parties in dependency proceedings.</p> <p>(Continued on next page Attorney for the Child)</p>	<p>Discovery of active pending Dependency case (petition filed)</p> <p>NOTE: No discovery is permitted before a dependency petition is filed. Dependency attorneys will not be appointed in juvenile court until the petition is filed. Appointed as well as retained dependency attorneys may not have a copy of the petition until it is filed in court.</p>	<p>See Discovery - Active Dependency Cases.</p>	<p>Not Required: To inspect or receive verbal information or copies.</p>	<p>WIC 827(a)(E)</p> <p>WIC 827(a)(5)</p> <p>California Rules of Court 5.546</p>
	<p>Appointed by Family Court in an active Family Court case.</p>	<p>Information necessary to represent the child in the custody or visitation proceeding.</p>	<p>Not Required: To inspect or receive copies.</p> <p>In order to inspect the court file, the court may require a certified copy of court order appointing individual as child's counsel</p>	<p>WIC 827(a)(1)(L)</p> <p>WIC 827.10 (a)(3)</p> <p>FC 3151(a)</p>
	<p>Discovery for a Delinquency (602) matter.</p>	<p>Information necessary to represent child in a Delinquency (602) matter.</p>	<p>Not Required: To inspect or receive verbal information, or copies or for testimony.</p>	<p>WIC 827(a)(1)(E)</p> <p>WIC 827(a)(4)</p> <p>WIC 827(a)(5)</p> <p>San Diego Local Rule of Court 6.6.5</p>

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>Attorney for the Child</p> <p>Also includes investigators employed by attorneys who represent parties in dependency proceedings.</p> <p>(Continued on next page)</p> <p>Attorney for the Child</p>	<p>Discovery for a Delinquency (602) matter.</p>	<p>NOTE: Information may be given about the child who is the subject of the 602 proceeding. If the requestor wants information about another child (e.g., sibling, non-related other child), the requestor is required to get an 827 order. CFWB.</p>	<p>Not Required: To inspect or receive verbal information, or copies or for testimony.</p>	<p>WIC 827(a)(1)(E)</p> <p>WIC 827(a)(4)</p> <p>WIC 827(a)(5)</p> <p>San Diego Local Rule of Court 6.6.5</p>
	<p>Appointed for Probate Court</p>	<p>Relevant information necessary to the proceeding.</p>	<p>Not Required: To inspect or receive copies.</p>	<p>WIC 827.10</p>
	<p>For Criminal proceedings</p> <p>(e.g., Public Defender for CFWB client that was a child and grew up to commit a crime and is now involved in an adult criminal proceeding)</p>	<p>Relevant information necessary to the particular proceeding.</p>	<p>Not Required: To inspect information or copies.</p>	<p>WIC 827(a)(1)(E)</p> <p>WIC 827(a)(5)</p>
		<p>Information stated in juvenile court disclosure order.</p>	<p>Required: for SW testimony and for attorney to bring the records into use in a criminal court hearing.</p>	
<p>San Diego Volunteer Lawyer Program (SDVLP)</p> <p>Appointed by Dependency Court to address a dependent child's unmet needs</p>	<p>Information stated in juvenile court disclosure order.</p>	<p>Required: To inspect or receive verbal information or copies.</p>	<p>WIC 827</p>	

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>Attorney for the Child</p> <p>Also includes investigators employed by attorneys who represent parties in dependency proceedings.</p>	<p>appointed in Appellate Court, attorneys who are representing the child in an appeal of a Dependency matter</p>	<p>Information necessary to represent the child</p>	<p>Not Required: To inspect or receive verbal information or copies.</p> <p>SW may provide verbal information. For written information, the child's appellate attorney should first seek copies from the child's regular attorney appointed in dependency court.</p>	<p>WIC 827(a)(1)(E)</p> <p>California Rules of Court 5.546</p>
	<p>Appointed for Civil Court</p>	<p>Information stated in juvenile court disclosure order.</p>	<p>Required: To inspect or receive verbal information or copies and/or testimony</p>	<p>WIC 827</p>
<p>Attorney for the Parent/Guardian</p> <p>(Continued on next page)</p>	<p>Discovery on active Dependency case (petition filed).</p> <p>NOTE: No discovery is permitted before a dependency petition is filed. Dependency attorneys will not be appointed in juvenile court until the petition is filed. Appointed as well as retained dependency attorneys may not have a copy of the petition until it is filed in court.</p>	<p>See Discovery - Active Dependency Cases.</p>	<p>Not Required: to inspect or receive verbal information or copies.</p>	<p>WIC 827(a)(1)(E)</p> <p>827(a)(5)</p> <p>California Rules of Court 5.546</p>

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Attorney for the Parent/Guardian (continued from above)	Appointed in Appellate Court , attorneys who are representing a parent who is a party in an appeal of a Dependency matter	Information necessary to represent the parent	Not Required: To inspect or receive verbal information or copies . Social worker may provide verbal information. For written information, the parent's appellate attorney should first seek copies from the parent's regular attorney appointed in dependency court. If additional written information is necessary, SW may release it.	California Rules of Court 5.546
Attorneys for a party to a proceeding	Actively participating in criminal or juvenile proceedings involving the child; or a family law or probate guardianship case involving custody or visitation issues.	All necessary and relevant information regarding the child who is the subject of the Family or Probate law case.	Not Required: To inspect or receive copies .	WIC 827(a)(1)(E) 827(a)(5) 827.10 (a)(3)
		Information stated in juvenile court disclosure order.	Required: For SW testimony and ability to bring CFWB record copies into an adult criminal hearing or attach to criminal report.	
Attorneys representing other individuals, e.g. 1) De Facto Parents 2) Non-Parent Perpetrators, etc.	Any purpose.	Information stated in juvenile court disclosure order.	Required: To inspect or receive verbal information or copies .	WIC 827

INDIVIDUALS

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Child/Youth	Discovery on the child/youth’s active dependency case (petition filed).	See Discovery - Active Dependency Cases.	Not Required: To inspect or receive verbal information or copies .	WIC 827(a)(1)(C) WIC 827(a)(5) California Rules of Court 5.546(d)
	Any purpose other than pre-hearing discovery for a pending proceeding in which the child/youth is involved.	All but privileged information. See Confidentiality - General and Discovery - File Review for more information.	Not Required: To inspect or receive verbal information or copies .	WIC 827(a)(1)(C) WIC 827(a)(5) Cal. Rules of Court 5.552(b)
		Information stated in juvenile court disclosure order.	However, if a child or former child (subject of the record) wants to use this information in any way (e.g. in an external court such as criminal court) a granted 827 is necessary. Disclosures without an 827 order are for the child's own personal use.	
De Facto Parent	Participating in a dependency hearing.	Notice of dependency proceedings.	Not Required: For notice. Required: For any other information.	WIC 827

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Guardian Ad Litem (GAL) for minor child in juvenile court	Representation of the child's best interests in juvenile dependency proceedings. (See also Attorney for the Child)	See Discovery - Active Dependency Cases. Relevant information necessary to the proceeding.	Not Required: To inspect or receive verbal information or copies .	WIC 827(a)(1)(E)
Guardian Ad Litem (GAL) for non-minor dependent in juvenile court	Assist counsel in representation of the youth in Extended Foster Care proceedings.	Notice of dependency proceedings. Information may be disclosed as described in juvenile court appointment order.	Not Required: For notice and information described in juvenile court order Required: To bring any material gained into a proceeding outside of juvenile court, there must be a granted 827 order so that the other side may have equal access.	WIC 827
Guardian Ad Litem (GAL) for parent in Juvenile court	Assist counsel in representation of the parent in juvenile dependency proceedings.	Notice of dependency proceedings. Information may be disclosed as described in juvenile court appointment order.	Not Required: For notice and information described in juvenile court order Required: To bring any material gained into a proceeding outside of juvenile court, there must be a granted 827 order so that the other side may have equal access.	WIC 827

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Civil Guardian Ad Litem (GAL) for child or non-minor dependent	To investigate and represent the child's interests beyond the scope of the juvenile proceeding.	<p>Notice of dependency proceedings.</p> <p>Information may be disclosed as described in juvenile court appointment order.</p>	<p>Not Required: For notice and information described in juvenile court order</p> <p>Required: To bring any material gained into a proceeding outside of juvenile court, there must be a granted 827 order so that the other side may have equal access.</p>	WIC 827
Parent/Guardian The non-custodial parent , who has not had his/her parental rights removed or restricted, has the same right to information regarding his/her child as the custodial parent .	Discovery on an active dependency case petition (filed) for the parent's child.	See Discovery - Active Dependency Cases.	Not Required: To inspect or receive verbal information or copies .	WIC 827(a)(1)(D) WIC 827(a)(5) California Rules of Court 5.546
	Any purpose other than pre-hearing discovery on a pending dependency proceeding in which the individuals involved.	All but privileged information. See Confidentiality - General for more information.	<p>Not Required: To inspect or receive verbal information or copies. Disclosures without an 827 order are for the parent's own personal use.</p> <p>*Use in Family Court or Probate Court is authorized by law</p>	WIC 827(a)(1)(D) WIC 827 (a)(5)
		Information stated in juvenile court disclosure order.	Required: For use in an external court (e.g. criminal or civil court)	

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Relatives (Other than Parent/Guardian)	Concern regarding child's welfare or action being taken on case.	<p>If the relative has a role in the case plan for child/family, share information necessary to accomplish their role in the plan.</p> <p>If the relative is the child's caregiver, provide the same information you would a resource parent. (See "Substitute Care Providers" below)</p> <p>If the relative has no role in the service plan, advise the relative you cannot discuss the case but are willing to receive any information relevant to the case they are willing to share.</p>	<p>Not Required: To receive verbal information, that is not privileged, as it relates to their role in the case plan.</p> <p>Required: To inspect or receive copies of privileged information and/or Court reports</p>	WIC 827
	In the course of identifying and locating all relatives except when that relative's history of family or domestic violence makes notification inappropriate	Provide those persons with specified information, including that the child has been removed from the custody of his or her parents or guardians and an explanation of various options to participate in the care and placement of the child.	<p>Not required for verbal notification</p>	WIC 309(e)(1) WIC 309(e)(1)(A) WIC 309(e)(1)(B)

MEDICAL/PSYCHOLOGICAL SERVICE PROVIDERS

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Hospital and/or doctor (Where child is an inpatient for psychiatric reasons)	Treatment or discharge planning.	All relevant information.	Not Required: To inspect or receive verbal information or copies .	WIC 827(a)(1)(K)
Mental Health Services (Employees or agents of San Diego County Behavioral Health Services (HHS))	Information necessary and relevant for the individual to receive services	Information stated in juvenile court disclosure order.	Required: To inspect or receive verbal information or copies .	WIC 827
Psychologist/Psychiatrists or Other Mental Health Professionals (See "Community Referral" section for non-Court-ordered situations.)	Conduct an examination of or provide treatment for the child or family as ordered by the San Diego County Superior Court or Juvenile Court.	Information necessary to conduct the evaluation or treatment.	Not Required: To inspect or receive verbal information or copies .	WIC 827(a)(1)(K)

OTHER SERVICE PROVIDERS

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Adult Protective Services	Facilitate multidisciplinary teamwork in the prevention, intervention, management, or treatment of abuse or neglect of a child and/or an elder or dependent adult.	Necessary and relevant information for the intervention and prevention of abuse for both children and elder and dependent adults.	Not Required: To inspect or receive verbal information or copies.	WIC 10850(e) WIC 15633 WIC 18961.7
Child Protective Services Agencies (State/County/City agencies within/outside California performing in same capacity as Child Welfare Services staff as defined in PC 11165.9)	Provide child protective services, including investigation of child abuse/neglect reports. In connection with and during an official proceeding relating to an actual or potential Dependency Court case and will be in the best interest of the child. NOTE: the disclosure is for Dependency Court matters ONLY, not for criminal or civil matters that the CPS agency may have knowledge of.	All necessary and relevant information (including psychological evaluations and other information usually considered privileged). NOTE: Request to be provided on other agency's letterhead stating who they are, what information they need and for what purpose. Additionally, Form 04-124, "Declaration for Access to Child Welfare Services Case Information," must be completed by the requesting party before information is provided. The 04-124 may be faxed or provided via an encrypted e-mail to expedite information sharing.	Not Required: To inspect or receive verbal information or copies.	WIC 10850(a) WIC 827(a)(1)(H) WIC 827(a)(5) States should work together in the best interest of the child, but California law must be followed.

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>Community Referral Agency/Person</p> <p>(Not ordered by Court to provide services)</p> <p>1) Psychologists/ psychiatrists, LCSW's, etc.</p> <p>2) Public health nurses, etc.</p>	<p>Obtain background information necessary to provide the services requested by Child Welfare Services.</p>	<p>In the administration of public social services, information necessary to provide the services for which a referral has been made by Child Welfare Services staff.</p> <p>NOTE: If case is closed, a Court order is required before any information may be disclosed.</p>	<p>Not Required: For verbal information on an active case that is not privileged.</p>	<p>WIC 10850(b)</p>
<p>Conservatorship Unit - HHSA</p>	<p>Any purpose.</p>	<p>As directed by Dependency County Counsel or Court order.</p>	<p>As directed by Dependency County Counsel.</p>	<p>WIC 10850(b)</p>
<p>County Welfare Agencies</p>	<p>To determine eligibility or for the administration of public services</p>	<p>All necessary and relevant information to determine eligibility.</p>	<p>Not Required: To inspect or receive verbal information or copies.</p>	<p>WIC 10850(a)</p> <p>WIC 10850(b)</p> <p>WIC 827</p>
<p>INS/ICE</p>	<p>For immigration services.</p> <p>See PM, Confidentiality - General , under the section "Information Sharing with Immigration" for more information</p>	<p>Information stated in juvenile court disclosure order.</p>	<p>Required: To inspect or receive copies.</p> <p>Not Required: To receive verbal information.</p>	<p>Per County Counsel (CC)</p>

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Dept. of Homeland Security	For granting immigration release.	All necessary and relevant information.	Not Required: To inspect or receive verbal information or copies .	Per CC, as Dept. of Homeland Security is law enforcement.
	For any criminal investigation (e.g., human trafficking).	Information limited to what is necessary for investigation.	Not Required: To inspect or receive verbal information or copies .	
San Diego County Regional Center (SDRC) for the Developmentally Disabled	Provide services to children with development disabilities and their families.	All relevant information necessary to provide support services.	Not Required: To inspect or receive verbal information or copies .	San Diego Local Rules of Court 6.6.4(A)(5)
Social Services Agencies (including military social services)	Obtain background information necessary to provide the services requested by Child Welfare Services.	In the administration of public social services, information necessary to provide the services for which a referral has been made by Child Welfare Services staff.	Not Required: To inspect or receive verbal information or copies .	WIC 10850(b)
Schools (Public and Private)	Enrollment of child in school or placement for the child with Special Education needs pursuant to Education Code section 56000 et seq.	All necessary and relevant information to allow enrollment.	Not Required: To inspect or receive verbal information or copies .	WIC 10850(b)
Schools Superintendent or designee of the school district where the child/youth is enrolled or attending school	Enrollment of child in school	All necessary and relevant information to allow enrollment.	Not Required: to inspect or receive verbal information	WIC 827(a)(1)(G)
		Information stated in juvenile court disclosure order.	Required: For copies	

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>Substitute Care Providers (Resource Family Homes, foster homes, group homes/ institutions, Foster Family Agencies, etc.)</p> <p>(Continued on next page)</p>	<p>Provide care and supervision of the child; achieve plan objectives in accordance with agreement.</p>	<p>Information necessary to provide care and supervision, achieve plan objectives:</p> <ul style="list-style-type: none"> • current health and education summary • medication and treatment information about foster youth, including instructions of use of medication • Needs and Services Plan • Documentation of the Child's Age • Copy of birth certificate or passport <p>For HIV information specific consent must be given, see AIDS/HIV - Confidentiality and Documentation for more information.</p>	<p>Not Required: To inspect or receive verbal information or copies of information as listed in information to be disclosed section.</p> <hr/> <p>Required: To inspect or receive copies of any information not listed in information to be disclosed section, including Court reports.</p>	<p>WIC 16010(c) WIC 16501.1(k) WIC 16010.5</p>

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Substitute Care Providers (Resource Family Homes, foster homes, group homes/ institutions, Foster Family Agencies, etc.)		Information stated in juvenile court disclosure order.		
	Proper treatment of the child after discharge from a hospital hold.	Written summary of the child's medical history, diagnosis, and treatment from the health care provider for proper treatment of child after discharge.	Not Required: To receive verbal information and copies .	San Diego Local Rules of Court 6.6.8

TEAMS

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>Interagency Child Death Teams</p>	<p>Identify and review suspicious child deaths.</p>	<p>Information necessary for the team to complete the review.</p> <p>CFWB record information will be provided to team members by the CFWB representative participating on the team. The following is permitted to be disclosed, unless disclosure is prohibited by law: Medical information, mental health information, information from child abuse reports and investigations (except the identity of the RP), state and local summary criminal history information and criminal offender record information, information pertaining to reports by health practitioners of persons suffering from physical injuries inflicted by a firearm or because of assaultive or abusive</p>	<p>Not Required: To inspect or receive verbal information or copies.</p>	<p>PC.11174.32</p> <p>WIC 830</p> <p>WIC 10850.4</p>

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Interagency Child Death Teams (cont.)		<p>conduct, and records if in-home supportive services.</p> <p>Written or oral information disclosed to a child death review team shall remain confidential and shall not be subject to disclosure or discovery by a third party unless otherwise required by law.</p>		
Hospital Scan Teams	Identification of child abuse.	Information necessary to identify child abuse.	Not Required: To inspect or receive verbal information or copies.	PC 11167.5(b)(7) WIC 830 WIC 10850
Multidisciplinary Personnel Teams Members of the child's multidisciplinary teams, persons, or agencies providing treatment or supervision of the child	Prevent, identify and treat child abuse.	<p>Information necessary for the team to complete the review.</p> <p>Per WIC 830 copies/writings may be exchanged "if the member of the team having that information or writing reasonably believes it is generally relevant to the</p>	Not Required: To inspect or receive verbal information or copies.	WIC 827(a)(1)(K) WIC 1896.40 PC 11167.5(b)(4)

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>Multidisciplinary Personnel Teams (cont.)</p> <p>Members of the child's multidisciplinary teams, persons, or agencies providing treatment or supervision of the child</p>		<p>prevention, identification management, or treatment of child abuse, or the provision of child welfare services." CFWB record information will be provided to team members by the CFWB representative participating on the team.</p> <p>CFWB personnel may attend Aging and Independence Services (AIS) MDT's.</p>		<p>WIC 830</p> <p>WIC 10850</p> <p>WIC 18961.7</p> <p>WIC 18951(d) (Defines Multidisciplinary Team)</p>

MISCELLANEOUS

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Animal Control	Investigation of animal abuse/cruelty	<p>Any information necessary to fill out 04-223, Suspected Animal Cruelty/Neglect Report and necessary to animal control's investigation.</p> <p>NOTE: No confidential child – related CFWB information is to be disclosed. County Counsel recommends sharing only "we were at address x and saw y related to animals"</p>	Not Required: To inspect or receive limited verbal information or for copies , related to the address/demographic information of the alleged abuse.	PC 11199
Appeals Officer - HHSA	Prepare for a state appeal/ hearing.	All information required to prepare for hearing. See Notices of Action for procedural details.	Not Required: To inspect or receive verbal information or copies .	WIC 10850(a) WIC 10850(b) WIC 10850(c)
Auditors (Federal/State)	Determine compliance with State/Federal laws/regulations governing social services.	All information necessary to audit the case. All audits will be coordinated by CFWB Administration.	Not Required: To inspect or receive verbal information or copies .	WIC 10850(a) WIC 10850(b) WIC 10850(c)

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
San Diego County Board of Supervisors	In the event of a death to a child who had previously come to the attention of, or was in the protective custody of, the CFWB.	Child welfare records, juvenile court, and law enforcement records as well as any records from any involved county agency. Must review in closed session and maintain confidentiality. May not disclose or release any information.	Not Required: To inspect or receive verbal information or copies.	WIC 16502.5
Court Appointed Special Advocates (CASA) at Voices for Children	Perform their duties as directed by the Juvenile Court, including evaluating the child's progress toward attaining a safe permanent home.	All necessary and relevant information. CASA's may only have access to records for non-minor dependents with the consent of the non-minor dependent. CASAs are not permitted to have access to Adoption Files (e.g. the telling, etc.).	Not Required: To inspect or receive verbal information or copies .	WIC 107

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Child Support Services (San Diego County)	Purpose of establishing paternity and establishing and enforcing child support orders.	All information necessary to accomplish the purpose.	Not Required: To inspect or receive verbal information. Required for copies.	WIC 827(a)(1)(N)
Coroner/Medical Examiner	Conducting a postmortem examination of a child.	All necessary and relevant information, including content of child abuse report.	Not Required: To inspect or receive verbal information or copies.	PC 11167.5(b)(8) WIC 10850
Graduate Students (Other research/studies)	For access to records for research purposes. Researchers must apply to HHSA/Strategy and Planning Division for approval.	Information stated in juvenile court disclosure order and in MOU as applicable.	Required: Type of access will be determined by MOA and Court Order.	WIC 10850(a)
	For case-specific information or access to records for purposes other than research.	As directed by the Juvenile Court order.	Required: Type of access will be determined by Juvenile Court.	WIC 10850(a)
	Regardless of purpose, requests for information that is not case-specific should be referred to the Media and Community Relations Office.	To be determined by Media and Community Relations Office.	Not Required: (Type of access will be determined by Media and Community Relations Office.)	WIC 10850(a)
Grand Jury	Properly carry out its function to supervise the officers and adjuncts of the Juvenile Court and promote the welfare and best interests of children who are subject to the jurisdiction of the Juvenile Court.	Refer Grand Jury members to your manager who will make the necessary arrangements for sharing information in relation to the court order.	Required: To inspect or receive copies or verbal information.	WIC 827

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>Indian Child's Tribe</p> <p>Under WIC 224.2 this can include possible membership/eligibility in a Tribe for a child</p>	<p>Intervention by tribe in pending dependency proceedings (Indian Child Welfare Act) when the case file involves a child who is a member of, or who is eligible for membership in, that tribe</p>	<p>All reports or other documents filed with the Juvenile Court</p>	<p>Not Required: To inspect or receive verbal information or copies.</p>	<p>WIC 827(f)</p> <p>WIC 827(a)(5)</p> <p>Title 25 USC Chapter 21 (Indian Child Welfare Act) 1912(c), 1917</p>
	<p>Tribal membership or eligibility determination</p>	<p>Information identified by the tribe as necessary for the tribe to make membership or eligibility determination, as well as information on the status of the child and the case</p>	<p>Not Required: To inspect or receive verbal information or copies.</p>	<p>WIC 224.2(e)(3)</p>
<p>Juvenile Justice Commission</p>	<p>Inquiries and investigations performed by the JJC</p>	<p>Refer Juvenile Justice Commission members to your manager who will make the necessary arrangements for sharing information.</p>	<p>Not Required: To inspect or receive verbal information or copies.</p> <p>NOTE: Copies may be given to Juvenile Justice Commissions in San Diego County but outside of the County an 827 is required.</p> <p>WIC 827 covers California Juvenile Justice Commissions for the sharing of information.</p>	<p>WIC 827(a)(1)(O)</p> <p>WIC 10850(a)</p>

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Legislative bodies and their committees, government officials (local, state, federal), e.g. City Council, California State Assembly/Senate, U.S. Congress, U.S. President, Governors, etc.	Follow-up on a client complaint/concern or any other purpose.	Information stated in juvenile court disclosure order.	Required: To inspect or receive verbal information or copies .	WIC 827
Licensing (California State/County)	Record check of persons applying for a community care license, or for employment in an out-of-home care facility, or investigation of a complaint alleging child abuse by an operator or employee of an out-of-home care facility.	Information from child abuse reports, plus information regarding the results of CFWB investigation. Identity of reporting party is not to be disclosed unless the purpose is investigation of alleged abuse by an operator or employee of an out-of-home care facility.	Not Required: To inspect or receive verbal information or copies . NOTE: PC 11167 (d)(1) allows a licensing agency to have the RP name if requested, when abuse or neglect in out of home care is reasonably suspected. NOTE: California Code of Regulations (Title 22, Division 6, Ch 9, Article 2) Section 89182 (c) and (d) state that "licensing agencies may inspect, audit and copy" adoption files.	11167.5(b)(6) WIC 827(a)(1)(l) WIC 827(a)(1)(j) PC 11167(d)(1)
Media Representatives	Any purpose. Immediately notify your supervisor and manager of any media inquiry.	Information stated in juvenile court disclosure order.	Required: For any disclosure of information.	WIC 827(a)(3)(A)

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Mexican Consulate	Seeking records of a child in protective custody and/or is before the court for a dependency action, and the child is either a Mexican National, or has relatives who are Mexican nationals (as defined by WIC 319 (C) 2.	Information necessary to serve the best interest of the child.	Not Required: To inspect or receive verbal information or copies .	San Diego Local Court Rule 6.6.4(A)(4)
National Center for Missing and Exploited Children (NCMEC)	To locate any child/NMD missing from foster care.	Information necessary to serve the best interest for the missing child, to include photos and demographic information. NOTE: No confidential child related CFWB information is to be disclosed (specifically dependency status)	Not required: To inspect or receive limited verbal information or copies .	WIC 16501.35(b)
Person or Agency not designated in WIC 827	Access to any records.	Information stated in juvenile court disclosure order.	Required: To inspect or receive verbal information or copies .	WIC 827 San Diego Local Rules of Court 6.6.1 and 6.6.2

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
Reporters of Child Abuse (mandated)	Learn results or progress of investigation.	Mandated reporters are entitled to know the results of the investigation and any actions being taken.	Not Required: For verbal information that parallels what is included on Response to Mandated Reporter Letter. Required: To inspect or receive copies (other than the Response to Mandated Reporter Letter).	PC 11170(b)(2)
Reporters of Child Abuse (non-mandated)	Learn results or progress of investigation.	Information stated in juvenile court disclosure order. Non-mandated reporters are not entitled to receive specific information regarding the case, investigation, etc. Inform them in general terms that all referrals are assessed, and services are provided as appropriate.	Required: For any information.	PC 11170
Social Services (California Department of) Authorized legal staff or special investigators who are peace officers who are employed by or are authorized representatives of CDSS (continued on next page)	To carry out its duties pursuant to Division 9 (commencing with Section 10000), and Part 5 (commencing with Section 7900) of Division 12, of the Family Code to oversee and monitor county child welfare agencies, children in foster care or receiving foster care assistance, and out of state placements.	As directed by Administration. NOTE: Generally psychological evaluations are considered privileged information but if the subject of the evaluation has signed a release with CDSS disclosure is permitted.	Not Required: To inspect or receive verbal information or copies .	WIC 10850(a) WIC 10850(b) WIC 827(a)(1)(I)

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>Social Services (California Department of)</p> <p>Authorized legal staff or special investigators who are peace officers who are employed by or are authorized representatives of CDSS</p>	<p>As necessary to the performance of their duties to inspect, approve, or license, and monitor and investigate community care facilities or resource families, and to ensure that the standards of care and services provided are adequate and appropriate, and to ascertain compliance with rules and regulations. Confidential information may be used by the State Department of Social Services in a criminal, civil, or administrative proceedings.</p>	<p>As directed by Administration.</p> <p>NOTE: Generally psychological evaluations are considered privileged information but if the subject of the evaluation has signed a release with CDSS disclosure is permitted.</p>	<p>Not Required: to inspect or receive verbal information or copies</p>	<p>WIC 827(a)(1)(J)</p>
<p>Social Services (San Diego County Health and Human Service Agency)</p>	<p>Release to any governmental agency authorized by law to conduct an audit in connection with the administration of public social services; Furnish information to other public agencies to the extent required for verifying eligibility or for other purposes directly connected with the administration of public social services.</p>	<p>All necessary and relevant information</p>	<p>Not Required: To inspect or receive verbal information or copies.</p>	<p>WIC 10850(c) WIC 10850(d)</p>
<p>Social Security Administration</p>	<p>Determine child's eligibility for benefits.</p>	<p>Information necessary to determine eligibility for benefits.</p>	<p>Not Required: To inspect or receive verbal information or copies.</p>	<p>WIC 10850(d)</p>

Requesting Party/Agency	Purpose of Request	Information to be Disclosed	Juvenile Court 827 Order	Legal Reference
<p>State Victim Compensation Program and the San Diego County Victim Assistance Program</p>	<p>Obtain information necessary to aid victims of crime or a witness to a crime.</p>	<p>Provide information necessary to assist client.</p> <p>NOTE: information may only be disclosed directly to the state or County victim compensation/assistance program not to any intermediary attorneys/counselors/advocates or to the client</p> <p>For additional information, see Victim Compensation Program.</p>	<p>Not Required: To inspect or receive verbal information or copies.</p>	<p>San Diego Local Rules of Court 6.6.4(A)(2)</p>
<p>Voluntary Services (Service providers in VS cases)</p>	<p>Information necessary to better serve the needs of the child/youth and/or family.</p>	<p>Includes health care, mental health services, educational services, social services, or wraparound services provided to the child/youth and/or family.</p> <p>Information may be shared only with individuals/organizations providing these services.</p> <p>Information must be kept confidential by the receiving party.</p>	<p>Not Required: To inspect or receive verbal information or copies.</p>	<p>San Diego Local Rules of Court 6.6.10</p>

DA Access to Records:

Per WIC 827(a)(1)(B) and 827 (a) (5) the DA is allowed access to verbal information and copies of CFWB records without a court order. However, for criminal proceedings the DA needs to file an 827 petition to allow them to **use** that information in the criminal proceeding and/or to gain social worker testimony in criminal court. The 827 also allows the other side, the defendant, to gain access to the same records if they also attend the 827 hearing and sign the protective order for release. See 827 - Petition for Disclosure of Juvenile Case File for more information.

Reminder: Do not—including during informal discussions with the DA's office—reveal the identity of the reporting party*, HIV status, attorney/client or therapist/client privileged communications.

*The DA is allowed RP information if specifically requested for a specific purpose (consult with County Counsel)

Federal Compliance with WIC 827:

Most Federal entities must file an 827 to be granted disclosure of CFWB case files. Some are permitted to inspect a redacted file and receive verbal information but would need an 827 for copies. The military law enforcement (e.g. NCIS), for example, may have CFWB records without an 827 but they cannot use these records for any court proceedings (i.e. they cannot turn the records over to the military prosecutors for their criminal case). Any information given to military law enforcement would have the 827 Disclosure Cover Letter (form 04-303) attached that explains this to them. WIC is unique and the confidentiality of CFWB files is unique. Federal entities may believe that they can subpoena or order the release of CFWB files. This would violate the law. CFWB records are not subject to subpoena per California Rules of Court 5.552 (b)(4).