

RECOMMENDED FORMS UTILIZED IN SCREEING PROCESS

Sample Qualified Service Organization Agreement

XYZ Service Center ("the Center") and the _____ (name of the program)

("the Program") hereby enter into a qualified service organization agreement, whereby the Center agrees to provide (nature of services to be provided)

Furthermore, the Center: (1) acknowledges that in receiving, storing, processing, or otherwise dealing with any information from the Program about the clients in the Program, it is fully bound by the provisions of the Federal regulations governing Confidentiality of Alcohol and Drug Abuse Client Records, 42 C.F.R. Part 2; and (2) undertakes to resist in judicial proceedings any effort to obtain access to information pertaining to clients otherwise than as expressly provided for in the Federal Confidentiality Regulations, 42 C.F.R. Part 2.

Executed this _____ day of _____, 199_____

_____ President XYZ Service Center [address]

_____ Program Director [name of program] [address]

Sample Consent Form

Consent for the Release of Confidential Information

I, _____, authorize XYZ Clinic to receive (name of client or participant)

from/disclose to _____ (name of person and organization)

for the purpose of _____ (need for disclosure)

the following information _____ (nature of the disclosure)

I understand that my records are protected under the Federal and State Confidentiality Regulations and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it and that in any event this consent expires automatically on _____ unless otherwise specified below. (date, condition, or event)

Other expiration specifications:

_____ Date executed

_____ Signature of client

_____ Signature of parent or guardian, where required