This policy outlines practice for restricting access to Division records involving DCYF employees (either directly or indirectly through kinship or affiliation).

### Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

I. In accordance with policy 1051 Professionalism and Ethics, DCYF employees shall report conflicts of interest (real or perceived) with a DCYF Referral, Assessment, Child Protection Case, or Juvenile Justice Case to their Supervisor in a timely manner. This includes Referrals, Assessments, or Cases involving:

   A. The employee or the employee’s immediate family (spouse/significant other, child, sibling, or parent);
   
   B. Others with whom the employee has a close personal relationship (extended family, close friends, etc.);
   
   C. Other professionals with whom the employee has a close working relationship (law enforcement, service providers, etc.); and
   
   D. Any other persons with whom the employee has a direct or indirect connection that could create a real or perceived conflict of interest.

II. Any Referral, Assessment, or Case involving a DCYF employee shall be restricted once it is learned that a participant is a DCYF employee, to protect the confidentiality of the employee and the integrity of DCYF’s involvement.

III. Consideration of restricting information shall also be given to all other potential conflicts of interest with an emphasis on protecting the integrity of the Referral, Assessment, or Case, as well as the integrity and confidentiality of the employee.

IV. Employees for whom a restriction is made shall conduct themselves in a manner that does not risk the integrity of DCYF’s involvement.
A. The employee shall not seek access to any electronic or paper files; and

B. The employee shall not attempt to influence the outcome of DCYF’s involvement.

V. Access to a restricted Referral, Assessment, or Case shall be granted to the assigned Child Protective Service Worker (CPSW) or Juvenile Probation and Parole Officer (JPPO), as well as those with high-level clearance:

A. Designated Supervisors (including on-call) and Supervisors who are assigned to the Assessment/Case;

B. DCYF Administrators;

C. DCYF Attorneys;

D. DCYF Central Intake Supervisors and designated CPSW IVs; and

E. Other DCYF employees as determined essential by the Supervisor or administration (Support Staff, Fiscal Specialists, Rapid Safety Feedback, etc.).

VI. Assessments transferred to Special Investigations and Adoption Cases transferred to the Adoption Unit are automatically restricted in a manner that only employees assigned to those respective units have access.

VII. Conflicts of interest in a Referral, Assessment, or Case involving an employee with high-level clearance will be addressed in a manner that ensures confidentiality and integrity.

A. Conflicts of interest for CPSWs or Supervisors assigned to Special Investigations or the Adoption Unit will be addressed in the same manner.

VIII. Employees with access to a restricted Referral, Assessment, or Case shall not disclose restricted information to others, including other DCYF employees, with the following exceptions:

A. DCYF employees with the appropriate clearance who have a professional role in the Referral, Assessment, or Case; or

B. Others with whom information must be shared for the purpose of assessing abuse/neglect allegations or providing case management.

IX. Any discussion with an employee for whom a restriction was implemented shall be limited to the gathering/sharing of relevant facts to the degree the same information would be shared with other individuals involved with DCYF under similar circumstances.

X. All paper and electronic files shall be maintained in a manner that maintains confidentiality and the integrity of all involved.
XI. Associated prior reports, Assessments, and Cases will be restricted to:
   A. Protect subjects of reports or incidents;
   B. Ensure due process for persons allegedly responsible; and
   C. Protect DHHS and third-party information from unauthorized disclosure.
   D. Contact the NH Support Center for assistance to restrict these documents.

XII. Restricted information will remain restricted upon closing the record.

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Glossary and Document Specific Definitions

A - B  C - D  E - F  G - I  J - L  M - N  O - Q  R - S  T - V  W - Z

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