



Iowa Department of Human Services

Access to Confidential Abuse Information and Non-Redissemination Agreement

As a condition of electronically accessing child and dependent adult abuse information from the Single Contact Repository (SING), our agency agrees to abide by the laws of access and re-dissemination of child and dependent adult abuse information before conducting a child or dependent adult abuse registry check. We have access to this information under Iowa Code section 135C.33 or 235A.15, for child abuse, and Iowa Code section 135C.33 or 235B.6, for dependent adult abuse.

Our signature on this agreement indicates that our agency understands and agrees to the legal provisions for handling child and dependent adult abuse information established in Iowa Code sections 235A.17 and 235B.8, and is subject to the criminal penalties as set forth in Iowa Code sections 235A.21 and 235B.12.

Redissemination of Child and Dependent Adult Abuse Information (Iowa Code sections 235A.17 and 235B.8)

A person, agency, or other recipient of child or dependent adult abuse information shall not re-disseminate (release) information, except that re-dissemination is permitted when **ALL** of the following conditions apply:

- ◆ The re-dissemination is for official purposes in connection with prescribed duties, or in the case of a health practitioner, pursuant to professional responsibilities.
- ◆ The person to whom such information would be re-disseminated would have independent access to the same information under Iowa Code sections 235A.15 and 235B.6.
- ◆ A written record is made of the re-dissemination, including the name of the recipient and the date and purpose of the re-dissemination.
- ◆ The written record is forwarded to the Central Abuse Registry within 30 days of the re-dissemination.

A person is guilty of a criminal offense when the person:

- ◆ Willfully requests, obtains, or seeks to obtain child or dependent adult abuse information under false pretense, or
- ◆ Willfully communicates or seeks to communicate child or dependent adult abuse information to any agency or person, except in accordance with Iowa Code sections 235A.15, 235A.17, 235B.6, and 235B.8, or
- ◆ Is connected with any research authorized pursuant to Iowa Code sections 235A.15 and 235B.6 and willfully falsifies child or dependent adult abuse information or any records relating to child or dependent adult abuse.

Upon conviction for each offense, the person is guilty of a serious misdemeanor punishable by a fine or imprisonment.

Any person who knowingly, but without criminal purposes, communicates or seeks to communicate child or dependent adult abuse information (except in accordance with Iowa Code sections 235A.15, 235A.17, 235B.6, and 235B.8) is guilty of a simple misdemeanor punishable, upon conviction for each offense, by a fine or imprisonment.

Any reasonable grounds for belief that a person has violated any provision of Iowa Code Chapters 235A or 235B shall be grounds for the immediate withdrawal of any authorized access that person or agency might otherwise have to child or dependent adult abuse information.

Conditions of Agreement

The administrator of the agency or facility must sign a copy of this *Access to Confidential Abuse Information and Non-Redissemination Agreement* (form 470-3767). This form (signed by the administrator) must include the billing account number and be emailed to DHSAbuseRegistry@dhs.state.ia.us, or faxed to (515) 564-4112, or mailed to the Iowa Department of Human Services, Central Abuse Registry, PO Box 4826, Des Moines, IA 50305. The signed copy must also be posted within sight of the work area in which SING is accessed.

We agree to have every employee who will have access to child and dependent adult abuse information via SING, sign a copy of this *Access to Confidential Abuse Information and Non-Redissemination Agreement* (form 470-3767) and keep it on file at this facility or agency to allow the licensure agency personnel to view this agreement upon request.

We further agree to obtain signed authorization (form 470-3301) from each employee or applicant before completing any abuse registry checks through SING. Signed authorization forms do not need to be submitted to the Central Abuse Registry, but must be kept on file at this facility or agency to allow the licensure agency personnel to view upon request.

We understand that this agreement will allow our agency or facility to receive any child or dependent adult abuse information maintained by the DHS as allowed under Chapters 135C.33, 235A, and 235B of the Iowa Code. We understand that without a signed agreement and signed authorizations on file, our agency or facility will not have access to child and dependent adult abuse information.

Name of Facility or Agency
Billing Account Number (as provided by DCI upon approval of the SING account)
Administrator (type or print name)
Signature of Administrator