



Shelter Client Disclosure Tracking Log

Disaster Cycle Services Job Tools
DCS JT-F Respond/Sheltering

Shelter Client Disclosure Tracking Log Instructions

Complete the *Shelter Client Disclosure Tracking Log Form* to report exceptional circumstances where client information must be disclosed without consent. If a shelter client checked “yes” next to the release of information statement on the [Shelter Dormitory Registration Form](#) or consents to a similar disclosure in another format, the Red Cross may disclose that client’s information, as directed by the client. Otherwise, refer to the [Job Tool: Operating a Shelter](#) for more guidance on how to resolve requests for client information without their consent. This form is stored in a secured location along with the manager’s [Shelter Log Form](#). This job tool should be used in conjunction with the following doctrine:

- Sheltering Standards and Procedures
- Job Tool: Operating a Shelter
- Job Tool: Shelter Staffing

Complete this form following the steps below:

1. Enter the first date the form was used.
2. Consult with the shelter manager if necessary to identify the “DR Number” and the “Shelter Name/Location.”
3. Enter the name of the client whose information is being disclosed. Record multiple disclosures to the same party for a single purpose in a summary entry.
4. Enter the date the request for disclosure was received.
5. Enter the name of the individual requesting the disclosure.
6. Enter the agency of the person requesting the disclosure.
7. Enter the address of the agency requesting the disclosure.
8. Enter the date the information was actually disclosed.
9. Enter the shelter manager or other authorized individual who released the information to be disclosed. All requests must be approved through the job director or his/her designee before they can be disclosed.
10. Enter the purpose of the disclosure.
11. Note a brief description of what information is being disclosed. Do not include any confidential information on this form.
12. Include a copy of the written request for disclosure, if possible, and/or a copy of the written authorization provided by the individual who received the disclosure.
13. Enter the page number and total number of pages at the bottom of each page. Use as many pages as needed.

Shelter Client Disclosure Tracking Log

Date: _____ Incident/DR#: _____ Shelter Name/Location: _____

Client Name: _____			
Date Received:	Requesting Individual:	Requesting Agency:	
Date Disclosed:	Disclosed By:	Purpose of Disclosure (Legal, Public Safety, Etc.):	
Information Disclosed:			
<div style="border: 1px solid black; background-color: #c00000; color: white; padding: 5px; display: inline-block;"> Use one form for each client whose information is disclosed. </div>			
Date Received:	Requesting Individual:	Requesting Agency:	Agency Address (if known):
Date Disclosed:	Disclosed By:	Purpose of Disclosure:	
Information Disclosed:			
<div style="border: 1px solid black; background-color: #c00000; color: white; padding: 5px; display: inline-block;"> All disclosure requests must be approved through the job director or his/her designee before information can be disclosed. </div>			
Date Received:	Requesting Individual:	Requesting Agency:	Agency Address (if known):
Date Disclosed:	Disclosed By:	Purpose of Disclosure:	
Information Disclosed:			
<div style="border: 1px solid black; background-color: #c00000; color: white; padding: 5px; display: inline-block;"> Note a brief description of the information disclosed. If possible, include a copy of the written request for disclosure, and/or a copy of the written authorization provided by the individual who received the disclosure. Do not list any actual, confidential information on this form. </div>			
Date Received:	Requesting Individual:	Requesting Agency:	Agency Address (if known):
Date Disclosed:	Disclosed By:	Purpose of Disclosure:	
Information Disclosed:			
<div style="border: 1px solid black; background-color: #c00000; color: white; padding: 5px; display: inline-block;"> List the page number and total number of pages used for the Shelter Disclosure Form. </div>			

Shelter Client Disclosure Tracking Log

Date: _____ Incident/DR#: _____ Shelter Name/Location: _____

Client Name:			
Date Received:	Requesting Individual:	Requesting Agency:	Agency Address (if known):
Date Disclosed:	Disclosed By:	Purpose of Disclosure (Legal, Public Safety, Etc.):	
Information Disclosed:			
Date Received:	Requesting Individual:	Requesting Agency:	Agency Address (if known):
Date Disclosed:	Disclosed By:	Purpose of Disclosure:	
Information Disclosed:			
Date Received:	Requesting Individual:	Requesting Agency:	Agency Address (if known):
Date Disclosed:	Disclosed By:	Purpose of Disclosure:	
Information Disclosed:			
Date Received:	Requesting Individual:	Requesting Agency:	Agency Address (if known):
Date Disclosed:	Disclosed By:	Purpose of Disclosure:	
Information Disclosed:			