



Casa Youth Shelter

Confidentiality Agreement

First Name _____ Last Name _____

Mailing Address _____

City _____ State _____ ZIP _____

Email Address _____

Purpose of Visit _____

Would you like to receive email communications from Casa Youth Shelter? Yes No

Would you like to be added to Casa Youth Shelter's mailing list? Yes No

I, _____, as a guest, visitor, or observer of Casa Youth Shelter, agree to keep and maintain as confidential all identifying information regarding all non-staff members that I observe or encounter during my time at Casa Youth Shelter or at any Casa Youth Shelter function. In addition to maintaining confidentiality of name(s), I will not describe the recipients of services in any way that might lead to their identification. I will follow these guidelines in all written and verbal reports, and in all interpersonal communication regarding my experience with Casa Youth Shelter.

I understand that to violate the confidentiality of a recipient of service(s) of Casa Youth Shelter would be a violation of basic ethics. I also understand that if I am accused of violating the confidentiality of a recipient of service(s) of Casa Youth Shelter I may be at risk of civil and/or criminal sanctions. If I am representing a school during my visit to Casa Youth Shelter, a letter of concern will be sent to my college or university department chair.

I agree that if there is any confusion or concern about what may be shared outside the walls of Casa Youth Shelter, I will contact the Casa Youth Shelter Clinical Director or Executive Director for clarification and direction.

Photo/Video Release

I, _____, grant permission to Casa Youth Shelter the right to reproduce photographs and/or video images taken during my visit of me, or members of my family, for the purpose of publication, promotion, advertising, or communications, in any manner or in any medium. I hereby release Casa Youth Shelter for all claims and liability relating to said images or video.

Signature of Guest

Date

Signature of Casa Youth Shelter Witness

Date

NOTE TO STAFF: Please give a copy of this completed form to our visitor. All non-client visitors (other than police officers and social workers) who view any area of the shelter other than the lobby, are to fill out this agreement. After completion, please sign and place in the Administration mailbox in the Intake Office. Thank you.

10911 Reagan Street, Los Alamitos, CA 90720 | P (562) 594-6825 OR (714) 995-8601 F (562) 594-9185
24-Hour Crisis Hotline (800) 914-CASA (2272)



Casa Youth Shelter

Welcome to Casa Youth Shelter

We are happy to have you visit or volunteer your time and services here at our shelter. Casa Youth Shelter is a special place for young people to receive safe shelter and counseling services, and we are proud that we can offer the services that we do.

Because of the nature of our work, and the sensitivity of our residents' situations, we have some general guidelines to keep our residents safe and preserve their confidentiality. Please review the following guidelines and sign on the reverse of this form prior to entering the shelter.

- There is absolutely NO touching of any resident. No exceptions.
- Please keep all cell phones out of sight.
- You may take pictures of yourself and the facility as long as there are no residents in view.
- While we would like you to see the residents' bedrooms, you may not enter them unless specifically invited to by staff.
- Under no situation may you enter a room while a resident is in it.
- We ask that you wait for a staff member to accompany you at all times when touring the shelter, unless you have received approval to be unaccompanied.
- Please keep your personal information private and we ask that you do not ask residents personal questions or inquire about the nature of their stay at Casa Youth Shelter.
- Please refrain from giving advice to the residents about their situation.
- If you should hear any suspicion of child abuse you must inform a staff member immediately.

We appreciate the time and service you offer to our shelter and the residents. While you may not have the time or opportunity to meet with them, we assure you that they are as grateful as we are for your generous contribution to our home.

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