

## 1.6.4 What does "special records" mean?

A participant's information is confidential under state and federal law. In eJAS, there are certain categories of client information, called "**Special Records**" with increased protection. There categories contain information about:

- Mental Health
- Family Violence
- Chemical Dependency
- HIV/AIDS/STD
- Confidential Payments

Entering information on these topics in "**Special Records**" categories in eJAS Client Notes is crucial to protect the participant's privacy and to adhere to state and federal confidentiality laws for substance abuse, mental health needs and domestic violence. When adding personal/private information into data systems, staff must follow a "do no harm" approach. See WorkFirst Handbook section [3.7.2.4](#) for instructions on how to have confidential notes/special records removed from a non-protected note type(s).

If these topics come up in discussion with a participant, WorkFirst staff should only use the corresponding note type in eJAS Client Notes when documenting the discussion and participant's circumstances relating to the topic. ~~The Pathway Development Tool in its entirety is protected as Special Records—only CSD WorkFirst staff can view it.~~