De-identifying information when submitting reports to the DFP Committee

When submitting reports for review by the DFP Committee, it is important to de-identify the reports for two reasons: 1) to avoid providing identifying information about the evaluee, and 2) to avoid providing information that can identify the DFP candidate. The DFP Committee has determined that the following standards should be applied, which should involve less work for the candidates in the de-identification process.

1. De-identifying the evaluee: the following identifiers should be omitted or changed:
   - Name of evaluee – please use a simple replacement (e.g., John or Jane Doe, etc.)
   - Address of evaluee
   - Month and date of birth: **BUT** year of birth and age should still be included
   - Names and addresses of victims, witnesses, and collateral sources
   - Name of the judge and the lawyer

2. De-identifying the DFP candidate:
   - For extended 15a’s – change name of the Court, and the City where the alleged offense occurred (including the name of the police department) - **these can be left unchanged for 15b evaluations.**
   - Your name and name of your supervisor

3. The following information does NOT need to be changed:
   - Names of previous hospitals/treaters
   - Names of schools or employment facilities
   - Name of the inpatient facility at which the evaluation was completed
   - Names of treatment team members at the inpatient facility