

## **Guidelines for De-identifying information when submitting reports to the DFP Committee February, 2017**

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 evaluatee, 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 evaluatee: the following identifiers should be omitted or changed:

- Name of evaluatee – please use a simple replacement (e.g., John or Jane Doe, etc.)
- Address of evaluatee
- 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
- Your degree and discipline (and, if a postdoc, omit that status); in the “Lamb” warning you can refer to yourself as a “forensic evaluator”
- For inpatient evaluations: name of the inpatient facility at which the evaluation was performed and names of treatment team members at the facility

### 3. The following information does NOT need to be changed:

- Names of previous hospitals/treaters
- Names of schools or employment facilities
- Dates – do NOT change any dates, as this makes it difficult to follow the chronology (the exception is the month and date of birth of the evaluatee, as noted above)