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Subject: Release of Early Intervention Records

Importance: High

Hi Everyone,

It's Friday!!!

It has come to the BTT state office's attention that there may be Service Coordinators across the state who are making copies and sharing child specific information with physicians, school districts and in situations where children are changing placements while in the foster care system.

As the official early intervention record is housed at the RAU, it is WVBTT policy that Service Coordinators obtain the family's written permission on the Consent to WV Birth to Three to Release form when information is to go to outside agencies. Service Coordinators are then to submit the WVBTT SC Request to Release Records form requesting the release of the specific information that the family would like to be shared. The only exception to this would be at annual IFSP- the Service Coordinator may provide the family a copy of the IFSP before it is sent to the RAU for data entry.

A recent question has been received at the state office from a Service Coordinator in regards to who should redact information and send copies to the new foster parent or biological parent when a child has a change in placement. This of course sent up red flags as we would not want Service Coordinators making decisions on what needs to be redacted. Only RAU staff should be releasing and making sure appropriate redactions occur.

During the SC COP today, SC were informed that under no circumstances should they be releasing copies of assessment reports, IFSP to outside agencies (as you are all well aware- many times the assessment report uploaded to BTT Online does not have an official signature) and should not be redacting and releasing copies to foster parents/biological parent when the change of placement occurs. Service Coordinators have been told to complete the WVBTT SC Request to Release Records form when a child has changed placement and highlight in the "Other" section that the copies to be released will need to be redacted so that you may do so.

These policies protect family's rights but also protect you as RAU as you work hard to insure the confidentiality of early intervention records as part of your role as the System Point of Entry.

There were some questions today by some of the RAU Directors in attendance on the COP today. Please feel free to send any questions you may have so we can find solutions before we send out a statewide email to Service Coordinators.

Sincerely,

Mel

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If you were born without wings, do nothing to prevent them from growing. Coco Chanel

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