




**ANNOUNCEMENT: EI - 2010 #02**  
**OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING**  
**BUREAU OF EARLY INTERVENTION SERVICES**

**ISSUE DATE:** January 29, 2010  
**EFFECTIVE DATE:** Immediately  
**SUNSET DATE:** Ongoing

<b>SUBJECT:</b>	<b>Release of Information</b>
<b>TO:</b>	<b>Early Intervention Leadership</b>
<b>FROM:</b>	<b>Todd Klunk</b> <b>Acting Deputy Secretary, Office of Child Development and Early Learning</b>



**PURPOSE:**

The purpose of this announcement is to issue a standard release form that will allow Early Intervention and other programs supporting a child and family to exchange information.

**BACKGROUND:**

There is general agreement about the positive value in communication and exchange of information between Early Intervention programs and related or referring agencies, after children and their families begin Early Intervention. The exchange of information across agency, department and/or disciplinary lines must be in accordance with the Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), PA School Code Chapter 14 and the Early Intervention Services regulations. In order to comply with the requirements of these statutes and regulations, signed informed parent consent is needed for the voluntary release of information. The attached form, "Voluntary Authorization to Release Information", will serve that purpose.

**DISCUSSION:**

The form may be used to allow information exchange between the Early Intervention programs and related or referring agencies. You may want to consider using this form to inform pediatricians of a child's entry into or progress in Early Intervention; to coordinate planning with early education/child care facilities, intermediate units or school districts; and/or to confirm Early Intervention enrollment status of children being followed by the Newborn Hearing Screening program in the Department of Health. With the parent/guardian's informed consent, Early Intervention programs can share information specified on the form with pediatricians, newborn hearing screening personnel, Early Hearing Detection and Intervention program (EHDI) with the PA Department of Health, audiologists, school district personnel, Head Start and child care facilities.

**NEXT STEPS:**

Infant/Toddler and Preschool Early Intervention programs should implement the use of the Voluntary Authorization to Release Information form and share it with providers.

Comments and Questions regarding this Announcement should be directed to the Office of Child Development and Early Learning, Bureau of Early Intervention Services (717) 346-9320 or [ra-ocdintervention@state.pa.us](mailto:ra-ocdintervention@state.pa.us)