FORM EI-06: CONSENT FOR RELEASE OR EXCHANGE OF INFORMATION
GUIDANCE RESOURCE

Form Overview

The purpose of this form is to obtain informed written consent to allow the Early Intervention (EI) team to release or exchange information to any person or agency not considered an Ohio EI participating agency[1]. Early Intervention records cannot be shared with any person or agency outside of the Ohio Early Intervention system without written consent from the parent[2]. Some examples of sharing outside of the EI program include releasing and exchanging information with the local educational agency (LEA) beyond what is included within the LEA notification[3], guardian ad litem, or child's pediatrician. EI service coordinators and service providers should familiarize themselves with the definition of "Participating Agency" found in the Ohio Administrative Code to understand when consent to release or exchange information is needed[1].

The EI service coordinator (EISC) must explain parent rights and procedural safeguards associated with sharing information and provide the parent with a *Parent Rights in Early Intervention* brochure. After this discussion, the parent(s) will determine if they would like to provide informed written consent to release or exchange information.

There should be one form completed for each outside agency with whom information will be shared. Not all boxes on the form must be checked. Parents can decide which pieces of information they want to share about their child, and how information can be shared[4]. The family must be advised that if the 'entire EI record'[5] box is checked this will include all evaluation and assessment information, Individualized Family Service Plans (IFSP), and case notes that have been collected and maintained while the child is present in Early Intervention. In addition to documents that were maintained by the EI team, the 'entire EI record' will include any medical documentation that has been collected and maintained from another agency during referral or any other time during the child's EI journey. **The EISC must explain what is included in the 'entire EI record' (evaluation/assessment information, IFSPs, case notes, and any medical records received) prior to the parent determining which box(es) to check on this form so that the parent can provide informed consent.** Attention to detail is necessary to ensure that the boxes selected accurately indicate what information the parent has decided to share, as well as the method or methods for sharing information.

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[1] OAC 5180-10-01(B)(13)/OAC 5180-10-02 (B)(27)
[2] OAC 5180-10-01(C)(1)(e)
[3] OAC 5180-10-02 (L)(1)(a)
[4] OAC 5180-10-02(K)(10)
[5] OAC 5180-10-02 (B)(9)

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<u>If documentation of a diagnosis that is *not on the list* is needed to establish eligibility, parent consent must be obtained on form EI-12. Form EI-06 should not be completed in these instances.</u>

<u>When a child exits, any consent provided on Form EI-06 is no longer valid.</u>

EISC Explanation of Form to Parents – Example Script

"We will not release or exchange information about you or your child unless you give us written permission. Your information is private and will stay confidential unless you tell us it is okay to share it.

Some families choose to release or exchange specific information about their child's Early Intervention (EI) services, such as a copy of the Individualized Family Service Plan (IFSP), with their child's doctors, childcare providers, or other caregivers. Additionally, some families choose to provide consent to release the entire EI record. This means that any document that we have collected and maintained throughout your child's EI journey can be shared. This would include all evaluation and assessment information, all IFSPs created and maintained by your EI team, and any medical records that have been received from outside agencies. If you give us written permission, we can release the information you choose with the people you choose.

Who would you like us to share EI information with? What information would you like us to share? How would you like us to share it? Are there any limits on what we can share?

You can also give us permission to exchange information with people you name by phone or in person. This can be helpful if another caregiver will be involved in a visit or if we need to speak with your child's medical team. You can change your mind at any time by withdrawing your permission or giving permission to share information with someone new."