



## **Release (and exchange) of Information (ROI)**

### **POLICY/APPROACH:**

Addressing children's individual health, nutrition, and safety needs is an essential component of the comprehensive services that SOCFC provides. To this end, staff works collaboratively with families and health professionals to obtain relevant information.

As part of ongoing relationship-building and communication with families, staff ensures that parents have multiple opportunities to share information about children's health needs, such as a chronic illness, allergy, or other condition requiring accommodations.

Health information obtained from parents and health professionals is shared with appropriate staff as needed and in alignment with the Confidentiality-Sharing Information Procedure.

Staff will communicate the results of all screenings conducted by the program to parents and will assist in scheduling follow-up for health screenings that require it.

Policy Council Approval 2/18/2014  
Board Approval 2/20/2014

<p><b>HEAD START PROGRAM PERFORMANCE STANDARDS:</b></p> <p>1302.41 Collaboration and communication with parents</p>
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Our procedures are subject to adjustment based on Public Health needs or advisory from either our local, state or federal governing bodies. Any temporary modifications to procedures in this event will be documented and shared with staff.

### **PROCEDURE:**

1. Staff will use the applicable Release of Information (ROI) form (see list below).
2. **Staff must NEVER ask a parent to sign a blank ROI for any reason; information regarding who the information will be received from or exchanged with must be filled in prior to a parent signing the form.**
3. Staff will route each ROI to the appropriate department for processing.

## **Release of Information Forms at a Quick Glance:**

### **Health:**

1. Request for Medical Information: ROI-M
  - Use this to get current Well Child Exam information
  - Need one for every child; need a new one every year
2. Request for Dental Information: ROI-D
  - Use this to get current dental information
  - Need one for every child over 1 year old; need a new one every year
3. Request for Information from other Health Care Specialist: ROI-Specialist
  - Use this to get other health information
  - You may need to get more than one signed depending on the information needed
  - Need one for each child with a medical condition or medication, if applicable
  - A child may have multiple doctors, and we need one for each doctor
  - Need one for a hearing specialist, if applicable
  - Need one for vision specialist, if applicable
4. Request for Prenatal Information: ROI-Prenatal-M
  - Use this to get medical information for prenatal moms enrolled in EHS
  - Need one for each prenatal mom
5. Request for Information from doctors at OHSU/Doernbecher's/Shriners:
  - This information requires a special ROI through OHSU
  - Email Health Services with:
    - Child's Name and DOB
    - Clinic within OHSU the child is being seen at
    - Why the child is being seen
  - May need more than one if child is seen in multiple areas of OHSU/Doernbecher's/Shriners
  - Need a new ROI signed each year
6. Casey Eye Institute Release of Information
  - For all that want to participate in the study
  - Need one for every child; need a new one every year
  - Only for Head Start children, Not EHS

### **Disabilities and Mental Health:**

1. Disabilities ROI: D-8
  - Use this for disabilities-related information
  - Need one for each child on an IFSP; need a new one every year
  - Need one for each child receiving a referral

2. Mental Health ROI: MH-2

- Use if a parent reports that their child has received or is receiving mental health services
- Need one for each child who has had or is now receiving services; new one every year
- Need one for each child receiving a referral
- Need one prior to a Child Development Specialist or Mental Health Consultant completing an Individual Child Observation.

**Other Agency:**

1. Authorization for sharing information: E-11

- Use this for the release of information containing personally identifiable information that is NOT addressed by any of the ROIs above. (Anything that is not medical/dental/disabilities or mental health).

**Media Release:**

1. Photograph and Media/Video Release Redwood Center Head Start

- Use this for staff and student training at Redwood Center

2. Media Release for other situations:

- This authorization is part of the Parent Permissions Form to use and share child photos and video.
- Check with PFCE Department or Program Director