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

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 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 new one every year

Head Start Program Performance Standards:
1302.41 Collaboration and communication with parents
2. Request for Dental Information: ROI-D
   - Use this to get current dental information
   - Need one for every child over 1 year old; need 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 information needed
   - Need one for each child with a medical condition or medication, if applicable
   - Child may have multiple doctors, and we need one for each doctor
   - Need one for hearing specialist, if applicable
   - Need one for vision specialist, if applicable

4. Request for WIC information: ROI-WIC
   - Need one for each child on WIC; need new one every year

5. 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

6. Request for Information from doctors at OHSU:
   - This information requires a special ROI through OHSU
   - Call Health Services for this, they will guide you through it.
   - You can access the OHSU ROI on the Health section of the SOCFC.org website

7. Casey Eye Institute Release of Information
   - For all that want to participate in the study
   - Need one for every child; need new one every year

8. DHS & Oregon Health Authority Form 2099
   - Use this for permission to access a child’s OHP plan and eligibility status
   - Need one for each child each year if the family wants assistance with OHP

Disabilities and Mental Health:

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

   - Use if 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 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).

**Other people associated with a child:**

1. Authorization for sharing information with family, friend, or person: E-11 B
   - Use this when needing to share information with grandparents, aunts, uncles, partners, etc.

**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 E-9 to use and share child photos and video.
   - Check with PFCE Department or Program Director