



## **NORTH LOS ANGELES COUNTY REGIONAL CENTER**

### **Protecting your Child's Confidentiality: What You Need to Know**

### **Initial and Annual Notice**

Before a child is evaluated for services in the Early Start program and at least once every year thereafter, we are required to tell you in writing what information we collect about your family and your child and what we do to ensure that this information is kept confidential. The following information is very important to your family.

#### **What information do we keep on file that could be used to identify your child?**

We keep on file "personally identifiable" information such as a child's full name, parent's names, child's address, Social Security number or other personal identifiers, and information related to the child's diagnosis, gender, ethnicity, etc.

#### **Where do we obtain information about your child?**

Information is gathered from persons or agencies that have referred your child for Early Start services and from you, the parent. With your written consent, information also is gathered from other persons/agencies who know your child. These persons may include doctors, teachers, social workers and specialists from hospitals, Regional Centers, schools, etc.

#### **How do we use the information we have about your child?**

We use the information to determine if your child *is* eligible for Early Start services. If your child *is* eligible, we use the information to help plan services. If your child *is not* eligible now, the information will be stored for possible future need re-referral for services before your child is three.

#### **What information do we use to assess your child and to develop the Individual Family Services Plan (IFSP)?**

A team of professionals from several disciplines and you, the parent, use information from many resources to assess your child and to develop the IFSP. Medical records and health status reports, information obtained from developmental observations of your child, parent report and interviews, standardized tests or instruments may be used.

#### **Where do we keep information about your child?**

The information about your child will be kept *in* the work station of your child's service coordinator or a centralized file room. All personally identifiable information is maintained in cabinets, file rooms or computer files overseen by personnel trained in the maintenance of confidential information.

#### **How long do we keep information about your child and when might we destroy it?**

Public agencies must inform the parent when personally identifiable information is no longer needed to provide education services to the child. Personally identifiable information on a child with a disability may be retained permanently unless the parent requests that it be destroyed. If parents request that information be destroyed, the education agency may retain information such as your child's name, address, phone number and years in program. Parents should be aware that the records might be needed by the child or the parents for Social Security benefits or other purposes.

#### **When do we give the information to others?**

Information is not released to a third party without your written consent. We must keep a written record specifying with whom information about your child was shared (other than to you or to employees of the education agency or Regional Center).

#### **What rights do parents have to view the information about their child?**

Records about your child or your family must be made available for you to inspect no later than 5 working days after you have made the request (unless there is a court order or other document that specifically revokes your rights). Explanations and interpretations of the records must be provided if you request.

#### **Where can I get more information about my rights?**

You may always ask your service coordinator for more information. Additional information was provided to you on the Parent's Rights in Early Start form. Primary sources include: Title 34 Code of Federal Regulations Family Education Rights & Privacy Act of 1974, Title 20 of the United States Code, and California Early Start regulations.

If you have any questions about your child's records, please ask your service coordinator.