**MISSISSIPPI COUNTY, ARKANSAS, E.O.C.**

**EARLY CHILDHOOD EDUCATION DEPARTMENT**

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FAMILY PARTNERSHIP BUILDING – PARENT/GUARDIAN PERMISSION TO RELEASE CONFIDENTIAL INFORMATION

**POLICY**:

The program maintains confidentiality in accordance with Grantee, State, and Federal requirements.

**PROCEDURE:**

**1.0 Family Partnership Building – Parent/Guardian Permission to Release Confidential Information**

1.1 The Grantee PFCE Coordinator determines if there is a need for a child’s information to be shared with a third party.

1. If so, Program Family Services Advocate prepare the *Parent/Guardian Permission to Release Confidential Information Form.*
2. Program Family Services Advocate ask parents/legal guardians to sign the *Permission to Release Confidential Information Form* to allow permission for their child’s pertinent information to be made available to specific agencies or persons in order to give the child the best available professional help.
3. Parent/guardian signature indicates permission for the release of information to a designated third party.
4. Program Family Services Advocate signature verifies that this *Form* was explained to the parent/guardian.

1.2 Program Family Services Advocate fax the original signed the *Release of Confidential Information to* the identified third party.

1.3 Program Family Services Advocate retains a copy of the *Permission to Release Confidential Information in* child’s file.

**2.0 Family Partnership Building – Pregnant Mom Participant/Guardian Permission to Release Confidential Information**

2.1 Pregnant Mom Coordinator or Home Base Teacher /Home Visitors complete the *Permission to Release Confidential Information Form-EHS* for a specific child.

2.2 Pregnant Mom Coordinator or Home Base Teacher/Home Visitors ask the parent/guardian to sign the *Permission to Release Confidential Information Form-EHS*.

2.3 Pregnant Mom Coordinator or Home Base Teacher/Home Visitors sign the *Permission to Release Confidential Information Form-EHS* to verify that it was explained to the parent/guardian.

2.4 Pregnant Mom Coordinator or Home Base Teacher/Home Visitors forward the original signed *Permission to Release Confidential Information Form-EHS* to the identified third party.

2.5 Pregnant Mom Coordinator and Home Base Teacher/Home Visitors retain copies of the *Permission to Release Confidential Information Form-EHS* in the participant’s file.

**3.0 Refusal to Given Consent**

3.1 Parents/guardians have the right to refuse release of their child’s information to another party.

1. Such refusal means the program cannot release the child’s information to the third party.

3.2 Pregnant Mom Coordinator and Home Base Teacher/Home Visitors document such refusal and keep the record in the child’s or participant’s file.