

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1303 Financial and Administrative Requirements**

**Subpart: C-Protections for the Privacy of Child Records**

**Section: 1303.20 Establishing Procedures**

**Subject: Confidentiality of Disability Record**

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**Policy:**

The general records of children with disabilities will be kept with the other children's files in a locked cabinet. Records pertaining specifically to the disability will be kept in the child's education file. These include consent forms, service agreements, progress notes, IEP/IFSPs, HSCIP/EHSCIPs, and all other disability forms.

**Procedure:**

1. Once a child is suspected of having a disability through screenings, appropriate consent forms have been obtained (through consultations with parents), and services arranged, then all pertinent paperwork will be placed in the child's file in a separate section.
2. Only the following people will have access to those files after the parent fills out the consent form:
  - a. Teaching Staff
  - b. Center Directors
  - c. Head Start/Early Head Start Director
  - d. Head Start/Early Head Start Health Services Coordinator
  - e. Head Start/Early Head Start Education/ Disabilities Coordinators
  - f. Head Start/Early Head Start Family Services/Mental Health Coordinator
  - g. Head Start or Early Head Start Family Service Advocate
  - h. Head Start/Early Head Start Education Specialist and Disabilities Specialist
  - i. Service Providers
    - School District Providers
    - Mental Health Providers
    - Therapist
3. Whenever one of the authorized persons removes a file from the locked cabinet, he/she must sign the confidentiality form.
4. To gain access to the locked file, the authorized person must request access from the Center Director/teacher.
5. No file will be removed from the center.
6. No file will be shared with an unauthorized person.
7. Files will be monitored for compliance.
8. Information contained in the files will not be discussed with unauthorized persons.