

The following information provides guidelines for consolidating the Department of Education and Oklahoma State Department of Health client records into a single file. All client records are located at the local SoonerStart site where clerical support staff, together with the majority of the team and service coordinator is housed.

**NOTE:** The following are the originals of each form.

#### **LEFT SIDE OF THE FOLDER**

- Client Information Worksheet
- Confidential Record
- Referral/Intake
- Child Welfare SoonerStart Referral (O4MP053E)

#### **RIGHT SIDE OF THE FOLDER**

- Consent for service (ODH 303C)
- Consent for Screening and Prior Written Notice (if applicable)
- Consent for Initial Evaluation/Assessment and Prior Written Notice
- Consent for Re-Evaluation and Prior Written Notice (if applicable)
- Surrogate Parents Verification of Training (EI-12) (if applicable)

#### **RECORD CONTENT**

- Service Provider Notes (ODH 641) – filed in client’s record after billing/data entry by clerk
- Audiology Service Provider Notes (ODH 641-A)
- Targeted Case Management Notes (SS-EI-4) – may also include revised progress notes
- Individualized Family service Plan (IFSP)
- Multidisciplinary Evaluation and Child Assessment Team Summary (MECATS) – 3 pages (ODH 642)
- SoonerStart Vision Screening (ODH 645)
- SoonerStart Hearing Screening (ODH 331-I)
- Nutrition Screening Questionnaire (if applicable)
- Ages & Stages Questionnaire (ASQ) and ASQ Information Summary
- Ages & Stages Questionnaire: Social-Emotional and ASQ: SE Information Summary
- Battelle Developmental Inventory – 2 (BDI-2) testing protocol booklet
- Other Testing Material (Including Audiology Reports)

#### **ADMINISTRATIVE SECTION**

This section consists of all other forms, reports, incoming medical records, etc. maintained in the client record. Records found in the Administrative Section are only released when an attorney

subpoenas the ENTIRE SoonerStart record or if a parent requests to view their child's SoonerStart record per FERPA regulations.

- Early Intervention Service Coordinator Billing Summary Form (SS-EI-5)
- Oklahoma Standard Authorization To Use or Share Protected Health Information (PHI) (ODH 206)
- Notification(s) of Meeting and Prior Written Notice (EI-5)
- Incoming Medical Records
- Correspondence (This includes documentation for requesting durable medical equipment)
- Suspected Child Abuse/Neglect Report Form (ODH 333-F) should be filed in the Administrative Section of the Child's Medical Record in the local Health Department. (Or in a separate Medical Record at the Oklahoma County or Tulsa County sites.

**Special Note:** Service provider notes and case management notes should be maintained in ascending, chronological order. However, to protect the identity of foster parents, a colored sheet of paper would be placed over each section of the file alerting anyone making copies that the information below contained confidential foster placement information and that those names would need to be blacked out when making copies or releasing the chart to the biological family.

### **TRANSFER OF RECORDS**

*See SoonerStart Transfer Procedures*

### **TRANSPORT OF ORIGINALS**

Transporting original client records should be avoided whenever possible. If determined that it is necessary to transport original forms for signature of parent/guardian, a copy of the original should be temporarily placed in the client record until the original is returned to the record. Once the original is returned to the client record, the copy should be destroyed.

### **CLOSED RECORDS**

SoonerStart records are maintained at each local SoonerStart site office in an "**active**" or "**inactive**" file until the child's third birthday at which time they are transferred to a **closed** file. Once a child's file is transferred to a closed file, it is retained at the local SoonerStart site office for a period of one (1) year after the third birthday and is then transferred to the local county health department in the child's county of residence. These closed records are maintained in accordance with Records Disposition Schedule 2003-05N, Series 1-13A, but are eligible for destruction when they become seven (7) years old provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending the record may be destroyed two (2) years after of all legal remedies provided the record meets all stipulated retention requirements. All **active, inactive** and **closed** SoonerStart records are maintained in a confidential manner until destruction.