

2509: SOONERSTART CLIENT RECORD

A child's SoonerStart record is maintained electronically in EdPlan with some documentation stored in a paper chart. The paper charts are located at the local SoonerStart site where clerical support staff, together with the majority of the team and Resource Coordinator is housed.

The SoonerStart Regional Early Intervention Coordinator (REIC) must maintain for public inspection the names of individuals who have access to personally identifiable information. SoonerStart must keep a record of anyone obtaining access to the paper chart, except access by parents and authorized staff members (§ 303.406). The Confidential Record form is used to document access to the child's SoonerStart chart and for what purpose (Appendix TT).

The EdPlan record must contain:	The paper chart must contain:
<ul style="list-style-type: none">• Other original referral forms• Medical documentation of auto qualifier (statement of diagnosis only)• Written letters/correspondence (emails are not required unless for non-compliance)• Hearing/vision/MCHAT screenings• Texting/email consent• MECATS• MECATS signatures• IFSP• IFSP signatures• PWN consent for screening w/signatures• PWN consent for evaluation w/signatures• PWN consent for re-evaluation w/signatures• ANY PWN generated outside of EdPlan• ASQ, ASQ-SE score pages• Signed releases• Medicaid PWN• All outside record requests & releases• LEA Notification• Surrogate Parent Training document• Autism Spectrum Disorder Screening Results	<ul style="list-style-type: none">• OSDH demographics report• Confidential Record with ongoing signatures• OSDH Phocis worksheet• Provider progress notes• RC progress notes – Medicaid billable and potentially Medicaid billable• Hearing/vision/MCHAT screenings (optional)• BDI & other test booklets• Screening booklets (ASQ, ASQ-SE)• Medical records/documents (optional)• DHS referral forms• DHS safety plans <p><i>("Optional" means that it may be maintained in the paper chart but must be uploaded into EdPlan with the exception of Medical Records – see medical records section below for more details)</i></p>

Medical Records:

Any medical records and/or documents gathered by a SoonerStart team are reviewed by staff for necessary information and then the following should occur:

1. The SoonerStart team offers to provide the reviewed medical records and/or documents to the family.
2. If the family declines to accept the medical records and/or documents, the SoonerStart team destroys the medical records and/or documents at that time or at the time, the child's record is closed.

Administrative:

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.

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 Section 2504: 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:

The SoonerStart record consist of both electronic information and paper documents. The paper chart is maintained at the local SoonerStart site office in an **active** or **inactive** status until the child's third birthday at which time the record is closed. The child's inactive paper record is retained at the local SoonerStart site office until the child's sixth (6th) birthday.* Following the child's sixth (6th) birthday, the paper record is scanned and archived digitally in the Oklahoma State Department of Health (OSDH) secured data system (PHOCIS). OSDH will retain paper records one year after scanning and then they will be destroyed. Information may be accessed from the digital record by OSDH SoonerStart Administrators if necessary. Destruction of the digital record occurs when the child is 25 years of age.

The inactive electronic record is retained indefinitely in the EdPlan database. This record includes the child's name, date of birth, parent contact information (including address and phone number), names of service coordinator(s) and early intervention services provider(s), exit data (including year and age upon exit), and any programs the child entered into upon exiting.

Parents may request information from their child's early intervention record by contacting the local SoonerStart office before the child's 6th birthday or the SoonerStart Program at the Oklahoma State Department of Education at 405-521-4880.

All **active, inactive** and **electronic** SoonerStart records are maintained in a confidential manner.

* Inactive SoonerStart records for **Oklahoma County and Tulsa County** are stored at the local site until the child's 10th birthday and then destroyed.