

## **2510 CONFIDENTIAL RECORD:**

SoonerStart must keep a record of anyone obtaining access to early intervention records, 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 FF).

The Confidential Record may reflect when an Administrator (OSDE or OSDH) reviews a child's chart; an audit or monitoring takes place; or a Service Provider or Resource Coordinator who is NOT assigned to the child has a reason to review the chart or a particular piece of it. Assigned Resource Coordinators, service providers and clerical support staff are expected to regularly be in the child's chart as part of their official SoonerStart – Part C duties, and are not required to sign in each time. When the record is electronic, SoonerStart staff reviewing the child's record will be documented through EdPlan.

### **Confidential Record form and the Transition Planning Conference**

If the Resource Coordinator or Service Provider transports the child's chart to a Transition Planning Conference, it is only for the staff's benefit. By the time the TPC meeting is held, the LEA has received a copy (or the EdPlan shared record) of the child's demographic/program information with parental written consent. The LEA participants will not be "reviewing" the chart and therefore, should not sign the Confidential Record form. However, if the parent reviews the child's chart at the TPC, he/she should sign the Confidential Record form.

To record participants at the TPC meeting, a separate sign-in sheet for attendees may be used or the Resource Coordinator may document the participants in his/her progress note. The sign-in sheet may be attached to the progress note in the child's chart. If desired, staff can upload the paper sign-in sheet to the Documents file in EdPlan.