

Section 2515: RETENTION AND DESTRUCTION OF SOONERSTART RECORDS

SoonerStart maintains both electronic and paper early intervention records. Records are maintained in “active” status while the child is receiving SoonerStart services. Upon the child’s third birthday, (or earlier if the family discontinues SoonerStart services), the records are placed in “inactive” status. The inactive paper record is maintained at the local SoonerStart site office until the child’s 6th birthday.*

The child’s record in the Early Intervention module of the health department’s PHOCIS data system will automatically close when the child is 3 years and 6 months of age. Do not manually close the Early Intervention record in PHOCIS.

Following the child’s 6th birthday, all documents in the paper record (progress notes, forms, consents, correspondence) should be sent to OSDH with the **EXCEPTION** of:

- testing materials (BDI booklet, ELAP booklet, etc.)
- medical records
- Resource Coordinator checklists or “to-do” notes for clerical staff

Testing protocols, medical records and checklists should be destroyed immediately following the submission of the paper record to OSDH.

At OSDH, the paper records will be scanned and archived digitally in the Oklahoma State Department of Health 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.

The SoonerStart Record Retention and Destruction policy will replace the current procedures outlined in the *Parents Rights for SoonerStart Services – Notice of Procedural Safeguards* provided to families. These procedures are included in the explanation of procedural safeguards given to families at enrollment in the SoonerStart program and annually at the IFSP meeting.

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