

**User's Guide to  
*Early On*<sup>®</sup> Authorization to Share Information Form  
Effective July 1, 2009**

The *Early On* Authorization to Share Information Form was modified to allow state agencies, as well as local agencies, to be able to participate in sharing information related to *Early On*. This prototype replaces the previous state prototype dated 9/11/2008. It has been reviewed by experts in the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA), and has been deemed HIPAA and FERPA compliant.

This form may be used by *Early On* personnel, partner agencies, primary referral sources, and others supporting implementation of *Early On*. A parent/guardian of a child enrolling in *Early On* must sign this form to indicate that he/she is either agreeing to or refusing to share personally-identifiable information.

**Page 1 of the Authorization to Share Information Form**

1. Fill out the child's name, birth date, and parent's/guardian's name.
2. Ask the parent to read the first section of the form. This is a summary of *Early On* as well as some information about what the Authorization to Share Information Form is allowing *Early On* to share with other entities.
3. The first five boxes must be checked in order to allow *Early On* or another agency to share any information. This portion of the form is not giving permission for *Early On* or another agency to share information, it is evidencing that the parent/guardian understands rights that he/she has in the consent or refusal to share information.
4. For the remaining two boxes, ask the parent/guardian to check the appropriate box indicating the authorization of specific agencies to share information or that he/she does not wish to share information.
5. It is important to inform the family that giving consent for *Early On* to share information is voluntary. If a family decides not to allow *Early On* to share information, it is important to understand that it may limit the ways in which *Early On* can help the family, or limit *Early On*'s ability to gather information that can show if the child is eligible to participate.

Note: For *Early On* service coordinators, a record of what information is shared, when it is shared, who accessed the information, and why it was shared, must be in the child's record, if the person accessing the record is not an authorized employee of the participating agency or is not the child's parent.

**Page 2 of the Authorization to Share Information Form**

**Agencies Authorized to Exchange Information**

1. This section allows the parent/guardian to designate which agencies with which information is allowed to be shared.

2. Please have the parent determine which information he/she is willing to share, using the codes from the section titled *Information Codes*. Please note, release of information regarding HIV, AIDS, and participation in federally-assisted alcohol/drug abuse programs requires a separate consent other than the *Early On* Authorization to Share Information Form.
3. The parent should determine which information he/she will allow to be shared with each agency and initial all corresponding boxes. Note: A parent must initial each box, a check or any other mark is not sufficient. Initials must be placed next to which agency the parent would like information to be shared.

Notes: On the Authorization to Share Information Form there is a box indicating the parent would like to share staffing reports; examples of staffing reports are: attendance forms, service logs, and any other report that an *Early On* staff member has placed in the child's file. Physical development also includes hearing and vision results.

### **Signatures**

1. Please have the parent/guardian sign and date the Authorization to Share Information Form.
2. The parent's authorization to share information expires six months after it is signed, unless it is revoked sooner.
3. A witness must sign and date the form. If the parent does not have a witness to sign the report, the service coordinator or any other *Early On* personnel may act as the witness. In any case, the parent should wait to sign the form until the witness is present.
4. If a parent/guardian wishes to withdraw consent, please have him/her check the "To withdraw consent" box on page 2, and sign and date the form in that same box. There need not be a witness present to withdraw consent to share information.