



### Consent to Release Information

Client's last name: \_\_\_\_\_ First name: \_\_\_\_\_

ID# \_\_\_\_\_ Date of Release \_\_\_\_\_

Purpose for releasing this information: \_\_\_\_\_

I give my informed consent for Minding Miracles/Beacon Achievement Center to release/receive the following information to/from \_\_\_\_\_.

\_\_\_\_\_ No, I do not wish for my child's records to be released to anyone, other than my funding representatives (i.e., insurance company, DDD, DCF, school district).

Information may be released (Check one) \_\_\_\_\_ written \_\_\_\_\_ verbal \_\_\_\_\_ both

Information to be released is limited as circled below: (Circle Y for Yes and N for No)

- Y    N    Medical records including, but not limited to progress notes, therapy history, program data, and reports.
- Y    N    Intake Information
- Y    N    Evaluation/Assessment Reports
- Y    N    Early Intervention/School Placement service recommendations
- Y    N    IFSP/IEP/ISP records or reports
- Y    N    Service provider/Caregiver notes & summaries
- Y    N    Transition Information
- Y    N    Other:

This authorization shall expire on \_\_\_\_\_.  
(date not to exceed one year)

*Please read page 2 of this form before signing.*

\_\_\_\_\_  
Printed name of parent/guardian

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

## **Privacy Policies & Records Release**

In order to provide our students with a safe and secure environment, Minding Miracles/BAC Services fully comply with the HIPAA Laws, as dictated by the U.S. Department of Health & Human Services. To comply with the privacy & protection sanctioned in these laws, the following policies outline our procedures for release of information, reporting accountabilities, and observation/assessment guidelines.

- **Information release:** Parent/guardian consent is required for the release of any personal information. The attached consent form must be complete & signed before release occurs. A general release form may be used for ongoing contact and release. A general release infers that any information (health, programmatic, diagnostic, or data-based) can be shared with the indicated agency or persons. For limitations on the type and scope of information that is to be released, specific criteria must be outlined on the form.
- **Record release:** Insurance companies, school districts, or state agencies that are responsible for the enrollment of the student/patient at Minding Miracles are privy to programmatic and attendance information as needed. The student's enrollment in the program automatically implies that the sending agency is permitted access to records.
- **Reporting accountabilities:** As per the requirements of our licensing agency, the NJ Department of Children & Families, and the County Public Health Department, health information including vaccination reports, communicable illnesses that pose a public threat, vaccination exemption confirmation, and attendance records must be disclosed at the time of inspection, per the inspector's request.
- **Parent/guardian visits:** According to the Department of Youth and Family Services guidelines, parent/guardians are permitted access to their child at any time during their child's presence at the center. For parent/guardians who wish to observe their child's learning experience or ABA sessions, we suggest that permission be granted for our staff to video tape a portion of the allotted segment. Videotaped sessions tend to provide parent/guardians with a more accurate portrayal of their child's performance, given that children are often distracted during a parent/guardian visit.
- **Professional observations:** Professional personnel from agencies that are financially responsible for the child's enrollment may not need signed parent/guardian permission to observe the child. All others who request access to the child must first attain written parent consent. Professional observations are allowed only with appointments that are scheduled directly through Minding Miracles' management with a minimum of 48 hours' notice. To minimize student disruption, only one professional observation will be scheduled at a time and no more than two individuals will be permitted per visit. For visits requiring more than two individuals to observe, multiple appointments must be made. All professional appointments will be made for no more than 60 minutes per appointment.
- **Assessments, evaluations & testing:** Testing & assessments performed by agency or school district members that are needed for diagnostic, evaluation, or analytical reasons are permitted at Minding Miracles with prior notification of the test, time allotted, and use of the test. Testing may only occur with parent/guardian permission and when it does not interfere with regular daily operations.