

Child Access Log

Please copy this form and attach to the front cover of file folders.

Every time a child's file is accessed by an unauthorized individual for any purpose, a complete record of each access must be retained. Bridges to Bright Futures is providing the following form to copy and attach to all files in the East Patchogue, New York location and for use with any files maintained at an individual provider's home or office.

Please complete all three sections for each and every unauthorized access to a child's file. It is the individual provider's responsibility to keep and maintain accurate child access logs for every file. Bridges to Bright Futures will periodically review and monitor that proper procedures are being followed.

Name of child receiving EI services: _____

Date of access	Person accessing file	Reason for access

**** For Agency Staff Use Only ****

Reviewed by: _____ Date of review: _____

Corrective actions, if any: _____

Signature: _____