

Service Coordinator Guidance to use with  
Consent for Referral and Exchange of Information with Local School District

Key Points for Using this Sample Form

- Reassures the parent that they are given ultimate decision-making authority on the information shared with school personnel.
- Explains the sharing of information reduces unnecessary testing and hastens the evaluation process by providing the school district with helpful information on how they might best serve the child.

Purpose of this guide:

- The purpose of this document is to provide guidance to Birth to 3 providers as they use the sample form “Consent for Referral and Exchange of Information with Local School District” to gather parent consent to share information with the school district, and to identify how to complete the Consent to Refer Child and Consent to Release Electronic Information fields in the PPS (new data collection system). See asterisks (\*).

The Department form is provided to give Birth to 3 programs a release that will assist them in informing parents of the types of information they would like to share with the Local Education Agency/School District (LEA) and correctly document in the PPS data collection system the information that can be shared with the Local Education Agency/School District during the process of referral.

How to share the form with families:

There is a question/answer document about this release titled, Parent/guardian explanation of B-3 Authorization for Information Document to copy and give families, along with reviewing it with them, to help them better understand the purpose of the release and how it will be used. There are additional suggestions in this document (Suggestions for Service Coordinator) under each section of ‘Completing the form’ to assist Service Coordinators in explaining the form and its completion to families.

Completing the form:

Section 1 Consent to Refer and Release Records

This section is designed to request consent from the parent to make a referral to the LEA/school district and share the necessary records to assist the school district in processing the referral. This section also informs the parent of the reasons for sharing this information with the school district.

Electronically, records that will be shared will include: child’s name, date of birth, gender, parental contact information, parents’ native language, reasons child is expected to have a disability, services received by Birth to 3, locations of those services and child outcomes at exit.

Other records the Birth to 3 program will copy and send the school district include: IFSP, progress notes, and evaluation reports.

Parents have the option of denying release of certain records by crossing out and initialing the records listed on the release.

The records listed in the “paragraph” after SECTION 1 prior to the 1. cannot be crossed off and initialed. If a family chooses to do this, they are NOT CONSENTING to a REFERRAL to the local school district as these records are required to make a referral.

\* If a family gives consent to make the electronic referral and release all electronic records identified in this section, the Service Coordinator will put ‘Yes’ for the Consent to Refer Child field in the PPS database on the Transition/Program Exit page AND will put ‘Yes’ for the Consent to Release Electronic Information field in the PPS database on the Transition/Program Exit page, and enter the date this release was signed.

\* IMPORTANT: If a family crosses out any one of the electronic records identified after the 1. (i.e. “services the child and family has received and the locations of those services” or “child outcomes at exit”), the Service Coordinator will put ‘NO’ in the Consent to Release Electronic Information field in the PPS database on the Transition/Program Exit page, and these electronic records will not be shared.

The records listed after the 2. in SECTION 1 will be copied and mailed to the LEA unless the parent chooses to cross off and initial any or all of them. If the family chooses to cross off and initial only one, the other items will still be copied and mailed to the LEA. The Service Coordinator can add additional records for the parent to consent to share.

#### Suggestions for Service Coordinator:

- Explain that an electronic referral consists of sending the school district an email letting them know a referral has been sent. Once the school district receives the email they can retrieve the child specific information from a password-protected site to begin their eligibility determination process.
- Share that the school personnel are given access only to the information the parent has given consent on this form to share.
- Have a discussion with the parent about the types of information recommended to be shared, and how sharing these records will benefit their child.
- If there are additional records to share with the LEA or reasons for sending the referral and records to the school add them in the spaces provided about ‘purpose for the referral.’

#### Section 2 Communication Between DHS and DPI

This section includes a statement that the parent should read to help them understand that the electronic records shared per the consent given above will allow the Department of Health Services (DHS) to share with the LEAs/school district and also with the Department of Public

Instruction (DPI). The sharing between DHS and DPI allows the departments to demonstrate compliance with federal regulations governing the administration of special education services.

### Section 3 Rights

This section includes the rights statements regarding releasing of records parents have through Birth to 3. Parents should read this section before signing the release. Need to enter date of expiration.