

INSTRUCTIONS
COUNTY BIRTH TO 3 PROGRAM
ANNUAL NOTIFICATION OF PARENTAL RIGHTS REGARDING RECORDS

The [F-00634 County Birth to 3 Program Annual Notification of Parental Rights Regarding Records](#) may be used to provide the required annual notification of parental rights regarding records to the parent(s) of a child participating in the Birth to 3 Program.

Instructions: Complete each field identified on F-00634 with the corresponding information. County program should provide the family a copy of the Parent and Child Rights brochure with the completed form.

1. Enter county name
2. Enter responsible county department (e.g., Department of Health and Human Services, DHHS)
3. Enter the primary location of the complete Birth to 3 Program record for a child (e.g., DHHS, agency name)
4. Enter the name(s) of additional location(s) Birth to 3 Program records are maintained (e.g., X therapy provider, X agency, X therapist's office)
5. Describe what happens to records maintained at provider locations once a child leaves the program (e.g., transferred to the county DHHS, destroyed at the end of seven years)
6. Enter county name
7. Same as 6
8. Same as 6
9. Enter county Birth to 3 Program or agency that maintains the child's records. This process for access, notification and destruction of records should be explained in the county Birth to 3 Program's record policy.
10. Same as 9 typically
11. Same as 9 typically
12. Enter county Birth to 3 Program or agency that maintains the child's records. This process for access, notification and destruction of records should be explained in the county Birth to 3 Program's record policy. Number of years the county Birth to 3 Program records policy requires this information to be maintained before being destroyed. This should be written into the policy and reflect Part C requirements, federal, state and local laws with consideration for auditing by funding sources, e.g. Medicaid and private insurance.
13. Enter the number of years stated in the county records policy
14. Enter county Birth to 3 Program or agency that maintains the child's records. This process for access, notification and destruction of records should be explained in the county Birth to 3 Program's record policy.
15. Enter county name and department where the Birth to 3 Program is located.
16. Enter county name