



File Assembly and Client Confidential Record Storage

Purpose: To ensure a consistent approach to file assembly and confidential record storage

Procedure:

1. A file (colored folder) will be created by the Parent Educator upon a new family's enrollment. Files will contain these items:
 - Enrollment and Information Checklist
 - Recruitment and Enrollment Record
 - Participation Agreement and Consent for Services (updated annually)
 - Attendance Policy
 - Pet Policy
 - Liability Form (updated annually)
 - Photo Release Form (updated annually)
 - Health Questionnaire for each enrolled child
 - Immunization Record for each enrolled child
 - Child development screening (ASQ and ASQ SE) for each enrolled child and Screening Summaries
 - Family Centered Assessment (Life Skills Progression)
 - Necessary Releases of Information/ Correspondence received from other agencies (if applicable)
 - Alternate Visit Request Form (if applicable)
 - Personal Visit Records
 - Necessary MIECHV paperwork (if applicable)
2. All documentation should be completed within two weeks of the home visit and added to the family's file.
3. Recruitment and Enrollment Records for new families should be submitted to the administrative office within two weeks from the date of the enrollment visit (unless it is a MIECHV funded family and two weeks is past the first of the following month).
4. Once received by the Administrative Office a file for the family will be created and kept securely there.
5. All files should be kept locked in the Parent Educator's car or home when not housed in the office.
6. When in the office, files should be kept in a secure and/or locked place if the Parent Educator is not actively viewing the files.
7. Confidentiality:
8. ██████████ Family Center/ Home Visitors will not release confidential information outside of the program without written permission unless the following occurs:
 - Family Center staff are Mandated Reporters and are required to report issues that put a family member in jeopardy.
 - A Parent Educator is court-ordered to relinquish files or testify in court
9. When a family is exited from the Parents as Teachers Program, necessary exit paperwork/data entry will be completed. The contents of the file will be submitted to the Administrative office within two weeks of the family's exit (unless the family is MIECHV funded and two weeks surpasses the first of the following month). The administrative office should be notified within 24 hours of any family exiting the PAT program.
10. Once the exited family's file is received by the administrative office, necessary data entry will be completed and the family's file will be moved to the inactive files.
11. Files will be kept securely at the Administrative Office for seven years. After that the files will be sent for confidential shredding.