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| Area: | Management Systems / Confidentiality |
| Subject: | MS07 – Record-Keeping Systems / Confidentiality |
| Reference: | 1304.51 (g), 1304.52 (h)(1)(ii) |
| Policy: | The program will establish and maintain efficient and effective file/record-keeping systems to provide accurate and timely information regarding children, families and staff, and will ensure appropriate confidentiality of this information. |

Procedure:

1. Completed forms or records containing information on children/families served and staff will be stored in file cabinets, which will be locked at the end of each business day by assigned personnel to ensure confidentiality. These records include but are not limited to: Individual Education Plans, Dental/Medical History, Enrollment Applications and Personnel Records/Files.
2. All family related data will be stored and saved on the SCOE server. Access is only granted to an individual employee when approved by management and coordinated with Network Services.
3. A Consent Form will be signed by the parent and maintained in the child's file to document parent approval prior to providing information to a hired consultant/contractor, a new agency, or as part of a collaborative agreement with other agencies serving enrolled families.
 - In cases where a child/family is moving to a location served by another agency, the new agency must submit a Records Transfer Form to receive a copy of the pertinent data
4. A Student Record Access Log is to be maintained in each student's health, family and educational file. Monitors/reviewers, inspecting/accessing records must complete log with date, signature and reason for inspecting records.
5. Information should be shared only if it is relevant to that staff member in assessing the family.
 - At monthly case conferencing, discussions of family problems or situations are to be held only with staff members working directly with the family. Problems of one Head Start family are never to be discussed with another family.
 - Family situations/problems are never to be discussed with another family or in the presence of parents, children or visitors at the center.
 - Files of paper containing confidential material regarding a family should never be left on desks, tables, etc. where others might access them.
6. Employee personnel files shall contain information and documentation pertinent to employment with the program, including but not limited to: employment application, notice of employee rights, staff performance appraisals, training certificates/education licenses/transcripts/diplomas, TB Clearance, Health Screening Report, documents verifying legal work status and personal identification and any other information required by law and Title 22/Title 5 (Child Care Licensing).
7. Employees are responsible for providing, in a timely fashion, updated information on

pertinent personal data, license or permit renewal (if applicable), educational advancements, and current health status (if applicable).

8. Management staff (Direct Supervisor) are responsible for submitting complete and timely documentation on employee performance, status changes and other information pertinent to employment to the SCOE Human Resources Department (HR). Please note: Head Start employees must receive annual performance appraisals.

Supervised by: Director

Performed by: Division Staff

Forms needed: Student Record Access Log, Consent Form, and Confidentiality Agreement, Case Conference Documentation

Frequency: Ongoing