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1.0 PURPOSE AND SCOPE

- 1.1.1. The purpose of this procedure is to provide instructions for Connecticut Birth to Three Programs to perform a recording (audio and visual) of eligible children and families receiving Early Intervention Services (EIS) or service providers.

2.0 REFERENCES

2.1 Associated Documents

- 2.1.1. Written Permission Form of the Parent or Guardian for Recording EIS


2.2 Source Information

- 2.2.1. Connecticut Birth to Three Recording Procedure. Effective June 1, 2000. Revised Jan. 1, 2001.

3.0 INSTRUCTIONS

3.1 Confidentiality and Rights

- 3.1.1. Connecticut Birth to Three System **ALLOW** the use of recording as long as confidentiality and rights of children and staff are protected.
1. **KNOW** a recording (audio or visual) is a well-recognized technology for the purpose of evaluating learning and the effectiveness of intervention strategies.
 2. **ADHERE** to all confidentiality and rights of the following when recording:
 - Children
 - Families
 - Staff
 3. **PERMIT** only the following individuals to review recordings:
 - Parents
 - Viewers approved by the parents through a signed release
 - Birth to Three staff

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3.1.2. **MAINTAIN** or **STORE** the recordings with:

- Parents
 - Birth to Three Program
1. **IF** the parent performed the recording,
 - THEN REQUEST** a copy of the recording for records purposes.
 - a. **INFORM** family in writing stating the recording will be part of the child's permanent service record.
 - b. **KNOW** unsolicited recordings are **NOT** part of the record.

3.1.3. **KNOW** recordings stored at the program become part of a child's record.

1. **APPLY** all provisions of this Recording Procedure.

3.1.4. **WHEN** recordings are **NO** longer needed,


THEN PERFORM one of the following:

1. **DESTROY** records.
2. **OBTAIN** parental consent (specific release signed by parents) for parents to maintain records.
 - a. **PROVIDE** parents with records.

3.2 Recording Early Intervention Services (EIS)

3.2.1. **OBTAIN** written consent using Permission Form that is signed by the parent or guardian prior to recording both:

- In-person EI visits
 - Remote EI visits
1. On Permission Form, **SPECIFY** the use of recording.

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3.2.2. **WHEN** written consent signed by a parent is received (as defined in Individuals with Disabilities Education Act (IDEA)),

THEN KNOW children under the guardianship of the Department of Children and Families (DCF) may be recorded as long as:

- Child's identity is **NOT** revealed.
- Identify as a child in foster care is **NOT** Revealed.

3.2.3. **KNOW** EIS practitioner consent is **NOT** required to be recorded however, their knowledge of the recording is.

3.2.4. **IF** recordings are to be produced **OR** used for any of the following reasons:

- Training
- Public awareness
- Dissemination

THEN OBTAIN written consent of EIS Practitioners.

3.2.5. **USE** recordings for the following acceptable reasons:

- Evaluating intervention strategies.
- Providing a picture of a child's progress over time.
- Evaluating function and skill level of child.
- Training parents and EIS Practitioners working directly with a child.
- Demonstrating a child's level of ability or needs to an outside consultant hired by the provider program.
- Evaluating the consistency of service delivery by multiple persons in specifically designed behavior programs.
- Self-observation and reflection for the purpose of professional development.
- Documentation for credentialing.
- Allowing lead agency to use the recording for training, educational purposes, promotions, publicity, etc.,



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3.3 Copies of Recordings

3.3.1. **RETAIN** copy of recordings produced by Birth to Three Program for their records.

END of Instructions

4.0 REVISION HISTORY

Location	Description of Change
All	New Human Upgrade Procedure in New Template.