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| Title: | RECORDING |
| Purpose: | Provides clarification to programs about issues around Recording of children or providers of service. |

Overview

A recording (audio and/or visual) is a well-recognized technology for the purpose of evaluating learning and the effectiveness of intervention strategies. The Birth to Three System allows the use of recording as long as the confidentiality and rights of children and staff are protected. Parents, viewers approved by the parents, and Birth to Three staff only will review the recordings. The recordings can be left with the parents or stored at a program and destroyed when no longer needed unless a specific release, signed by the parents, states otherwise. Recordings stored at the program become part of a child’s record, and all provisions of the recording procedure apply. Remote EI visits must not be recorded by the EIS Program without written consent by the parent.

# Recording Early Intervention Services (EIS)

No recording will be taken of any child or parent without the written permission of the parent or guardian. The permission form must specify the use of the recording. With signed consent by a parent as defined in IDEA, children under the guardianship of the Department of Children and Families (DCF) may be recorded as long as their identity is not revealed, and they are not identified as a child in foster care. EIS practitioner consent is not required to be recorded however, their knowledge of the recording is. In addition, written consent of EIS practitioners is required to produce or use the recording for training, public awareness, or dissemination.

Acceptable uses of recording are to:

* Evaluate intervention strategies
* Provide a picture of a child’s progress by recording over time
* Evaluate the function and skill level of a child
* Train parents and EIS practioners working directly with an individual child
* Demonstrate a child’s level of ability or needs to an outside consultant hired by the provider program
* Evaluate 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
* Allow the lead agency to use the recording for training, educational purposes, promotions, publicity, etc.,

# Copies of Recordings

Occasionally, a parent will request a recording of their child and EIS practitioner to share. A parent may also request a recording of their child and teacher or therapist without explaining their reason for wanting it Birth to Three programs should provide the recording to the family.

The Birth to Three program should retain a copy of the recording they produced for their records. In the event that the parents did the recording, the provider program may request a copy of the it for their records as long as the family is informed in writing that the recording will be part of the child’s permanent service record. Unsolicited recordings are not part of the record.