

## **ACKNOWLEDGEMENT OF REFERRAL**

RE:

DOB:

Dear \_\_\_\_\_,

Thank you for your recent referral of \_\_\_\_\_ to our Early Intervention program. The referral was received on \_\_\_\_\_ and the family will be contacted within 5 business days to share information about Early Intervention. If the family is interested, a visit will be scheduled to begin the eligibility determination process.

Under federal law, the Early Intervention record has been determined to be an education record, not a medical record, and must comply with FERPA (Family Education Rights and Privacy Act) and IDEA (Individuals with Disabilities Education Act) Part C confidentiality requirements. Therefore, care and coordination allowed for under HIPAA is not applicable for Early Intervention. Written consent from the parent/guardian is required to share ANY information regarding this referral.

Information pertaining to the status and/or outcome of this referral can only be released to you if:

- a) you obtained written consent from the child's parent/guardian at the time of referral and provided a copy to us with the referral form, or
- b) we are successful in engaging the family and obtain the parent/guardian's written consent to communicate with you.

Please feel free to contact me at \_\_\_\_\_ if you have questions or need additional information about RI's Early Intervention program. Thank you for the referral and your commitment to ensuring healthy development for infants and toddlers.

Sincerely,