

Policy:

Early Intervention Records

Date Effective:

Approved: July 1, 2019

Updated: December 20, 2019

Federal Authority:

Title 34 of the U.S. Code of Federal Regulations, Vol. II, Chapter III, Parts 300-399:

§§ 303.3(b)(2); 303.7(b); 303.224(b); 303.321(a)(3)(i); 303.321(b)(5); 303.343(a)(2)(iii); 303.401–303.417; 303.448(c)(1).

Title 20 of the U.S. Code of Law, Chapter 31, and Chapter 33, §§1400-1499

§§ 1221(b); 1221(e)(3); 1412(a)(8)-(9); 1415(i)(2); 1415(i)(3)(A); 1415(l); 1417(c); 1431–1444

The South Carolina Department of Health and Human Services (SCDHHS), as lead agency for IDEA/Part C, and Intake Coordinators, Service Coordinators, and Early Intervention Service (EIS) providers shall maintain the early intervention record in a manner that is secure and confidential. Records should be accessible to the family and available for state quality review activities upon request and include all federal and state required components and documentation.

Upon exit from IDEA/Part C, the early intervention record of each child shall be securely stored for six years. At the end of six years, the early intervention record will be automatically destroyed unless there is an ongoing audit or legal action requiring access to the record.

SCDHHS will maintain a permanent electronic record of the child’s participation in IDEA/Part C, to include the following information: the child’s name and date of birth; parent/guardian contact information (including address and phone number); names of Service Coordinators and EIS Providers; and exit data (including year and age upon exit and any programs entered into upon exiting).