

North Carolina Infant-Toddler Program Confidentiality Agreement: Instructions

- Purpose:** The purpose of this form is to document understanding of the confidentiality and privacy requirements of the Infant-Toddler Program and agreement to abide by such requirements by any party accessing a child's Infant-Toddler Program records.
- Instructions:** This form is to be completed by all CDSA agency staff and enrolled Infant-Toddler service providers. It must be completed before providing services to children enrolled in or in the process of enrolling in the Infant-Toddler Program. This form must also be completed by those persons authorized to conduct activities such as reviews, audits, accreditations, monitoring, and research, as well as by those individuals observing client specific Infant-Toddler Program activities, signifying their understanding of the confidentiality and privacy requirements of the Infant-Toddler Program and agreement to abide by such requirements. File completed form in the child's Infant-Toddler record as appropriate.
- Disposition:** Infant-Toddler Program records, including financial and automated information, must be maintained based upon the Infant Toddler Program's record retention policy. Records must be archived in accordance with state requirements to ensure their preservation for the required length of time.