

North Carolina Infant-Toddler Program Accounting of Release/Disclosure and Record Access

- Purpose:** This form is used to document when written information from the child's Infant Toddler Program record is disclosed to another individual, provider, or agency; or, when parents or anyone other than authorized Infant Toddler Program staff are given access to examine the child's record.
- Instructions:** Enter the child's name and date of birth. An entry is made each time the record is reviewed or information from the record is released. The entry should specify who received the information, the purpose, and on what date. An Infant Toddler Program staff signature should accompany each entry. This form should be maintained in the appropriate section of the child's Infant Toddler Program record.
- 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.