



Public Health
Prevent. Promote. Protect.

Cortland County Health Department

CORTLAND COUNTY HEALTH DEPARTMENT

COUNTY OFFICE BUILDING
60 CENTRAL AVENUE
CORTLAND, NEW YORK 13045-2746
(607) 753-5028
FAX: (607) 753-5209
<http://cchd.cortland-co.org>

Catherine Feuerherm
Public Health Director
Mary Ann Haley
Deputy Public Health Director
Stuart W. Gillim, MD
Medical Advisor

Children with Special Needs Division-Early Intervention Program

Notice to Parents/Guardians

Summary of FERPA (Family Educational Rights and Privacy Act) Requirements

The following is a summary of relevant requirements under Code of Federal Rules, Part 300 (section 300.560 through 300.576 with modifications specified in Section 303.5(b) of Title 34 of the Code of Federal Regulations, and Part 303 of Title 34 of the Code of Federal Regulations):

- Access to Early Intervention Records

You have the right to:

- Inspect and review your child's early intervention (EI) records
- Obtain copies of your child's EI records upon request

- Amend Early Intervention Records

You have the opportunity to:

- Request that your child's EI records be amended if the record contains misleading or inaccurate information about your child or family.
- Obtain a hearing if the municipality or EI provider refuses to amend your child's record.
- Include a statement to be kept and disclosed with the record if it is not amended as a result of a hearing.

Confidentiality and Disclosure of EI Records

Parents must:

- Provide consent prior to the disclosure of EI records pertaining to your child except under certain specified circumstances. The consent must be signed and dated and provide the purpose for the disclosure.

Local Concerns or Questions may be directed to:

Program Director - Catherine Feuerherm MS, PNP
Cortland County Early Intervention Program
60 Central Avenue
Cortland NY 13045
607-753-5028

Complaints of alleged violations of FERPA requirements may be addresses to:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

This notice is given to families at the time of intake and mailed annually thereafter.



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Confidentiality and Records Policy – Parent Information

Confidentiality:

Cortland County Early Intervention Program (EI) is dedicated to maintaining the privacy of the personally identifiable information in your child's EI record. We are required by law to maintain the confidentiality of personally identifiable information, which identifies you and your child. The contents of your child's record will not be released to anyone or discussed with anyone unless

1. you sign a release giving us permission to do so
2. you relocate to another municipality and you request that the child's record be transferred so that services will continue
3. required by law or your insurance company.

You may sign a selective release that:

1. limits who can access the records
2. states what information can be released
3. indicates a specific time period for which the consent is applicable

Records Inspection and Copies:

You have a right to inspect and review your child's records unless State and Federal law prohibit access (e.g., custody issues). You must submit a written request to your child's service coordinator. You have the right to receive a copy of your child's record within 10 working days of the request. If the request is made as part of mediation or an impartial hearing, a copy must be provided within 5 days.

You will receive copies of your child's evaluations, progress reports, IFSPs and any consent forms you sign. This will be provided at no cost to you. If you request a copy of your child's record as part of a mediation or impartial hearing, we will respond to your request within 5 working days.

Amending the Record:

You may ask us to amend your child's record if you believe the information contained in the record is inaccurate, misleading, or violates the privacy or any other rights of your child. You must submit a written request to the Early Intervention Official. You will receive a response to your request within 10 working days.

In the event that the Early Intervention Official or an Early Intervention provider does not agree with your request to amend the record, the Early Intervention Official will notify you in writing. You have a right to request an administrative hearing when a requested amendment has not been agreed to. You have the right to include a statement in the record that indicates that a request to amend the record was denied.

Record Retention:

Cortland County is subject to the State Archives Records Administration (SARA) and the Local Government Records Law. Individual case records must be retained until three years after your child reaches age 18. Screening, assessment, and referral records not found in individual case record must be retained for 7 years after discharge.