

<b>Department:</b>	<b>Health</b>	<b>Approval Date:</b> 5/27/2014	<b>Procedure Number:</b> 1020
<b>Regulation Number:</b> 1302.41(b)(1);1303.22(a)(1)-(4) MARC Policy 1020	<b>Regulation Topic:</b> Authorization for Obtaining Medical Information via Local & State Data Systems	<b>Procedure Title:</b> Health Information Exchange Consent Form Utilization	

**Procedure:**

All Tier direct service providers are to follow MARC Policy 1020 utilizing the “Health Information Exchange (HIE)” (Form 1020) and the “Frequently Asked Questions” handout (Form1020a). The forms can be found on the MARC website within the Head Start section under Policies and Procedures/Health Services.

**When to utilize Forms 1020 and 1020a:**

- For new infants and children at initial intake (newborns after the two-week postpartum visit)
- For Early Head Start children transitioning to Head Start
- For returning children during re-enrollment

**To ensure proper use of Forms 1020 and 1020a:**

- Health Information Exchange (Form 1020) is to be completed with parent/guardian at the times indicated above.
- Obtain the parent/guardian signature on Form 1020.
- Parent/guardian consent and/or refusal to sign Form 1020 should be recorded in the ChildPlus database within the Health History and Nutrition Assessment module: Where? **“Was Health Information Exchange Consent given?”** for Year 1 and for returning children in Year 2.
- The parent/guardian will be given a signed copy of the Health Information Exchange (Form 1020) and a copy of the Frequently Asked Questions (Form 1020a).
- Form 1020 with the parent/guardian signature of consent or refusal to sign should be uploaded and attached in the ChildPlus database and placed in the child’s permanent file.

**Note:** Tier 1 and Tier 2 direct service providers will upload the signed Health Information Exchange Form to the Head Start Data Team [SharePoint](#) Folder to be uploaded and attached in ChildPlus.