



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

MEMORANDUM

DATE: May 16, 2016

TO: *Early On*[®] Coordinators

FROM: Vanessa Winborne, Part C Coordinator *VW*
Office of Great Start/Early Childhood Development and Family Education

SUBJECT: Request for Protected Information (Health) Form, Request for Information (Non-Health) Form, and Authorization to Release *Early On* Record Form

Recently it was established by the Michigan Department of Health and Human Services (MDHHS) that the Authorization to Share Information form is in violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations. HIPAA regulations (CFR 164.508) indicate "An authorization for use or disclosure of protected health information may not be combined with any other document to create a compound authorization." Therefore, the Michigan Department of Education has created three new forms to replace the Authorization to Share Information form.

The Request for Protected Information (Health) form is designed to be used when requesting specific HIPAA Protected Health Information (PHI) or Personally Identifiable Information (PII) from a health department, doctor, hospital, mental health facility, or other health care provider.

The Request for Information (Non-Health) form is designed to be used when requesting information from other community partners such as a child care center, Early Head Start, local school district, or other community agency.

The Authorization to Release *Early On* Record form is designed to obtain parental consent to release information from the *Early On* record to another agency. This could be a doctor's office, local school district, MDHHS, or any other agency or person requesting information.

Attached you will find these three forms. Please share them with appropriate personnel. They will also be posted on the Michigan Department of Education's [Early On website](http://www.michigan.gov/earlyon) (www.michigan.gov/earlyon) and the [Early On Training and Technical Assistance \(EOT&TA\) website](http://eotta.ccesa.org/) (<http://eotta.ccesa.org/>).

Thank you for all of the hard work you do for infants, toddlers, and their families enrolled in *Early On*.

Attachments

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