

WeeCareTherapy, Ltd

CARING TO MAKE A DIFFERENCE

NOTIFICATION OF RIGHTS FOR PARENTS AND PERSONAL REPRESENTATIVES OF CHILDREN RECEIVING SERVICES THROUGH FIRST STEPS

This notification is for parents and personal representatives (hereinafter referred to as “you”) of children receiving services through First Steps and Wee Care Therapy, Ltd. (Wee Care Therapy). You are receiving this notice because your child’s records are subject to the notice requirements contained in First Steps regulations, 470 I.A.C. § 3.1-13-7, and the Family Educational Rights and Privacy Act (FERPA). Because your child’s early intervention records are subject to FERPA, the Health Insurance Portability and Accountability Act (HIPAA) Privacy Regulation does not apply. Therefore, you are receiving this notice instead of our HIPAA notice of privacy practices. If your child is receiving services with us both through First Steps and outside of First Steps through private pay or insurance, you are receiving this notice for records of early intervention services provided through First Steps, and the HIPAA notice of privacy practices for records of services provided outside of First Steps through insurance or private pay. This notice is given in English. At this time, this notice is not given in any other languages.

Wee Care Therapy maintains personally identifiable information on all children receiving early intervention services from Wee Care Therapy. This information includes the child’s name, age, diagnosis, treatment plans, and any other information contained in the IFSP or developed from providing services to your child. Wee Care Therapy generates this information for the System Point of Entry, the child’s family, and other service providers. This information is used by Wee Care Therapy, its staff, and service providers to provide early intervention services to your child, to bill First Steps for these services, and for other treatment purposes.

First Steps regulations and the Family Educational Rights and Privacy Act (FERPA) afford you certain rights with respect to your child’s early intervention (First Steps) records. These rights are:

1. The right to inspect and review your child’s early intervention records.

You may inspect and copy your child’s early intervention records prior to holding the IFSP meeting or any other meeting related to your child’s identification, evaluation, assessment or the provision of needed services. In all other cases, you will be provided access within 45 days of the day that Wee Care Therapy receives a written request for such access.

Request in Writing. You should submit to the practice manager a written request that identifies the record(s) that you wish to inspect. The practice manager will make arrangements for access and notify you of the time and place where the records may be inspected.

2. The right to request the amendment of your child’s First Steps records for services provided through Wee Care Therapy that you believe are inaccurate or misleading.

You may request Wee Care Therapy to amend a record that you believe is inaccurate or misleading by submitting a written request to the practice manager clearly identifying the part of the record that you want changed, and specifying why it is inaccurate or misleading. If Wee Care Therapy decides not to amend the record as requested by you, then Wee Care Therapy will notify you of the decision, and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in your child’s First Steps records, except to the extent that FERPA authorizes disclosure without consent.

With a few exceptions, First Steps regulations and FERPA prohibit disclosure of your child’s early intervention records unless you consent to the disclosure. If a disclosure does not fit into one of the exceptions, Wee Care may not disclose personally identifiable information contained in your child’s

First Steps records, without your consent.

One exception, which permits disclosure without consent, is disclosure to Wee Care Therapy officials with legitimate educational interests. A Wee Care Therapy official is a person employed by Wee Care Therapy as an administrator, supervisor, instructor, or support staff member (including health staff, medical staff, therapeutic staff, service providers, and law enforcement unit personnel); a person or company with whom Wee Care Therapy has contracted to perform a special task (such as an attorney, auditor, medical consultant, or service provider); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another Wee Care Therapy official in performing his or her tasks. A Wee Care Therapy official has a legitimate educational interest if the official needs to review a First Steps record in order to fulfill his or her professional responsibility.

4. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Wee Care Therapy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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