



Early Childhood Mental Health Consultation Program Parent/Facility Agreement

Child: _____ Date of Birth: _____

Parent/Guardian: _____

Address: _____ Zip Code: _____

Phone: _____ E-mail address: _____

- I authorize the Early Childhood Mental Health Project to provide, perform or participate within the following services. These services are offered at no cost. I give my permission for the Early Childhood Mental Health Consultant to:
 - Observe my child in his/her classroom setting and consult with the staff at the Early Learning Facility.
 - Provide behavioral health consultation services to my child and his/her teachers within the Early Learning Facility
 - Conduct developmental screen, using a standardized tool, across all domains of my child's development.
- I understand that the Early Childhood Mental Health Consultant may provide me with information about child-related issues and resources within my community that could be helpful.
- I agree to provide any necessary information about my child and understand that this information will be kept confidential.
- I agree to that the ECMH Program may collect a variety of data about me and my child(ren), and store these data on a secure database. Only professional staff authorized by OCDEL will have access to these data. All data will be kept confidential, and aggregated data may be used in evaluation or research reports to help improve the program.
- I understand that I will be invited to participate in team meetings and action plan development. This participation is voluntary and any party may discontinue participation at any time, preferably by notifying the other party in writing.

Parent/Guardian Signature _____ Date _____

Early Learning Facility _____

Facility Address _____

Contact: _____ Phone: _____

E-mail address: _____

I authorize the Early Childhood Mental Health Consultation Project to provide, perform or participate within the following services.

- I will facilitate the Early Childhood Mental Health Consultant's classroom visits, observations, review documentation and contact with the child's parent guardian.
- I agree to participate in team meetings, assist with collecting documentation and facilitate the implementation of recommendations to the consultant.
- I agree to keep all information review, shared and received confidential.

Facility director signature _____ Date _____

Return this form to:

FOR ADMINISTRATIVE USE ONLY

I **revoke authorization** related to the Early Childhood Mental Health Project. I understand this means my child will not receive screening or referrals to community-based services facilitated by ECMHC, and that the teachers working with my child will not receive information related to how best to work with my child in the classroom setting.

Parent/Guardian Signature _____ Date _____

Pennsylvania Early Childhood Mental Health Consultation Program

Database Disclosure Notice

Purpose:

- The PA ECMHC program utilizes a web-based database system which houses ECMH case files, data, and outcomes related to this service.
- The database allows for the ECMHC program to monitor the quality of the services being delivered, make decisions to improve program services, and to provide outcome related reports to support continued funding of ECMHC program services.

Confidentiality:

- All information is kept confidential as indicated in the ECMHC Parent-Facility agreement. Data will be stored in a secure, password protected computer file in a locked, monitored facility. Program investigator and co-investigators will have access to the data once the identifiers have been removed. The database is encrypted.
- All region or statewide reports written, with regard to the outcomes of the ECMHC program, do not include any personalized identifiers for children, families, Keystone STARS facilities or ECMH consultants.
- In the event of a publication or presentation resulting from analysis of the data, no personally identifiable information will be shared.

Type of Personal Information Included:

- When a child is entered into the database, a case ID number is randomly generated to identify the case.
- Only the ECMH consultant assigned to your child can see the combination of your child's name, date of birth, and parent/guardian information. All other database users are restricted to the randomly generated case ID number for each ECMH case.
- Furthermore, access to those case IDs are limited to the Regional Contract that they are obtaining services through (Southwest, Northwest, Northeast, South Central and Southeast) according to the region your Keystone STARS facility is assigned to.

Right to Ask Questions: Please contact MARNIE AYELSWORTH at 1-800-284-6031 with questions, complaints or concerns about the data collection procedures used at OCDEL.