

COUNTY OF SUFFOLK



STEVE LEVY
SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF HEALTH SERVICES

HUMAYUN J. CHAUDHRY, D.O., M.S.
Commissioner

Dear Parent:

In accordance with the regulations set forth in Title 34 of the Code of Federal Regulations all Early Intervention records are kept in a secured area protected for confidentiality. To review your child's record or to receive a copy of your child's record the following procedures are to be followed. Both written and verbal request will be accepted. Written request should be directed to the Early Intervention Official, Dr. Mery T. Zaglin at the Division of Services for Children with Disabilities, 50 Laser Court, Hauppauge, New York 11788. Verbal request will be accepted by Dr. Zaglin at 853-3130.

To review an Early Intervention record:

- Active records may be reviewed as soon as the Early Intervention Official Designee (EIOD) assigned to your child's case is available to be present at the record review.
- If the case file has been closed and archived, it will take at least 10 business days to retrieve the record.
- Two forms of identification, one of which must be a picture ID, must be shown at the time of the record review.
- During this review any person viewing the record will be asked to sign a "Record Access Form."
- The EIOD will remain with the person reviewing the record to ensure understanding of its contents.
- No material contained in the record may be removed or destroyed.
- To **amend** anything in the record a written/ verbal request must be submitted. Within 10 working days the Division of Services for Children with Special Needs will respond in writing to the request. If the Early Intervention Official, evaluator, service provider or service coordinator does not agree with the request to amend the record, the parent will be informed of the right to an administrative hearing.
- Once the record has been reviewed, it will be returned to the appropriate secured area.

To request a copy of an Early Intervention record:

- Written/verbal request must be submitted to the Early Intervention Official, Dr. Meryl T. Zaglin.
- If request is being made for a copy of a record as part of a mediation or impartial hearing, the copy will be made available within 5 working days. Any other request for a copy of a record may take up to 10 working days.
- If a third party requests a copy of an Early Intervention record, the request must be accompanied by a notarized release form signed by the parent.
- At this time there is no charge for any copies of material in the record. However, a fee not to exceed 10 cents per page for the first copy, and 25 cents per page for additional copies, may be charged unless the fee prevents the parent from inspecting and reviewing the record.

If you have any further question about this procedure, you may contact the Division of Services for Children with Special Needs at (631) 853-3100



DIVISION OF SERVICES FOR CHILDREN WITH SPECIAL NEEDS
50 Laser Court, Hauppauge, NY 11788 (631) 853-3130 Fax (631) 853-2300