

ALL ABOUT CHARM
(CHILD HEALTH ADVANCED RECORDS MANAGEMENT)

1. CHARM connects specific Utah Department of Health (UDOH) programs so that providers can access and review information about children (handout: A Parent's Guide about CHARM)
 - a. BTOTS beta testing went well (KOTM, DDI VANTAGE)
 - i. Immunization dates
 - ii. Hearing results
 - b. A few changes are being made to improve the connection
 - c. Repeat beta test
 - d. You will be able to get immunization dates and hearing screening results on the CHARM tab in BTOTS. Other programs are coming on board next: Newborn Screening (heelstick) and Birth Defects Registry

2. Parent permission is required for other UDOH programs to see limited BTOTS data: demographics, IFSP, evaluations and assessments, and services.
 - a. Need release of information
 - b. Your choices are
 - i. A CHARM release (handout: CHARM consent)
 - ii. Or modify your program release form (handout: program examples)
 - c. The other health department programs plan to use BTOTS data for "matching purposes to locate infants for follow-up" and for surveillance and monitoring of public health
 - d. Get as many as possible as soon as possible

3. Inform parents at initial IFSP, 6 month review, and annual IFSP
 - a. It may be beneficial to introduce CHARM at initial visit and then get signature at initial IFSP
 - b. Get release at
 - i. Initial IFSP or before
 - ii. 6 month review OR
 - iii. Annual IFSP
 - c. Explain CHARM to parent
 - i. Explain other programs (handout: Program Sharing Information though CHARM)
 - ii. Have parent sign release and indicate "yes" or "no"

- d. Enter release in BTOTS
 - i. On child tab under information releases is where the information is entered (handout: BTOTS)
 - 1. Check box by "CHARM Information Release Obtained"
 - 2. That will make the information available to other UDOH programs
 - ii. General reminders about information releases coming in BTOTS as mentioned in BUG meeting (handout: BTOTS)

4. Confidentiality Statements (handout: Confidentiality Agreement)

- a. Draft needs to be reviewed by legal
- b. Those accessing information through CHARM should sign agreement

5. Questions

Thank you
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