

North Carolina Infant-Toddler Program Procedural Guidance

Reference: Procedural Safeguards Policy

Address Confidentiality Program

Introduction

The Address Confidentiality Program, or ACP, is a statutorily authorized mail forwarding program established under N.C.G.S. § 15C, to assist victims of domestic violence, sexual assault, stalking, and human trafficking keep their address out of the public record. State agencies may ask an applicant, who is a participant in the ACP, to provide a residential address for their services, however, the state agency is required to keep the residential address out of the public record. The state agency must use the substitute address provided by the ACP when communicating with the applicant or releasing public records.

Procedures

1. The Parent/guardian participating in the ACP is responsible for notifying the North Carolina Infant-Toddler Program (NC ITP) of their enrollment by presenting the ACP card to the NC ITP/Early Intervention Service Coordinator (EISC). The EISC is to document in a service log that card was presented.
2. When registering a child in BEES or updating client data for a child already enrolled in the NC ITP: The ACP substitute address is to be entered into the demographic screen under # 5 child residence. The only exception is to use the child's actual county of residence to get the correct LEA/PSU drop down.

The screenshot shows a form with the following sections:

- 5. Child's Residence:** Includes fields for *Address Line 1 (9099 Mail Service Center), Line 2, *City (Raleigh), *State (NC), *Zip (27699 - 9099), and *County (JACKSON).
- 6. 2nd Residence:** Includes fields for Address Line 1, Line 2, City, State (NC), Zip, and County (Select County ...).
- 7. Language Used at Home (Language of Parent):** A dropdown menu set to English.
- 8. Preferred Language / Instruction (Language of Child):** A dropdown menu set to English.
- 9. *LEA/PSU:** A dropdown menu set to Jackson County Public Schools, with a note: (LEA is determined by the county of child's residence).

There are also two checkboxes: Interpreter is needed and Interpreter is waived.

- The following language needs to be copied and pasted into #15 comment field on the demographic screen. *Pursuant to Chapter 15C of the North Carolina General Statutes, no employee of a CDSA shall knowingly and intentionally disclose an Address Confidentiality Program participant's actual address or telephone number unless permissible by law. Questions of whether a particular disclosure is permissible should be addressed to legal counsel.*

15. Comments:

Client's Address Information is protected under the NC Address Confidentiality Program. Pursuant to Chapter 15C of the North Carolina General Statutes, no employee of a CDSA shall knowingly and intentionally disclose an Address Confidentiality Program participant's actual address or telephone number unless permissible by law. Questions of whether a particular disclosure is permissible should be addressed to legal counsel.

(2000 chars left)

- The family's physical address must be entered into box #16 under emergency contact. List which parent is in the ACP (example: mother- ACP or Father-ACP) and add ACP language and address in the note section field.

Emergency Contact (other than parent/Guardian):

16. Contact 1:

Name: (< 50 characters)

Home Phone:

Second Phone: Ext:

Email: (< 50 characters)

Note: Client's Address Information is protected under the NC Address Confidentiality Program. Do Not Release Address Info except where permitted by law and NC ITP procedures. Mother is in Address Confidentiality Program. Physical address is: 1234 Madeup Road, Apr 123, Durham, NC 27713

(2000 chars left)

On the parent screen in BEES

Under parent #1, field #3 mailing address place ACP address. Contact #1. The emergency contact on the demographic screen needs to match the parent/guardian 1 on the parent screen. The legal language needs to be placed in the #6 comment field on parent screen, also in that box after the legal language that the address can be found on the demographic screen under the emergency contact, box #16.

Parent/Guardian One (All mailing will go to parent one. Enter mailing address only!): Same Address As Child

1. Name: *First Name: Middle Name: *Last Name: Suffix:

2. Relationship to Child:

3. Mailing Address: Line 1: Line 2:

City: State: Zip: County:

4. Phone: Cell Phone: ((##)###-####) Work Phone: ((##)###-####) Ext: Home Phone: ((##)###-####)

5. Email:

6. Comments: Client's Address Information is protected under the NC Address Confidentiality Program. Pursuant to Chapter 15C of the North Carolina General Statutes, no employee of a CDSA shall knowingly and intentionally disclose an Address Confidentiality Program participant's actual address or telephone number unless permissible by law. Questions of whether a particular disclosure is permissible should be addressed to legal counsel. Address can be found on Demographic screen.

(2000 chars left)

5. The family’s physical address will be listed on the Child Find notification report sent to the Local Education Agency (LEA/PSU). All other NC ITP forms, including patient pay invoices, Assistive Technology (AT) no contact letters, etc., will list the substitute address given by the ACP. For the meeting invitation, “contact SC to receive physical address” should be written on the address line.
6. Children’s Developmental Services Agency’s (CDSA) utilizing provider email blasts, individual email, and/or fax for identifying potentially available providers must call the provider to verbally give out the physical address and explain that the family is enrolled in the ACP and the substitute ACP address is the only address to be listed on their forms.
7. When a record for a child is transferred to another CDSA, whether the child is enrolled or still in the referral process, call the record transfer contact and explain that the family is enrolled in the ACP and that all forms will have the substitute address listed.
8. To accommodate the forwarding of mail, an additional five (5) days must be added when mailing letters, Prior Written Notice (PWN), and other NC ITP forms that require the family to exercise their rights. For example, instead of the standard 10 days to respond to PWNs, the family would now have 15 days.
9. If a currently enrolled child enters the ACP following enrollment, documents in the file prior to that date do not need to be redacted, but the address does need to be kept confidential.
10. Link to legislation –
https://ncleg.gov/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_15C.html