



Keiser University Multidisciplinary Center

Evaluation ❖ Instruction ❖ Consultation ❖ Research

1900 W Commercial Blvd. Suite 100, Ft. Lauderdale, FL 33309

Website: <http://kumc.keiseruniversity.edu>

Phone: (888) 453-4737 x301

Facebook: @KeiserUMDC

CONSENT for Direct Observation, Assessment, and/or Mentoring

I give my consent for Keiser University Multidisciplinary Center (KUMDC) to observe, assess, or mentor my child or ward, _____, whose date of birth is _____ for the purposes of improving academic achievement, social-emotional, communication, and/or transition related skills. I understand that KUMDC staff (including graduate students under supervision) may observe, assess, or mentor my child in his/her school setting or through secure video conferencing technology, and will confer and work with school personnel to implement strategies and best practices that support successful post school outcomes. I understand that KUMDC staff may photograph or video record my child/ward, and that any images/video taken may be used for teaching purposes or to raise awareness of KUMDCs services. I understand that I will incur no financial obligation for services performed by KUMDC. I understand that I can retract this CONSENT at any time by giving written notice to KUMDC at the address noted on this consent form.

Parent-Legal Guardian Signature

Date

Printed Name of Parent-Legal Guardian

Date

*Please see attached Privacy Practices

For KUMDC Use Only:

Teacher: _____ School: _____ District: _____

Date sent home: _____ Date sent home: _____ Date received: _____
(First attempt) (Second attempt)



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NOTICE OF PRIVACY PRACTICES

This notice describes how personal, academic, psychological, medical, and other health information about your child may be used and disclosed and how you can get access to the information. **Please review it carefully and maintain it for your records.**

Introduction

Keiser University Multidisciplinary Center (KUMDC) at Keiser University conducts targeted evaluations on middle and high school aged students to support postsecondary transition planning and post-school outcomes.

The primary staff of KUMDC includes certified/licensed special educators, speech-language pathologists, clinical psychologists, and behavior analysts. In addition, consulting faculty and professionals from Keiser University participate in weekly interdisciplinary team meetings. Together, all of these entities and their faculty, staff, students and other trainees are referred to throughout this Notice as the “KUMDC”, “Group,” “we,” “us,” and “our.”

This notice will tell you about the ways in which KUMDC may use and disclose personal, academic, psychological, and health information about your child. We also describe your rights and certain obligations we have regarding the use and disclosure of personal, academic, psychological, and health information (here forward, throughout this Notice, referred to as sensitive personal information). We are required by law to make sure that sensitive personal information that identifies you is kept private; to give you this notice of our legal duties and privacy practices with respect to your child’s sensitive personal information; and to follow the terms of the notice that is currently in effect. This notice applies to all of the records related to services provided to your child by KUMDC.

Our pledge regarding your sensitive personal information

We value the trust you have placed in us to provide evaluative and intervention services for your child. In keeping with our commitment to provide exemplary, evidence based practices, we are committed to treating all of the information you give us responsibly. We promise to treat your child’s sensitive personal information as private and follow the laws applicable to the privacy of sensitive personal information used in providing your child’s evaluations, in our teaching activities, and in our research studies.

Who will follow this notice:

All KUMDC staff and administrative personnel, Keiser University faculty, employees, trainees, students, volunteers, and other personnel of Keiser University when they are using and disclosing sensitive personal information in support of KUMDC.

Where this notice applies

This notice applies to the KUMDC clinic and other interdisciplinary team members who contribute to your child’s evaluation and intervention supports.

Information we collect

We create a record of your child's personal, psychological, educational, and health information and of the services we provide to your child through KUMDC. We need this record to provide your child with exemplary, evidence-based support and to comply with the law. We use this record to collaborate with the school personnel who work with your child in order to assist with his/her academic and social/emotional success at the school. We also compile information to report to the funding source for the services we provide to your child.

How we may use and disclose your health information

The following categories describe routine ways that we can use and disclose your child's sensitive personal information. For each category we give some examples. Not every use of disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

For Evaluation and Intervention

We may use your child's sensitive personal information to provide us with information in selecting appropriate evaluations, interventions and collaborate with your child's school. Your child's sensitive personal information will be shared with the school and KUMDC staff and interdisciplinary team members, students, trainees, or other personnel involved in your child's services. For example, if your child is experiencing problems with inattention we may discuss your child's presentation with school personnel to find out what type of evaluations and interventions they have conducted, and we may review the information with interdisciplinary team members to determine any additional evaluations that may be needed. The interdisciplinary team process typically includes case presentation, decision-making, and consensus on next steps and will be modeled and reviewed with students and trainees for their learning experiences.

We also may disclose sensitive personal information about your child to relevant people outside of KUMDC such as the school personnel who may be involved in academic or social/emotional care of your child, or another provider, such as a physician, who does not work for KUMDC. For example, the team may suggest that an additional specialist evaluation may be needed that is outside of our scope of services or you may wish to share this information with a specialist outside of KUMDC. At that time recommendations will be shared with you and with proper authorization from you we will provide that information to the provider outside KUMDC for further assistance to your child.

For Funding Source Reports

We may use and release information to our funding source. We will remove information that identifies your child from this set of information. For example, we may report the number of students served in the clinic, the number of Functional Behavioral Assessments completed, the decreasing number of seclusion and restrictions interventions used in school settings, etc.

For Operations

We may use and disclose your child's sensitive personal information for reviewing the efficacy of our practices. For example, we may use your child's sensitive personal information to review our evaluations and intervention supports and the performance of our staff in providing services to your child. We may also disclose information to students, trainees, and other personnel for review and learning purposes. We may remove information that identifies your child from this set of information so that others may use it to study service delivery without learning who the specific persons are.

As Required by Law

We will disclose your child's sensitive personal information when required to do so by federal, state, or local law and in keeping with the laws that protect individuals and public from violence, abuse and maltreatment, e.g., in situations when there is suspicion of abuse or neglect of a minor or vulnerable individual, a threat of harm to self or others, a court order or a subpoena for the records. Any disclosure would be to help prevent or lessen a problem situation (e.g., law enforcement).

Special Situations

Public Health Activities

We may disclose your child's sensitive personal information to authorized public health officials or a foreign government agency as it is required for purposes of maintaining statistics on certain conditions and public health policy decisions. Once again in these circumstances as much as possible and allowed by law, the personal identifiers of your specific child will be removed.

Health Oversight, Licensing, Accreditation and Regulatory Activities

We may disclose sensitive personal information to oversight agencies authorized to conduct audits, investigations, and inspections of our facilities. These government agencies monitor the operation of KUMDC, the licensing of health care providers in Florida, and civil rights laws. We may also disclose your information to any agency that reviews our operations, such as the Accreditation Council for Graduate Education.

Your Rights Regarding Sensitive Personal Information about Your Child:

You have the following rights regarding sensitive personal information we maintain about your child:

Right to Inspect and Copy

You have the right to inspect and obtain a copy of your child's sensitive personal information that may be used to make decisions about your child's evaluation and intervention for as long as we maintain this information in our records. To inspect or obtain a copy of your child's sensitive personal information, please write to the KUMDC address provided at the top of this document on page one. Should you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies we use to fulfill your request.

We will ordinarily respond to your request within 30 days if the information is located in our facility and within 60 days if it is located off site at another facility. Should we need additional time to respond, we will notify you to explain the reason for the delay and to provide a time frame for when you can expect an answer to your request.

Under certain circumstances, we may deny your request to inspect or obtain a copy of your child's sensitive personal information (e.g., records related to your child's participation in a confidential research study). If we deny your request, we will provide a written denial notice that identifies our reasons for the denial, explains your rights to have that decision reviewed and how you can exercise those rights, and includes information on how to file a complaint about these issues with us or an appropriate government agency.

Uses and disclosures with your written authorization

We may need to obtain your written authorization before using or disclosing your child's sensitive personal information for other purposes or for sharing it with others outside KUMDC. You may also initiate the transfer of your records to another person by filling out and signing a written authorization form. If you provide us with written authorization, you may revoke that written authorization at any time, except to the extent that we have already relied upon it. To revoke a written authorization, please write to KUMDC at the address at the last page of this document.

Right to Amend

If you believe that the information we have about your child is incorrect or incomplete, you have the right to ask us to amend the information as long as the information is kept in our records. To request an amendment, please write to KUMDC at the address on the last page of this document. When requesting such change(s), you should include the reasons why you think we should make the amendment. We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. Ordinarily we will respond to your request within 60 days.

If we need additional time to respond, we will notify you in writing to explain the reason for the

delay and when you can expect to have a final answer to your request.

We may deny your request if you ask us to amend information that was not created by us; is not part of the information kept by us; is not part of the information which you would be permitted to inspect and copy; or is accurate. Should we deny part or your entire request, we will provide a written notice that explains our reasons for doing so. You will have the right to have certain information related to your requested amendment included in your records. For example, if you disagree with our decision to deny an amendment, you will have an opportunity to submit a statement explaining your disagreement, and we will include this statement in your records. We will also include information on how to file a complaint with us or with an appropriate government agency.

Right to an Accounting of Disclosures

You have a right to request and receive an accounting of disclosures of your child's sensitive personal information in the six years prior to the date on which the accounting is requested. The accounting will identify certain other persons or organizations to which we have disclosed your information. Any accounting includes only disclosures, and will not include uses of your child's sensitive personal information.

In addition, we are not required to provide an accounting of the following disclosures:

- ☐ Disclosures we made to you or your legal representative;
- ☐ Disclosures we made after obtaining your written authorization;
- ☐ Disclosures we made for treatment or business operations;
- ☐ Disclosures made to persons involved in your care or for other notification purposes;
- ☐ Disclosures that were incidental to permissible uses and disclosures of your child's sensitive personal information;
- ☐ Disclosures for purposes of research, public health or our business operations where your child's sensitive personal information has been partially de-identified so that it does not directly identify you;
- ☐ Disclosures for national security or intelligence purposes;
- ☐ Disclosures to correctional institutions or law enforcement officers about individuals in their lawful custody;

To request an accounting of disclosures, please write to KUMDC at the address on the last page of the document. The request must state a time period within the past six years for the disclosures that you want us to include. You have a right to receive one accounting within every 12-month period at no cost. However, we may charge you for the cost of providing any additional accountings. We will notify you of the cost involved, and you may choose to withdraw or modify your request at that time before any costs are incurred. Ordinarily we will respond to your request for an accounting within 60 days. If we need additional time to prepare the accounting, we will notify you in writing about the reason for the delay and the date when you can expect to receive the accounting.

Right to Request Additional Privacy Protections

You have the right to request that we further restrict the way we use and disclose your child's sensitive personal information to provide interventions for your child or conduct our or another health care entity's business operations. You may also request that we limit how we disclose your child's sensitive personal information to persons involved in your child's interventions. To request a restriction, please write to KUMDC at the address on the last page of the document. Your request should include (1) what information you want to limit; (2) whether you want to limit how we use the information, how we disclose it to others, or both; and (3) to whom you want the limits to apply.

We are not required to agree to your request for a restriction (e.g., restrictions to school), and in

some cases the restriction you request may not be permitted under law. Once we have agreed to a restriction, you have the right to revoke the restriction at any time. Under some circumstances, we will also have the right to revoke the restriction. We will notify you when doing so.

Right to Request Confidential Communications

You have a right to request that we communicate with you about your child's sensitive personal information in a more confidential way by requesting that we communicate with you by alternative means or at an alternative location. We will accommodate reasonable requests. It is critical, however, that we have the ability to reach you by telephone. You may request a confidential communication by phone, in person, or in writing to KUMDC at the address on the last page of the document. Please specify in your request how or where you wish to be contacted.

CHANGES TO THIS NOTICE

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for sensitive personal information we already have about your child as well as any information we receive in the future. We will post a copy of the current notice in our clinic; the notice will contain the effective date on the first page.

How to contact us:

If you have any questions about this notice, please contact us at: ku-mdc@keiseruniversity.edu

All correspondence to KUMDC should be directed to the following address:

Keiser University Multidisciplinary Center

Graduate School

1900 W. Commercial Blvd., Suite 100

Ft. Lauderdale, FL 33309