

BabyNet Policy Clarifications
February 1, 2011

The changes listed below were made to the current BabyNet Policy and Procedure Manual to clarify existing policy and/or to ensure that the policy reflects current practice. The BabyNet Policy and Procedure Manual (February 2011) currently posted at www.scfirststeps.org remains in effect.

The following forms have been revised:

BN023 BabyNet Referral Form

BN004 Insurance/Resources/Consent to Bill

BN011 Written Prior Notice

BN014 Notice of Child and Family Rights in the BabyNet System

Spanish translation of these revised forms is pending. Continue to use the Spanish versions of forms that are currently posted.

The following forms are no longer required and have been removed from the BabyNet website:

BN002 Refusal of Services

BN010 Closure Letter

The information on these forms is captured through use of the revised *Written Prior Notice*.

Policy Revisions

Section IV. Receipt of Referrals, Section V. Orientation and Intake, Section VIII. Individualized Family Service Plan

Added clarifying language regarding use of Written Prior Notice

Section X. Documentation and Records Management

Added clarifying language regarding the retention of BabyNet records by SC Department of Health and Environmental Control and South Carolina School for the Deaf and Blind.