

Katie Beckett Unit
Center for Child and Family Health
RI Department of Human Services
Hazard Building (Bldg 74) – 74 West Road, Lower Level
Cranston, R.I. 02920

INSTRUCTIONS FOR COMPLETION OF
RI DEPARTMENT OF HUMAN SERVICES FORM DHS-25M
AUTORIZATION FOR DISCLOSURE/USE OF HEALTH INFORMATION

Three (3) copies of the form DHS-25M, Authorization for Disclosure/Use of Health Information, have been enclosed. Please keep and use these forms to request clinical information from the applicant child's providers.

You may use these forms whenever the applicant child's provider (examples: hospital; doctor; psychologist; therapist; social worker; physical, occupational, speech/language therapist; audiologist) requires you to sign a release for the child's records.

Other providers, such as Early Intervention and School Special Education, may also require a signed release to send evaluations and treatment plan summaries to the Katie Beckett Unit.

Please send current clinical information that you may have with the Katie Beckett application. If more clinical information is necessary, the Katie Beckett Unit will send you a request for additional information:

- Pediatrician or Clinic/Specialty Evaluations and Treatment Recommendations,
- Hospital Discharge Summary(ies),
- PT, OT, Speech/Language Evaluation(s) (may be available from Early Intervention or School),
- Neuro-Psychological or Developmental Evaluation(s),
- Education Evaluation (from School),
- Psychological Evaluation with IQ (may be available from School),
- Psychiatric Evaluation,
- Visiting Nurse or Private Duty Nursing Care Plan,
- Individualized Family Service Plan (IFSP) from Early Intervention) or Individualized Education Plan (IEP) from School),
- CEDARR Family Center Service Plan, or
- Other summary clinical information.

If you have any questions, please contact the Social Caseworker assigned to your child's application:

If you child's last name begins with A-K please call Anne Kitowicz at 462-0760.

If you child's last name begins with L-Z please call Ann Murphy at 462-0754.

Clinical information can be faxed to the Katie Beckett Unit at (401) 462-6353.