

## EXCEPTIONAL FAMILY MEMBER PROGRAM-MEDICAL (EFMP-M) INFORMATION FORM

Welcome to the Exceptional Family Member Program-Medical (EFMP-M). EFMP-M ensures medical and special education information is considered by the appropriate review authorities prior to authorizing government-sponsored travel for family members. EFMP-M implements the Family Member Relocation Clearance (FMRC) process requirements for EFMP-enrolled sponsors at each Permanent Change of Station (PCS), and for all sponsors planning to take family members overseas. EFMP-M supports the Exceptional Family Member Program (EFMP) by determining when EFMP enrollment criteria are met, and by providing necessary support information when an EFMP Reassignment is requested.

A vital part of the EFMP-M process is to support mobile families through relocation, for families of both active duty and DoD civilian sponsors. EFMP-M gathers information about family members' health and special education histories from existing data sources and from service providers. EFMP-M determines the availability of medical and special education services in the projected location, based on this review of known family member conditions, to avoid relocating family members to locations that cannot meet their needs. Where special needs are identified, as defined by DoDI 1315.19, **Authorizing Special Needs Family Members Travel Overseas at Government Expense**, Enclosure 4, the Special Needs Coordinator is required to request an assignment limitation code, "Q", for active duty sponsors. This "Q-code" provides a level of protection for families with special needs, to ensure deployments and reassignments are considered in conjunction with the family member's therapeutic program. Families of active duty members may not travel under command sponsorship to locations that cannot ensure the protection of their federal and DoD benefits and entitlements. Assignment coordination support is offered to all DoD-affiliated families, regardless of sponsor's service category or the presence of a documented special need. However, decisions regarding travel remain with the sponsor for DoD civilians and others who are not active duty.

For active duty members, EFMP Reassignments and deferments are two of the options that may be considered when services are not available at a duty station. However, both retention at the current base and assignment to another base are dependent upon vacancies and manning requirements of the Air Force. The EFMP-M process is not a "base of choice" service for the sponsor. Active duty members must still serve overseas when ordered, regardless of the presence of family members with special needs. Members who are selected for overseas assignment to a location where medical or special education services are not available for family members may elect the option of an unaccompanied short tour. AF Personnel Center (AFPC) retains the final authority on all assignment actions.

It is important you know the intended uses of the information you provide and the limitations on confidentiality. Military health care records and administrative records maintained by the military treatment facility, including our separately maintained Special Needs Assignment Coordination files and logs, are the property of the U.S. Government. The same controls apply to these records as other government documents. Information disclosed by you to the Special Needs Coordinator or Family Member Relocation Clearance Coordinator is considered sensitive information and is treated as such. This means access to this information is allowed for the purpose intended, to coordinate care through relocation, and as required by law, regulation, judicial proceedings, health care facility accreditation or inspection, or when authorized by the identified patient or parent of a minor.

If EFMP enrollment is initiated, a folder is created to maintain an ongoing record of services and contacts throughout the length of the sponsor's career, or period of EFMP enrollment. If no EFMP enrollment is warranted, logs and forms used to coordinate relocation are maintained for 2 years after processing for process accountability. Requests for information from sources outside the Department of Defense will not be honored unless you first give written permission for the release of information.

Here are some examples where limits on confidentiality may apply:

1. Release of information may be required by regulation. We will do everything we can to ensure individuals with the right to know find out only what they need to know. If you are Active Duty, your commander or higher chain of command may have the need to know some of the information you disclose to us.
2. If you tell us of a situation involving a violation of military regulations, the Uniformed Code of Military Justice (UCMJ), or civil law, we may be required to divulge that information to the chain of command and/or other authorities.
3. If you voice a threat to harm yourself or someone else, or if family maltreatment is alleged or suspected, we may share information as needed to ensure safety.
4. Where there is a need to know, other DoD health care professionals associated with your family's care may have access to some EFMP-M process information in order to coordinate health care delivery.
5. Exceptional Family Member Program-Family Support (EFMP-FS) may be informed of the presence of Q-code status without accompanying medical information, in order for EFMP-FS to assist families with potential support services that may be available.
6. As part of EFMP case reviews, information may be shared with medical staff and EPMP-FS Coordinators in order to assist with family service plan development.
7. Qualified individuals authorized to conduct officially sanctioned research, administrative and/or legal reviews may review EFMP-M records to evaluate services or to conduct other research toward improving processes or services. Research findings or administrative/process improvement reviews NEVER include individual names or other identifying information.
8. The work of EFMP-M technicians and student professionals is reviewed after each client contact to ensure quality services are provided and standards of care are met.

In accordance with the above guidelines, we will strive to safeguard information obtained from you and ensure only authorized sources with a valid need to know have access.

Please ask the EFMP-M staff any questions you have on EFMP-M or about the use of information obtained in the EFMP-M processes.

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(Cont'd)

Statement of Understanding

I have read the EFMP-M Information Form and understand that information about family members' health and special education needs will be safeguarded, acknowledging the limitations of confidentiality mentioned above and IAW the Privacy Act of 1974 (DD Form 2005).

Sponsor Signature:

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Date:

Adult Family Member Signature, if briefed on EFMP-M process:

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Date:

Adult Family Member Signature, if briefed on EFMP-M process:

\_\_\_\_\_

Date:

I have reviewed the EFMP-M process and purposes to the above-identified client(s) to ensure understanding and have discussed the limits of confidentiality.

EFMP-M Staff member Signature:

\_\_\_\_\_

Date: