

# Practitioner's Guide

for Consent for

# Juvenile Information Sharing

What is my role and do I have the authority to grant the authorization to share?

Did this information originate in your agency?

Can I re-disclose this information?

Is the person requesting the information legally entitled to receive it?

Is a consent form needed before information can be released?

Why do they want this information? What will they use it for?

Get the consent form signed **FIRST**. **Second, make sure you know your agency's procedures for releasing the information;** then release the information!

**Share the information, but consider the following:**

1. Is the information 'critical' to the wellbeing of the child, youth or family?  
**Rule:** Share critical information quickly!
2. Does the purpose of the request for information sharing; type of information to be shared, parties involved, and timelines for sharing the information warrant 'how and when' you will share this information?  
**Rule:** Consider what is your agency's policy is on how information will be delivered? Can you send it via secure email? Regular mail? Electronic data exchange? Facsimile or EFax?
3. Is this information going to be re-disclosed to other parties or agencies?  
**Rule:** Find out what the rules and penalties are for re-disclosing the information you are about to release.

**What does Consent mean?**  
Permission by an individual to release personal protected information.

**What is Informed Consent then?**  
Voluntary consent to release personal protected information based on the understanding of risk, benefits and alternatives given by the person or agency requesting the information.

**CONCERNS or CONFUSED?**

If there are concerns that a child may be at risk of harm then follow your agencies procedures without delay.

Always seek advice if you are unsure of what to do at any stage – ensure that you record your decision

**Rules To Share By When Sharing Information**

- Identify how much information to share – more is not always better! If you don't know, ask your supervisor/privacy officer or data steward.
- Distinguish the facts being shared versus an opinion. Find out what documents/information should be included when being asked to share.

**SHARE WHAT YOU KNOW – NOT WHAT YOU THINK YOU KNOW.**

- Ensure that you are giving the right information to the right person – who are they? What is their role and responsibility? Do they have a 'need to know' what they are asking for?
- Ensure that you are sharing the information securely.

**NEVER SEND CONFIDENTIAL OR PERSONALLY IDENTIFIABLE INFORMATION VIA AN OPEN EMAIL SYSTEM!**

- Inform the child or youth/family that information is being shared and why. Be sure that you are not creating or increasing their risk of harm by doing so!
- Respecting the strengths and needs of families and, by including them as partners in the process will return successful outcomes for everyone!

**The Information is NOT yours BUT SHARE IT LIKE IT IS!**

**Request for Information to be shared**

**Agencies/Organizations**  
Schools, Human Services, Mental Health, Juvenile Justice, Health Care Provider, Youth/Family, Treatment Providers, Family Advocates

What is their 'need to know'?

**Is the information being asked to share 'needed' for the child or youth's case planning and services?**

Do I need consent?

Who is the agency/organization requesting this information?  
Is the youth/family a client of this agency/organization?

YES

YES

YES

YES

NO

NO

DON'T KNOW

Direct the agency requesting the information to the originator of the data/record

Ask your Supervisor/ Privacy Officer/ Data Steward

**Say No & Don't Share!**  
Record the request and the decision. These should be in line with your Agency's Policy!