

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 7004

SUBJECT: INFORMED CONSENT

POLICY: Matters regarding the release of information of clients to any organization, person, or legal entity outside of Catholic Charities shall be governed by the process of Informed Consent.

PROCEDURES:

- 1) Before information is released or obtained, the client, or the parent or legal guardian if client is a minor, must be contacted and informed that an outside party is requesting information or that the Catholic Charities worker needs to obtain information outside the agency.
- 2) The client or parent/guardian must sign a Release of Information Form, which must specify the following:
 - a) The specific information to be given;
 - b) The date the consent takes effect;
 - c) The date that the consent expires;
 - d) To whom it is to be given;
 - e) For what purpose it is to be given, except where disclosure is mandated by law or judicial action.
 - f) The name of the person within the organization who is providing the confidential information
 - g) A statement that the person or family served may withdraw his/her consent at any time.
- 3) In cases of a minor, his or her legal guardian or parent must sign the Release Form.
- 4) In cases of vulnerable adults (i.e. developmentally disabled, illiterate or incompetent) a legally appointed guardian must be present and sign the Release Form.
- 5) Exceptions to the process of informed consent occur under the following conditions and require **MANDATORY REPORTING** to the designated authorities and/or persons affected:
 - a) Reports of suspected or reported abuse, abandonment, or neglect as prescribed by Florida law of a child or elderly person.
 - b) Threats of harm to self or another person. (see Suicide Threats/Intent to Harm Reporting)

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- 6) A copy of the Release of Information Forms is to be placed in the client's case file.
- 7) Only use originals on agency letterhead when signing Release of Information Forms.
- 8) If the Department of Children and Families, the Sheriff's Office, or the State Attorney's Office contacts the agency for the purpose of investigating cases of abuse, neglect or exploitation of children, disabled adults or elderly persons, staff persons are legally obligated to produce files or information in the files relevant to the investigation upon the showing of appropriate legal authority.

AUTHORIZED DATE: 04/28/05

REVISED DATE: 06/25/09