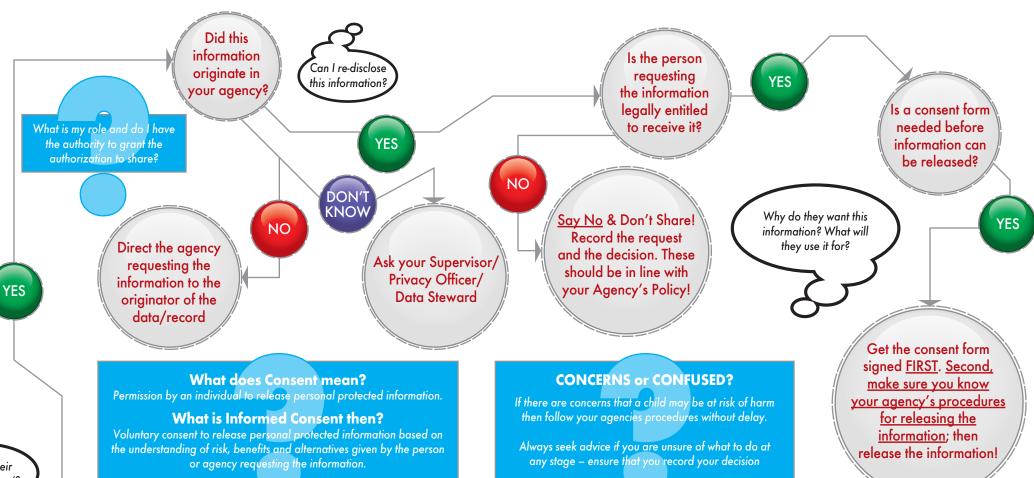
Practitioner's Guide for Consent for **Juvenile Information Sharing** YES Request for Information to be shared Agencies/Organizations Schools, Human Services, Mental Health, Juvenile Justice, Health Care Provider, Youth/Family, Treatment Providers, Family Advocates What is their 'need to know'? Is the information being asked to share 'needed' for the child or youth's case planning and services? Who is the agency/organization requesting this information? Is the youth/family a client of Do I need consent? this agency/organization?



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 <u>right</u> person who are they? What is their role and responsibility? Do they have a '<u>need to know</u>' 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!

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?
- 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.