

## Consents

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**Purpose** *To ensure ASC obtains the necessary legal authorization as required in relation to the provision of services.*

**Policy Statement** *ASC will obtain the appropriate signed informed consent as required, prior to:*

- a. Obtaining or releasing personal information*
- b. Commencement of services*
- c. Emergency medical treatment*
- d. Day to day medical care*
- e. Administration of medications (including health and diet supplements)*
- f. Travel*
- g. Photographs and audio or visual recordings for internal use and/or released by ASC for external use*
- h. Participation in activities outside of day-to-day services including overnight stays*
- i. Participation in Behaviour Support Plans*
- j. Participation in research, assessments and/or service evaluations*
- k. Other specific situations not covered above*

*For consent to be informed ASC will ensure:*

- a. The client and/or legal representative are able to indicate their full understanding of the purpose of the consent*
- b. The client and/or legal representative understands their right to provide, revoke or withhold consent and the nature of the consequences of doing so*
- c. Consent forms are signed and include an identified time frame*

Binder(s)	Adult Services, Family Support Services						Page:	1 of 1
Section(s):	Rights	A	93-12-15	R	95-05-17	R	96-06-14	
Program Area(s):	Adult Disability, Family Support Disability	R/R	98-05-20	R/R	03-09-10	R/R	Jan 7-01	
		R/R	Jan 26/12	R/R	May 31/18			

## Consents

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### GENERAL CONSENT

1. A General Consent form will be completed prior to commencement of services.
2. Each item on the General Consent form will be reviewed with the client and/or legal representative.
3. The client and/or legal representative will provide informed consent by initialing only those items that they feel are appropriate.
4. Mandatory items would include:
  - a. emergency medical treatment
  - b. release of information (related to emergencies)
  - c. any items impacting the ability to provide specific elements of service
5. A new General Consent form will be reviewed and re-signed by the client and/or legal representative prior to the expiry date of the previous year's consent.
6. The employee will clarify the purpose of the consent each time the client and/or legal representative review and sign the consent form.
7. The current General Consent form will be maintained on the client's main file with copies forwarded to the client and/or legal representative and service area.

### SPECIFIC CONSENT

1. A Specific Consent form will be used to obtain informed consent prior to:
  - a. releasing information
  - b. obtaining information
  - c. participating in activities
  - d. specific situations not covered by other consent forms (e.g., photos for public display, a client in 24 hour service staying alone for a specified period of time.)
2. Information on the Specific Consent form must describe a clear purpose for the consent.
3. Any request to release or obtain information to or from ASC, must be directed to the applicable Coordinator.
4. All information obtained will be handled according to all applicable ASC policy and procedure.
5. Information will only be released to, or obtained from, the agencies or people specifically identified on the Specific Consent form.

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		R/R	Apr 18/18					

6. The current Specific Consent form will be maintained on the client's main file and copies may be forwarded to the client and/or legal representative and service area as applicable.

**BEHAVIOUR SUPPORT PLAN CONSENT**

1. A Behaviour Support Plan Consent form will be used to obtain informed consent prior to the implementation or discontinuation of any Behaviour Support Plan.
2. The Behaviour Support Plan Consent form will be attached to the current Behaviour Support Plan and maintained on the client's main file with copies forwarded to: the client and/or legal representative, service area, Area Coordinator and funders or other stakeholders as applicable and with consent.

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