

High Risk Management Initiative (HRMI)

Confidentiality Statement and Release of Information Protocol

This document is to follow up on our initial conversation regarding HomeFront's confidentiality and information release protocols. Please review the following points and contact myself at the contact information listed below with any questions or concerns.

With your consent, HomeFront will share the information you provide with a crown prosecutor, police officer, child and family services, probation officer, mental health consultant, and a domestic violence treatment provider during meetings regarding the case.

- At case management meetings I will inform the HRMI team about your wishes regarding the case, the history of the relationship, including any abuse suffered, future relationship plans and a summary of the risk factors we identify during our discussions.
- Regular updates regarding changes in your wishes or situation will also be provided to ensure accurate representation of your circumstances.
- If you do not wish to give consent to release your information I will still be able to provide you with support/referrals and safety planning as needed through this process.

There are certain circumstances when I will be required to share your personal information without your consent.

- I am obliged by law to reveal suspicion of child abuse, physical, sexual or emotional harm, or neglect or dangerous acts to yourself or others such as suicide or homicide intent.
- I am also obliged to report any breaches or criminal acts/threats I become aware of during our contact.
- I am also required to release records when subpoenaed through a court order or obtained by warrant, and in accordance with relevant privacy legislation.

HomeFront uses client information as part of our database for funding purposes. This information is stripped of all identifiers and is always presented as part of a large data set of similar data.

If you give consent to release your information, that consent will be active for a period of six (6) months to one (1) year. HomeFront will keep your information on file for seven (7) years, after which it will be destroyed.

With your consent, HomeFront will also follow up with you after your file closes here regarding further HomeFront programs, client surveys, newsletters and related communications.

You are free to withdraw consent at anytime by contacting myself or any member of the HomeFront team and making that wish known. If you would like further information regarding this policy please reference our website <http://www.homefrontcalgary.com/research.html>. If you have a concern or complaint regarding the use of your information please phone 403-206-2100 EXT 243.

I give my consent to pass my personal information on to the High Risk Management Initiative Team as outlined above:
YES ___ NO ___

I give my consent to receive follow up communications from HomeFront as listed above: YES ___ NO ___

_____ DATE: _____
Signature

Please return via email caseworker@homefrontcalgary.com or Fax: 403-206-2106