HIFIS HELPER 1: CONSENT CHEAT SHEET

SCENARIO	CONSENT TYPE	MEANING
• Client is age 16+. • Client initials **both boxes** on Consent Form.	Coordinated Access + Explicit	The client has consented to the collection and storage of their personal information in HIFIS, and to the sharing of that personal information with other HIPSK agencies on a need-to-know basis, including the addition of their information to the By-Name List.
• Client is age 16+. • Client initials **1st box only** on Consent Form.	Declined-Anonymous	The client has consented to the collection and storage of their personal information in HIFIS only by the current agency serving them. The client has **NOT** consented to share their information in HIFIS outside of the agency serving them. The client's name will not be visible in the shared Client List or when logged in at any other service provider.
• Client is age 15 or younger. • Client's legal guardian initials **both boxes** on their own Consent Form.	Inherited	The legal guardian of the client has signed a consent form on behalf of themselves and their dependents seeking services with them for the collection and storage of their personal information in HIFIS, and to the sharing of that personal information with other HIPSK agencies on a need-to-know basis.
• Client is age 15 or younger. • Client's legal guardian initials **1st box only** on their own Consent Form.	Declined-Anonymous	The legal guardian of the client has signed a consent form, on behalf of themselves and their dependents seeking services with them, for the collection and storage of their personal information in HIFIS by the current agency serving them**.** The client has **NOT** consented to share their information in HIFIS outside of the agency serving them. The client's name will not be visible in the shared Client List, or when a user is logged in at any other HIFIS service provider.
• Client is age 16+. • Client declines to sign Consent Form. • Service provided is a stay (i.e., bed in HIFIS needs to be booked). • Agency is a Shelter	ANON Clients	The client declines to have any information collected from them, and/or to share any personal information in HIFIS. This is the only option that does not require a signed Consent Form, and only applicable to Shelters. These Anonymous client files are already created and provided. To book a declining client into a bed, follow Step 3 of PR1: Checking/Collecting Consent.

Key Information:

- When a client arrives for a service/stay, check HIFIS to see if they already have a record.
  - If the client has a record and their Consent Status is Active, this means that the client has already provided consent and that consent is still active. You do you have to collect any further consent from the client to work with their HIFIS record.
  - If a record does not display for the client when you search for it in HIFIS, you must collect consent from the client before you can add the client to HIFIS.
  - If a record displays for the client when you search for it in HIFIS, but their Consent Status is Inactive, you must collect consent from the client before you can work with their existing record.
  - Step-by-step instructions for checking and collecting consent are listed in PR1: Checking/Collecting Consent.
- If a person declines to sign the Consent Form, you cannot enter their information into HIFIS.
  - If you need to book a client into a bed, but the client has declines to initial one or both boxes on the Consent Form, refer to Step 3 of PR1: SEARCH FOR A CLIENT.
- The Consent type Explicit is not used in our community. If a client initials both boxes on the Consent Form, their consent type that should be entered for them is Coordinated Access + Explicit.
  - If you accidentally record Explicit consent instead of Coordinated Access + Explicit, you can fix your mistake by following the instructions below:
    - Enter the client's record and select Client Management > Consent.
    - Click the Add Consent button.
    - Select 'Coordinated Access' from the Consent Type dropdown.
    - Revise Start and End Dates to match the Explicit record you created.
    - Click the Save button.