

## MATURE MINOR - INFORMATION SHARING

CCP Staff will determine the ability of child and youth to understand the nature and consequences of providing permission to share their information with another person, service or organization.

### REFERENCE

*Health Information Act (HIA)*

### PURPOSE

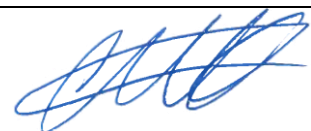
- To determine the ability of children and youth to understand the consequences of consenting to share their information with others.
- To protect service-user rights to confidentiality when providing information to other service providers.
- To provide better coordination and quality of care when individuals are accessing more than one service and/or are referred, admitted, transferred or discharged to other services.

### PROCEDURE

1. Consider the individual's capacity to understand and give consent to share their information. Some questions to consider:
  - Does the individual have the current mental capacity to understand their rights regarding confidentiality?
  - Does the individual have the ability to reasonably foresee the consequences of consenting or not consenting to have their information shared with others?
2. Inform the individual of their rights to confidentiality and discuss what information will be shared.
3. Fill out the Consent for Release or Exchange of Confidential Information form.
4. Have the individual sign the Release or Exchange of Confidential Information form.
5. Share only the information that is requested or consented to by the individual

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Director Mental Health and Addictions



and only with the organizations/individuals listed.

6. Contact the person in your region who is responsible for HIA or records management if a person's file is subpoenaed or if an individual themselves requests to see their information.

NOTE: In cases where an individual does not have the capacity to give consent to share their information, the consent of their guardian must be obtained and documented in the individual's record.

#### **FORMS**

- Release of Information Community Counselling Consent Form

#### **TOOLS**

- None

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