

## **Cornerstone Informed Consent Form**

The Cornerstone Consent Form is to be completed and signed for every client who is new to a Cornerstone agency. This includes clients who are new to the clinic either through transfer or referral.

### **Guidelines for Completing the Cornerstone Consent Form:**

- The participant or person signing the form must first understand the contents of the form.
- The program person presenting the Consent form must determine if assistance is needed, and provide it. Examples of assistance include reading the form to the participant if they cannot read or if they have a visual or other impairment, and translating the form if the participant does not understand English and does not have an interpreter with them.
- After the form is presented and read, the participant must be asked if they understand the form, specifically what information will be shared, with whom it will be shared, and how it will be used.
- The participant must also be asked if they have any questions or need further explanations before signing the form.

### **Point-by-Point Review of the Cornerstone Consent Form:**

1. Identifying information (i.e., demographics, etc.)
2. Explanation of how the program works and why we need to share information.
3. By signing the form, the participant voluntarily agrees to the exchange of information.
4. Laws require the information to be kept confidential and not re-disclosed without permission.
5. The consent may be withdrawn (revoked) at any time. However, if someone in the program has already shared information while the consent was still in effect, the revocation can not undo that.
6. If the participant does not sign the form:
  - participants can still participate in the program (with the exception of Early Intervention), but will not receive the full benefit of case management
  - participants in the WIC program can receive nutrition education, but will not be able to receive food instruments
  - Early Intervention participants cannot receive EI services
  - the participant will be required to complete forms and answer questions for each different provider or agency
  - the participant will limit the ability of case managers to track their case to ensure that the participant is receiving proper services
  - it will take longer to receive services

7. A photocopy or faxed copy of the consent form is as valid as the original. The original can be duplicated so that persons named in the form can have copies without having the participant re-sign the form.
8. If the participant cannot sign his or her name, they must be asked to make an X on the signature line. The program person or other witness must then write in "This is the signature mark of (name of participant), as witnessed by (signature of witness) .
9. If the participant is 18 years or older and has not been determined disabled and in need of a guardian, the participant can give consent.
10. If the person is a minor, the following can give consent:
  - Either parent (even if a minor)
  - A court appointed legal guardian (a copy of Letters of Office is required)
  - DCFS
  - An adult who has health care power of attorney granted by parent/legal guardian

In addition:

- A pregnant minor may give consent on her own behalf
- A minor 12 years of age or older may give consent on his/her own behalf to medical care or counseling related to the diagnosis or the treatment of any sexually transmissible disease, addiction, or alcoholism
- For a minor between 12 and 18 years of age, both the minor and the parent/legal guardian must consent to the disclosure of mental health records
- A married minor can give consent on his/her own behalf
- A minor 16 years of age or older who has been judicially emancipated may give consent on his/her own behalf