8.1 CONSENT FOR SERVICE

POLICY

To be valid, consent must be:

- Voluntarily given, without any misrepresentation or fraud
- Given by a person who is capable of making service decisions
- Informed (meaning the person has to been given sufficient information about the service and any implications of giving the consent)

SNF Development Center programs and services are in line with the CDA rules and regulations. Participation in service is considered consent for service since clients are at liberty to withdraw from service at any time. SNF Development Center does not work with any client who does not consent to service.

SNF Development Center services and policies are first explained verbally at intake. At the first appointment all clients will receive written information describing the service, relevant SNF Development Center policies and client's rights. The client will be asked to read the information and sign a form indicating that they understand the policies and consent to service. In some situations, signed consent may not be possible. In such cases, staff will explain the contents of the document and obtain verbal consent. Verbal consent will be documented in the assessment.

SCOPE

This policy applies to all SNF Development Center programs and services.

DEFINITIONS

- Expressed consent is verbal or written consent for service.
- Implied consent is consent that is implied either by the words or by the circumstances under which service is given.
- Consent can be given by the client or the client's legally authorized representative (such as a guardian / parent).

For SNF Development Center, clients pertain to Parents or Guardians in most cases.

PROCEDURE

1. Written Information

- SNF Development Center will ensure that written information describing the service, relevant SNF Development Center policies and client's rights is available in the most common languages of service. The information will include a brief description of SNF Development Center services, eligibility for service, policies on confidentiality and access to records, fees, clients' rights and responsibilities, and procedures for complaints.
- The written information is provided to all new clients at their first appointment or as soon as is practical. Clients will be asked to review the information.
- Staff will provide help if needed.

2. Written Consent
   - The client will be asked to sign a form acknowledging that the client understands the information and consents to service.
   - Once assured of the client's consent and acknowledgement, staff will file the consent form and indicate that consent has been received in the client record.
   - In exceptional circumstances, the client may be asked to sign the consent form as soon as practical and/or verbal consent will be obtained and documented in the client record.

3. Client Withdrawal of Consent
   - Parents may choose their child to not participate in a particular SNF Development Center program.
   - Staff will document the client's withdrawal of consent in the client file and close the file.

CONFIDENTIALITY
These manual details policies and procedures relevant to SNF Development Center.
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