

PARTICIPANT CONSENT AND CONFIDENTIALITY RELEASE FORM

*Battle Creek Community-Wide Non-Profit
Database*

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September 23, 2021

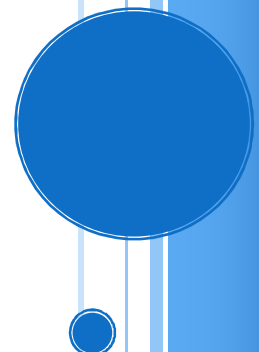


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Battle Creek Community-Wide Non-Profit Database

INTRODUCTION

The **BC Community Access** site in ETO is designed and purposed with recording Case Management information by the member agencies of the *Connect Battle Creek* Workforce Development consortium. There includes an express purpose, as well, of sharing that data between the partners in order to improve services and reduce duplication of effort. As the effected programs are funded by the WK Kellogg Foundation, the efforts and outcomes of the various agencies are evaluated by two outside firms who have access to this data through ETO.

For this data sharing to be possible, the individual Participants must give consent to share the data between partners, as well as for the evaluators to use the data for evaluation purposes. This consent is granted and recorded through a paper form agreed upon by the Partner Agencies, with one being kept—in hard copy form—by the first Agency to have contact with the Participant. This form corresponds to a TouchPoint in ETO designed to record the same consent (and revocation of consent) in digital form. This chapter describes this form, and gives details on completing and saving the form.

As usual, this chapter is broken into two parts: first an overview of the TouchPoint, including rationale and reasoning behind its function; second by a detailed step-by-step instruction on each field, including the field types and what to enter for each field.

What if Consent is Denied or Revoked?

Services will not be denied any eligible Participant when they deny consent to share data, or if they refuse to sign the form at all—even to show denied consent. Refusal of consent only means the data they denied consent for cannot be used for the purpose intended for it. In most cases, this simply means the data cannot and will not be used by the grant evaluators for their purpose. It can mean, however, in some cases, that their data cannot be entered in ETO at all, such as when they deny consent to share the data between Partner Agencies.

One fact is important to understand: Services cannot, and will not, be denied to any eligible Participant if they refuse to sign the form or to grant any of the levels of consent on the paper form.

PARTICIPANT CONSENT AND CONFIDENTIALITY RELEASE TOUCHPOINT

Introduction

You can access and start a new TouchPoint in a number of different ways. This chapter assumes you know the various methods and have developed your own preferred path. This TouchPoint is set to allow one TouchPoint per Participant, regardless of program or enrollment. The first paper copy should be recorded and saved in *Community Pre-Enrollment*, though it can be viewed in any program in ETO, and that will remain the only copy saved in ETO. If any previously denied sections are given consent, the existing form can be updated to show that change. However, if any sections previously given consent for are shown on subsequent form as denied, then the Participant must contact the evaluator, *Social Policy Research Associates* (SPRA) in writing and they will be the ones to update the TouchPoint to show items revoked.

One final note. If there is a Consent form TouchPoint recorded in ETO there is no legal need to have the Participant sign another. That being said, some Partner Agencies prefer to have a paper copy of their own on file for their own purposes. If you *do* choose to have your own hard-copy of the release, then you should not—and cannot—record a new digital version in ETO.

Record New TouchPoint

To record a new TouchPoint, select “Participant Consent and Confidentiality Release”. The Date Taken field at the top of the TouchPoint will default to the current date, which is acceptable to use for this TouchPoint. The actual date the paper form is signed is the first field on the TouchPoint.

At the top of the form is the Rev version of the paper form the TouchPoint is designed to follow. If it does For use with form rev 9102021 not match with the form you are using, please acquire and use the most current form, and if it is more current than what ETO states, please contact the ETO Administrator to request an update to the TouchPoint.

There is also an instructional line to remind you the TouchPoint can only be recorded and edited from within *Community Pre-Enrollment*. You should be able to *View* the TouchPoint in any program, however.

The fields in the TouchPoint match, line for line, with the paper form. The current paper consent form has several lines with different meanings for the

Participant to initial, thereby giving consent for that section. Each of these initial lines appears on the TouchPoint.

At the bottom of the TouchPoint is a checkbox to indicate any consent is being revoked by the Participant. Agency users do not need to use this box or record revoked consent—this is done only by SPRA personnel and they will be the ones to make the changes to the TouchPoint that reflect the revoked authorizations.

STEP-BY-STEP INSTRUCTIONS

The following instructions will describe each field in the TouchPoint including: **Type of field with data requirements (text in green)**, purpose of the field, conditional effects, if it automatically remembers the last value recorded (**orange text**), and whether it is a required field or optional (required fields are notified in **red text**). Fields that are said to be 'optional' should not be taken to mean they are not necessary or do not need to be filled out. *For the sake of producing good reports, fill out all fields to the best of your ability; do not skip any because you don't think they are important.* This only means that entry of the TouchPoint will not be held up if the question is not answered.

Record New TouchPoint

1. You can only record or edit this TouchPoint from within Community Pre-Enrollment. If you are not already in that program, switch to it first.
2. Using the process most familiar to you, access the Record TouchPoint function. Whether you select the Participant first, or the TouchPoint first, you will still have to search for the Participant you want to record the TouchPoint for, unless the WorkFlow has brought you to it automatically. Select "Participant Consent and Confidentiality Release". *Note: if this TouchPoint has already been recorded for the Participant, the TouchPoint will not even appear in the list of options.*
3. Complete the form as completely as possible. Many of the questions are required and the details below will tell which ones are required and which ones are optional.

Information Release Page

Date Taken: This is a date field using the ETO standard date format (m/d/yyyy, no lead zeroes required), and will reject incorrectly formatted responses rather than


Participant Consent and Confidentiality Release for Fake, Minnie Mouse on 9/22/2021

resolve them. This date will default to the current date for this TouchPoint. This date is not reported on, so leaving the default date in place is acceptable. *This is a required field.*

Date Participant Consent/Confidentiality Release Signed: This is a date field using the ETO standard date format (m/d/yyyy, no lead zeroes required), and will reject incorrectly formatted responses rather than resolve them. Type

the date the Participant originally signed the release form. *This is a required field.*

Date Participant Consent/Confidentiality Release signed *

mm/dd/yyyy 

Agency holding initial signed form on file: This is an exclusive choice (can choose only one) drop-down list box listing five choices: "KCC", "Goodwill", "Michigan WORKS!", "Woman's Co-Op", and "Unavailable".

Agency holding initial signed form on file *

-- Select -- v

This form legally needs to be signed only once and kept on file by the originating Agency. This means it can only be recorded once in ETO, so the very first Agency to enroll the Participant should be the one to complete the TouchPoint. If you are that Agency, select your agency from the list. *This is a required field.*

- 1) Release of assessment scores, background checks, and drug screen: This is a Yes/No dropdown list box field. The text on the paper form is very long, so a much-abbreviated form of the text section is used for the field names in ETO, with a corresponding number at the beginning of the line to identify the section. If the Participant initialed the line, select "Yes". If they either left the line blank or made some other indication they were refusing that section, select "No". *This is a required field.*

1) Release of assessment scores, background checks, and drug screen *

-- Select -- v

- 2) Authorize grantees to receive information from MTIA and UIA: This is a Yes/No dropdown list box field. The text on the paper form is very long, so a much-abbreviated form of the text section is used

2) Authorize grantees to receive information from MTIA and UIA *

-- Select -- v

for the field names in ETO, with a corresponding number at the beginning of the line to identify the section. If the Participant initialed the line, select "Yes". If they either left the line blank or made some other indication they were refusing that section, select "No". *This is a required field.*

- 3) Received EEO and Grievance Policies: This is a Yes/No dropdown list box field. The text on the paper form is very long, so a much-abbreviated form of the text section is used for the field names in ETO, with a corresponding number at the beginning of the line to identify the section. If the Participant initialed the line, select "Yes". If they either left the line blank or made some other indication they were refusing that section, select "No". *This is a required field.*

3) Received EEO and Grievance Policies *

-- Select -- v

- 4) 5-Year Period for Data Sharing: This is a Yes/No dropdown list box field. The text on the paper form is very long, so a much-abbreviated form of the text section is used for the field names in ETO, with a corresponding number at the beginning of the line to identify the section. If the Participant initialed the line, select "Yes". If they either left the line blank or made some other indication they were refusing that section, select "No". *This is a required field.*

4) 5-Year Period for Data Sharing *

-- Select -- v

- 5) Participant is 18 years of age or older: This is a Yes/No dropdown list box field. The text on the paper form is very long, so a much-abbreviated form of the text section is used for the field names in ETO, with a corresponding number at the beginning of the line to identify the section. If the Participant initialed the line, select "Yes". If they either left the line blank or made some other indication they were refusing that section, select "No". *This is a required field.*

5) Participant is 18 years of age or older *

-- Select -- v

- 6) Authorize disclosure and use of wage data from State of Michigan UIA: This is a Yes/No dropdown list box field. The text on the paper form is very long, so a much-abbreviated form of the text

6) Authorize disclosure and use of wage data from State of Michigan UIA *

-- Select -- v

section is used for the field names in ETO, with a corresponding number

at the beginning of the line to identify the section. If the Participant initialed the line, select "Yes". If they either left the line blank or made some other indication they were refusing that section, select "No". *This is a required field.*

- 7) Release of contact information for follow-up survey: This is a Yes/No dropdown list box field. The text on the paper form is very long, so a much-abbreviated form of the text

7) Release of contact information for follow-up survey *

-- Select -- v

section is used for the field names in ETO, with a corresponding number at the beginning of the line to identify the section. If the Participant initialed the line, select "Yes". If they either left the line blank or made some other indication they were refusing that section, select "No". *This is a required field.*

- 8) Release of children's names and dates of birth for program evaluation purposes: This is a Yes/No dropdown list box field. The text on the paper form is very long, so a much-abbreviated form of the text section is used for the field names in ETO,

8) Release of children's names and dates of birth for program evaluation purposes *

-- Select -- v

with a corresponding number at the beginning of the line to identify the section. If the Participant initialed the line, select "Yes". If they either left the line blank or made some other indication they were refusing that section, select "No". *This is a required field.*

- 9) Participant understands that termination of consent to participate in the grant study must be done in writing to SPR: This is a Yes/No dropdown list box field. The text on the paper form is very long, so a much-abbreviated form of the text section is used for the field

9) Participant understands that termination of consent to participate in the grant study must be done in writing to SPR *

-- Select -- v

names in ETO, with a corresponding number at the beginning of the line to identify the section. If the Participant initialed the line, select "Yes". If they either left the line blank or made some other indication they were refusing that section, select "No". *This is a required field.*

Consent Revoked: This is a single checkbox to indicate that the Participant has requested to revoke previously authorized consent.

Participants have the right to change their minds regarding consent to share their data within the consortium and request to have them revoked. This must

Consent Revoked

☐ Check to record official revoked information

be done in writing, the request sent to Social Policy Research Associates (SPRA) in Oakland, CA. Once this is received by SPRA, they will be the ones to update the TouchPoint, and check this box. Once the box is checked, a second page, "Consent Revoked", will open allowing them to record those points. Frontline users from within the Partner Agencies do not have to complete this part of the TouchPoint. However, the instructions are included here for

the benefit of SPR personnel. Because it's a single checkbox, it cannot be required.

Consent Revoked Page

Consent Revoked Overall: This is a Yes/No dropdown list box field. If the Participant states in writing they wish to revoke all consent to share data within the consortium and its associated agents, select "Yes". If they requested to revoke only part of the consents, select "No" or leave blank. Selecting "Yes" will cause a date field to appear. *This is an optional field.*

Consent Revoked Overall

-- Select -- v

Date Consent Revoked Overall: This is a date field using the ETO standard date format (m/d/yyyy, no lead zeroes required), and will reject incorrectly formatted responses rather than resolve them. This field will appear only when "Yes" is selected for the previous field, "Consent Revoked Overall". Type the date the Participant requested to have the overall consent revoked. *This is a required field.*

Date Consent Revoked Overall *

mm/dd/yyyy

Revoked Release of 1) assessment scores, background check, and drug screen: This is a Yes/No dropdown list box field. If the

Revoked Release of 1) assessment scores, background check, and drug screen

-- Select -- v

Participant states in writing they wish to revoke the

first section of their previously authorized consent, select "Yes". If they did not request to revoke this section, select "No" or leave blank. *This is an optional field.*

Date Revoked Release of assessment scores, background check, and drug screen: This is a date field using the ETO standard date format (m/d/yyyy, no lead zeroes required), and will reject incorrectly formatted responses rather than resolve them. This field will appear only when "Yes" is selected for the previous field,

Date Revoked Release of assessment scores, background check, and drug screen *

mm/dd/yyyy

"Revoked Release of 1) assessment scores, background check, and drug screen". Type the date the Participant requested to have this consent revoked. *This is a required field.*

Revoked 2) Authorized disclosure and use of employment data from State of Michigan UIA and other agencies: This is a Yes/No dropdown

Revoked 2) Authorized disclosure and use of employment data from State of Michigan UIA and other agencies


-- Select -- v

list box field. If the Participant

states in writing they wish to revoke the second section of their previously authorized consent, select "Yes". If they did not request to revoke this section, select "No" or leave blank. *This is an optional field.*

Date Revoked Authorized disclosure and use of employment data from State of Michigan UIA and other agencies: This is a date field using the ETO standard date format (m/d/yyyy, no lead zeroes required), and will reject

Date Revoked Authorized disclosure and use of employment data from State of Michigan UIA and other agencies *

mm/dd/yyyy 

incorrectly formatted responses rather than resolve them. This field will appear only when "Yes" is selected for the previous field, "Revoked 2) Authorized disclosure and use of employment data from State of Michigan UIA and other agencies". Type the date the Participant requested to have this consent revoked. *This is a required field.*

Consent sections 3-5 are acknowledgments rather than consents, and there is nothing to revoke, so there is no need to record anything for those sections.

Revoked 6) Authorized disclosure and use of wage data from State of Michigan UIA: This is a Yes/No dropdown list box field. If the Participant states in writing they wish to revoke the sixth section of

Revoked 6) Authorized disclosure and use of wage data from State of Michigan UIA

-- Select -- v


their previously authorized consent,

select "Yes". If they did not request to revoke this section, select "No" or leave blank. *This is an optional field.*

Date Revoked Authorized disclosure and use of wage data from State of Michigan UIA: This is a date field using the ETO standard date format (m/d/yyyy, no lead zeroes required), and will reject incorrectly formatted responses rather than resolve them. This field will appear only when "Yes" is selected for the previous field, "Revoked 6)

Authorized disclosure and

Date Revoked Authorized disclosure and use of wage data from State of Michigan UIA

mm/dd/yyyy 

use of wage data from State of Michigan UIA". Type the date the Participant requested to have this consent revoked. *This is a required field.*

Revoked 7) permission for follow up survey: This is a Yes/No dropdown list box field. If the Participant states in writing they wish to


Revoked 7) permission for follow up survey

-- Select -- v

revoke the seventh section of their previously authorized consent, select "Yes". If they did not request to revoke this section, select "No" or leave blank. *This is an optional field.*


Date Revoked permission for follow up survey: This is a date field using the ETO standard date format (m/d/yyyy, no lead zeroes required), and will reject incorrectly formatted responses rather than resolve them. This field will appear only when "Yes" is selected for the previous field, "Revoked 7) permission for follow up survey". Type the date the Participant requested to have this consent revoked. *This is a required field.*

Date Revoked permission for follow up survey *

mm/dd/yyyy 


Revoked 8) permission to provide children's information to grant evaluator: This is a Yes/No dropdown list box field. If the Participant states in writing they wish to revoke the eighth section of their previously authorized consent, select "Yes". If they did not request to revoke this section, select "No" or leave blank. *This is an optional field.*

Revoked 8) permission to provide children's information to grant evaluator

-- Select -- 

Date Revoked permission to provide children's information to grant evaluator: This is a date field using the ETO standard date format (m/d/yyyy, no lead zeroes required), and will reject incorrectly formatted responses rather than resolve them. This field will appear only when "Yes" is selected for the previous field, "Revoked 8) permission to provide children's information to grant evaluator". Type the date the Participant requested to have this consent revoked. *This is a required field.*

Date Revoked permission for follow up survey *

mm/dd/yyyy 

- When TouchPoint is completed, click the "Save" button to submit the record to the database.

