

SUBJECT: **Informed Consent**

NO: **C- 177**

REVISION DATE: December 20, 2017

EFFECTIVE DATE: April 12, 2013

INTENDED USER(S): Arizona Training Program at Coolidge

Purpose:

1.0 To identify all situations for which informed consent must be obtained in provision of services and supports for individuals residing at the Arizona Training Program at Coolidge.

Policy:

2.0 Consent for a specific treatment or program is informed when the person giving consent is fully aware of the:

2.1 Specific treatment;

2.2 Reason for the treatment or procedure;

2.3 The attendant risks vs. benefits;

2.4 Alternatives;

2.5 Right to refuse; and

2.6 The consequences associated with consent or refusal of the program.

3.0 When obtaining consent, information should be presented in the guardian's primary language or mode of communication.

4.0 Specific time-limited informed consent must be obtained from the individual's legal guardian for:

4.1 Release of records or information about an individual (W113; W204);

4.2 A behavior program that contains one or more restrictive practices (W114);

4.3 Any program or process that may involve risk to client protection and/or rights (W262, W263);

4.4 Any form of restrictive practice, whether prescribed in an individual program or included in house rules or other general facility practice;

4.5 Any restricted access into or out of the individual's home through use of a locked exterior door;

4.6 Any restricted access to clothing or personal possessions;

4.7 The installation/use of video or audio recording equipment in common areas or in an individual's bedroom (W129);

- 4.8 The voluntary participation of the individual in any type of work that benefits the facility (W132);
- 4.9 Any restriction of access to telephones (W135);
- 4.10 Any restricted access to mail received by the individual at the facility;
- 4.11 Participation of the individual in any form of research (W263);
- 4.12 The use of sedation for medical or dental procedures (W312);
- 4.13 The use of a behavior modifying medication (W312); and
- 4.14 Any non-routine medical procedure.

Procedure:

- 5.0 The Qualified Intellectual Disabilities Professional (QIDP) will review the General Consent and Authorization, DD-163, (*see Attachment Index*) with the guardian and obtain a signature at the annual Individual Support Plan (ISP) meeting.
 - 5.1 If the guardian did not attend the meeting, the QIDP will send the consent to the guardian and ensure that it is signed and returned.
- 6.0 The Authorization for Release of Information, DD-524, (*see Attachment index*), is a time-limited (90 days from the day of signature of the legal guardian) consent obtained by the QIDP/Group Home Supervisor.
 - 6.1 With a signed release, copies of personally identifiable information will be released.
- 7.0 Specific one-time medical consents will be obtained as needed with the coordination of completion done by Health Services.
- 8.0 Recreational activities or special events involving substantial risk or departure from the ordinary will be obtained by the QIDP/Group Home Supervisor.
 - 8.1 The staff that initiates/plans the event/activity will obtain approval from the Superintendent/Group Home Manager.
 - 8.2 Following approval, the staff will send the completed Trip Request and itinerary to the QIDP/Group Home Supervisor at least one month prior to the scheduled event/activity and request that consents be obtained.
- 9.0 Consent for Use of Behavior Modifying Medications with a Behavior Treatment Plan, DD-162, (*see Attachment Index*) will be completed by the Psychologist/Behavior Analyst then sent to the QIDP/Group Home Supervisor.
 - 9.1 The QIDP/Group Home Supervisor will send the consent to the guardian and track its return.

- 9.2 If the ISP team has determined that the individual requires sedation for a medical or dental procedure, the Use of Sedation form is completed by the RN Case Manager identifying why sedation is needed and what other techniques have previously been unsuccessfully used to lessen the need for sedation.

DRAFT