

CONSENT GUIDELINES

The following guidelines are to assist you in completing the First 5 Kern (F5K) Informed Consent to Provide Confidential Information form correctly.

1. Complete F5K Confidentiality Training prior to administering or handling the F5K Consent.
2. The Consent is a legal document and may not be revised in any way, including written text or lines drawn through data fields or text.
3. The Consent form must be administered to the participant.
4. Only children ages 0 to 5 receiving Prop 10 services may be named on the Consent form, using the "As legal representative of" section.
5. Only legal guardians may Consent to share information for Prop 10 services. The legal guardian must sign and print his/her name in the "Authentication" section.
6. Parents/guardians receiving Prop 10 provided services must complete the Consent, and list *their* children 0 to 5 years of age.
7. The Consent form **MUST** include the date signed.
8. Consent and Refusal forms must include your program name. As a rule, the Refusal form does not include the preprinted program name; please include it in the space provided at the bottom of the form.
9. Prenatal Consents – only the mother's signature will appear on the Consent until the child(ren) is/are born. At the time of birth, the Consent will be scheduled for completion at next contact. You are required to provide the mother with an updated copy of the completed Consent.
10. The Consent form is provided in triplicate (white/yellow/pink) carbonless copy and must be disseminated properly. White = case file; yellow = client copy; pink = F5K audit copy.
11. Any yellow copies returned to First 5 Kern must be picked up by the Program from First 5 Kern.

An example of the Consent Form is Attachment 1.