



eCornerstone

www.iphca.org/eCornerstone/implement.htm

Consent: Agency-Based and Time-Specific

Consent for information sharing is a critical component for the eCornerstone system. For every client who is new to an eCornerstone agency (regardless if the client is new, has transferred or been referred), an eCornerstone Informed Consent Form is to be completed and signed by a participant, legally authorized parent or guardian. At the time of intake, the information is entered on the Preparing Participant for Intake page. Once intake is completed on the participant, future Consent status updates will be made on the Intake > Consent page. Consent gives the agency permission to share program enrollment information and assessment results or scores. Consent does not authorize the release of answers to assessment questions, progress notes, and case worker assignments. To remind users of this delineation, eCornerstone now displays a "Consent at this Agency" indicator at the top of each page that contains information that would be shared with consent. The client's consent history at the agency can be viewed on the Consent tab. In the future, the system will display the client's statewide consent history.

Recognizing that a client might potentially be receiving services from more than one youth service provider, consent within eCornerstone is agency-based and time-specific. For example, consider the following scenario for client "John Doe":

January 1: John Doe begins receiving services at Agency A, at which time the eCornerstone Informed Consent Form is signed by his legal guardian. The "Consented" field on the Preparing Participant for Intake page is set to "Yes", indicating that any program enrollment information and assessment results or scores completed at Agency A will be shared statewide with other eCornerstone agencies.

February 10: John visits and enrolls in a youth service program at Agency B. John's legal guardian is not present, so consent is not given at Agency B. The "Consented" field is set to "No", and any information entered at Agency B will not be shared.

March 5: John's legal guardian revokes consent for John's information at Agency A. Staff at Agency A update the "Consented" field to "No", indicating that any future program enrollment information and assessment results or scores will not be shared with other eCornerstone agencies.

April 15: John visits Agency B again, this time with his legal guardian who agrees that John's information can be consented. Staff at Agency B update the "Consented" field to "Yes", indicating information can now be shared statewide.

eCornerstone's consent is **agency-based** in that multiple agencies can have different consent statuses for a single participant. When John enrolled with Agency B in February and consent was not given, his consent at Agency A was not affected or revoked. Each agency's participant data is controlled by the consent status set on either the Preparing Participant for Intake page, or the Intake > Consent page at that agency.

PLEASE NOTE: Important information regarding the eCornerstone system is communicated through emails from ecornerstonesupport@iphca.org, and is posted on the Illinois Primary Health Care Association's eCornerstone Web site at <http://www.iphca.org/eCornerstone/implement.htm>. **As you receive information, please read it carefully, and share it with other eCornerstone users at your site.**

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eCornerstone's consent is **time-specific** in that any program enrollment or Assessment results dated prior to the date that consent is granted will not be viewable outside of the agency working with the participant. A participant can revoke their consent, thereby preventing any future data from being shared statewide, but the participant cannot "un-do" what has already been shared. When John's legal guardian revoked consent at Agency A on March 5, this did not affect the data that was entered at Agency A during the time consent was granted (January 1 through March 4). This change only affected future data to be entered at Agency A. Similarly, John's data entered at Agency B from February 10 through April 14 continues to not be shared statewide, even though consent was later given.

Since consent is time-specific, eCornerstone requires that the service provider designate early in the data collection process whether a consent form was signed. To determine if a participant's program enrollment should be displayed statewide, eCornerstone uses the start certification date of the program record. The information will be displayed if the start certification date is within a range of time in which consent was granted. If consent is not granted, or if the start certification date is not within a range of dates in which consent was granted, the information will be viewable only at the enrolling agency.

The actual Assessment responses will never be viewable outside the agency that performed the assessment. The system will use the Full Assessment completion date to determine if the Assessment results will be viewable statewide. If the Full Assessment completion date is within a range of dates when consent is granted, the outside agencies will be able to view the result wheel. If the Full Assessment completion date is not within a date range when consent is granted, no other agencies will see the Assessment.

For more information on consent, including specific instructions on updating a client's consent status, refer to Chapter 6: Participant Intake in the eCornerstone Reference Manual. The Reference Manual can be found by selecting "Help" from the navigation bar within eCornerstone. Specific questions can also be directed to the Cornerstone Call Center at toll-free 1-877-447-4221.