Community Resource Coordination Groups

CRCG Training Toolkit

Consent and Release of Information

Community Resource Coordination Groups (CRCGs) and their leaders and members must comply with all applicable state and federal laws, as well as individual agency policies. The referring entity and the CRCG must obtain written consent from the person, parent or legal guardian (as appropriate) before sharing information with CRCG members and participating in a CRCG meeting.

Written consent must explain the CRCG process, outline confidentiality procedures and their limits, and document an agreement to participate in the CRCG process. For virtual staffings, the consent must also include an explanation of potential privacy risks when using a virtual platform.

A written release of information must be obtained from the person, parent or legal guardian (as appropriate) any time information will be shared with the CRCG or its members. People and families may choose not to disclose certain information to the CRCG or may restrict disclosure to specific CRCG members. A person's or family's information will not be released to any other party without the person's or family's written consent.

CRCGs must adapt existing consent and release of information forms in use by a memorandum of understanding state agency to meet the CRCG's needs. Representatives who have questions about appropriate procedures, forms or protocols for securing releases should seek guidance from their own agencies.