

## Consent and Release of Information

CRCGs, their leaders, and members must comply with applicable state and federal laws, as well as individual agency policies. The referring entity and CRCG must have written consent from the individual, parent, or legal guardian (as appropriate) to share information with the CRCG and members and to participate in the CRCG meeting.

Written consent must be obtained from the individual, parent, or legal guardian (as appropriate) that includes an explanation of the CRCG process, confidentiality procedures and limits, and an agreement to participate in the CRCG process. For staffings via telehealth, the consent must also include an explanation of potential concerns of privacy risks when using a virtual platform.

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

Many CRCGs utilize their agency's consent and release forms and adapt them to meet the CRCG's needs. If representatives have questions about the appropriate procedure, forms, or protocol for securing releases, it is important they seek direction from within their own agency.