

CONSENT PROCEDURES

The following protocol must be followed when obtaining client consent to participate in the Respite Pilot Initiative Evaluation.

- Prior to the start of data collection, the evaluation consent procedures and forms at each respite site will be reviewed by the evaluators to insure completeness. All respite staff who will participate in obtaining client consent will receive training by the evaluators.
- Depending on what works best for the respite care site, the consent form may be used as a separate document or the entire document (including the signature blocks) can be incorporated into the respite program's current consent-to-services form to make one consolidated document.
- Regardless of whether the respite program has two separate consent forms or one consolidated consent form, the respite client must be counseled separately for the evaluation. The client must sign the consent form specifically granting permission to use his/her data as part of the evaluation.
- Each section of the evaluation consent document must be reviewed with the patient before the client signs and the respite staff member must attest in writing that he/she believes that the client understands the information described in the document and freely consents.
- The respite coordinator will ensure that only data from clients who have agreed to participate in the study are sent to the evaluators.