Denver Multi-Party Release of Information Consent Form
(ROI)

Crime Prevention and Control Commission Mental Health Committee

CPCC

- CPCC mission:

  To create and execute an evidence-based, accountable, and efficient public safety strategy to reduce crime and delinquency in Denver

CPCC Mental Health Committee

- Mental Health Committee works to identify and bring solutions to the intercepts of the justice and mental health system.
- Cross system/agency communication was hampered due to the difficulty in sharing information.
- The common release of information was identified as a way to expedite appropriate access to information and coordinate services.

How to use the Denver Multi-Party “ROI” Consent Form

- The following are directions to help persons using the ROI understand the intended use as well as how to use the form
- This form has been reviewed and accepted by legal sections of: Denver City Attorney’s Office, State Judicial, Denver Health and Hospital and the Office of the Attorney General.

ROI Format

- The ROI contains 7 sections:
  1. Client identification and purpose of the form
  2. Core service providers
  3. System agencies
  4. Type of information requested
  5. Confidentiality and compliance information
  6. Signatures
  7. Release of information directions

General Instructions

- Read the form out loud with the client.
- Ask them periodically if they understand and have questions.
- Both the client and the person requesting the information must sign the form, **including their printed name and date.**
- Once signed, the original form must be maintained in the clients record.
- The signed form is only good for one year or less if the client requests it be voided.

Section 1: Client identification and purpose of the form

- The intended use of the form is to:
  - Simplify and clarify the release of information process
  - Consolidates releases onto one form
  - Facilitate referrals and case management services with the information gathered

- If applicable, print the criminal case number's on the top of the form (optional).
- Print the client’s name, AKA and DOB.
- Identify the agency requesting the information.

Section 3: Agencies

- Mark the box next to the system agencies that may be providing supervision or also working with the clients. You may check all that apply.
- The ROI allows requested information to be shared among the requesting agency and the system agencies.
- <u>The ROI **does not allow**</u> for the information the requesting agency receives to be distributed to any other agencies without a release.

Section 4: Type of information requested

Different agencies may require different types of information:

- The requesting agency **should check only the information they require to fulfill their specific function** or work with the client.
- Received information must be kept in a confidential and secure setting and used according to the regulations identified on page 2 of the form.

NOTE:

Please note that this form may be used to simply give permission to discuss the clients treatment amongst the treatment providers and the criminal justice agencies without written information being shared.

Sensitive Information

- A separate, targeted release for psychotherapy notes and HIV information should be requested on a separate form with only the agency that has that information.
- Again, only the information needed to perform current authorized scope of work with the client should be requested.

Section 5: Confidentiality and compliance information

- All staff should understand the rules and regulations pertaining to confidentiality.
- Staff should work with their respective agency to understand these regulations.
- The client must indicate by checking the box what, if any, information can be re-disclosed, to whom and in what format.

Section 6: Signatures

- The client must **sign** and **print** their name and provide the **date** of the release.
- Staff making the request must **sign** and **print** their name and **date** the form.

* Remember, the form is good for only one year, unless it is revoked by the client prior to one year.

Section 7: Release of information directions

- If hard copies of information are necessary, identify how and where the information should be sent.

ROI Form Assessment

- The form was created to simplify and expedite the process of gaining client releases to receive information.
- We will be contacting you to assess the impact this form has had on you/and or your agency.
- Questions?

Wrap Up

- If you have any questions please ask your supervisor or call or email:

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Thank You