

## **SECTION V.15. Adult Family Care Disclosure of Information (DoI) Policy & Procedure**

The Disclosure of Information (DoI) process applies to the Adult Family Care (AFC) option and is intended to assure that AFC Home Providers (Home Provider) and AFC respite workers receive relevant information so they can make an informed decision whether to agree to provide care in their own home to a Choices for Care AFC participant. The DoI form shall include relevant information about a person's current status and history of violent behaviors, any potential predictors of violent behavior and all medications they are taking. The information may only be disclosed with the participant or guardian's authorization.

1. The AA shall explain the purpose of the Disclosure of Information (DoI) notice to the participant and/or legal guardian.
2. In order to provide consent and sign a DoI form, the participant and/or guardian must be informed of all relevant facts and be deemed to possess sufficient mental capacity to understand and appreciate the nature and effect of the disclosure at the time of signing the form. If the participant does not have capacity to consent, participant's legal representative may provide consent on participant's behalf.
3. The AA shall complete the DoI form which must contain relevant information concerning the participant's history of violent behaviors and any potential predictors of violent behaviors.
4. If the participant or guardian declines to consent to the disclosure of any and all information deemed relevant or important, the DoI form shall reflect that the participant/guardian declined to consent to the disclosure.
5. After the participant or guardian consents or decline consent, the AA shall release the DoI information to the potential home provider and respite worker.
6. The Home Provider and respite worker shall include the information on the DoI or refusal to consent in their decision whether or not to agree to the placement or provide respite services.
7. The AA will maintain a copy of the consent in the participant's confidential file.
8. All providers shall maintain confidentiality with respect to any and all participant records, including the DoI Form.