

EDUCATIONAL INSTITUTIONS AND HEALTH AND SOCIAL SERVICES ORGANIZATIONS

INFORMATION ABOUT THE YOUNG PERSON

Name of the young person:	Date of birth (yyyy-mm-dd):	
Place of residence:	<input type="checkbox"/> Foster family	<input type="checkbox"/> Other
Father's name:	Telephone number:	
Address (number, street and city):	Postal code:	
Mother's name:	Telephone number:	
Address (number, street and city):	Postal code:	
Legal guardian:	Telephone number:	
Address (number, street and city):	Postal code:	

Information prior to the joint meeting between the parents, the young person and the service providers

We confirm we have received all the information needed on the joint process proposed to us to better help our child. We have also been informed of the reasons why there needs to be greater collaboration among the service providers and a sharing of personal information about our child.

Specific information on the following elements has been given to us :

- The nature of the personal information that the service providers will share in connection with their areas of expertise and the purposes for which the information will be shared. The information that will be shared concerns: the summary of the young person's needs; previous services dispensed; summary of previous and current interventions; evaluations completed; academic and health and social services records; individualized education plans; individualized service plans.
- The confidentiality of the personal information to be communicated by the service providers authorized below. This information may not be used for any purpose other than the purposes for which it is shared, namely to improve joint actions by the service providers to better assist the young person, in compliance with the applicable legislation.
- The names of the persons who will share information and the organizations with which they are associated.
- The possibility that the service providers authorized to consult shared information may record this information in their respective files and that, subsequently, this information will be subject to the legal protection in effect in their respective institutions.
- The fact that this consent is optional. A refusal will not prevent service delivery.
- The right to have access to the information and to correct information, as provided for in the applicable legislation.

SIGNATURE OF THE YOUNG PERSON, PARENTS AND ANY OTHER LEGALLY AUTHORIZED PERSON

In light of the above, I hereby authorize the persons named below to share the information required to understand the situation of _____ in order to implement an individualized, intersectoral services plan.

This consent is valid for the period beginning on the date on which this form is signed and ending on _____ (maximum of one year).

Signature of the young person:	Date (yyyy-mm-dd):
Father's signature:	Date (yyyy-mm-dd):
Mother's signature:	Date (yyyy-mm-dd):
Legal guardian's signature:	Date (yyyy-mm-dd):

Persons authorized to share personal information

Service providers: Last name, first name, function	Associated institution: name and contact information

Identity and signature of the person who has requested and will record consent

Name:	Title:
Institution:	Telephone number:
Signature:	Date:

Information for parents and young people involved in a joint process to create an IISP¹

This document is an integral part of the *Consent to the communication of personal information for a joint process to create an IISP* form for parents and young people. For this reason, it must be given and explained to parents and young people involved in this joint process. It contains information on the consent given with respect to the communication of personal information, in compliance with the provisions of the *Act respecting Access to documents held by public bodies and the Protection of personal information* as well as with the specific provisions of the *Act respecting health and social services* and the *Youth Protection Act* that may be applicable.

The role of the parents and young person

The young person is at the heart of joint interventions to meet his/her needs and is the primary person concerned by actions revolving around him/her. As the people responsible for the development of their children, parents are indispensable collaborators.

Parents want their child to develop in a harmonious fashion and receive the best services. As parents know their child well, they must always have a voice in the decisions that concern him/her and take an active role in the IISP.

Parents play an important role in enabling the service providers to:

- fully understand the young person's situation
- intervene effectively
- act in a concerted fashion
- ensure consistency between the school, the health and social services institutions and the family
- ensure the success and smooth functioning of the process

The importance of the consent to the communication of personal information

It is essential that service providers are aware of the young person's abilities and needs in order to intervene effectively. It is also essential that the parents and the young person are involved in the entire joint process.

In order for there to be cooperation among services, it is essential that there be consent to the communication of personal information. It is based upon a relationship of trust between the parents, the young person and the service providers.

The implications of consent

Once consent is given, the personal information that will be communicated will be:

- restricted to those persons who are indispensable to the delivery of services to the young person concerned
- accessible only to those persons named in the consent form
- necessarily connected with the service providers' areas of expertise
- limited to the time period indicated

It is possible that the service providers authorized to consult shared information may record the information in their respective files. This information will subsequently be subject to the provision for protection of personal information in effect in their respective institutions.

The objective of improving joint action

The communication of personal information is aimed at improving joint action by the young person, the parents and the service providers. It enables the service providers to:

- place the young person at the centre of the interventions
- understand the young person's situation
- ensure the complementarity, consistency and continuity of the interventions
- establish the individualized, intersectoral services plan
- avoid duplication of services

The nature of the information communicated

The service providers must give the parents and the young person all the information required on the joint process in effect. In addition, they come to an agreement with the parents and young person concerning the nature of the information that will be communicated and that involves the:

- summary of the young person's needs and abilities
- previous services dispensed
- summary of previous and current interventions
- evaluations completed
- academic, health and social services records
- individualized education plans
- individualized service plans

The service providers' duty

All the service providers have a responsibility to respect the confidential nature of the personal information entrusted to them. They must explain what is involved in the process in such a way that the parents and the young person understand it.

The rights of parents and the young person with respect to personal information

All personal information is confidential unless its disclosure has been authorized by the person it concerns.

To be valid, the consent must be free and enlightened. The consent may be withdrawn in whole or in part at any time and this withdrawal does not have to be in writing.

Generally speaking, the law recognizes the right of every person to have access to all personal information concerning him/her as well as the right to request that any inaccurate, incomplete or unclear information be rectified.

Furthermore, the general principle provides that persons with parental authority have the right to access information concerning their minor children.

In addition, *the Act respecting health and social services* and the *Youth Protection Act* contain specific provisions that must be taken into account.

The Act respecting health and social services gives a minor aged 14 and over the right, in certain circumstances, to refuse to allow the health and social services institution to divulge the information in his/her file to a holder of parental authority.

In developing an IISP, therefore, one must always ensure that access to the files by parents and the young person as well as the consents to the exchange of information among the various professionals in the education and health and social services systems have been obtained in accordance with the specific legislative provisions that may be applicable.

With respect to the exercise of the right of access to information that will be collected within the context of developing an IISP, the service provider must give the parent and the young person the identity of the person they can contact in order to exercise their rights to access information and to correct information.

¹ Individualized, intersectoral services plan