

## **INSTRUCTIONS FOR ILLINOIS DEPARTMENT OF HUMAN SERVICES (IDHS) HOME VISITING (HV) DATA CONSENT FORM**

### **PURPOSE OF THIS FORM**

Illinois HV programs are required to obtain consent from each participant (ie, parent, caretaker) before collecting program data and entering the data into the DHS home visiting data system. Only one consent is required per participant. An individual consent does not need to be filled out for each child(ren). By signing the consent, the participant is giving permission for *their family's* information to be entered.

If a second guardian is regularly involved in home visiting services, included in screening and assessment activities, and considered a participant, the second guardian should sign a separate consent form. If the second guardian is not considered a participant and is not one of the primary beneficiaries of the HV services, a separate consent form is not needed from the second guardian.

Consent should be obtained at case opening. The original signed hard copy of the consent should be kept in the family file (chart). This form should be updated annually.

### **PARENTS WHO ARE MINORS**

If the parent is a minor (under the age of 18), the minor is required to consent for services as it relates to their own child(ren) enrolled in the program. In addition, it is best practice for the minor's parent or guardian to give consent for the minor to participate in services whenever possible/feasible. In this case, two signatures are provided, one from the minor's legal guardian and one from the minor.

When a participant is a pregnant and/or parenting youth in the Department of Children and Family Services (DCFS) care, no matter their age, the youth can consent to participate in home visiting services. When a Consent for Release of Information is needed though, that consent, while signed by youth between 12-17, must be forwarded to the legal DCFS caseworker to send to the Guardian's Consent Line. Home visitors should be able to find out who the legal caseworker is from the family, or from whoever referred the family.

### **VIRTUAL CONSENT**

During the pandemic, virtual consent may be obtained instead of an original ink signature (also known as a "wet signature"). To obtain virtual consent, send the form to the participant (when possible), review the form with the participant, and ask for their verbal consent.

On the form, indicate that the client provided verbal consent, the date of the verbal consent, and provide the name and title of the individual who completed the (verbal) consent form with and for the client. Once it is safe to meet in person, bring the form to the participant and ask them for a wet signature.

### **PARTICIPANTS WHO DECLINE TO CONSENT**

Home visiting participants are not required to sign this consent. They can receive home visiting services without signing this form. If a participant declines to consent, hard copies of their files will have to be kept on site at the program office in a secure location.

## **WHERE CAN THE FORMS BE FOUND**

The forms can be found in English and Spanish as follows:

For English: <https://www.dhs.state.il.us/onenetlibrary/12/documents/Forms/IL444-3470.pdf>

For Spanish: <https://www.dhs.state.il.us/onenetlibrary/12/documents/Forms/IL444-3470s.pdf>