

# HIFIS Policy and Procedure – Common Consent Form

The [Consent Quick Guide](#) found on the [HIFIS Support Page](#) will assist you with consent type and procedure for each.

- When uploading a client’s Common Consent Form into HIFIS please **do NOT enter an End Date**.

All individuals, **aged 16 and older**, must complete their **own** [Common Consent Form](#) and [Common Intake Form](#) when not entered as a code.

- **Inherited Consent** is for dependents, **under the age of 16**, who have been listed on their parent or guardian’s [Common Consent Form](#). For families, only the person determined to be the “Family Head” should provide consent for the dependents.

## Share with ALL Service Providers

- Those clients who have selected “**ALL service providers**” on the [Common Consent Form](#) will have **Explicit Consent** and those with access to HIFIS will have access to the client’s account.

## Share with ONE Service Provider

- If a new or an existing client who is sharing their information with “ALL service providers” wants to share their information with only **ONE** service provider, you would complete the steps in **Scenario 4** of the [Consent Quick Guide](#).
  1. Enter an **End date** in the Consent section of Client Information for **existing clients**. The closed file will remain in the database.
  2. Create a **new** client file in HIFIS selecting “**Declined-Anonymous**” as the consent type.
  3. Upload a copy of the Common Consent Form that states the name of a **single** service provider.
- If client wants to share their information with **more than ONE** service provider, but not all service providers, then **each** service provider will need to create their own “Declined-Anonymous” client file in HIFIS and upload the completed [Common Consent Form](#), naming their agency as the anonymous client’s Last Name.

## Does not want to share ANY Service Provider

- Existing clients will need to sign a [Withdrawal of Consent Form](#) found on the [HIFIS Support Centre](#) and an End Date would be entered for the client’s current active consent in HIFIS. The closed client file will remain in the database.
  1. Create a new client file, selecting the “Declined-Anonymous” consent type.
  2. Enter the client as a **code**, found in **Scenario 5** of the [Consent Quick Guide](#), rather than using identifiable information.
- If in the future this client decides to share their information you will follow the steps in **Scenario 6** of the [Consent Quick Guide](#).

If you have any questions or concerns for the Consent, please feel free to reach out to us at [HIFIS@simcoe.ca](mailto:HIFIS@simcoe.ca).