



Confidentiality and Informed Consent Worksheet and Action Plan

Name: _____

Date: _____

INSTRUCTIONS: Choose one question to complete from questions 1-3 below. Please also complete question number 4. Please submit your responses ELECTRONICALLY as soon after Session One once you have completed the assignment. Submit to outreach@ccvs.vermont.gov.

*NOTE: If you are attending the VVAA as a community member (not affiliated with an organization, agency or school), please identify an organization in your community that provides services to victims or survivors of crime and research their policies. Feel free to contact us for suggestions!

1. Research the confidentiality policy of the agency/organization for which you work.

- a. Does the policy apply in the same way for everyone who works there?
- b. When is confidentiality kept, and when is it not? What are the exceptions?

2. Identify a primary partner organization to which you frequently make referrals.

- a. What is that organization's confidentiality policy and practice?
- b. Is it possible service users assume that the confidentiality policies of your organization extend to the agencies to which you make referrals?

2.B: Considering this possibility, **create an action plan** for addressing this issue within your organization. Include suggestions for questions or other ways to address the issue with your partner/referral organizations.

3. Reflect on your agency's/organization's intake process.

- a. In order for a potential service user to gain access to your services, what information do you request?
- b. What information do you give?
- c. Do you ensure a person has the opportunity to provide informed consent by exploring all aspects of the service before accessing the services, and/or before the service user shares confidential/personal information?

4. What suggestions or ideas do you have that could strengthen confidentiality and informed consent practices within your organization, or provide more clarity for service users?

