



POLICY/PROCEDURE: PARENT/GUARDIAN SHARING OF INFORMATION

I. PURPOSE:

The purpose of this policy is to delineate the responsibility and process to be followed by Allies Inc. in support of the mandate in the Stephen Komninos Act to provide a means of information sharing between parent/guardians with individuals in the same Allies Inc. program.

II. POLICY:

The law requires community-based, residential programs and day program providers to request contact information from parents/guardians and if the parent/guardian agrees provide a means for exchanging contact information with other parents/guardians within the program for opportunities to share experiences. Parents/guardians may "opt out" of sharing or determine what contact information they wish to share.

III. PROCEDURE:

Allies Inc. will request initial notification permission and levels of information they wish to share from parent/guardian and track the response.

- This contact information must remain updated and accessible.
- Allies Inc. is adding this to the admission letter so parents/guardians may choose to "opt out" or choose what level of contact information they wish to share. Staff should verify and update this information at each subsequent ISP so that the parent/guardian has an opportunity to change their mind to "opt out" or the level of information they wish to share.
- The parent/guardian determines what it is they are comfortable sharing and it is totally up to them if they want to participate.