

LifeSpan, Inc.

School-Based Services Informed Consent & Student Responsibilities

Consent for Service

I hereby consent to receive School-Based Support Services from LifeSpan, Inc. for

Print Name of Student/Client

I understand there are risks and benefits of all services and that my School-Based Support Worker will discuss all service options with me. I have the right to refuse or discontinue any service at any time. If I should refuse, efforts will be made to develop alternative approaches and to understand the implication and potential consequences of refusing this service.

Scope of Service and Availability

LifeSpan, Inc. provides school-based services in five schools in Butler County including Hamilton High School, Hamilton Freshman School, and three Butler Tech school locations (D. Russell Lee, School of the Arts, and Bioscience Center) and one school in Warren County (Franklin High School). School-Based Support Workers (SBSWs) are employed by LifeSpan Inc., but are housed within these schools to help serve the needs of students and families by removing barriers for learning. SBSWs work with students, parents, teachers, and administrators to help solve problems which keep students from reaching their full potential. The SBSW at your school is available to provide:

- **Information and Referral Services** to help families access targeted community resources and services to meet their needs such as medical and dental care, food, clothing, housing, employment, daycare, educational opportunities, positive community activities, domestic violence services, and/or mental health therapy/services.
- **Linkage to Crisis Intervention Services** to support students during times of crisis. The SBSW is often the first responder to behavioral crises. Crises often include suicidal thoughts or gestures, homicidal thoughts, behaviorally out of control, actively psychotic, or recently sexually assaulted.
- **Mental Health Educational Service Groups** are offered based on the need of the specific student population. Such groups could include anger management, conflict resolution, or life skills groups.
- **Prevention Services** to focus on competency skills, stress management, self-esteem building, mental health promotion, life-style management, and goal setting.

Students and guardians do not have to pay a fee for these services. Each school has a monetary contract with LifeSpan Inc. to provide this beneficial service for their students. The SBSWs work during school hours and are off work during school holidays, breaks, and summer vacation. If your child needs immediate attention or is experiencing a psychiatric emergency after hours or on a holiday, some options are: call 911; call Butler County Mobile Crisis Team at (513)894-7002 or Middletown (513)424-5498; in Warren County call hotline at 1-877-695-6333; or go to the nearest hospital emergency room. LifeSpan's office number is (513) 868-3210.

Confidentiality

All information pertaining to the identity, health, or service of any student/client of LifeSpan, Inc. shall be held in confidence and shall not be disclosed in oral or written communication except under the following circumstances:

- We are obligated by law to report suspected child abuse (sexual, physical, or emotional) and neglect to the proper authorities.
- We are obligated by law to report suspected elder abuse to the proper authorities.
- We are obligated to take appropriate action if your child represents a threat of harm to self or to others. We will take any necessary action to prevent such harm by linking your child to crisis intervention services.
- If you or your child is involved in court matters, your child's records may be subpoenaed at any time during or after your child's services at this agency. We will make efforts to protect your child's confidentiality and will not release the record without the proper consent or court order to do so.
- SBSW reserves the right to inform staff/administration of concerns about your child's mental health if there is an immediate concern regarding the safety of your child while at school or on school premises.

- If a child’s parents are divorced, the non-custodial parent may have equal access to the child’s records and to information about the child’s services. Upon request, we will be happy to discuss this issue with you in more detail pursuant to your individual circumstances.
- Some email communication may be unencrypted so there may be some level of risk that protected health information in an email could be read by a third party; if you agree to email communication, LifeSpan is not responsible for unauthorized access to your information
- If your child sees an SBSW, these meetings are documented and become records of LifeSpan. Records are audited by peers and supervisor for compliance. These records are separate from school records. We share information with school staff members based upon each individual circumstance. We protect confidentiality and safety while always doing what is in the student’s best interest.

Student Rights and Grievance Procedure

The Student Rights Policy outlines client care expectations and rights during all phases of contact with the agency and its personnel. If you would have a complaint about LifeSpan or an SBSW, the Grievance Procedure explains the process that can be used either within or outside the agency for addressing a grievance and is available to all clients. The complete list of student rights is available for you to review. I acknowledge that I have received a copy of the client Rights Policy and Grievance Procedure.

Student Record Authorization

I give LifeSpan’s School Based Support Services staff permission to access my child’s records including grades, credits, and pupil progress reports. I understand the records are necessary so the program can successfully complete evaluations and improve program services. All information will be kept confidential and used only for the purpose of program evaluation.

Client Behavior Management Policy

LifeSpan does not use physical or restrictive behavior management activities in any student or client interactions.

Client / Parent/Legal Guardian Responsibilities

SBSWs try to help students be successful in school. This is very important and we rely on you to assist us with the following:

- Provide complete, accurate, and updated information regarding health, custody, and demographic information (name, address, phone numbers, etc.)
- Participate in developing your service plan, following your agreed upon service plan, and assisting in revision of the service plan as needed
- Participate in services unimpaired by alcohol or illegal substances
- Notify the SBSW if you are unsure about any part of this service, rights, or responsibilities

Involuntary Termination

The SBSW may terminate or suspend services due to, but not limited to, the following situations:

- Behavioral, emotional or mental impairment that interferes with the student’s ability to participate
- Student service needs do not match School Based Services scope of practice
- Student use of physical, verbal, sexual aggression or harassment toward School Based Support Worker

Student

Date

Guardian Signature

Relationship to Client

Date

School Based Support Worker

Date