

**Service Coordination Support (SCS)  
for People with Developmental Disabilities  
1400 St. Laurent Blvd., Suite 507 Ottawa, Ontario K1K 4H4**

**Consent for Collection, Use and Disclosure of Information**

**Service Coordination Support (SCS) for People with a Developmental Disability** is a non- profit, provincially funded agency serving adults and children with developmental disabilities and children with autism. We help individuals and their families plan for and connect with community resources. SCS complies with *Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008* and the *Personal Health Information Protection Act, 2004*.

<b>Initial</b>	Please initial all sections
<input type="checkbox"/>	I understand that, in order to connect me to third party service providers who best meet my needs, it will be necessary for SCS to disclose my personal information to agencies. SCS will balance the need to maintain my confidentiality with the need to provide agencies with sufficient information to assess their ability to provide high quality services that promote safety and security for all, which means a duty to warn service providers when it is necessary and appropriate to do so. This shall only be done in a manner consistent with SCS's Privacy and Confidentiality Policy a copy of which is available at <a href="http://scsonline.ca/">http://scsonline.ca/</a> .
<input type="checkbox"/>	I understand I can seek legal advice about this consent and that at any time I may remove my consent, request access to my records, request a correction of information, or If I believe any of my privacy rights have been violated in any way, contact the Privacy Officer at: <a href="mailto:privacy@scsonline.ca">privacy@scsonline.ca</a>
<input type="checkbox"/>	I acknowledge that the Ministry may collect my personal information for purposes relating to administering the Act and regulations, monitoring, reviewing and planning for services and support needs in the community.

**Examples of collection, use and disclosure (for complete list see policy at <http://scsonline.ca/>)**

1. Provide you with information about services for persons with developmental disabilities and/ or autism in Ottawa
2. Assist you with completing the registration process to access these services
3. Assess your individual needs and help you develop your goals
4. Provide info to you or organizations providing services for persons with developmental disabilities to whom you are referred
5. Refer you to the appropriate services (including Developmental Service agencies, Outside Paid Resources and to services in the broader community)
6. For clients of DSOER, this may include;
  - a) provincial database rights to support Urgent Response,
  - b) referrals to Justice Transition Home,
  - c) Ministry of Children, Community and Social Services (MCCSS) Passport Program referral after eligibility confirmation, to: transfer of information to Passport database, Passport agency contact with you to inform you of an offer of Passport approval, and sharing the Passport service registry list with the Passport payment agency – Passport One.

**Name of applicant:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
yyyy/mm/dd

**I give SCS consent to:**

- (initial) **Collect personal health information pertaining to the above named person**
- (initial) **Disclose personal health information pertaining to the above named person to third party service providers which I have consented to or to other organizations that may be able to offer its services to me.**

**By clicking this box and signing below you agree to these terms and conditions.**

**Consent given by:** \_\_\_\_\_  
Full Name

**Date:** \_\_\_\_\_  
yyyy/mm/dd

**Telephone Number:** \_\_\_\_\_