



Integrated Support and Training for Caregivers and the Community,
One Skill at a Time.

POLICY AND PROCEDURE FOR INFORMED CONSENT

EFFECTIVE DATE: October 3, 2022

PURPOSE:

To provide direction to Forward Integrated Services, Inc. (FIS, Inc.) staff for orienting participants and their parents/caregivers regarding intake and services, authorizing services, what to expect, rights and responsibilities of participants, billing, fees, and authorizing a limited release of information necessary for billing to their Medicaid funding.

PROCEDURE

1. The participant/parent/guardian will be provided a copy of the FIS Inc. SERVICE CONTRACT as part of the initial packet of paperwork to be read and, if there are no questions, completed (signed) prior to the initial assessment appointment.
2. The FIS, Inc. staff member will review the SERVICE CONTRACT with the participant/parent/guardian during the initial assessment session to help him/her understand the information and provide an opportunity to ask questions.
3. The information provided to the participant and/or the individual acting on his/her behalf should include:
 - a. The potential benefit(s) of the proposed service(s).
 - b. The manner in which the services are to be administered or service(s) provided.
 - c. The expected services side effect(s) or risk of side effects which are a reasonable possibility.
 - d. Alternative services if applicable.
 - e. The possible consequence of not receiving the services recommended.
 - f. Time period for which the proposed authorization for services is in effect (consent is not to be longer than 12 months).
 - g. The right to withdraw the consent at any time in writing.
 - h. The cost of individual sessions and an estimate of the total service cost.
4. During the course of the initial assessment, the clinician has the responsibility to determine the competence of the individual designated to grant consent. Consent to services is not valid unless the individual who has signed is determined to be able to comprehend the information given to him/her.

Revised 09/20/2022