

# Consent to Share Quick Reference Guide

## Consent to Share

### What is it

Consent to Share relates to the client’s agreement to be included in the NSW Statewide search results within CIMS.

### What does it do

For a client to be included in the state-wide search, they must provide consent for their information to be shared and the consent must be recorded in CIMS. If there is no current Consent record, or if the consent record indicates that the client did not consent to share, then the client will not appear in the Statewide search.

Further details on the Statewide search can be found in the Statewide Search Quick Reference Guide in CIMS.

### Important Considerations

It is important to understand what information will be shared in the Statewide search and adjust the visibility of any items that should not be shared for a particular client. For example, it may be inappropriate to share the address of a DFV victim even when the actual client file isn't Sensitive, in which case the visibility of the client's address record should be changed to Cluster or Workgroup.

Further details on Sensitivity can be found in the Client Sensitivity Quick Reference Guide in CIMS.

Further details on record visibility can be found in the Client Record Visibility Quick Reference Guide in CIMS.

## Managing Consent Records



Start Date	End Date	Worker	Type
18/11/2014	21/11/2014	Mark Latham	

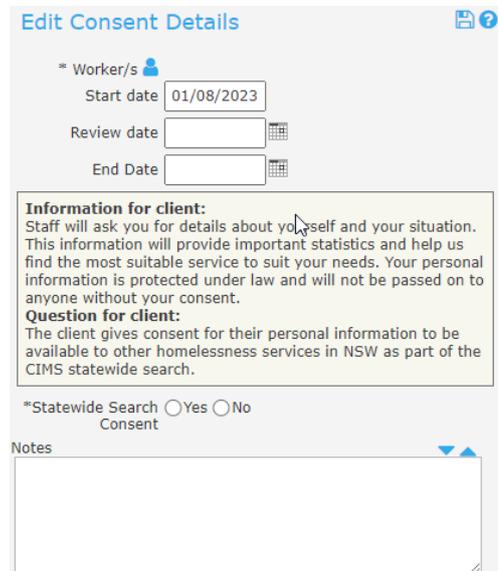
### 1. View Consent

The Consent to Share records, whether a client has agreed, or not, of their personal information (name, demographics and selected relationship, contact and assessment data) is available to homelessness services in NSW.

- The Consent tab in the person page displays a person’s current consent to share and any prior consent to share records.
- Click the **View Prior** button to view the person's prior consent to share records. Please note this button will only show if the person has a prior consent to view.

### 2. Create New Consent

- Click the **Create New Consent** button to display the Edit Consent Details form.
- The **Start Date** will be set to the current date and cannot be edited.
- Statewide Search Consent must be set to either Yes or No before the record can be saved.
- If No is selected, the client will not be visible in the Statewide search.
- If Yes is selected, then the client will be visible in the Statewide search and the specific information which will be available is determined by the May be Viewed By setting of the individual records.
- Enter any **Notes** which are relevant to the consent and click Save to finalise the record.



**Information for client:**  
Staff will ask you for details about yourself and your situation. This information will provide important statistics and help us find the most suitable service to suit your needs. Your personal information is protected under law and will not be passed on to anyone without your consent.

**Question for client:**  
The client gives consent for their personal information to be available to other homelessness services in NSW as part of the CIMS statewide search.

\*Statewide Search  Yes  No  
Consent

Notes

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### 3. Review Consent

The **Review Date** can be set to create a reminder in the Action Tab for the practitioner to end or continue the consent to share at a future date.

### 4. End Consent

The **End Date** is used to end the client's consent to share and can only be set to today's date. Update the **Notes** to record any information relevant to the end of the client consent record and click Save.

#### Edit Consent Details

\* Worker/s 

Start date

Review date

End Date

**Information for client:**  
Staff will ask you for details about yourself and your situation. This information will provide important statistics and help us find the most suitable service to suit your needs. Your personal information is protected under law and will not be passed on to anyone without your consent.

**Question for client:**  
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\*Statewide Search  Yes  No  
Consent

Notes 

May be viewed by  Workgroup  Cluster

Last update