

Information for Informed Consent

*The Family Ties Project
a federally-funded demonstration project
sponsored by the Consortium for Child Welfare.*

What does The Family Ties Project Offer?

The Family Ties Project can provide you and your family specialty services including individual and family counseling, case management for kinship families, and legal services for families affected by HIV/AIDS who wish to plan for the future care of their children. This is often referred to as permanency planning or life planning. While receiving services from the Family Ties Project we ask that you continue to work with your case manager.

What We Want You to Know Before You Sign

- ✘ **Participation is voluntary** and you may withdraw at any time. If you decide not to sign, or sign and later decide to withdraw, your case manager will continue to provide you with quality services according to his/her agency's policies.
- ✘ **There are no fees.** It does not cost you or your family any money to receive services from the Family Ties Project.
- ✘ **Confidentiality.** Your case manager and Family Ties staff and service providers keep all information on you and your family confidential. Your case manager or Family Ties Project staff will not make a referral to specialty services without your permission to do so. By law, the HIV status of individuals or other health-related information cannot be divulged without consent.
- ✘ **With your consent, some information about you is shared with Family Ties Project staff and staff working directly with you through one or more of the specialty service providers (service team).** The information will be shared for the sole purpose of helping you and your family with the matter(s) for which you have sought Family Ties Project assistance. Every six months, the Family Ties professionals working with you discuss what services you have been receiving and how you are proceeding with life planning. You have the right to withhold information or ask that it not be shared among the professionals assisting you. Withholding information may affect the ability of specialty services to assist you in meeting your goals.
- ✘ **Child Abuse and Neglect.** By law, health care providers, mental health providers, and social service workers, are among those professionals required to report suspected instances of child abuse and neglect to Child and Family Services Administration.
- ✘ **We Evaluate Our Program and Invite Your Participation.** Family Ties Project staff will be evaluating our services to find out what you think about the services the program provides and

if those services met/meet your family's needs. Family Ties Project staff will never contact you without your permission, and you are not required to participate in evaluation activities such as client satisfaction surveys, focus group meetings, or meetings with an evaluator.

On-going evaluation helps Family Ties Project staff provide the highest quality, most appropriate, life planning services to families.

- ✘ **Risks to participants.** Data collected for federal reporting purposes is coded and there is no risk that you or your family could be identified. Family Ties Project staff and specialty service providers may make presentations at conferences or write research papers relating to their work with families infected and affected by HIV/AIDS, but there is no risk that you or your family could be identified as a project participant from any of these materials. There are no other known risks from participating in the Family Ties Project. If you have concerns or questions, please discuss them with your case manager or with Project Director Sally Altland, MPH/MSW, LGSW, saltland@familytiesproject.org.

Specialty Service Consents

Please note that Family Ties Project service providers, such as attorneys, art therapist, and case manager, may also ask you to sign a consent form to receive their agency's service.

Contact Information

If you have any questions about the Family Ties Project that your case manager cannot answer, please call the Family Ties Project office at 202.547.3349 or info@familytiesproject.org. Office hours are Monday through Friday, 9 a.m. to 5 p.m. Voice mail may be left after office hours.

