How to Document Consent to Share Identifiable Data in Visit Tracker

In order to more fully understand and evaluate the impact of home visiting on families, the HVSA needs to examine home visiting data alongside other administrative data (e.g., Child Protective Services, birth certificate data). Confidential information about parents/guardians and children is necessary to link home visiting data with other administrative data.

To allow for access to confidential information, the parent or guardian must consent to share this information with DOH and DCYF. LIAs are required to seek parental consent to share confidential information with for all newly enrolled families within the **first three home visits**. If a parent/guardian consents to sharing confidential information, LIAs must also collect:

Caregivers	Children
• First and Last Name • Residential Address (including Zip Code)	• First and Last Name • ProviderOne (Medicaid) Number

More information about the consent process and how the data is used is available on the Data Collection page of the DCYF Home Visiting website.

Once a parent/guardian's consent status is determined, LIAs that use Visit Tracker may document consent status and confidential data elements directly in Visit Tracker. Data are then automatically included in monthly data extracts.

How to document consent status when enrolling a new family:

1. Navigate to the *Enter New Family* form by clicking on the "*Families*" link in the horizontal navigation bar, then click "*New Family*" in the menu on the left side of the page.
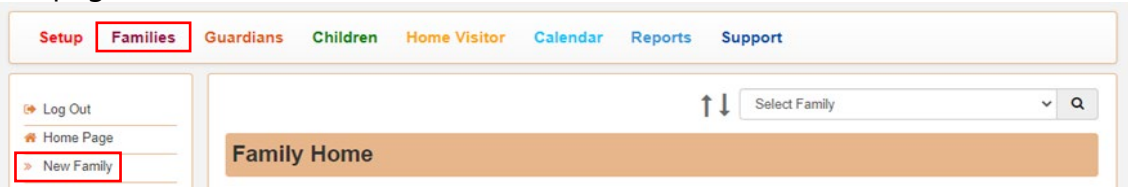
2. On the *Enter New Family* form, scroll down until you see the *"Guardian consents to sharing identifiable data with the State of Washington"* field. Record the family's response here. (If you do not see this field, please refer to the "How to Customize Visit Tracker Preferences to Match HVSA Reporting Requirements" document on the Data Collection page of DCYF's Home Visiting website.)

How to update a family's consent status:

1. Navigate to the *Family Home* page by clicking on the *"Families"* link in the horizontal navigation bar and choosing the family from the drop-down menu.

2. Click on the Primary Guardian's name in the "Guardians Entered" table.

3. Scroll down to the "Guardian consents to sharing identifiable data with the state of Washington" field and update the family's response.