Revised: 04/2019

Cottonwood, Inc.
Policies and Procedures

SECTION: Consumer Related
POLICY NO: 05-043

SUBJECT: Informed Consent
PAGE(S): 1 of 2

EFFECTIVE DATE: March 1991
Licensing Regulation Reference: 30-63-21 and 30-63-23

Policy:

It is the policy of Cottonwood, Inc. to obtain informed consent from the appropriate consumer or guardian prior to the implementation of any restrictive intervention or modification as defined in policy 05-011. Informed consent shall consist of the full understanding and agreement to a specific plan, made voluntarily by one with legal ability to agree to the specific plan without coercion or undue pressure. Informed consent documentation shall ensure that the consenting individual is aware of at least the following: purpose, methodology, possible risks, possible benefits and alternatives to the proposed restrictive intervention.

Procedures:

1. The case manager will ensure that informed consent has been obtained and documented prior to the implementation of any restrictive behavior plan or psychotropic medication use, unless the needs of the individual clearly dictate otherwise and the case manager documents that need. For medication, the consent for treatment must actually be obtained by the prescribing physician but the case manager will review medication with the individual or Guardian, if applicable, and obtain informed consent. This will be documented on an Emergency Medical Release & Consent Form at least annually and when medications are changed by prescribing medical provider.

2. For a restrictive intervention (other than medication), the case manager will set up a meeting to discuss the Behavior Support Plan (BSP) with input from consumer, guardian, and support team. Following the meeting, the case manager will complete the BSP and obtain consumer and guardian informed consent signature. A copy of the BSP and informed consent signature will be forwarded to the Internal Review Committee.

3. When emergency implementation is advised by the team as described in #1 and signatures are not immediately available, the case manager may obtain informed consent verbally from the consumer or guardian on a temporary basis. This consent shall be documented on the appropriate informed consent form and is considered valid for a period not greater than two weeks.

4. Consent may be withdrawn at any time without cause, and such withdrawal will not result in any form of retribution to the withdrawing party. Withdrawal of informed consent will be documented in the consent section of the BSP and filed in the case record.

5. The consumer should be informed at the time consent is obtained that the behavior plan specific to that individual will be reviewed by the Human Rights Committee for appropriateness. Thus, personal information will be discussed by the committee whose members are charged with maintaining confidentiality.