



## RELEASE OF INFORMATION PROTOCOL

### Overview

Oakland Fund for Children and Youth (OFCY) is required to conduct an annual independent evaluation to see if its programs are making a difference and how they can be improved. All programs funded by OFCY are required to have all clients sign a Release of Information Form stating that the client gives permission for the Grantee to input their information into a database (Cityspan) for purposes of evaluating program and fund performance. ***Every enrolled client (and their parent, guardian, or other legally authorized representative if a minor) must sign a Release of Information Form giving consent to being evaluated by the City and the designated evaluation consultant, including sharing information with and from Oakland Unified School District.***

### Administration

Each OFCY-funded program is responsible for assigning an individual to administer evaluation consent at client intake. For youth under 18 years of age, the administrator will work with the client to secure parent or guardian consent for the minor to participate in evaluation activities, and to have their likeness photographed or videotaped.

The administrator will be responsible for communicating and explaining the following points orally to ensure that clients understand how their personal information may be used. All parent and client Release of Information forms will be stored securely by the agency in the client document folder on site.

- By signing the Release of Information form, the client agrees to let Cityspan and the City's contracted professional evaluation firm(s) access identifying client information. Client records from Oakland Unified School District may be reviewed.
- Data is stored in a password protected database (Cityspan) and anonymized before being analyzed. A client name or other identifying information will never be published in a report or other publicly available document.

OFCY-funded agencies can use the Release of Information – Evaluation and Photo/Video Permission Form provided by OFCY, or incorporate the form into existing client intake forms.

### Documenting Client Consent for Release of Information

The verification of client status completing the Release of Information form for each client is to be updated on the Cityspan information management system upon intake. All parent and client Release of Information forms will be stored securely by the agency in the client document folder on site.