



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 obtaining a signed Release of Information form from participants (or from their parent or guardian if they are a minor) to input their personal information into the database and to participate in OFCY evaluation.

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.
- Participants may choose to remove their data from Cityspan at any time with written notice to the OFCY funded program, OFCY and Cityspan.

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

Each participant only has to complete the Release of Information form once for their participation in your OFCY funded program. They do not have to complete the Release of Information every fiscal year. All parent and client Release of Information forms will be stored securely by the agency in the client document folder on site and will be audited during OFCY grant monitoring visits.