

CLIENT CONSENT FORM for the
PCAP Outcomes Tracking Application

Thank you for choosing the Parent Child Assistance Program [PCAP].

Your PCAP site is called: _____

The **ALBERTA PCAP COUNCIL** is a group that gives support and guidance to PCAP sites in Alberta. The **COUNCIL** wants your permission to collect information about you and your experience with PCAP services.

SUMMARY

- The **ALBERTA PCAP COUNCIL** wants to collect my information. My information will allow PCAP services to help women around Alberta.
- Only *group data* is used for reporting, program evaluation, and research – my name is *NOT included*.
- I have the choice to let my information be collected. I will not lose services if I do not participate. Once my answers are stored, they cannot be removed.

What should I know?

We want to see how PCAP can help women in Alberta. When you start PCAP, staff will do an “intake interview” with you. Staff will ask questions about your life and your needs. During your three years in PCAP, your mentor will ask for updates on your life so they can help you with your goals and fill out questionnaires on your progress and the services you receive.

PCAP staff may enter your progress in PCAP in an “Outcomes Tracking Application”. The “Outcomes Tracking Application” is an online program that stores information. There are features to keep your information private. Only certain people can see your name with your answers (ex. your PCAP Mentor, the agency supervisor). The **ALBERTA PCAP COUNCIL** and people who help with the “Outcomes Tracking Application” may also see your information.

Your information will be part of *group data*. “*Group data*” is a lot of data put together from people who are in the same program as you. This *group data* helps PCAP sites in many ways. Your information is private when it is in group data.

Please remember: Staff might have to report your information if . . .

- 1) The courts and/or your parole/probation officer ask for your records.
- 2) You might hurt yourself.
- 3) You might hurt others.
- 4) A child is being abused or neglected.

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What are the risks and benefits?

Risks: Some questions may be personal and they might upset you. Please let staff know if you feel bothered by the interview.

Benefits: Your answers will be part of group data. Group data is used for “program evaluation” and research. “Program evaluation” tells PCAP staff and their funders about the strengths and weaknesses in PCAP services. This group data will show what services are helpful for women in Alberta. The group data will show what other services might be needed in Alberta.

What else do I need to know?

All PCAP clients will be asked for updates in different areas in their lives. These help with your PCAP service. You can choose if this information is stored in the “Outcomes Tracking Application”. Your information will stay in the “Outcomes Tracking Application” even when you leave the PCAP program. You can ask staff to stop putting new information into the “Outcomes Tracking Application” at any time. You will still get PCAP services.

If you have questions or complaints, you can talk to your PCAP Mentor or a PCAP Supervisor.

DO YOU HAVE ANY QUESTIONS RIGHT NOW?

When you are ready, please answer and sign below:

The ALBERTA PCAP COUNCIL can collect, use, and share my information WITHOUT MY NAME. (Information is stored in the Outcomes Tracking Application)	YES or No	Client's initials:
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CLIENT SIGNATURE

DATE

CLIENT NAME

PARENT/LEGAL GUARDIAN SIGNATURE

DATE

PARENT/LEGAL GUARDIAN NAME

PCAP STAFF SIGNATURE

DATE

PCAP STAFF NAME