



DATA AND EVALUATION REQUIREMENTS

Collecting Consent Forms

DCYF requires grantees to collect written consent forms from parents/guardians of youth participants, or youth participants themselves if they are 18 years of age or older, that authorize the sharing of personally identifiable information with DCYF and SFUSD.

DCYF has developed a form for your agency to administer to parents/guardians and youth participants during program registration that includes the necessary language for consent to be obtained.

- SEE FOLLOWING PAGE FOR CONSENT FORM.
- If your agency already administers a consent form as part of your registration process, ensure that the sharing of participant information with DCYF and SFUSD is covered in that consent form.
- If a youth participant participates in multiple DCYF-funded programs run by your agency, a single signed consent form is sufficient for all programs.

Parents/guardians of youth participants, or youth participants themselves if they are 18 years of age or older, should be encouraged to review and complete the forms.

DCYF uses participant information to monitor and evaluate funded services, to understand the populations served by DCYF-funded programs, and to ensure that San Francisco's most vulnerable children, youth, and families have access to services.

Personally identifiable information of youth participants for whom authorization is not collected or obtained should NOT be reported to DCYF.

- If a parent/guardian of a youth participant or youth participant 18 years of age or older refuses to sign the form that authorizes the sharing of information with DCYF and SFUSD, personal information for that participant should not be entered into CMS.
- Because DCYF uses CMS to understand programming and the numbers of youth served, refusals may impact your agency's ability to meet DCYF expectations regarding numbers of youth served (see Performance Measures document for more details).

DCYF does not encourage grantees to deny services to participants for whom written consent to share data with DCYF and SFUSD has not been obtained.

- Programs may continue to serve participants for whom consent is not obtained.
- If your program anticipates issues collecting written consent forms for a significant number of participants, inform DCYF staff during the workplan negotiation process.

Copies of signed consent forms should be maintained by grantees throughout DCYF's five-year funding cycle either in electronic or paper form.

- DCYF or SFUSD staff may request to view copies of signed consent forms at any time during the funding cycle.
- DCYF may verify that your agency has processes in place to collect and maintain such forms.

DCYF recognizes the importance of privacy and has policies and practices in place to protect the confidentiality of the personally identifiable information with which we are entrusted.

For more information, refer to the section on DCYF's privacy policies and practices in Doing Business with DCYF.