

CHAMP Training: Job Aid

For use by Housing for Health & Office of Diversion and Re-entry



Limited Consent Sharing: Do's and Don'ts

Purpose:

This job aid clarifies care coordination activities that you can and cannot do for your clients related to the two special data categories (Mental Health and Substance Use). Follow this guidance while you are coordinating care.

Limited Substance Use Data (SUD) Consent

Limited Sharing, No SUD	
With a limited SUD consent, this is what you CAN do for your client:	With a limited SUD consent, this is what you CANNOT do for your client:
<ul style="list-style-type: none">• Receive a verbal referral from an SUD treatment center.• Send/fax a written referral to an SUD treatment center.• Share SUD information back and forth verbally with treatment providers for care coordination, including appointment details and case management info from the center.• Summarize SUD information you received in verbal or written form and document that summarized information in the Care Plan or Case Note in CHAMP.<ul style="list-style-type: none">○ e.g., "Made referral to SASH, received confirmation of intake apt. next week."	<ul style="list-style-type: none">• Do not share or enter information in CHAMP that is a direct transcription (word for word) of any e-mail or other written documentation regarding the patient's SUD treatment, such as SUD treatment records. This includes screenshots of the information.<ul style="list-style-type: none">○ Exception – Entering the details of an appointment such as name of clinic, appointment date and time is not considered a transcription and can be entered into CHAMP.• Cannot share any SUD information with family or friends.• Cannot upload SUD referral form.

Full Substance Use Data (SUD) Consent

Full Sharing or Limited Sharing with SUD	
With a full SUD consent, this is what you CAN do for your client:	With a full SUD consent, this is what you CANNOT do for your client:
<ul style="list-style-type: none">• Receive or provide a verbal or written referral from or to a SUD treatment center.• Share SUD information back and forth verbally or in written form with treatment providers for care coordination, including appointment details and case management info from the center.• Summarize SUD information you received in verbal or written form and document that summarized information in the Care Plan or Case Notes.<ul style="list-style-type: none">○ e.g., "Spoke to patient about desire to quit using, made referral to SASH, received confirmation of intake appointment next week."• Share or enter information in CHAMP that is a direct transcription (word for word) of an e-mail or other written documentation regarding the participant's SUD treatment – only if this level of detail is required.	<ul style="list-style-type: none">• Do not upload direct transcriptions or written records that pertain to SUD treatment into CHAMP.• Do not share any SUD information with patient's family or friends without specific authorization.• Do not upload into CHAMP SUD referral form received from the SUD Treatment Center.

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Limited Mental Health (MH) Consent

Limited Sharing, No MH	
With a limited MH consent, this is what you CAN do for your client:	With a limited MH consent, this is what you CANNOT do for your client:
<ul style="list-style-type: none">• Receive referrals from hospitals, mental health hospitals or clinics.• Speak to a patient about their mental health needs.• Give the patient information for them to call/contact mental health services or, if the patient requests, call on their behalf.• Document mental health referrals in the Care Plan or ORCHID notes.	<ul style="list-style-type: none">• Do not share or enter MH treatment details in CHAMP.

Full Mental Health (MH) Consent

Full Sharing or Limited Sharing with MH	
With a full MH consent, this is what you CAN do for your client:	With a full MH consent, this is what you CANNOT do for your client:
<ul style="list-style-type: none">• Receive or provide a verbal or written referral from or to a mental health hospitals or clinics.• Share mental health information back and forth verbally or in written form with treatment providers for care coordination, including appointment details and case management info from the center.• Summarize mental health information you received in verbal or written form and document that summarized information in the Care Plan or ORCHID notes.• Share or enter information in ORCHID that is a direct transcription (word for word) of an e-mail or other written documentation regarding the participant's mental health treatment – only if this level of detail is required.	<ul style="list-style-type: none">• Do not upload direct transcriptions or written records that pertain to mental health treatment into CHAMP.• Do not share any mental health information with patient's family or friends without specific authorization.

For additional support contact: HFHCHAMPTraining@dhs.lacounty.gov