

Personal Outcome Measures®

Consent Form Companion Guide

Introduction

This form is designed to obtain fully informed consent from children, youth, (and their families) and adults who are being asked to participate in a Personal Outcome Measures® (POM) interview. This form is used for anyone being interviewed by CQL staff for any reason – Accreditation, Training, Certification, or Consultation. There is a short video about the POM on CQL's YouTube channel.

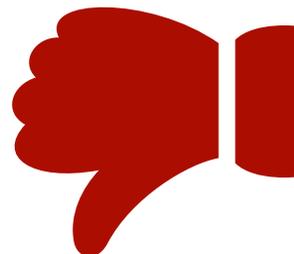
Regardless of whether there is a legally authorized representative or not, the child, youth, (and their families) or adult will be asked if they agree to the interview.



Process

Be sure to use the Outcomes Overview Guide found at the end of the form.

1. Beginning with Page 1, review the entire form with the person being asked to consent to an interview.
 - Ask the person what works best for them:
 - Do they want you to read the consent form to them;
 - Do they want to read it out loud or to themselves;
 - You might explain it in words using the pictures in the document as a guide; or a combination of all the above.
2. Page 2 of the consent form is a worksheet that helps the person learn about the steps of the interview. Although the directions ask them to circle Yes or No for each question, any mark that they use is acceptable as long as it is clear that they have said yes or no.



Personal Outcome Measures®

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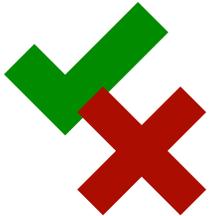
3. Explain the risks on Page 3. Marking yes or no simply means that the risks have been explained. You may have to use examples, such as, “Sometimes, when people are asked questions about their family, they may remember someone who has passed away and that might make them sad.” For the confidentiality item, you might explain that CQL limits who can look at the data and that passwords are used to ensure only authorized people can look at the data.
4. Page 3 will help you explain the rights people have and that they can limit what information they share and that it will not impact them or the organization.
5. Page 4 is where you confirm the person understands what they are consenting to and is the signature section of the consent form. The form should be signed by the person whether or not they have someone else who makes legal decisions for them. If there is a legal representative, both signatures are necessary.
6. The CQL staff who is assigned to do the work, will view the consent form. The original document should be in the person’s files at the organization that supports the person.



Personal Outcome Measures® Consent Form

My name is: _____

The name of the organization (agency) that supports me is:



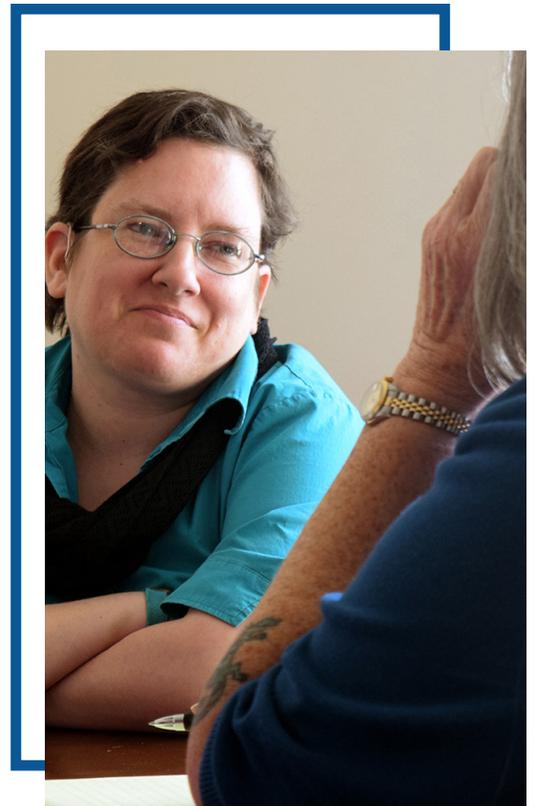
What is Consent?

The word consent means that you are saying it is ok with you if someone does something. In this case we are asking you if it is ok for someone to ask you questions about your life.

What is a Personal Outcome Measures® Interview?

A Personal Outcome Measures® interview is you talking with someone so that people who work with you can learn about you, what is good in your life and things that could be better. Personal Outcome Measures® interviews are used to make your services better, and for you to get help with what you want or need. The Outcomes Overview Guide that is part of this consent form will tell you more about the Personal Outcome Measures®.

You must say that it is OK for the person to interview you before the interview can start. You should look at this whole consent form before you say if you want to be a part of the interview or not. You can also talk to someone else to help you decide whether you want to do the interview. If you have a guardian, you should talk to them too.



If, after you read everything, you decide you do not want to do the interview, you should not sign this form.

Personal Outcome Measures® Consent Form

Please read each question and circle yes or no to every question.



Is it OK with you to talk to someone about your life and services in a Personal Outcome Measures® interview?



YES



NO



Is it OK with you if the person who interviews you also talks with your staff about how staff support you and how they find out what you want and need?



YES



NO



Is it OK with you if the person who is interviewing you looks at your files/records here at the organization?



YES



NO



Is it OK with you for CQL to keep information from the interview in a database for research and reports? (CQL follows the law about not sharing personal information)



YES



NO



Is it OK with you if the person who is interviewing you shares data, a summary of our conversation and recommendations to other people on your team? This might include Direct Support Professionals, Case Managers or Service Coordinators, Supervisors and Managers, Day and Employment Staff, or others that provide services.



YES



NO

If you circled YES to the question above, please write down anyone that you **do not** want this information shared with:

Personal Outcome Measures[®] Consent Form

Please read each question and circle yes or no to every question.

Have the Following Risks Been Explained to You?

Circle One



Answering some of the questions might make you think about things that have happened to you that make you feel mad or sad or bad.



YES



NO



No matter how much CQL and your organization work to protect personal information, there is always a small chance that something might be accidentally shared.



YES



NO



Do you understand that you can say, "I do not want to answer that question" to any of the questions?



YES



NO



Do you understand that you can stop, or change your mind about the interview at any time?



YES



NO



Do you understand that you will not get in trouble if you don't want to do this, or if you decide you want to stop at any time?



YES



NO



Do you understand that you can still do the interview even if you don't want your information kept in the database?



YES

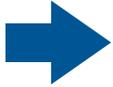


NO

Personal Outcome Measures® Consent Form



I have had the help I need to go over all the information on this paper.



I understand what I read (or what someone read to me) and circled the answers I want.



I have decided on my own to do the interview.



I understand that I can say no to doing this even if my guardian (legally authorized representative), says it is OK for me to do it.



I agree (consent) to talk with someone in a Personal Outcome Measures® Interview. This consent is good for 60 days from the date I sign it.



If I have a guardian (legally authorized representative), they have said it is OK too.

Signature of Person

Date

Signature of Legally Authorized Representative
(If applicable)

Date

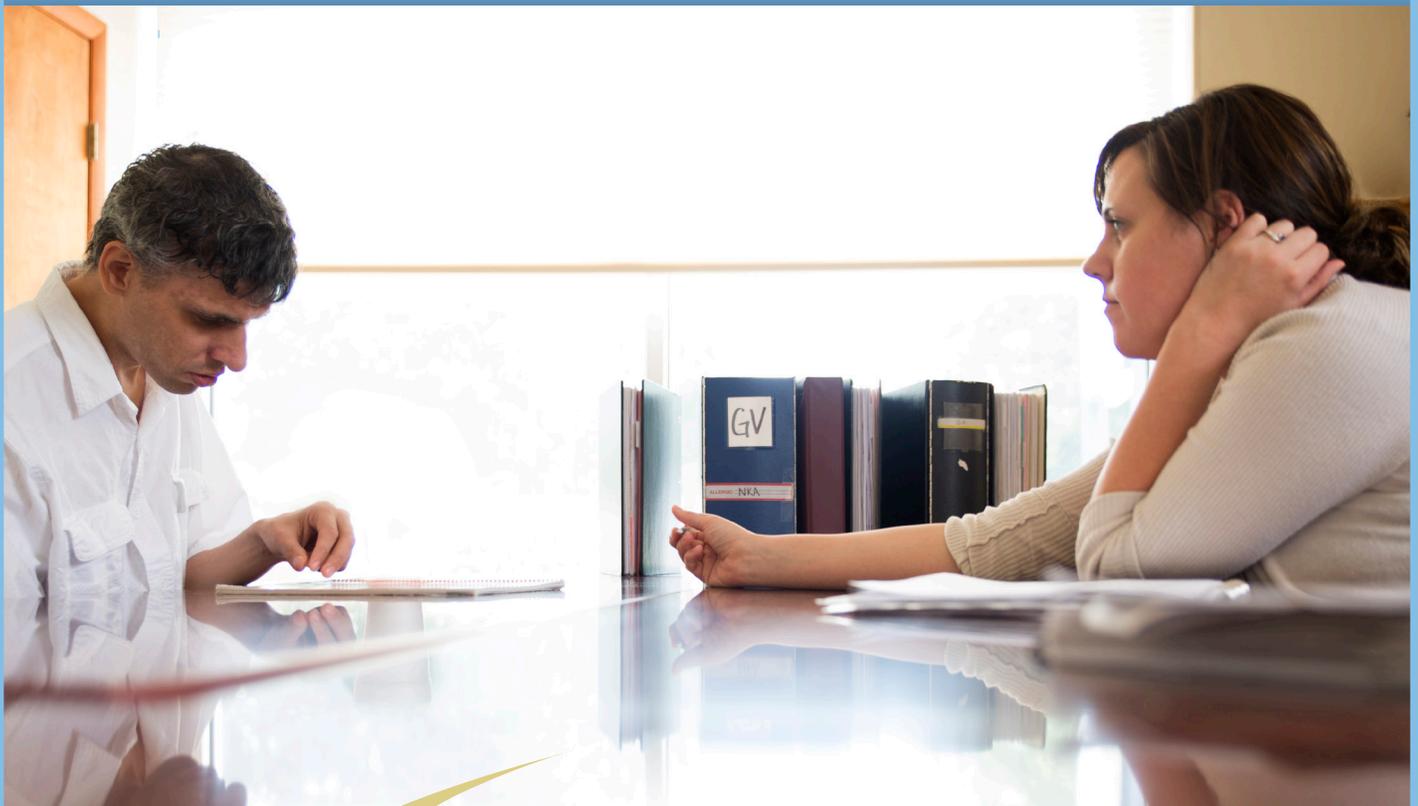
* This signed consent will be kept in your record at the organization that supports you.

Personal Outcome Measures®



OUTCOMES OVERVIEW GUIDE

We would like to talk to you about your life. We would like to learn about the good things and things that could be better.



The Council on
Quality and Leadership

www.c-q-l.org



OUTCOMES OVERVIEW

What will happen...

1



We will come to talk with you about your life.

We can meet you wherever you like best. You can decide when we are finished.

We will talk to your staff.

We want to learn about how your staff help you.

2



3



We will find out the things that are important to you.

We will tell your organization about the things that are good and the things that will help you have a better life.



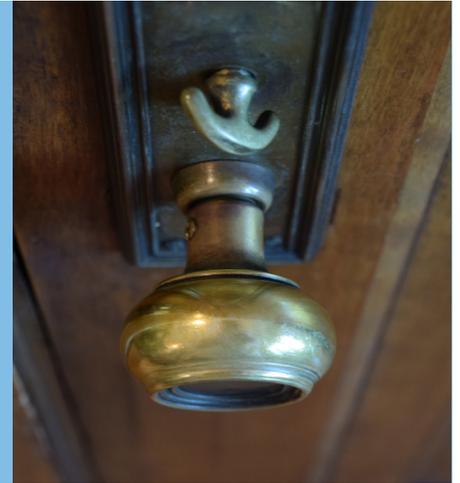
OUTCOMES OVERVIEW



My Human Security - How I feel and how other people treat me.

People are safe.

We will talk about if you feel safe.
If you are safe.
What you do to keep yourself safe.



People are free from abuse and neglect.

We will talk about what abuse and neglect means to you.
What you would do if you were abused or neglected.



People have the best possible health.

We will talk about your health and how you feel. We will talk about your doctors and any pills you take.



OUTCOMES OVERVIEW



My Human Security - How I feel and how other people treat me.



People experience continuity and security.

We will talk about changes in your life and how those changes happen. We will talk about your money, staff and any other big decisions.

People exercise rights.

We will talk about the rights that are important to you.



People are treated fairly.

We will talk about things that you can not do that you want to do.



People are respected.

We will talk about what respect means to you. Do people listen to you and treat you like an adult.



OUTCOMES OVERVIEW



My Community - Where I live, work, and hang out.

People use their environments.

We will talk about where you live. If you can get around your house and when you go out, is it easy for you?



People live in integrated environments.

We will talk about if you spend time with different people. When you are at work, at home, and when you go out.



People interact with others in the community

We will talk about who you talk to and do things with when you go out.

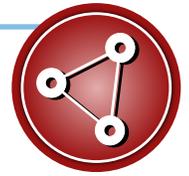
People participate in the life of the community.

We will talk about the places you like to go and the things you like to do.





OUTCOMES OVERVIEW



My Relationships - The people who are important to me and to my life.



People are connected to natural support networks.

We will talk about family and other special people in your life.

People have friends.

We will talk about your friends, do you have enough friends and would you like to see them more.



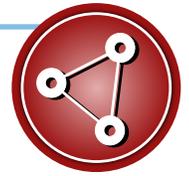
People have intimate relationships.

We will talk about people you love and that love you.





OUTCOMES OVERVIEW



My Relationships - The people who are important to me and to my life.



People decide when to share personal information.

We will talk about how you keep information about you private.

People perform different social roles.

We will talk about things you do that are important to other people. Things you do to help others.





OUTCOMES OVERVIEW



My Choices - Decisions I make about my life and what affects me.

People choose where and with whom they live.

We will talk about where you live and the people you live with.



People choose where they work.

We will talk about what you like to do with your days.



People choose services.

We will talk about how you choose things like where to get your hair cut, banks, support services and other things.





OUTCOMES OVERVIEW



My Goals - My hopes and dreams for the future.



People choose personal goals.

We will talk about the things you want to do in your life.

People realize personal goals.

We will talk about things you have done that you make you feel proud.

