

This document explains how the Foundry Prince George team works and how we handle the information you choose to share with us while accessing services at Foundry.

### **What/ Who is Foundry and How We Work:**

Foundry Prince George provides team-based health and social services for young people aged 12 to 24. Foundry Prince George is operated by the **YMCA of Northern BC**, alongside other community agencies that provide staff to the Foundry team.

**This team includes** Nurses, Mental Health and Substance Use Clinicians, Counsellors, Nurse Practitioners, Doctors, Support Workers and Medical Office Assistants. **Your team is created based on the services you decide to access at Foundry.** Depending on your needs and goals, your care team could include members from one, some, or all of the different providers that make up the Foundry Prince George Team.

### **What can you expect as a participant in Foundry Prince George?**

- We will treat you with respect and care
- We will recognize you as the expert in your own life
- We will acknowledge and honour your culture, values, and preferences
- You will make decisions about the supports and services you receive
- You will be involved in key conversations about the support you receive and your plan for wellness
- You can work on a single plan with all members of your care team
- We will include your family or other support people in your care, if you choose to
- We will only share information relevant to your care and planning with other Foundry team members who need to know because they are or will be part of your care team.
- Your information is kept confidential within Foundry Prince George, and is not shared with others without your written permission, except when limits to confidentiality apply
- Your file is owned by the YMCA of Northern BC as operator of Foundry PG
- You can request to see your file at any time
- Your information will be securely stored

### **How do we work together and share information to support you at Foundry Prince George?**

We do not share your information outside of your Foundry care team without your written permission. To be clear, although many agencies partner with Foundry, we will not share your information with those partner agencies without your consent.

As a team based service, Foundry staff on your care team work closely together and may share relevant information with each other to help plan how they can support you best.

**Sharing relevant information does not mean that we share details of the supports and services you access with everyone who works at Foundry Prince George, it means that the people “who need to know” receive or can access key information in order to support your wellness and safety.**

**We share information:**

- So that you do not have to tell your story multiple times unless you choose to do so
- So that team members work together to support you, ensure safety, and help you meet your goals
- So that we can consult with one another to provide you with the best care and information
- So that you can work on a single plan for wellness that brings together the relevant supports in your life

**Limits to confidentiality apply:**

- **When we have a duty to report information that indicates a person under 19 years of age may be experiencing physical, sexual, or emotional abuse or neglect**
- **When you are having active thoughts of suicide**
- **When another person or group of persons is in imminent danger from you**
- **When ordered by the court**
- **When we receive information regarding specific reportable communicable or infectious diseases, the BC Center for Disease Control and Public Health Protection are automatically notified by the processing lab.**

**Quality Improvement and Evaluation:** Evaluating if the services at Foundry are helping is an important part of our work. We collect and share non-identifying information to help measure and improve the effectiveness of our services. This statistical information will also be used by Foundry Central in Vancouver for research and evaluation of Foundry programs across BC. Your name will never be shared, we will only use information that cannot identify you for statistical and evaluation purposes (eg age, gender, etc). Your name will never be shared.

**You can change your mind about the supports and services you receive and have your wishes respected when you communicate this to us.** To revoke this consent or for answers to any questions or concerns about the privacy of your information, you can speak to any of the Foundry Team members or you can contact Shannon Croy, Foundry Team Lead at [Shannon.Croy@nbcy.org](mailto:Shannon.Croy@nbcy.org).

**The information above has been explained to me. I understand how my information will be used and shared at Foundry as well when limits to confidentiality apply.**

Participant Legal Name: \_\_\_\_\_ Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Foundry Team Member Signature: \_\_\_\_\_