



Iowa Family Support Credential Newsletter



Reminders:

- All peer reviews will be conducted virtually unless otherwise requested by the program and subsequently approved by the Iowa Department of Health and Human Services. Requests for in-person peer reviews will only be approved in situations where there are extenuating circumstances beyond the program's control. Programs must request an in-person peer review at the time of their application for new programs or application for renewal.
- A 1 year extension for all programs that have an Iowa Family Support Credential (IFSC) has been granted to ensure a smooth transition for everyone as the IFSC team rebuilds. If you have specific questions about your timeline, please reach out to IFSCprogram@siowa.org , and we will assist you. In general, simply extend your credential date by one year.



Upcoming Webinars

Monthly IFSC webinars will take place on Thursday afternoons at 1 pm. Invitations will be emailed out and links can also be found on our Facebook page.

- **April 20th**
- **May 18th**
- **June 22nd**
- **July 20th**



Ready for Your Monthly Check-In?

You don't have to wait for an email – schedule a Zoom call! Sometimes it helps to hear a friendly and familiar voice as you work your way through the credentialing process. Your program does not have to wait for IFSC to make this monthly contact. Email exchanges can happen regularly throughout the month and Zoom calls can be scheduled at monthly intervals.

April 2023



Share Your Success!

We encourage you to keep your ECI director up to date on your credential/renewal. It is important for them to be aware of your expected timeline and they may serve as a wealth of information as you progress through your technical assistance.

Share your TA Recommended Timeline with them if they are interested in following along with your process. Encourage them to share in your successes along the way!



IFSC Facebook Group

Have you joined yet? The IFSC Facebook group is a place to find IFSC updates and is a great way to network with other family support programs throughout the state of Iowa. If you have questions or want to learn more feel free to reach out to IFSCprogram@lsiowa.org

TA Corner



Challenging Standard: 21.04

The release form for disclosure of confidential information includes the following elements:

- a) the signature of the person whose information will be released, or the parent or legal guardian of a person who is able to provide authorization;
- b) the specific information released;
- c) the purpose for which the information is to be used, except where disclosure is mandated by law or the person is receiving service under court supervision or directive;
- d) the date the release takes effect;
- e) the date the release expires, not to exceed 90 days from when authorization is given for a one time release of information, and not to exceed one year, or as the law requires, when a contracted or cooperating service provider requires the release of information for ongoing service provision;
- f) the name of the person, or job title of the person, to whom the information is to be released;
- g) the name of the person, or job title of the person, within the organization who is providing the confidential information; and
- h) a statement that the person or family may withdraw their authorization at any time.

21.04 Breakdown

- a) the signature of the person whose information will be released, or the parent or legal guardian of a person who is unable to provide authorization;
- b) the specific information to be released; (avoid blanket statements)
- c) the purpose for which the information is to be used, (avoid blank statements) except where disclosure is mandated by law or the person is receiving service under court supervision or directive;
- d) the date the release takes effect;
- e) the date the release expires, not to exceed 90 days from when authorization is given for a one time release of information, and not to exceed one year, or as the law requires, when a contracted or cooperating service provider requires the release of information for ongoing service provision; (Be sure release contains BOTH timeframes – 90 days for a one time release – not to exceed one year...)
- f) The name of the person, or the job title of the person, to whom the information is to be released; (name of the person OR the job title OR “supervisor”)
- g) the name of the person, or job title of the person, within the organization who is providing the confidential information; and (name of the person OR the job title OR “supervisor”)
- h) a statement that the person or family may withdraw their authorization at any time.

Why might Standard 21.04 be out of adherence?

Policy:

- Policy missing bullet point(s)
- Policy does not include specifics regarding expiration dates
- Policy does not differentiate between a one-time release and an on-going release

Procedure:

- Incomplete releases (missing names/titles/dates, etc...)
- Participant signatures on blank releases
- Release forms missing bullet point(s)
- Expiration date missing
- Signature(s) missing
- Expiration date is not appropriate for the kind of release signed



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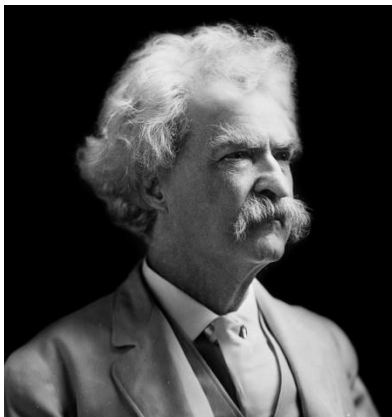
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“Continuous
improvement
is better than
delayed
perfection” -
Mark Twain