

NWD Tools (PeerPlace) Consent to Exchange Answers to Frequently Ask Questions

1. The Commonwealth of Virginia's ***Uniform Authorization to Use and Exchange Information*** form must be signed in advance of sharing anyone's data with another agency.
2. There is no substitute for a signed approval in advance before sharing data with another agency. Verbal approval as an example is not valid whether in person or by phone.
3. When sharing data between agencies, the agency acquiring the original signed form must keep it on file. The signed form is required to be scanned into PeerPlace by the originating requestor so that the other agencies on record for sharing an individual's data may see this approval as well.
4. A consumer inquiring of services from an agency does not have to sign the ***Uniform Authorization to Use and Exchange Information*** form to provide data/information to an agency directly. The data just cannot be shared with any other agency until the form is signed.
5. Whether an agency has a contract with another provider does not make a difference in this sharing model. Sharing of an individual's data only can occur after proper signature.
6. All consumer data collected from an individual can be entered into PeerPlace without a signed approved ***Uniform Authorization to Use and Exchange Information*** form on hand. As before, it just cannot be shared to any other agency without prior written approved signature on file and scanned.
7. NWD Tools consent to exchange process must under all cases have an expiration date of one year or less.
8. PeerPlace does allow an agency to setup the consent to exchange process even if one agency is informed/involved thus constituting a not required signed form. If this unneeded consent to exchange is setup and acknowledged in PeerPlace, then it will require a new consent to exchange acknowledgement on expiration date.
9. The consent to exchange process in PeerPlace is meant to manage the sharing of the individual being served by the agencies that use the system. It is not designed to manage in anyway the manual forms an agency may need to collect and store related to providers it may work with that are not using the PeerPlace tools.
10. PeerPlace is flexible in its design to allow for the ***Uniform Authorization to Use and Exchange Information*** form approval process to take place on the front end (knowing in advance what other agencies in PeerPlace to share with) or after the fact (a consumer visits another agency using PeerPlace and signs and retrieves data then).
11. Never acknowledge consent to exchange approval in PeerPlace without having prior written approval in advance from the individual!

12. VDA and PeerPlace in their roles as administrators are able to access this data for these needs without each agency being required to have the individual sign a consent to exchange form.
13. If for some reason an agency no longer has access to a consumer's data due to consent to share records expiring in PeerPlace and they were not the originating agency (first to setup the client profile record), then the only way to gain access to this consumers records in PeerPlace again is to execute the process of acquiring the next new ***Uniform Authorization to Use and Exchange Information*** form. This would be the case even if it is discovered after the fact that the ***Uniform Authorization to Use and Exchange Information*** forms were not scanned in properly and the expired.
14. When consent is granted between two or more agencies in PeerPlace, types of data shared are limited to Client Profile, UAI, Home Visit forms (care transitions), and external referral information (receiving agency, including external referral comments).
15. Consumer can opt out of sharing data with any other member agencies of PeerPlace. In this case if other agencies are serving the consumer in PeerPlace, then a separate instance of the Client Profile record must be maintained.
16. The confidentiality of the consumer must be maintained for all methods of communication inside of PeerPlace and external communications. Only the agencies and type of designated data may be shared whether within PeerPlace or by other communication channels such as text messaging or email. In protecting the confidentiality of designated agency sharing by the consumer it must include such areas as PeerPlace screens, reports, views, import/export exchange process, etc.