

RESPONSIBLE PARTY/ALTERNATE CONTACT PERSON

In an effort to maintain lines of communication, a responsible party and alternate contact person shall be identified. Contact information for both shall be obtained and documented in the SHS Information System for each Program participant.

The responsible party is identified as the individual who holds legal responsibility for the participant. The responsible party is a person with whom sensitive health information can be shared by the Service Coordinator, or designated representatives of SHS. All forms must be completed and signed by the legally responsible party. Documentation verifying legal custody or guardianship must be obtained and placed in the participant's legal record.

The responsible party is determined as one of the following:

- A participant who is an emancipated minor;
- A participant eighteen (18) years of age or older;
- A participant eighteen (18) years of age or older and the parent (if the participant is claimed as a dependent on someone else's federal tax form);
- Any parent who has legal custody of his/her minor child;
- Any minor who is lawfully married;
- Any minor parent for himself/herself and any child in his/her legal custody;
- Any legal (court appointed) guardian for the participant;
- The individual with "physical" custody of the participant when living with other than both parents; or
- The legal guardian when the participant is in foster care.

The alternate contact person is someone who will know how to get in touch with the participant/family and can assist in contacting the family. Sensitive health information may not be shared with the alternate contact person.

The Service Coordinator will request the participant/family to identify both a responsible party and an alternate contact person during the initial interview and annually thereafter.