

CONSENT FOR VIDEO AND AUDIO RECORDING OF ADMINISTRATION SESSIONS

Individual Administration Session

Instructions: Recording of individual administration sessions is optional and requires prior written consent from every client, facilitator and client support person who will be present during a recorded administration session. Please use this form to document client, facilitator and client support person consent to being recorded during the administration session. Administration sessions are not allowed to be recorded without prior written consent from every client, facilitator and client support person present during the administration session. A separate form must be used for each individual administration session.

Administration sessions must be recorded using service center equipment. Service centers are responsible for retaining and maintaining confidentiality of recordings pursuant to the requirements of [OAR 333-333-4640](#).

Clients, facilitators and client support persons may view the recordings at the service center location upon request. If the service center wants to publish, share or otherwise distribute the recordings, every client, facilitator and client support person must provide separate written consent using an [Authorization to Disclose Personal Identifiable Information form](#).

Clients, facilitators and client support person may withdraw their consent to record an administration session at any time prior to beginning an administrative session.

Client Name: _____

Facilitator Name: _____

Client Support Person Name: _____

Service Center Name: _____

Date of Administration Session: _____

I consent to the following recordings of my administration session occurring on the date and location identified above:

- ☐ I consent to both video and audio recording.
- ☐ I consent to video recording only.
- ☐ I consent to audio recording only.

Client Signature: _____

Date: _____

Client Support Person Signature: _____

Date: _____

Facilitator Signature: _____

Date: _____