

Participant Checklist

WHEQ believe it is your right to know important information about our service and what happens when you participate in services here at WHEQ.

WHEQ staff have shared with you the following information.

Please sign this form if you have read and understood the information in the handouts you received.

The handouts contained information about:

WHEQ service(s) you are participating in.

Checklist for safety.

Important information about your time with WHEQ.

Confidentiality. Your rights and limits to confidentiality; (harm to self and others, subpoenas, warrants, serious crimes, regulatory departments).

Counselling records.

Appointments and Group dates.

How to give feedback, provide compliments, or make a complaint.

Your rights at WHEQ.

Non-identifying data is collected to provide the funding body with statistical information of services delivered.

Evaluations/Survey Monkey feedback:

I am happy to receive Survey Monkey surveys:

Yes

No

I would like to sign up to Mail Chimp:

Yes

No

Your name: _____

Your signature: _____

Date: _____

Staff member signature: _____

***Note:** This form is to be completed and signed once a year for ongoing participants. Archived participants who return to the service are provided with a refresher on WHEQ Information. This checklist is to be completed, signed, and attached to their participant file. If there are any changes to policy, staff members are to redistribute new information and ensure new document is signed.*