

## **STATEMENT OF COLLABORATION**

### **BETWEEN**

**ECHO Canada Adult Intellectual & Developmental Disabilities: Mental Health in the Time of COVID-19**

### **AND**

**Participating Spoke Provider**

#### **I. PURPOSE**

ECHO Canada Adult Intellectual & Developmental Disabilities (AIDD): Mental Health in the Time of COVID-19 is a virtual education and capacity building program that aims to build a community of practice, provide skills and resources, and support mental health/primary care providers and developmental service providers who support adults with IDD. The purpose of this STATEMENT of COLLABORATION is to continue to develop and foster ongoing collaboration between ECHO Canada AIDD: Mental Health in the Time of COVID-19 and each Spoke Participant. This collaboration is defined below.

#### **Definitions**

Hub: Our CAMH / UofT / Surrey Place Mental Health Team

Spoke: Care providers who participate in ECHO Canada AIDD: Mental Health in the Time of COVID-19.

#### **II. COMMITMENT TO COLLABORATION – THE HUB**

In the spirit of collaboration ECHO Canada AIDD: Mental Health in the Time of COVID-19 is committed to working with community partners (The Spokes). The Hub offers to do the following:

1. Offer didactic presentations via videoconference on topics that are relevant to a wide range of disciplines that are providing care for patients with intellectual/developmental disabilities during the COVID-19 pandemic.
2. Discuss de-identified presented by Spokes and provide timely suggestions for care.
3. Provide appropriate IT user support to facilitate connectivity and participation in ECHO.

### **III. COMMITMENT TO COLLABORATION – THE SPOKE**

In the spirit of collaboration, you will be consenting to fully participating in the ECHO Canada AIDD: Mental Health in the Time of COVID-19. In order to be designated as an active participant, you agree to:

1. Attend at least 60% of the weekly ECHO sessions. Please see the “Participation Notice” below for further information.
2. Provide comments and ask questions (we encourage participation by multi-level teams when possible).
3. Present an anonymized case.
  - You will be asked to sign up for a specific date, and will be sent a form to guide your presentation. When filling out the case presentation form, we ask that you anonymize all patient/client information and avoid the use of direct identifiers (e.g., name, address, email) or indirect identifiers (e.g., unique characteristics, age, family constellation, city, school). Indirect identifiers, when used in combination, may result in the information becoming identifiable which can put at risk the confidentiality of the patient/client. Please only include what is directly relevant to the case consultation. This will reduce the risk of inadvertently disclosing the identity of your patient/client.
  - Providing clinical updates and de-identified outcome data on patients/clients presented.
4. Completing periodic surveys and other evaluation tools to help us improve our services.
5. Inform the ECHO Canada AIDD: Mental Health in the Time of COVID-19 team if you plan to invite a guest to the session, to ensure appropriate confidentiality forms are signed.

### **IV. PATIENT RELATIONSHIP DISCLAIMER**

Please note that any ECHO Canada AIDD: Mental Health in the Time of COVID-19 case presentations do not create or otherwise establish a provider-patient/client relationship between any ECHO Canada AIDD: Mental Health in the Time of COVID-19 Hub Clinician and any patient/client/provider whose case is being presented in an ECHO Canada AIDD: Mental Health in the Time of COVID-19 session (the “Session”). The Spoke understands that recommendations from the Hub do not in any way replace the diligence and professional expertise to be exercised by the Spoke sites with respect to their patients and any clinical advice given thereto.

### **V. DE-IDENTIFIED INFORMATION NOTICE AND CONFIDENTIALITY**

Please note that no patient identifiers are to be used within any ECHO Canada AIDD: Mental Health in the Time of COVID-19 session, document, and communication correspondence. At no time shall any identifiable personal information or personal health information of patients be

included in the documents or correspondence between the Hub and the Spoke or as part of the Sessions. **If, for whatever reason, personal information or personal health information of a patient is inadvertently disclosed in a Session, the disclosing Spoke clinician shall be responsible for ensuring that the privacy breach is addressed in accordance with the internal privacy policies and procedures of that Spoke.**

The parties understand and agree that any information (including, without limitation, case presentation forms and any other relevant documentation or information) received as part of the Sessions shall be kept confidential and only used in connection in the context of the ECHO Canada AIDD: Mental Health in the Time of COVID-19 collaboration and for the purposes described in this statement of collaboration.

## VI. DATA USE NOTICE

The Spoke understands that the following data will be collected for reporting purposes:

1. In order to meet our funding deliverables, ECHO AIDD: Mental Health in the Time of COVID-19 collects participant data for reporting to the funding agencies. Results and possible findings will also be made available through conference participation and/or academic publications; however, your data will be de-identified and aggregated for the purpose of identifying common trend. Any public dissemination outside of the funding agency is anonymized. If ECHO AIDD: Mental Health in the Time of COVID-19 shares any data/documentation for use outside of funding agency reporting, participant name will be removed but the name of the organization will be included. Those working independently will be identified as “Solo Practitioner”. Any quotes that may be shared outside of funding agency reporting will be identified as “[Profession], [ECHO Name]”.
2. In order to support quality improvement and quality assurance, the ECHO Ontario Superhub collects participation data for each ECHO program in Ontario, including ECHO Canada AIDD. This data allows ECHO Ontario to measure, analyze, and report on the model’s reach within Ontario and beyond. Your data will be used in reports for evaluation, quality improvement and quality assurance purposes. If shared for use outside of Superhub reporting, participant name will be removed but the name of the organization will be included.
3. In order to support the growth of the ECHO model, the Project ECHO Institute at the University of New Mexico, USA collects attendance for each ECHO program globally, including ECHO Canada AIDD. This data allows the Project ECHO Institute to measure, analyze, and report on the reach and impact of the program internationally. Your participation data, including name, organization name, organization address and ECHO session attendance, will be shared. Aggregated data (at a program level) will be used in reports, for quality assurance/improvement

activities, and for decision-making related to new initiatives. If you would like to opt-out of this, please indicate your preference to the ECHO Operations Team in the registration form or via email.

## VII. RECORDING, PHOTOGRAPHS, AND GUESTS

The Spoke understands that the sessions will be recorded by the Hub for educational and/or evaluation purposes and agrees to ensure that all discussions regarding any cases and individuals are carried out in a manner that ensures anonymity and protection of privacy for the subjects of such discussions. For greater clarity, in the event that any personal information or personal health information is inadvertently disclosed as part of a Session, such information will be edited out of any recording. In addition, the Spoke understands that it shall not be permitted to record any Sessions. If you would like any further information about the research endeavors currently taking place, please contact a member of our team.

The Spoke understands that from time to time the Sessions may be photographed, and such photos may be used by ECHO Canada AIDD: Mental Health in the Time of COVID-19 internally, or may be shared externally on websites or with media outlets for the purposes of describing or otherwise promoting or profiling the work of the ECHO Canada AIDD: Mental Health in the Time of COVID-19 initiative. Prior to joining the program, we request that you indicate your preferences around photo use: specifically, whether you wish to be visible in the photos shared, or not. **Please indicate your preference to the ECHO Operations Team in the registration form.** Those who do not share their preference will have their photographs blurred in group photographs shared externally.

From time to time guests may join an ECHO Session provided that they have obtained approval from the ECHO team, and provided that such guests sign off on a confidentiality agreement prior to the Session. If a guest attends multiple sessions, they will be contacted by a member of our team and asked to fully complete our registration process.