

# **Ontario Common Assessment of Need (O.C.A.N.) and Integrated Assessment Record (I.A.R.)**

## **Understanding Your O.C.A.N. and the I.A.R. System**



### **What is the O.C.A.N.?**

Community mental health organizations in Ontario use the Ontario Common Assessment of Need (O.C.A.N.) tool to help you and your worker decide what needs you have, and how best to prioritize and meet those needs. The O.C.A.N. is also important in helping identify your strengths and areas where things are going well. The O.C.A.N. has two parts: one portion is completed by yourself (an optional self-assessment) and the other by your support worker.

The O.C.A.N. includes a broad (holistic) set of questions to help identify your needs in a range of areas. Your answers direct how we will work with you to provide the supports that will best meet your needs. You decide whether to answer some or all of the questions from the O.C.A.N.

### **What is the I.A.R.?**

The I.A.R. (Integrated Assessment Record) is an electronic sharing system which is used to share your O.C.A.N. assessment with other healthcare workers that you are working with, or where you have been referred for services, so that all of your workers can help to address your needs. The I.A.R. only allows workers who are involved in your care to see your information, and only if you have given your permission. The I.A.R. will hold your information for two (2) years, and after that it is deleted.

## **Why use the I.A.R.?**

In order to provide you with the most appropriate mental health services, it can be helpful for you to allow your worker(s) to share your assessment(s) through the I.A.R. Sharing your information with your other health workers helps them to provide you with the most effective and informed support, and means you don't have to explain your situation over and over to multiple workers.

## **What Are My Rights Regarding My O.C.A.N. and the I.A.R.?**

You have the right to choose to have your O.C.A.N. shared with your workers at other organizations, or you can choose to have your O.C.A.N. locked so that your workers at other organizations cannot see your O.C.A.N.(s).

You have the right to withdraw (revoke) your consent at any time, and have your O.C.A.N.(s) locked, by calling the I.A.R. Support Centre at 1-855-585-5279.

We encourage you to ask your worker more questions if you're not sure you understand the I.A.R. system.

You may also go to <https://www.ccim.on.ca> which provides further information about Ontario's community mental health O.C.A.N. and I.A.R. systems.

## **C.M.H.A. H.K.P.R. and Your Privacy**

At C.M.H.A. H.K.P.R. we are committed to protecting your privacy and we only use your information in accordance with our privacy policies and Ontario's Personal Health Information Protection Act. (P.H.I.P.A.).

You can read more about C.M.H.A. H.K.P.R.'s privacy policies by going on our website, [www.cmhahkpr.ca](http://www.cmhahkpr.ca). If you have further questions about how we protect your privacy, you can contact one of Privacy Officers, by visiting the website or calling an office location and asking to speak with a Privacy Officer.

