



Minnesota Disability Support Alternatives

9705 45th Avenue North #41982 | Plymouth, MN 55442

Phone: 651-317-4679 | Fax: 1-651-560-5578 | main@mndsa.org | www.mndsa.org

Transcription/Recording Consent Form

Why does my support planner want to transcribe and/or record our meetings?

As part of MNDSA's goal to provide high quality support planning services, we have found it is helpful to transcribe and/or record consumer meetings. The ability to reference the conversation while writing the support plan makes plan writing more efficient and accurate.

What will be transcribed and/or recorded?

Your support planner will transcribe and/or record in person meetings. They will always notify you before they begin transcribing and/or recording and when they have stopped.

Who will have access?

Your support planner will be the only one accessing the transcription and/or recording.

How will it be stored?

The transcriptions and/or recordings will be stored with the rest of your support planning files on a secure drive.

When will it be destroyed?

The transcriptions and/or recordings will be destroyed by your support planner once the plan that they reference has been approved.

By signing this form, I am giving my MNDSA Support Planner permission to transcribe and/or record our meetings for the purpose of support plan writing. I understand that these transcriptions and/or recordings will be used, stored, and destroyed in the manner described above.

Participant's Signature: _____ Date: _____