

_____	_____
Last Name, First Name	HMIS ID#
_____	
Date of Birth	

## SMAC Coordinated Entry System Hearth Connection

### TENNESSEN WARNING and AUTHORIZATION TO EXCHANGE INFORMATION

**Hearth Connection is the contracted agency providing coordination and referral services to housing providers in the region including Anoka, Carver, Dakota, Scott and Washington counties in Minnesota. The purpose of this document is to authorize Hearth Connection, housing providers, and other service providers to work together in consultation to identify housing opportunities to meet the needs of individuals and families. This document does not replace Minnesota's Homeless Management Information System (HMIS) Data Privacy Notice. All eligibility for housing will be determined by the housing provider. Participation is voluntary and does not move you to a higher position on the Priority List. If you choose not to participate in this information sharing, you will remain in the same position on the Priority List.**

**YOUR RIGHTS:**

Under the Minnesota Data Privacy Act, you have the right to know how the information you provide on an application for a program will be used.

**SPECIFIC INFORMATION BEING SHARED:**

The information you provide relates to:

- Current housing crisis.
- Current and previous housing record.
- Personal data necessary to determine eligibility for programs, including but not limited to household status, disability status, gender, family composition, and residency.

**USE OF INFORMATION:**

The information you provide will be used to:

- Determine your eligibility for a specific program.
- Refer you to an appropriate housing opportunity.
- Coordinate services across multiple agencies.
- Identify the need for a referral to other agencies.

**REFUSAL TO PROVIDE INFORMATION:** You may refuse to provide the information. This may prevent you from obtaining services from certain programs that require this information and our services to you may be limited. Providing false information can lead to your removal from the program and possible denial of services in other Hearth Connection programs.

You do not have to provide a Social Security Number to be eligible for our programs. The Federal Privacy Act and Freedom of Information Act dictate the use of the Social Security Number. We may use it for computer matches, programs reviews and audits. We will ask you for your Social Security Number for these purposes only and will not share this information unless dictated by law.

**AUTHORIZATION BY LAW TO SHARE INFORMATION:** Hearth Connection is authorized by law to share the information you provide with the staff at the Minnesota Department of Children, Families and Learning, Minnesota Department of Human Services, the United States Departments of Health and Human Services, Labor, Housing and Urban Development and Agriculture.

With your informed consent, we may also share your information with community agencies, local and state human service agencies, local government, educational programs and other agencies that help you.

**MANDATED REPORTING:** Hearth Connection staff members or service providers may be mandatory reporters

who are required to follow state reporting regulations for adults and children. These include reporting physical, sexual and emotional abuse or neglect and substance abuse if occurring during pregnancy.

**DUTY TO WARN:** Hearth Connection staff members or service providers may be mandated reporters who have a duty to warn or take reasonable precautions against any threats of harm to you or others threatened by yourself or others involved in receiving services. You understand that this may include warning the person being threatened, or contacting medical personnel, law enforcement, child protective services, or any other services that may be required to ensure the safety of others. Additionally, Hearth Connection staff members will contact needed persons without your permission in this event.

**GRIEVANCE PROCEDURE:** Hearth Connection programs seek to provide services in a conscientious and equitable manner, within a safe and respectful environment. On those occasions when recipients of our services experience a misunderstanding or problem, the following steps may be taken to resolve the situation.

- You may first be referred back to the Coordinated Entry Planner. They and you may discuss possible resolutions to the problem.
- If the discussion does not resolve the situation to your satisfaction, or if the problem is not an appropriate one for discussion with the primary worker, you may be referred to the next level(s) of administration.
- If the situation is still not resolved, you may be referred to the SMAC Coordinator.
- Grievances or complaints may be submitted in person, by phone, or in writing by you to appropriate Hearth Connection Coordinated Entry staff.
- Whenever possible, grievances or complaints will be addressed within twenty-four hours of their receipt.

**AUTHORIZATION:**

I, \_\_\_\_\_ (name), hereby authorize Hearth Connection and the organizations listed below that I have not struck to mutually share, communicate and release (orally and written) any information about me that they possess and information they subsequently collect while this authorization is in effect.

- Ally Services
- Avivo
- Anoka County Community Action Program (ACCAP)
- Anoka County Human Services
- Alexandra House
- B. Robert Lewis House (Eagan & Hastings)
- Beacon Interfaith
- Canvas Health
- Carver County Community Development Agency (CDA)
- Carver County Health and Human Services
- Common Bond Communities
- Community Action Partnership of Ramsey and Washington
- Dakota County Community Development Agency (CDA)
- Dakota County Community Services
- Dakota Woodlands
- East African Housing Services
- Family Promise of Anoka County
- Frazier Housing Services
- Guild Incorporated
- Handy Help Inc.
- Hope 4 Youth
- Launch Ministry
- Lutheran Social Services (LSS)
- Mental Health Resources
- Metropolitan Council (Metro HRA)
- MESH (Minnesota Engagement on Shelter and Housing)
- People Inc.
- RADIUS Health
- Safari Services
- Saint Andrew’s Resource Center
- Scott Carver Dakota Community Action Partnership (CAP) Agency
- Scott County Community Development Agency (CDA)
- Scott County Community Health and Human Services
- Simpson Housing Services
- Skyline Inc.
- Solid Ground
- Stepping Stone Emergency Housing
- Supportive Living Solutions
- The Link
- The Salvation Army
- Tubman Family Alliance
- Washington County Community Development Agency (CDA)
- Washington County Human Services
- Wilder
- YMCA – Emma B. Howe
- Matrix
- Phoenix Service Corporation
- Valley Outreach
- County Mental Health Case Management Services
- County Chemical Health Services
- County or state corrections agencies
- Other agencies that join the Coordinated Entry System
- \_\_\_\_\_

**Please draw a line through any organization with whom you do not want your information shared. If you do not strike through an organization, your information will be shared with organization during the term of this authorization.**

I understand that the information received by and from the organization and/or person(s) named in this consent will only be shared with the organizations' staff that needs information to provide me with services.

I understand that my records are protected under state or federal laws and cannot be disclosed without my written consent unless otherwise provided for by other state or federal law.

This consent starts on the date I sign this form and lasts for one year from that date. Copies of this consent may be provided to organization and/or person(s) listed above. I also understand that I can cancel this consent at any time with my written notice to the agency assisting me in completing this consent.

My signature below authorizes the release of private information.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Agency of Staff

\_\_\_\_\_  
Date

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