



## **Resource Connect, Santa Barbara County**

### **Confidentiality Agreement**

As part of your participation in Resource Connect, Santa Barbara County case conferencing process (hereinafter referred to as “Resource Connect”), you may have access to view, update or modify sensitive information about clients that have been surveyed through the Coordinated Entry System (CES). During the Resource Connect case conferencing meetings, clients’ clinical and legal information is shared for purposes of assessment and placement. All Resource Connect case conferencing process participants must maintain the confidentiality of all sensitive client information.

Sensitive information includes but is not limited to:

- Client names, nicknames or any other identifying information
- Client address, location or whereabouts
- Client personal finance information including social security numbers, financial data or related information
- Client health information including information on medical conditions, treatment or history
- Any other identifying client information discussed during the case conferencing process

Any information collected, accessed, or viewed, whether it is verbal, written, electronic, printed or any other form, as part of the Resource Connect case conferencing process is to be treated as confidential and must not be disclosed. Sensitive information will not be shared with prosecutors, the police, debt collectors, or a private landlord seeking eviction, unless that party has a lawful warrant or similar order from a Court. In the event you are unsure if information can be shared, DO NOT DISCLOSE INFORMATION.

#### **Acknowledgment:**

As a participant in the Resource Connect case conferencing process I understand that I will have access to sensitive information. I agree that information obtained during the case conferencing process is NOT to be released to anyone who is not a Resource Connect case conferencing participant.

By signing this document, I attest to the fact that I have read and comply with the terms of the Santa Barbara County Memorandum of Understanding (MOU) between HMIS Lead Agency and HMIS Partner Agency and the Omnibus Consent Form for Release of Information HMIS Santa Maria/ Santa Barbara Continuum of Care.

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## Santa Barbara County

Unauthorized disclosure of sensitive information received through Resource Connect may be a violation of State and Federal Privacy Laws and punishable by law as a criminal violation and may result in disciplinary action, legal action and may result in dismissal from participation in the Resource Connect case conferencing process.

Name: _____					
Agency: _____					
Date: _____					
Signature: _____					

By my signature below, I acknowledge that I have read and agree to the above stated terms of my participation in the Resource Connect case conferencing process.