



**Addendum to  
Arizona Balance of State Continuum of Care  
Coordinated Entry Policy  
Case Conferencing Confidentiality  
With Non HMIS User Agencies  
FINAL**

- Approved by the Coordinated Entry Committee on July 21, 2021 for consideration by the Governance Advisory Board
- Approved by the Governance Advisory Board on August 16, 2021 (via email) .

Overview/Purpose: As the Local Continuums/Coalitions to End Homelessness have increased membership, many agencies and organizations that are not HMIS users are contributing resources and services that contribute to ending homelessness in the AZBOSCOG geographic area. To ensure confidentiality it is maintained, the following Memorandum of Understanding/Partnership Agreement should be executed with all non HMIS using agencies that participate in Case Conferencing.

**Arizona Balance of State Continuum of Care (AZBOSCOG)  
 Memorandum of Understanding/Partnership Agreement  
 With non HMIS (Homeless Management Information System)  
 Agencies and Organizations**

The purpose of this Memorandum of Understanding (MOU)/Partnership Agreement is to ensure the confidentiality is maintained for all households that are discussed during case conferencing. This Agreement is governed by the AZBOSCOG HMIS policies and procedures including the HMIS Ethics Statement.

All case conferencing partners must comply with all relevant state and federal laws and regulations concerning the protection of confidential information. The MOU is intended to protect the client and Case Conferencing partners. Confidentiality is the preservation of privileged information which is collected directly from individuals and/or families. Violations of this MOU may result in liability to the partners or agencies listed in this MOU.

This MOU/Agreement is between \_\_\_\_\_, the Local Continuum/Coalition to End Homelessness (LCEH) for \_\_\_\_\_ County  
*The parties below are authorized to enter into this Memorandum of Understanding, and they agree to the terms of this Memorandum of Understanding by affixing their signatures.*

LCEH Lead Agency Representative or LCEH Chair or Co-Chair	Date
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and  
 \_\_\_\_\_ Agency/Organization

Agency Representative	Date
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This MOU/Agreement is effective on \_\_\_\_\_ and expires one year from the effective date. The MOU/Agreement will be reviewed and renewed yearly as appropriate.

1 <sup>st</sup> Renewal Date _____	_____ LCEH Acknowledgement	_____ Agency Acknowledgement
2 <sup>nd</sup> Renewal Date _____	_____ LCEH Acknowledgement	_____ Agency Acknowledgement
3 <sup>rd</sup> Renewal Date _____	_____ LCEH Acknowledgement	_____ Agency Acknowledgement

All Case Conferencing partners will comply with the following

- Each individual that is discussed in Case Conferencing has a right to privacy and confidentiality concerning any confidential information held by the By Name List (BNL) and Homeless Management Information System (HMIS)
- The right to privacy also extends to the individual's children, significant other, or family members
- Individuals have rights related to how information about them is collected, used, maintained, and disclosed. These rights are protected by law.
- Confidentiality information may include client contact information, financial matters, living arrangements, treatment or care, social security, date of birth, and all other identifying information
- All partners must acknowledge, on an annual basis, this Confidentiality MOU and that they have been informed and agree to maintain personal and other information securely and confidentially.
- All Case Conferencing partners acknowledge that they understand that there may be consequences for unauthorized disclosure of confidential information.
- All Case Conferencing partners must take great care during or after the meeting regarding confidential information.
- All Case Conferencing partners must never discuss confidential information with unauthorized individuals outside of the MOU-approved Case Conferencing committee.

The U.S. Department of Housing and Urban Development (HUD) Continuum of Care requirements govern this Agreement as outlined in the Arizona Balance of State Continuum of Care HMIS Policies and Procedures that can be found at

[https://housing.az.gov/documents-links/forms/special-needs-continuum?tid\\_2=409](https://housing.az.gov/documents-links/forms/special-needs-continuum?tid_2=409)