

Privacy Packet Checklist

- ✓ Level 1: Basic Privacy Agreement – for all MAACLink online organizations – compliance is mandatory and enforced by MAAC. This document is intended for agency use, not for distribution to clients or consumers.
- ✓ Level 2: HMIS Privacy Statement – only for agencies that receive HUD McKinney Vento funding (HMIS mandate). This document is intended for agency use, not for distribution to clients or consumers.
- ✓ Collection Notice Poster – Must be posted at intake areas by the agencies that conform to the Level 2: HMIS Privacy Statement.
- ✓ Client Privacy Notice – created according to the HUD HMIS mandate. All agencies may choose to keep it available to clients, but this document must be available for clients of agencies that receive HUD McKinney Vento funding. Each agency may need to alter the document according to their internal policies/procedures.
- ✓ Client Consent & Release of Information – long form. A shorter version is available directly from the MAACLink reports list inside MAACLink.
- ✓ Client Revocation form – Because clients own their files, they have the legal right to ask that their agency file be removed from the system. This form was created in the rare case that a client demands this.
- ✓ Statement of Confidentiality and User Agreement form – As always, every MAACLink user must sign the agreement and have the agency executive director sign it before returning it to MAAC for user activation.
- ✓ Verbal Consent Agreement form – Although a signed consent is always best, your agency has the right to enter clients into MAACLink with an *informed verbal consent*. If your agency/organization chooses to do this, complete this short form and return it to MAAC.