



STATEMENT OF CONFIDENTIALITY AND REQUEST FOR MAACLINK ACCOUNT

To receive a MAACLink account, **fill out this form and fax to 816-561-7277 or mail to: MAAC, 1 W Armour Blvd. Ste. 301, Kansas City, MO 64111**
Please call MAAC at 816-561-2727 to schedule a training on how to use MAACLink. Or, a MAACLink administrator will contact you about training and your unique user name and password. Training must be completed before gaining access to the system.

_____ Name (Please Print)	_____ Agency Name & Branch
_____ Phone	_____ Street Address
_____ Email	_____ City / State / Zip Code

User Statement of Confidentiality

By signing this document, I agree to maintain strict confidentiality of information obtained through the MAACLink computer network. This information will be used only for the legitimate client service and administration of the above named agency. Any breach of confidentiality will result in a Notice of Violation and possible termination of my or my entire agency participation in MAACLink. *I acknowledge that I have received or have access to the MAACLink Privacy Packet.*

Please Initial To Agree To the Following Statements

- _____ I understand that my username and password are for my use only. I will not share them with anyone.
- _____ I understand that I must take all reasonable means to keep my password hidden and secret.
- _____ I understand that the only individuals who can view MAACLink information are authorized users and the clients to whom the information pertains.
- _____ I understand that I may only view, obtain, disclose, or use the database information that is necessary in performing my job. I will not look up information on family, employees, friends or for any other personal use.
- _____ I understand that these rules apply to all users of MAACLink, whatever their work role or position.
- _____ I understand that hard copies of MAACLink information must be kept in a secure file.
- _____ I understand that once hard copies of MAACLink information are no longer needed, they must be properly destroyed (shredded) to maintain confidentiality of clients.

_____ Signature	_____ Date
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Supervisor's Section Please check the appropriate workgroup for user (Refer to the next page for explanation):

<input type="checkbox"/> Emergency Assistance Workgroup	<input type="checkbox"/> Hotline Workgroup	<input type="checkbox"/> Aggregate Reports
<input type="checkbox"/> HMIS/APR Workgroup	<input type="checkbox"/> Shelter Intake Workgroup	<input type="checkbox"/> Fund Manager for Agency
<input type="checkbox"/> SBCM Workgroup	<input type="checkbox"/> Shelter Manager Workgroup	<input type="checkbox"/> HPRP Workgroup

I approve and accept responsibility for this MAACLink user's access to the MAACLink shared client information system.

_____ Supervisor's Name (Please Print)	_____ Phone
_____ Supervisor's Signature	_____ Date

MAAC STAFF USE ONLY	
Username: _____	Date Added: _____
Training Date: _____	MAAC Staff: _____



MAACLINK WORKGROUP DESCRIPTIONS: LEVELS OF USER ACCESS

Even though it is unlikely, a user may have rights to multiple workgroups.

For protection of all client information, MAAC requests that users have access *only* to what is needed to perform their job and no more.

Emergency Assistance Workgroup

Users may enter shared client and household files, services, program enrollments, and run related reports.

HMIS/APR Workgroup

For users at agencies that receive HUD McKinney-Vento dollars and must generate one or more Annual Progress Reports. In this workgroup the user may also enter shared OR hidden client and household files, services, and program enrollments. Access to the HUD APR and supplementary audit reports, emergency assistance, and homeless client reports. This workgroup includes all functionality of the Emergency Assistance Workgroup.

Strengths Based Case Manager Workgroup

Users may enter shared OR hidden client and household files, services, program enrollments, client goals, action plans, case notes, and run related reports. Special SBCM tools are also available, such as the Life Domain Rating Scale and Strengths Assessment. This workgroup also includes all functionality of the HMIS/APR Workgroup.

Hotline Workgroup

For Hotline for the Homeless users of MAACLink. User may add or edit shared client files, view bed availability at shared emergency shelters, view shelter bar lists & waiting lists, and create reservations for all household members. No access to client services, program enrollments, or case notes.

Shelter Intake Workgroup

Users may enter shared client and household files, make shelter reservations, check clients in and out of the facility, assign beds/rooms in a facility, enter client case notes, maintain bar lists and waiting lists, and run related reports. This workgroup does *not* provide access to client services or program enrollments.

Shelter Manager Workgroup

Contains all of the same rights as the Shelter Intake Workgroup plus the Housing Designer. Housing Designer allows the user to add or deactivate beds/rooms in the facility, create chore lists, locker or storage availability, and client eligibility rules for the facility.

Aggregate Reports Workgroup

For users who do not need access to client specific, data entry screens or reports that contain client identifiers. This workgroup only provides aggregate reports without specific client information.

Fund Manager Workgroup

Provides designated users at agencies with the tools to manage agency funds and track fund utilization by connecting client services to managed funds. Allows fund balances to be set up by agencies for tracking by intake workers when helping clients. Also, can provide for payment of client bills in conjunction with agency finance personnel.

HPRP Workgroup

For users at agencies that receive HPRP funding and must generate Quarterly and Annual Progress Reports. Users may enter shared client and household files, services, program enrollments, and run related reports. This workgroup includes all functionality of the Emergency Assistance Workgroup.