**To:** Maine CoC

**From:** Data Sharing Workgroup

**Date:** May 12, 2020

**Subject:** Agency Participation Agreement and Maine HMIS Authorization to Disclose Information Form

The Data Sharing Workgroup has been working on updating the Agency Participation Agreement and the Authorization to Disclose Information (ROI) over the past couple of weeks. The Agency Participation needs to be updated and signed on a yearly basis, the ROI can be updated when we need it to be. We are asking that you read the Agency Participation Agreement and Maine HMIS Authorization to Disclose before the next MCoC meeting on May 21, 2020 and vote on whether or not to approve them at that meeting. The documents were approved by the MCoC Board on May 7, 2020.

After the documents have been approved, the Authorization to Disclose will be published on the Maine HMIS website and distributed to all providers as quickly as possible. The Agency Participation Agreements will be sent to Agency Admins for signature. This year the HMIS Team is also planning to send an Agency Information Form to collect updated contact information. (Address and personnel)

The changes we made to the Agency Participation Agreement include the addition of the Coordinated Entry fields that were added to the Universal Data Elements last fall, the removal of fields that are no longer being collected (ESHAP, STEP, TBRA), and updated the Effective Date.

Changes to the Authorization to Disclose were made in the Privacy Notice section. We added: “This HMIS Notice of Privacy Practices may be amended at any time and an amendment may affect information given to the Agency prior to the amendment.” This sentence comes directly from the CFR. We also added: “We may disclose your information to prevent or lessen a serious and imminent threat to the health or safety of an individual or the public”.

 Thank you for your time.