

BENEVOLENCE INFORMATION EXCHANGE NETWORK (BENNET)

To be completed by the client and the case manager and a copy kept in the client's file

Client Consent--Release of Information

BenNetworks is a database that serves the St. Charles County Continuum of Care, a group of partner agencies working together to provide services to homeless and low-income individuals and families in the greater St. Charles County Area. The types of agencies in the Continuum of Care include shelter, housing, food, state, private and non-profit social service agencies, and faith-based organizations. Non-identifying data will be shared with the State Continuum of Care for statistical purposes only.

Access to the database is limited to partner agencies, and security exceeds the standards set forth in the Health Insurance Portability and Accountability Act (HIPAA). Every person and agency that is authorized to read or enter information into the database has signed an agreement to maintain the security and confidentiality of the information. Any person or agency that is found to violate their agreement may have their rights to access terminated.

BY SIGNING THIS FORM, I AUTHORIZE THE FOLLOWING:

I give the partner agencies and their representatives permission to share the following information regarding my household. I understand that this information is for the purpose of assessing our needs for housing, utility assistance, food, counseling and/or other services.

The information may consist of the following:

- Identifying and/or historical information regarding my household.
- My financial situation including income, expenses, assets, subsidies and debts.

I UNDERSTAND THAT:

- All information will be treated in a moral, ethical and confidential manner.
- Staff members of partner agencies have signed agreements to maintain confidentiality regarding shared personal information.
- Health information, both physical and mental, will not be shared with partner agencies.
- This release of information agreement will remain in effect until revoked.
- I may revoke this release of information by signing a revocation form available at any partner agency.
- Signing this release does not guarantee that I will receive assistance. By the same token, refusing to sign this release does not automatically disqualify me.
- If I feel that I have been treated unfairly, I may report the facts to BenNet at 636.327.6377 during normal business hours.

Client Name (*please print*)

Client Signature

Client ID #

Agency Personnel Name (*please print*)

Agency Name

Date