



STATEMENT OF CONFIDENTIALITY AND REQUEST FOR MAACLINK ACCOUNT

To receive a MAACLink account, fill out this form and email to training@maaclink.org or mail to: Mid America Assistance Coalition, 4001 Martin Luther King, Jr. Blvd, Ste. 215, Kansas City, MO 64130

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

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

- Emergency Assistance Workgroup
- Shelter Manager Workgroup
- Reports Workgroup
- Fund Manager Workgroup
- Shelter Intake 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.

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.

Reports Workgroup

For supervisory staff that need access to aggregate information regarding the services provided by their agencies.

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.