**Three County CoC Case Conferencing**

**Privacy Agreement**

**Organization**

# Purpose

In signing this form, you agree to participate in case conferencing for the purposes of identifying appropriate resources and services for clients on the Coordinated Entry By Names List. Only information relevant to determining participant prioritization and information needed for making appropriate matches should be shared at case conferencing meetings.

# Confidentiality

Agencies participating in case conferencing are required to have privacy and security procedures in place regarding the protection and sharing of client data. Clients should be discussed during case conferencing in ways that do not reveal their identity. The Three County CoC will provide everyone at case conferencing with a By Names List identified by first name and first initial of the last name.

**Attendees** will not:

* Share information from case conferencing with any unauthorized party
* Hinder any efforts to participate in the coordination of services for clients
* Remove any copies of the By Names List from the case conferencing room
* Knowingly reveal any information about a client not necessary for determining a match

Agency Representative Date