



**Mendocino County**  
**Department of Social Services**  
*Healthy People, Healthy Communities*  
**Bekkie F. Emery, Director**  
**Kelsey Rivera, Assistant Director**



**Participating Agency Agreement for Mendocino County Homeless Adult and Family Multi-Disciplinary Personnel Teams**

**BACKGROUND:**

Assembly Bill 210 became effective on January 1, 2018. It creates section 18999.8 of the Welfare and Institutions Code. That new section permits multidisciplinary personnel teams (MDTs) of Participating Agencies to share and exchange information made confidential by State law in order to facilitate the expedited identification, assessment, and linkage of homeless adults and families to housing and supportive services within the County.

**PARTICIPATING AGENCY DEFINITION:**

Mendocino County departments, their contracted agency providers, other governmental agency partners, and any other agencies/organizations that have, as one of its purposes, the identification, assessment, and linkage of homeless families and/or individuals to housing and supportive services to homeless adults or families within the County, may become a "Participating Agency."

**PROTOCOL:**

WIC 18999.8 requires that a County-wide protocol be developed as part of implementation of the MDTs. Attached is a copy of the County's Protocol.

**POLICIES AND PROCEDURES:**

WIC 18999.8 requires Participating Agencies to have uniform written policies and procedures that include security and privacy awareness training for employees who have access to information pursuant to WIC 18999.8. Attached is a copy of the County-wide Protocol, which includes policies and procedures, and applies to all Participating Agencies. Additionally, Participating Agencies may adopt their own policies and procedures.

**CONFIDENTIALITY:**

WIC 18999.8 requires all persons that have access to confidential information pursuant to the MDT to sign a confidentiality statement that includes, at minimum, general use, security safeguards, acceptable use, and enforcement policies. (See attached.) Further, every MDT member shall be under the same privacy and confidentiality obligations and subject to the same confidentiality penalties as the person disclosing or providing the information or records. Information and records must be maintained in a manner that ensures the maximum protection of privacy and confidentiality rights.

**SECURITY CONTROLS:**

WIC 18999.8 requires that Participating Agencies have security controls that meet applicable State and federal standards, including reasonable administrative, technical, and physical safeguards to ensure data confidentiality, integrity, and availability to prevent unauthorized or inappropriate access, use, or disclosure.

**COMPLETE AND ACCURATE INFORMATION:**

WIC 18999.8 requires that Participating Agencies take reasonable steps to ensure information provided is complete, accurate, and up to date to the extent necessary for the agency's intended purposes and that the information has not been altered or destroyed in an unauthorized manner.

**ACKNOWLEDGEMENT AND AGREEMENT:**

By your signature below, you are certifying:

- Your department or agency will be a Participating Agency;
- Your department or agency will abide by all the requirements set forth above;
- Your department or agency will ensure that all employees participating in information-sharing under AB 210 have signed the required AB 210 Employee Participation and Confidentiality Agreement;
- You have received a copy of the County's Protocol and will ensure that your department or agency abides by them; and,
- Your department or agency will create and abide by its own supplemental policies and procedures, as needed.

Department/Agency Name: \_\_\_\_\_

Name, Title, and Contact Information of Individual Signing on Department/Agency's behalf:  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Social Services Director or Designee:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_