

AssistOK Client Consent Form for Release of Information

What is AssistOK?

AssistOK is a software system currently administered by the Tulsa Community Foundation 501Tech program. It is used by many social service agencies in Oklahoma that provide services to those in need of their assistance. The personal information collected in AssistOK will help the participating social services agencies analyze and improve service delivery, and evaluate the effectiveness of their services.

We are asking your permission to share information you provide to us with, and receive information about which your information is shared is available upon request at any participating agency. **We use AssistOK to reduce the amount of time we spend on administrative issues and asking you basic questions about your situation, allowing us to focus on delivering better and more efficient services to you.**

Who can see information in the AssistOK system?

Only trained representatives of agencies using AssistOK will be allowed to view, enter, or use information kept in the AssistOK system. Participating agencies will never give information about a person to anyone outside this system without your written consent, unless required by law (including in response to a valid subpoena, warrant, or court order, or to report child abuse). Agencies may need to share general information (without including any of your personally identifiable information) for the purpose of continuing to receive programmatic support. A list of agencies participating in AssistOK can be provided upon request.

What information is collected and can be shared?

The data shared in AssistOK will help organizations provide and/or direct you to relevant services. **We will not share detailed case notes from your visit** – other agencies will only be able to access your information which may include the following:

- Name
- Date of birth
- Last four digits of SSN
- Race/ethnicity
- Gender
- Contact information
- Veteran status
- Disability status
- Household composition
- Income sources and amounts
- Non-cash benefits
- Homeless status/history
- Where/when social services were accessed
- Case manager contact information

Following execution of this consent form:

- You may request to see your AssistOK record (including this consent form), ask for changes, and to have a copy of it from this agency upon written request. This consent will expire in five years.
- You may end this consent at any time by providing notice in writing. There may have been information shared and services provided based on this consent when it was in effect. Ending this consent cannot change that.
- Any statistical analysis of AssistOK data that is released will be aggregate data and will not reveal any personal identifying information.

By signing below, I authorize this agency to share my information with other agencies using the AssistOK system as set out in this consent form.

Please treat information about my household the same as mine.

Client Signature

Agency Name

Caring Community Friends, Inc.

Name: _____

Date: _____