Instruction for collecting and submitting Information Sharing Authorization (ISA) to Alameda County Health Care Services Agency

1. Open your browser and go to the URL:
    http://accareconnect.org/information-sharing-authorization/

2. Scroll to the Information Sharing Authorization section of the web page.

3. Download PDF-formatted ISA document in the language appropriate for your client / patient / consumer (available options are English, Spanish, Chinese, Vietnamese, Punjabi and Tagalog).

4. Open the fillable PDF document in Adobe Acrobat. (*Note: If you do not have Adobe Acrobat please download from the URL*: https://get.adobe.com/reader/. **You may need to request your IT team to help if you do not have permission to download and install new software**.)

5. Enter Client Name, Date of Birth and Medi-Cal ID (CIN), if known.

6. If the client authorizes a representative to sign on their behalf, please add his or her full name and their relationship to the client at the bottom of the ISA.

7. Scroll down to Page 4 of the ISA to enter your client's choice for sharing Mental Health treatment and HIV test results for the purpose of care coordination.

8. At this time, to save an electronic copy of this ISA you will need to save the file with the appropriate name on your local directory or your network folder. If you do not want to save a copy press the print button on the Acrobat window.

9. Print the document and have your client or the authorized representative sign and date the ISA (only current date is allowed). [*Note*: *you can also add the date electronically before printing the ISA*]

10. The ISA is now ready to send to the Alameda County Health Care Services Agency. **Please add a cover letter with your name, phone number, email and your organization or facility's name and fax the form to (510) 244-0596.**

11. **Do not modify, alter or change the content or structure of the ISA form. Any submissions of ISA forms with modifications, changes or alterations will <u>not</u> be accepted.**

12. Clients can revoke their authorizations at any time by sending a letter, email or filling out page 5 of this form. If the last method is used for revocation, do not fax the form. Instead upload the scanned copy of the page 5 to the CHR.

Kuyb'aj te tu' tel tpokb'al jtq'umb'aj tumal tej Tnom te Alameda

Kuyb'al te tu' tel tpokb'al jtq'umb'aj tumal noqxax te te ex klo' q'anb'al

Tb'i jt-xjalay:_____Tajlal q'ij titz':_____

Tajlal tu'j jxjal tu' tchik'ajax CIN te Medi-Cal (qa ttzqi'na): _____

Tnom te Alameda (ja "Tnom") nokx tqana jkuyb'al te tu' tokx ttzaqpi' jkwel ch'ixpet tej tey tq'umb'al tumal te klo' q'anb'al ex junt q'umb'aj tumal noqxax te te ("Q'umb'aj tumal"). Qama kub' toj twitzay, jtey q'umb'aj tumal tib'aj k'elal tpokb'al tuya (ma jchix ex tetzunja) Jtnom ex qaj kab't tten che qaj ch'uq te tu' t-xi' onat te nik'ulxta ja ab'ib', qaj aq'masab' ex qaj onb'al chu' xjal:

- Qaj q'oltzta te tb'anal xumlal te ch'ul ex nab'
- Qaj u'j nik'xta tb'anal te xumlal
- Qaj q'oltzta che qaj Onb'al te tb'anal xumlal tej kars
- Qaj q'oltzta te tzaq'b'eb' twitz tchajla

- Tja q'oltzta che qaj Onb'al che qa Xjal
- Onb'al te te najb'al
- Qaj onb'al toj Koj, titza tzuj, qaj pwaq te wab'b'aj, qaj biblioteca te chqil ex qaj onb'al at-xax chtxola

Jtey q'umb'aj tumal tib'aj <u>jatza tzajna ma</u> jti' chche'nk qaj ch'uq jax ju'xa kwel q'umat tpokb'al chuya qaj q'oltzta te tej ot tzpet nab' tu'j tokay wa'xta tej noq tiq'chk'a (Substance Use Disorder, SUD). Qa xi q'oltzta onb'al te tej SUD noqxax b'a' toktz <u>chi'</u> te onxta te nik'ulxta jte'y t-ab'ib', qaj aq'masab' ex qaj onb'al tu' xjal. Tqanil: Jkuyb'al lu mi nokx ttzaqpi' je' qa xi q'oltzta te onba'l te tej SUD q'ol tpokb'al ja q'umb'aj tumal qaj SUD.

Q'umk'ata tpokb'al ntzaj tona te tu' qb'inta qama jaw sk'et tey te tu' tetz ti'na qaj aq'chlab'. Jax ju'xa nokx ttzaqpi' te tu' ttiq'ay qaj onb'al ex te tu' ttena choj qaj ch'uq nik'u'nk'a tu'j Tnom ex qaj kab't ch'uq toj ja Tnom te Alameda te tu' t-xi' b'inchet ch'int jte tb'anal t-xumlal ("qaj onb'al" ex "qaj ch'uq"). Jlu jax ju'xa noktz tsmo' qaj ch'uq ex qaj onb'al chitzatzuj Alameda County Care Connect (Care Connect), Healthcare for the Homeless ex Everyone Home.

Jatey kwel b'isat te sqitlak teja B'incha' u'j lu te tu' tkuyj ("B'incha' u'j"). Mi tz'ok ti' nk'u'j jkuyb'al ma kub' nb'isa, mi kub' ch'ixpet jtey tipomal te q'ilaktzta che qaj onb'al che q'anb'al, ka'j q'anb'al mo qaj onb'al tu' xjal te chqil.

Uj tok tsqitay Jb'incha' u'j lu, ntzajttza tkuyana qa tej tey q'umb'aj tumal ti'j k'elal tpokb'al tuya (ma jchix ex tetzunja) Jtnom ex jti' qaj ch'uq matxi'xa q'umat.

Teja lu ktza'l ajb'en te tu' t-xi' cheyat qma jaw sk'et tey che kab't aq'masab', kxe'l onatay te tu' tyolay chuya ex nik'ulxta chib'ay tu'ntza tjapal b'aj te tu' toktz ti'na jun tb'anal onb'al.

Qa mi ma ku'x tsqitay Jb'incha' u'j lu, ba'nx toktz ti'na qaj onb'al che q'anb'al, k'aj q'anb'al mo qaj onb'al chu' xjal te chqil. Qa mi ma ku'x tsqitay b'a' tajtza ti' ti'j qa b'a' ttena tojxax tb'anal choj qaj ch'uq toj ja Tnom te tu' t-xi' nik'et jtey t-ab'ib'.

¿Tijala ktza'l tq'o' we' qama tz'el nq'o' tpokb'al jweya q'umb'aj tumal wi'j?

Qama ttzaqpiy qa tej tey q'umb'aj tumal ti'j k'elal tpokb'al, qaj nxi' q'ontat ab'ib' b'a' t-xi' chb'incha' qaj kab't lu:
- K'okal ch'ikat ex kwel joniy chuya qaj ch'uq, qaj onb'al mo qaj aq'masab' b'a'ttzaj q'ontat onb'al te tb'anal xumlal ex tb'anal te tey
- Nik'ulxta tb'anal jtey t-ab'ib'
- B'inchalxta ch'int tb'anal qaj onb'a
- B'inchalxta kab't aq'unt choj qaj ch'uq tej Tnom

¿Ti ktemal tu' tel tpokb'al?

Jtey q'umb'aj tumal ti'j k'elal tpokb'al choj qaj b'incha' u'j toj xkutz'ib' tu'n tzuj tey jatuma tz'ib'wax jtey tb'anal xumlal toj koj. Jlu ja jun tten te ch'uq te xkutz'ib' nokx tzaqpintat qa qaj ch'uq ntzaj chq'o' tponkb'al jq'umb'aj tumal te tu' t-xi' b'int ch'int jtb'anal xumlal te che qaj xjal. Jtey q'umb'aj tumal ti'j jax ju'xa k'elatz tpokb'al choj qaj u'j b'incha' yolat ex tz'ib'a qa.

¿Al k'elal q'ontat tpokb'al jq'umb'al tumal weya wi'j?

Jtey q'umb'aj tumal ti'j k'xe'l tpokb'al tuya (ma jchix ex tetzunja) ja Tnom ex qaj tiqch ch'uq matxi'xa q'umat. Qa tej tey q'umb'aj tumal ti'j tzajna ma jtche'nk lu che qaj ch'uq jax ju'xa k'elal tpokb'al chuya qaj q'oltzta che qaj onb'al te tej che'nk ja SUD. Qaj ch'uq b'a' tokx chi' qaj xjal nchi aq'ana' choj qaj tajlal tzqilta mo niy cheyxta tej Tnom. Jax ju'xa b'a' toktz smet qaj ch'uq at oknina tuya jtey t-ab'ib' te ja'la bién, taj nej ex toj junt q'ij. K'elatz imprimirat jun u'j tey te te' jatuma tz'ib'ak'ax qaj ch'uq te ja'la. Jax ju'xa b'a' tokxay toj j-u'j jatuma tz'ib'wax toj www.accareconnect.org/organizations.

Jxjal mo jch'uq jatuma kxe'l tpokb'al jq'umb'aj tumal b'a' tajb'en tey mo q'um tpokb'al jtey q'umb'al tumal ti'j, minti' b'a' tkub' ttzyu' jkwab'al te tu' tkub' ewat.

¿B'a' t-xi' nqana tumal aluya b'a' tel tpokb'al jq'umb'aj tumal weya wi'j?

At toklena te qanlakxta jun u'j jatuma tz'ib'ak'ax chb'i qaj ch'uq qaj ochi okx chey tej tey q'umb'aj tumal tey ti'j najb'en tzunj B'incha' u'j lu tey. Te tu' t-xi' tb'incha'na ja qanb'al, t-xi' q'ajt toj ja Onb'al te tu' ttzaj Ab'itay te Ch'ixpulk'ata tej Q'umb'aj tumal te Tb'anal xumlal te Xjal tej Tnom te Alameda ("Onb'al te tu' ttzaj Ab'itay") toj (510) 618-1997.

¿Ti' jala q'umb'aj tumal k'ela tpokb'al?

K'elal tpokb'al jq'umb'aj tumal chib'aj qaj ch'uq ex qaj onb'al etz ti'na, q'imatz ex k'elatzx tena q'ilb'atzta toj junt q'ij:

• Qaj b'a' te tb'anal xumlal te chu'l ex nab'.
• Najb'al, ex qaj nchajb'e' qaj xjal mo qaj jax toklen.

Qaj q'umb'aj tumal chib'aj qaj ntzpet nab' tu'j nxi' wa't qaj noq tiq'ch jalal mi ya' b'a' (SUD) klo'nk tu'j Ch'ikb'ab'il twi' 42, Plaj 2 tej Código che q'umb'aj Kawb'al chu' Ajkawal (Code of Federal Regulations, CFR) mi ya' ja' smo'nktz toj ja kuyb'al lu.

Jq'umb'aj tumal matz'el tpokb'al b'a' tokx tsmo qaj kab't t-xi'len lu:

• Jte tb'i, tb'e najb'al, tajlal q'ij titz', chq'iltza.
• Jtten te tb'anal xumlal te q'anb'al mo te nab' ex qaj q'anb'al nxi' tk'a'.
• Jte tnajb'al, wab'b'aj, k'uxb'al tu' tb'et, taq'unt, tpwaq noktz ex qaj ntajb'e' tu'j jttzakal.
• J-onb'al noktz ti' ntzaj tq'o' Jtja q'oltzta che qaj Onb'al tej Tnom, titza tzuj Medi-Cal, CalFresh, Onb'al te Chqil, CALWORK.s, Cheyb'aj jaxax te Pwaq noktz noq Lepcht (Supplemental Security Income).

¿Ti' jala q'umb'aj tumal k'ela tpokb'al tuyaxtzuj qa mi ma tz'ok tsqitay?

Mantza ja'la, qaj kawb'al te chqil ex che ajkawal nokx chkuya te tu' tel tpokb'al qaj q'umb'aj tumal. Titza tzun qaj ch'uq te ab'ilxta q'anb'al b'a' tel chq'o' tpokb'al jtey q'umb'aj tumal ti'j tej tb'anal xumlal te tu' ttzaj q'o' tej tq'anb'al. K'okal tsqitay Jb'incha' u'j lu mi kub' tch'ixpu'na alchej b'a' tel tpokb'al lepchtza chi'j qaj kawb'al lu.

¿B'a' tajtz wi' ti'j alchej k'elal tpokb'al?	B'a' tajtz wi' ti'j jkwel ch'ixpet te q'umb'aj tumal chib'aj qaj tzaq'b'eb' che qaj cheyb'aj teja VIH ex qaj k'aj q'anb'al tej tb'anal xumlal te nab' toj ja kloj te qanlakx qa k'elatz mo k'okalx nintzajxax.
Qama tz'ok nsqita, ¿b'a' tkub' nmeltz'u' nyol te kab't q'ij?	At toklena te meltz'ulk'ata tey tyol ti'j tzunja ch'ixpub' ex najsalk'a tej kuyb'aj lu <u>toj alchexa amb'il.</u> Jb'incha' u'j lu b'a'x teja uj tjapal jtajlal q'ij lu ju'tza nxi' tmeyo'na mo nxi' tb'incha'na tz'ib'atza tten tu'an.

- Te tu' t-xi' tmeyo'na mo te tu' tkub' tch'ixpu'na alche' jun, yola tuya jun tuyana tib'a tuya te tey tyub' te ab'iltzta q'anb'al. B'a'ntza nosalk'axta jun b'incha' u'j ak'aj te tu' chchik'ajax qaj ot chi kub' ch'ixpet. Alchexa jun makub' ch'ixpet matzaq' tzyetal aq'unt ti'j teja tjalal q'ij taj uj tok tsqitay ja B'incha' u'j ak'aj.
- Alchexa jun dato mo q'umb'aj tumal ot tz'el tpokb'al uj na'ntq t-xi' b'inchet jkwel ch'ixpet mixb'a tel tnajsa'na.

Kloj nqant Qajay jtey tyol te kuyb'al nintzajxax te tu'ntza tel tpokb'al jq'umb'aj tumal ib'aj jtey tq'anb'al te tb'anal xumlal te nab' ex qaj techal tzaq'b'eb' tej tey tcheyb'aj te VIH.

Qama tzaj tq'o'na tyolay te kuyb'al, jq'umb'aj tumal tib'aj jtey tq'anb'al te tb'anal xumlal te nab' ex qaj techal tzaq'b'eb' tej cheyb'aj tej VIH k'elal tpokb'al (te jun tten te ka'b'a tb'e) tuya Jtnom ex qaj noq tiq'chk'a ch'uq matzajxa na't jatxamay te onxta te nik'ulxta jte t-ab'ib', qaj aq'masab' ex qaj onb'al chu' xjal. Seyatloj mi jaw tzqet ti'j jte tten ja'la unque, qama txi' tq'o'na tyola te tzaq'b'elxta b'a' ttzaj tona te nik'ulxta qa tej tey tq'umb'aj tumal ti'j b'a' tel tpokb'al toj junt q'ij qa at-xax ilti'j.

K'aj q'anb'al te tb'anal xumlal te nab'
Kxe'l nq'o' nyol te kuyb'al te tu' tel tpokb'al jq'umb'aj tumal tib'aj jweya k'aj nq'anb'al te tb'anal xumlal te nab' te qapa o'txa, ja'la ex toj junt q'ij. (qaj tqanil te ab'ib' q'anb'al te nab' mi tz'el cheja chpokb'al).
▶ □ Ju'   □ Mi

Techal tzaq'b'eb' che qaj cheyb'aj tej VIH
Kxe'l nq'o' nyol te kuyb'al te tu' tel tpokb'al jq'umb'aj tumal tib'aj jweya techal ntzaq'b'eb' te cheyb'aj tej VIH te qapa o'txa, ja'la ex toj junt q'ij.
▶ □ Ju'   □ Mi

At woklen ti'j:
- tkub' nxk'eya wib' te sqitlak teja B'incha' u'j lu.
- k'elatz wi' jun copia teja B'incha' u'j lu.

Ujtza tok nsqita jb'incha' u'j lu, kwel ntziya qa:
- Xi' nxnaq'tza jb'incha' u'j lu mo jun nxel tej tnom te Alameda mo jun tuya tib' tuya ja yub' te ab'ilxta xi' xnaq'tzantat.
- Nel nik' ti'j.
- Nxi' nkuya te tu' tej weya q'umb'aj tumal wi'j k'elal tpokb'al titzaxsa ntzaj tz'ib'at toj tne'l.
- Jkuyb'al lu' kwel ten b'a' te jun 1 ab'q'ij mo ujxa tkub' nch'ixpu' weya mo najsalb'a tej weya nkuyb'aj kwelax ntz'ib'a. B'a' tkub' nb'incha' jlu uj nyola tuya jun tuya tib' tuyaja yub' te ab'iltzta.

_____   _____

Tsqit jt-xjalay   Tajlal q'ij

Qama tz'ok tsqita jun xjal mi ya' jaj t-xjalay, tz'ib'ak'ax jti oknina jxjal tuya ja t-xjalay:

_____   _____

Oknina tuya ja t-xjalay   Tb'ij xjal te xelb'al

Alameda County
Health Care Services Agency

Najsalk'a tej kuyb'al te tu' tel tpokb'al jq'umb'aj tumal

Tb'ij t-xjalay: _____ Tajlal q'ij titz': _____

Tajlal tu'j jxjal tu' tchik'ajax (CIN) te Medi-Cal (qa ttzqi'na): _____

Wajsa tu' tkub' najset jweya nkuyb'al. (Kxe'l sama' tej tuya tib'a tuya jyub' te q'anal)

Tqit jt-xjalay mo mo tej xelb'al jaxax tej t-xjalay:

_____ _____/_____/_____
Xjaw   *Q'ij*   *Ab'q'ij*

Qama tz'ok tsqita jxelb'al jaxax tej t-xalay, tz'ib'atz jti oknina ex jtoklen te q'olakta:

_____