

Guelph-Wellington 20,000 Homes: Release of Information

Important Information

The Guelph-Wellington 20,000 Homes Campaign is part of a national movement to house 20,000 of the most vulnerable Canadians by July 1, 2018. Locally, the Guelph & Wellington Task Force for Poverty Elimination and County of Wellington Social Services have partnered to lead the campaign at a local level. It is expected that survey collection will become part of the homelessness-serving system in our community and that it will extend beyond the end date of the national campaign.

You are invited to take part in a survey to help inform a By-Name List of those currently experiencing homelessness in Guelph-Wellington. The By-Name List will be used by local service providers to help make appropriate referrals for housing supports and services and to gain a better understanding of the inflow and outflow of homelessness in our community. Local service providers may also provide updates on your behalf if they are aware of a change in your homelessness status (e.g. you have found housing).

Participation in this survey is voluntary and not required to receive services and supports from local service providers. If you chose not to complete the survey now, you may do so at another time.

You may request a private space to complete the survey. If there are barriers to you participating (e.g. language), you may request accommodations (e.g. identify an interpreter).

Purpose:

We are asking families and individuals in Guelph-Wellington currently experiencing homelessness or at-risk of homelessness to complete this survey to determine:

- How many families and individuals are currently experiencing homelessness;
- How many families and individuals are entering and exiting homelessness; and
- What trends are being experienced among homeless people.

Additionally, the families and individuals that complete the survey will be added to the Guelph-Wellington By-Name List to help local service providers make appropriate referrals for housing supports and services. This requires local organizations to use, disclose to each other and otherwise share with each other your individually identifying personal information from the survey. Your authorization for this is required below.

What does participation involve?

Families and individuals currently experiencing homelessness in Guelph-Wellington are being asked to participate in this study. As a participant, you will be asked questions about your history of housing and homelessness, risks, socialization and daily functioning, and wellness. The survey is expected to take less than 7 minutes to complete.

Participation in this survey is voluntary. Only “Yes,” “No,” or one-word answers are being sought. Any question can be skipped or refused.

You can stop the survey at any time and withdraw your consent. At this point, the Door Agency administering the survey will destroy the partially completed survey.

You can withdraw your consent after the survey has been completed. In this case, you must notify the research project lead, in writing (contact details provided at the end of this consent form).

Once written notice is received, your survey responses will be permanently deleted from the By-Name List and the original survey will be shredded.

The services and supports you receive from local service providers will not be affected by your decision about whether or not to participate or the answers that you give if you do choose to participate. If you withdraw your consent after participating, local organizations will be instructed to no longer use, disclose, or share your identifying information from that point on.

Benefits & Risks of Participation

Benefits: The information collected will be used by local service providers to help make appropriate referrals for housing supports and services for families and individuals experiencing homelessness. The information collected will also help improve the homelessness serving system, including program delivery. This will result in better access to appropriate housing services and supports.

Risks: Participants may experience some discomfort because the survey questions ask for personal information that may cause emotional reactions.

Privacy

The Door Agency administering this survey will keep your survey responses locked in an area that is only accessible by staff. All staff have signed confidentiality agreements. During transport, all completed surveys will be kept in immediate personal possession of a door agency staff member in an envelope marked with "Confidential" and contact details for the PTF in case it is lost. A copy of your survey will be sent to the County of Wellington and Poverty Task Force to be added to a password protected electronic database. Once added, the copy will be destroyed. The electronic record will be securely retained for six years and then permanently deleted.

Public documents, such as reports, fact sheets, and infographics, will be developed based on information collected for the By-Name List. **Public documents will not include any identifying information.** These reports will be released to the general public and local service providers, including the Door Agency administering this survey. All public documents will be available online: www.gwpoverty.ca and www.gw20khomes.ca

If you have any questions or concerns about this project, or wish to withdraw your consent, please contact the research project lead:

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Client Name (Print)

Date of Birth (mm/dd/year)

I HEREBY AUTHORIZE:

- [] My survey responses to be included in research analysis and reported in public documents that **do not** include individual, identifying information.
- [] All of the following local organizations to use, disclose to each other and otherwise share with each other my individually identifying personal information from my survey, as well as updates about my homelessness status. This information will be shared for the purpose of being added to the Guelph-Wellington By-Name List to help local service providers make appropriate referrals for housing supports and services.
(please cross out any organizations you do not wish to share your information with)
- Canadian Mental Health Association Waterloo Wellington Dufferin
 - Community Resource Centre of North & Centre Wellington
 - Dunara Homes for Recovery
 - East Wellington Community Services
 - Family & Children's Services of Guelph & Wellington
 - Guelph Community Health Centre
 - Rural Wellington Community Team
 - Specialized Outreach Services (SOS)
 - Stonehenge Therapeutic Community
 - Welcome In Drop In
 - Women in Crisis
 - Wyndham House
- [] I do not consent to the use, disclosure and sharing of my personal information between the organizations referred to, and as set out above, but would like to be added to the By Name List.

Consent:

By signing below, I confirm that:

1. I understand what is required based on reading the information above
2. I understand that my participation is voluntary and that I'm free to stop at any time
3. I understand that my answers will be kept private in any public reports, but will be shared with the authorized service providers to help inform referrals to programs and services

Dated and effective as of (mm/dd/year): _____

Signature of Client

Print Client's Full Name

I believe that the person signing this form understands what is involved and voluntarily agrees to participate.

Signature of Witness

Print Witness's Full Name