HEN Referral List

A list of all people with a HEN Referral from DSHS is now available to CHG grantees. Please review the following Q&A and reach out to your CHG Grant Manager with questions.

WHAT is the HEN Referral List (List)?

1. This List is held on a secure file site that contains personally identifying information and contact information for everyone in the state who has a HEN Referral from DSHS.
2. Staff with approved access can sort the List by county to review names of people in their service area.
3. The List is updated monthly.

WHO can see the List?

1. Lead grantee and sub grantee staff who have access to the List must understand the confidentiality and data share agreement responsibilities identified in the CHG Guidelines.
2. Lead grantee and sub grantee agencies must keep a record of staff who have access to List.
3. Staff who have access to the List must complete a *DSHS Non-disclosure of Confidential Information – Non Employee Form* (Form) annually.
4. A record of staff access and Forms must be available to Commerce and DSHS at any time.

WHY is this List available? What am I supposed to do with the information?

1. Legislative and stakeholder intent was to make the List available so that HEN service providers could conduct outreach to people with a HEN Referral that are homeless. You can read the bill that passed here, see Section 2 (6).
2. The CHG grant terms do not require any action with the information on the List.

HOW do I access the List?

1. Once staff understand the confidentiality requirements, have their own Agency approved access and have signed the Form (keep on file, do not send to Commerce. BVS access still requires a separate Form), the staff can access the List via this site:
   a. http://sft.wa.gov
   b. The username is **com-henreferral**
   c. Email talia.scott@commerce.wa.gov to receive the Password (please only one email per Agency)
   d. DO NOT CHANGE THE username and password
   e. The password will change every 120 days. Talia will update the Users each cycle.