

Agency Client Consent for HMIS
Effective June 8, 2015

Purpose of this form: This Agency uses the Homeless Information Management System (“HMIS”). HMIS is a database and case management system that collects and maintains information on the characteristics and service needs of clients. The system collects and stores client-level data that can be utilized to generate unduplicated and aggregate reports for the U.S Department of Housing and Urban Development (“HUD”) that can be analyzed to determine the use and effectiveness of the services being provided by Agency. When you request or receive services, we may collect data about you and your household such as:

- First name and last names, dates of birth, Social Security Numbers, driver’s license numbers, gender, religious affiliation, ethnicity, race, veteran status, prior residence, contact information and program status.
- Your service needs, income, benefits, education, employment, destination, disability, general health, as well as pregnancy, HIV/AIDS, behavioral health, legal and history of domestic violence, dating violence, sexual assault, and stalking.

How will my data be used?

Your data will be entered into the HMIS to generate reports that can be analyzed to determine the use and effectiveness of the services being provided by the Agency. The ways in which this Agency may use or disclose your information are discussed in our Notice of Privacy Practices, which is posted in this Agency near the intake stations (or comparable location) for review by clients.

How will my data be protected?

We will enter your data in a computer program that is protected by passwords and encryption technology. Each Agency and user must sign an agreement to maintain the security and confidentiality of your information. Any person or Agency that uses the HMIS and violates the terms of the agreement may lose its access rights and may be subject to other negative consequences.

Client Informed Consent

By signing this form:

- 1) I agree that this Agency and its employees and agents can enter all of my information into the HMIS.
- 2) I will provide my information to the Agency but I do not agree to allow the Agency to enter any of my information into the HMIS.
- 3) I do not agree to provide any information to this Agency and I understand that I may not be able to receive certain services from this Agency if my eligibility to receive these services cannot be verified.

I UNDERSTAND THAT:

- The Agency may not refuse or decline certain services to me if I refuse or am unable to provide information; however, some information may be required by the applicable program to determine eligibility for housing or services, to assess needed services, or to fulfill reporting requirements. Therefore, I am not required to sign this consent. I may request a copy of this consent.
- I have the right to revoke this consent at any time in writing.
- This Agency has posted a Notice of Privacy Practices, and I may request a paper copy of the Notice from this Agency. I acknowledge that I have been given an opportunity to read and/or request a copy of the Notice and that I have read the Notice. The Notice describes ways in which my personal information may be used and disclosed. Every effort will be made to ensure the proper use and security of my information.

Signature of Client or Guardian

Date

Signature of Agency Witness

Date