HMIS Client Release of Information and Posted Data Privacy Notice

Ohio Balance of State Continuum of Care

Mahoning County Homeless Continuum of Care

Staff Instructions

Document Components

Staff Instructions
HMIS Client Release of Information
Posted Data Privacy Notice

How to Use the HMIS Client Release of Information and Posted Data Privacy Notice

- Each adult client should be presented with the Posted Data Privacy Notice before their information is entered into HMIS. Program intake or Coordinated Entry Access Point staff must sign the *HMIS Client Release of Information* to affirm that staff explained the privacy notice to the client and the client gave verbal permission for HMIS data entry. Children under age 18 require a parent or guardian's verbal permission.
- The *Posted Data Privacy Notice* must be posted in an area viewable by clients. Staff may also provide a written copy to clients, if requested.
- This document can be further modified and incorporated into your agency's existing data privacy forms and notices, but modifications should be made only in consultation with the HMIS System Administrators.
- These forms and procedures apply only to data maintained in the Ohio BoSCoC and MCHCoC HMIS. They are not meant to serve as an agency's complete privacy policy or sole consent forms.

How to Enter Clients in HMIS

If a client does not agree to the Release of Information statement in the *HMIS Client Release of Information* form, then their personal information should be entered into HMIS via the following steps:

1. Enter client's personal information via the appropriate workflow for the project type in which they are being enrolled
2. Toggle on 'consent refused'. This will anonymize the client's personal information

HMIS Client Release of Information

Program intake or CE Access Point staff must read the Posted Data Privacy Notice to adult clients. Staff must request that adult clients verbally acknowledge that they are providing permission to have their personal data collected and entered into the HMIS, and that clients are providing permission to have their data shared, as outlined in the Posted Data Privacy Notice. A separate HMIS Client Release of Information form must be completed for each adult in the household. A parent or legal guardian must provide acknowledgment and consent for children under 18.

Child's Name	Child's Date of Birth
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Release of Information

This agency would like permission to collect your information, enter it into HMIS, and securely share your data as described in the Posted Data Privacy Notice, to see what programs you qualify for and to better serve you. This Release of Information expires in one year.

☐ **Client Agrees** ☐ **Client Disagrees**

As the parent or legal guardian of the children listed above, you confirm that the child's/children's data should be treated the same as your own.

☐ **Client Agrees** ☐ **Client Disagrees** ☐ **N/A**

Client Name (printed)		
Agency Representative Signature and Date		/ /

Posted Data Privacy Notice

We collect personal information about the people we serve in a computer system called the Homeless Management Information System (HMIS). Many social service agencies use this computer system and their staff may be able to see your personal information. Additionally, administrators of the system and the provider of the system software may also see your information. All of these people have gone through special training to use the system and are required to abide by our homeless systems' privacy standards.

We use the personal information collected to run our programs and to help us improve services. In addition, we are required to collect some personal information by organizations that fund our program.

We only collect information that is considered appropriate and necessary. The collection and use of all personal information are guided by strict standards of privacy and security.

We may use or disclose information from the HMIS under the following circumstances:

- To provide or coordinate services for an individual or household;
- For functions related to payment or reimbursement for services;
- To carry out administrative functions;
- When required by law;
- For research and/or evaluation; or
- For creating de-identified data

You do not have to provide your information; however, without your information we may not be able to help you. In addition, we may not be able to get help for you from other agencies.

You have a right to review the personal information recorded in HMIS about you. If you find mistakes, you can ask us to correct them. You may also request a list of all agencies with access to the HMIS. You have a right to file a complaint if you feel that your data privacy rights have been violated. Please tell our staff if you have questions.