HMIS Forms Overview

**Client Privacy Rights**

**Explanation:** The Client Privacy Rights document is meant to provide additional information to clients about HMIS. It explains who sees their information, what their rights are, what the risks are, and the choices they have.

**Requirements:**
- Pursuant to the HUD Final Notice, each Agency must prominently display the HMIS Client Privacy Rights at each intake desk (or comparable location).

**HMIS Informed Consent and Release of Authorization (ROI) Form**

**Explanation:** The Informed Consent and Release of Authorization forms gather information about a client’s preference for entering identifiable information in HMIS and who the information can be shared with. The first page is meant to obtain permission from the client to enter identifiable information in HMIS. The second page obtains the necessary permission from the client to share their information with additional agencies. If a client agrees to share their information, there are two options: 1) Share with any other HMIS agency, or 2) Share with a specified MOU partnership or selected number of agencies.

**Requirements:**
- Consent must be provided by the household before any information is entered in HMIS.
- The ROI must be completed before any information is shared to outside agencies.
- Originals of the Consent and ROI must be kept by the agency for 7 years after the date of signature.
- Each adult in the household must sign their own Consent and ROI.
  - A parent or guardian can sign for their dependents.
- If the client chooses the first option AND requests a list of the HMIS Agencies, or MOU partners, the agency must provide that information to the client.
- Agency lists:
  - A list of all the HMIS Partners is accessible here on page 7:
  - A list of all the Investing in Families Partner Agencies is accessible here:
    - [http://wdcsc.org/initiatives/investinginfamilies/](http://wdcsc.org/initiatives/investinginfamilies/)
  - All other MOU Partnerships are required to provide the clients with a list of the agencies involved.
HMIS Forms Overview

HMIS Informed Consent and Release of Authorization (ROI) Form Scenarios:

Scenario One:
- A two parent household consents to their identified information being entered in HMIS AND releases their information to all HMIS Partners.
- Agency steps:
  - Both adults in the household must sign a Consent and ROI.
    - One of the adult’s forms must list the dependent children under 18.
  - On the second page of the Consent and ROI, Option One would be selected. If the client asks for a list of the HMIS Partners, the Agency must provide that list. In this case, the HMIS Partners list can be found here:

Scenario Two:
- A single parent household consents to their identified information being entered in HMIS AND releases their information to the Investing in Families MOU.
- Agency steps:
  - The adult signs the Consent and ROI and lists the dependent children under 18 on both pages.
  - On the second page of the Consent and ROI, Option Two would be selected and the Agency must write in the MOU name. If the client asks for a list of the MOU Partners, the Agency must provide that list. In this case, the Investing in Families list of MOU Partners can be found here:
    [http://wdcsc.org/initiatives/investinginfamilies/](http://wdcsc.org/initiatives/investinginfamilies/)

Scenario Three:
- A single person with no children consents to their identified information being entered in HMIS AND releases their information to one agency, Compass Health.
- Agency steps:
  - The person signs the Consent and ROI.
  - On the second page of the Consent and ROI, Option Two would be selected and the Agency must write in “Compass Health.”

Scenario Four:
- A single person consents to their identified information being entered in HMIS, BUT does not want their information shared with any other agencies.
- Agency steps:
  - The person signs the first page of the Consent and ROI. The second page is not necessary at this point because the person will not be sharing their information with other agencies.
Client Revocation of HMIS Consent:

**Explanation:** A Client may withdraw or revoke his or her consent for identified information collection by signing this form.

**Requirements:**

- If a client revokes his or her consent, the Agency is responsible for immediately making appropriate data entries in HMIS to ensure that Client’s identified information is removed from HMIS.
  - This may include contacting the HMIS administrator for assistance.