

Rochester / Monroe County Homeless Continuum of Care

Release of Information Policy for HMIS Data Collection and Coordinated Entry

You requested to receive shelter or services from _____ agency.

To provide the most effective services, we need an accurate count of all persons experiencing homelessness or who are at risk for homelessness in the region. In order to ensure that clients are not counted twice we collect personal information about you such as name, birth date, social security number, veteran status, etc. This data is entered into a computer program called HMIS (Homeless Management Information System). You have the right to refuse to provide this information. Refusal to provide this information will not affect your eligibility for housing and/or services provided to you.

HMIS information is encrypted and uploaded to Housing and Urban Development (HUD) and New York State Office of Temporary and Disability Assistance (OTDA) in various yearly reports. Any information that would identify you personally will never be visible to anyone at HUD or OTDA and will NEVER appear on any reports or publications.

HMIS is used for Coordinated Entry in this community. Coordinated Entry is a community wide process by which homeless persons are assessed and referred for housing and/or services that will best meet your needs

What information will be entered into and shared in HMIS?

During the intake interview you will be asked the following information about you and all household members:

- Demographics – i.e. gender, race, age ethnicity, veteran status, etc
- Disability status, mental health, substance abuse and HIV/AIDS
- Mainstream resources: i.e. - income resources, health insurance, non-cash benefits; i.e. – SNAP, Medicaid, etc.
- History of homelessness; fleeing domestic violence
- Prioritization list application and related information (i.e. – VSPDAT, prioritization list notes, etc.)

The purpose for gathering this information is to better understand characteristics, trends and movement of persons who are homeless or at risk of being homeless. This information is also used to analyze the use and effectiveness of services created to assist the homeless within our community. This statistical data helps demonstrate the need for HUD, OTDA and other potential funders to allocate monetary support to the homeless programs in Monroe County.

By sharing your information with these agencies, you will help them:

- Identify other services or programs you may be eligible for.
- Assistance with securing and retaining permanent housing; including any case conferences scheduled to ensure appropriate decisions are being made to link you to housing/services that will best meet your needs
- Better coordinate those services for you and your household.
- Document the need for renewal funding or funding for new programs.

The list of agencies/organizations that have access to and/or share HMIS data is included in Addendum A of this Release of Information document.

***Please be advised that Case/Client Notes and Case Plans are not shared among providers. They are only visible to the provider entering them into HMIS and Partners Ending Homelessness.**

CLIENT INFORMED ACKNOWLEDGEMENT ON RELEASE OF INFORMATION

(For all clients 18 years and older)

Client Name _____ Date of Birth _____

Household members: (if applicable)

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Name _____ Date of Birth _____

By signing this form, I acknowledge that I have been given information on the HMIS database. Only authorized agencies will be allowed to see, enter or access my information.

I understand that this form will expire ____ year(s) from the date of my signature. I may revoke this authorization in writing at any time; however, I understand that information shared prior to the revocation of this authorization will continue to be shared.

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Signature _____ Date _____

ROI-HMIS folder
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