



**Partners Ending Homelessness (PEH)**  
**Homeless Management Information System**  
277 Alexander Street, Suite 208-210  
Rochester, NY 14607  
(585) 319-5091 Fax: (585) 319-5488

## **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.**



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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 \_\_\_\_\_



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## **HMIS Agency Listing – Addendum A**

Bethlehem Family Ministries	Oak Orchard Health Center
Catholic Charities	Open Door Mission
Center for Youth	Partners Ending Homelessness
Coordinated Care Services, Inc.	Person Centered Housing Options (PCHO)
Delphi Rise	Providence Housing Development Corp.
DePaul Community Services	REACH
Dimitri House	Recovery Houses
Eagle Star Housing	Rochester Housing Authority
East House Corporation	Saving Grace Ministries
Empire Justice Center	Sojourner House at Pathstone
Family Promise of Greater Rochester	Soldier On
Father Tracy Advocay Center	Spiritus Christi Prison Outreach
FLPPS	The Community Place
HOPE Ministry	The Housing Council at Pathstone
House of Mercy	The Salvation Army
Housing Advocacy Services	Trillium Health
JustCause (Volunteer Legal Services Project)	US Dept. of Housing & Urban Development (HUD)
Legal Aid Society of Rochester	Veterans Administration
Legal Assistance of Western New York (LAWNY)	Veterans Outreach Center
Liberty Resources	Volunteers of America
LMT Technology	Warrior Salute Veteran Services
Monroe County Department of Human Services	YWCA of Rochester & Monroe County
NYS Office of Temporary Disability Assistance (OTDA)	