

## **Appendix G: Sample Client Information Sheet**

## Sample Client Information Form

This **HMIS PROJECT** administers a computerized recordkeeping system that captures information about people experiencing homelessness, including their service needs. The programs in the **AGENCY NAME** have decided to use the **HMIS PROJECT** as their data management tool to collect information on the clients they serve and the services they provide.

This process is beneficial because you will not have to complete an additional intake interview. Intake information can be shared, with your written consent, from your service program to the **COLLABORATING AGENCY**.

If you consent, we have the ability to share your information with the **COLLABORATING AGENCY** to be used for an initial intake assessment. You can choose to share all or part of the information that you have shared including basic demographic information, residential, employment skills/income, military/legal, service needs, goals, and outcomes. Your information will be shared electronically via a secure, encrypted, Web-based system to the agencies of your choice. This will not take place unless you provide written consent. No medical, mental health, or substance use history will be shared unless you provide express written consent below. Your record will be shared for a period of no more than 5 years from today's date.

The information you share with the **COLLABORATING AGENCY** will be used to access services that will help you obtain and maintain permanent housing. You can choose to have any information that you have shared deleted from the system at any time as well as request a document containing information about who has viewed or updated your client record. The information that you provide, combined with that provided by others, will be used without identifying information for reporting requirements and advocacy.

We here at **AGENCY NAME** have an interagency agreement with the **COLLABORATING AGENCY** regarding clients that are served by both agencies. Both programs also have an agreement with the **HMIS Project** and have completed security procedures regarding the protection and sharing of client data.