HMIS In the Spotlight

Release of Information (ROI) Sharing Plan

The GLHRN adopted a new client release of information form in 2016 to accommodate data sharing collaborations with agencies that do not use HMIS, such as the VA or DHHS. This is necessary for collaborative initiatives such as the by-name list of homeless veterans or Inter-Disciplinary Team (IDT) meetings where client-level information is shared between providers. The release also allows for a process of obtaining verification of homelessness from providers outside of the CoC for chronic certification. Additionally, the release has a standard effective time frame of one year. If working with a client for longer than a year you must obtained consent each year. The ROI contains 3 sections:

1. Identifying Information – This covers the information that is shown on the search screen in ClientPoint. With a client's consent this information, which includes full name, year of birth, last 4 of the SSN, gender and veteran status can be viewed statewide. Sharing this information helps to reduce duplication in the system. A person should only initial this section if they **DO NOT** want this basic information shared on the search screen.

> **Finding your Information on the HMIS?**
>
> **Basic identifying information** (name, year of birth, **partial** Social Security Number and gender and your veteran status) can be seen by all Michigan agencies that use HMIS. This information allows us to select the correct record and to better coordinate services for you. All persons using HMIS are trained and certified in privacy.
>
> If you have a specific privacy concern you can ask to close this information so that only our Agency can see this information. Initial here if you **DO NOT** want basic identifying information shared: _______.

2. Coordination of Care Sharing Plan (or sharing with other HMIS providers) – Here clients initial next to each statement to affirm that they understand their rights and acknowledge our responsibilities for handling their information. It identifies what information is shared with whom. The client needs to check the appropriate box indicating whether or not they agree to have their HMIS information shared. Data sharing is encouraged because it helps to coordinate services, but it is not compulsory and declining to share does not prohibit someone from getting assistance.

> I agree to have all of my information visible to all helping agencies listed above.
>
> a. ☐ Yes, I agree to share according to the Sharing Plan.
>
> b. ☐ No, I do not agree to the Sharing Plan (Only our agency will able to see all your detailed information.

3. Outreach Sharing Plan (or sharing with non-HMIS providers) – Sections 1 and 2 covered the same information as earlier versions of the ROI, but section 3 is a completely new addition. It is important to be familiar with each of the potential sharing partners as not all of them are

applicable to all clients. It will be helpful to explain to clients which of the potential sharing partners they may benefit from. The potential sharing partners are:

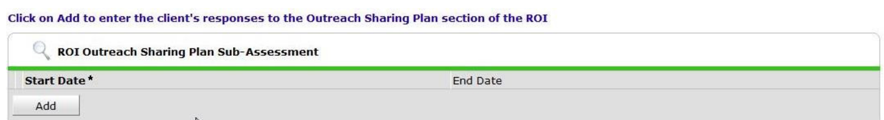
- Michigan Secretary of State to verify ServicePoint ID card as proof of identity;
- VA Medical Clinic for veteran specific housing and benefits;
- Department of Health and Human Services for state benefits;
- Non-HMIS agencies that participate in IDT meetings for housing prioritization;
- MCAH for shelter verification from outside of Ingham County when needed to document chronicity;
- MCAH for similar information specific to youth that received services prior to age 18;

This is not an all or nothing decision. Clients can choose to share or not share with any combination of these partners by circling Yes, No, or N/A next to each of the potential partners.

6. **For Young Adults:** For clients that received services prior to age 18, we may need to document your homeless history to see if you are eligible for specific community programs. Your case manager will contact a Representative from the Michigan Coalition against Homelessness (MSHMIS lead agency) to view data recorded in the HMIS in order to complete a housing history document. **If you are a youth under the age of 24 and have received services from a youth provider while you were under the age of 18**, do you give permission for these Representatives to complete the housing history document to be given to your case manager?

   Information that will be shared includes: HMIS number, Name, date of birth and Social Security Number, housing history

   Yes I agree that MCAH may share data to the Case Manager: (Circle Response): Yes/No/NA



On HMIS the client's consent to share should continue to be entered on the **ROI** tab of the client record. Documenting the release on the ROI tab is what tells the system that it is allowed to share data from this record with the other HMIS-participating partners. To acknowledge a client's consent to share with non-HMIS partners a new sub-assessment needs to be completed to identify which partners they agree to share their information with. The sub-assessment can be found on the Client Profile or the program entry. It follows the same order as Section 3 of the release allowing for a response for each potential partner. Enter the start and end dates covered by the one year release and then select the appropriate choice from the dropdown list. The release should also be scanned as a PDF document and uploaded to the client's record by clicking the binder clip icon  or using the File Attachments section at the bottom of the Client Profile. For more information about making a file attachment, see the guidance document on the GLHRN website (http://glhrn.org/wordpress1/wp-content/uploads/2015/07/File-Attachment-Instruction-5-2-16.pdf).